



## INTERNATIONAL COMMITTEE OF MILITARY MEDICINE

### REGULATION OF INTERNAL ORDER FOR THE INTERNATIONAL WORKING GROUP

**Reference:** Statutes of the ICMM, Article 22 §6

**Approval: General Assembly of the ICMM in Jeddah, Saudi Arabia, December 2013**

#### 1. STATUTORY BASIS

The 35th General Assembly approved the principle of the creation of an International Working Group (IWG), in compliance with the Statutes of the International Committee of Military Medicine (ICMM) (with, as a basis, Article 22 of the Statutes governing ad hoc working groups for planning and programming), to advise and to help the Secretary General in the preparation of the General Assembly.

The 37th General Assembly, meeting in Tunis in 2007, voted in favor of the amendment of Article 22 of the Statutes (points 6 and 7), thereby ratifying the creation of the International Working Group (IWG). In accordance with Article 5 of the Statutes, the revised Article 22 stipulates that the operations and procedures of the IWG are to be defined by a Regulation of Internal Order, as outlined in this document.

#### 2. OBJECTIVES OF THE IWG

The IWG has the role of interface between the Secretary General and the participants of the next General Assembly. The IWG advises about any project or question that is submitted to the IWG by the Secretary General or by one of the members of the General Assembly, and that has to be discussed in the next General Assembly.

The IWG has only an advisory role and its proposals do not engage the political responsibility of the participating members.

#### 3. COMPOSITION OF IWG

The IWG is composed by :

- The Bureau of the ICMM according to Art 21 of the Statutes
- The Chairmen and Vice-Chairmen of the Regional Working Groups

The Secretary General may invite experts to participate in the discussions of certain points of the agenda in order to help the IWG in its advisory role. (e.g. The Chairmen of the Technical Commissions, Representatives of International Organizations with special relationship/partnership to ICMM, ...).

The members of the IWG can be assisted by one of their staff officers who have no right to take the floor or to vote during the debates of the IWG.

The staff members of the General Secretariat are only present to guarantee the necessary organizational aspects of the meeting. They have no right to take the floor or to vote.

#### 4. MISSIONS OF IWG

The missions of the IWG may be summarized as follows:

- It plays the role of a think tank for all matters concerning the points of the agenda of the next General Assembly of ICMM,
- It helps the Secretary General to prepare the General Assembly of the ICMM,
- It analyzes and gives advice about the proposals made by any member or constitutive body of ICMM in order to present its analyses or advice to the following General Assembly, - It makes a complete report of its activities,
- It presents to the General Assembly a summary of its report as well as new resolutions or other proposals

## 5. MEETINGS OF THE IWG

The meetings are organized at the initiative of the Secretary General in preparation of the next General Assembly, at least NINE months before this General Assembly, in order to establish and transmit the report and its recommendations or proposals to the Delegates within SIX months before the venue of the General Assembly. The global timeframe is presented hereunder.

Informal consultations may be organized by mail at the initiative of the Secretary General.

If requested by a member of the Bureau of ICMM, the Secretary General may convoke an extraordinary meeting of the IWG during a World Congress, before or between the two sessions of the General Assembly.

For the meetings, an agenda will be established according to the following points:

- The designation of a secretary of the IWG in charge of establishing the report and of the presentation of this report to the General Assembly,
- An analysis of the submitted proposals,
- The requested advice to be presented during the General Assembly, - The establishment of the complete report, - The approval of the complete report of the IWG.

The different advice of the IWG will be notified in the minutes and the position of each group will be reported.

## 6. GENERAL CALENDAR

For the organization of the meetings of the IWG, the general calendar will be applied:

X	WORLD CONGRESS + GENERAL ASSEMBLY
X – 3 months	2° convocation of Delegates to GA + Updated agenda
X – 6 months	1° Convocation of Delegates to the GA: Agenda of GA + Proposals to revise the Statutes
X – 7 months	Remarks/Answers on the Report of IWG by the IWG and ICMM
X – 9 months	IWG Meeting
X – 12 months	Proposals to revise the Statutes must be received by SG
X – 12 months	2° Convocation of IWG + Updated agenda
X – 15 months	1° Convocation of IWG + Agenda
X – 18 months	1° Announcement of IWG + Questions

## 7. PRACTICAL ISSUES

The meetings of the IWG are organized under the responsibility of the Secretary General. The Deputy Secretary General will fix the agenda of the meeting in collaboration with the Secretary General; the Deputy Secretary General will lead the discussions during the meeting.

The funding of these meetings is as such:

- The members of the IWG are responsible for the costs for transport, lodging and the unofficial meals of their national delegation.
- The secretariat general will pay for the organization of a welcome reception (the day before the meeting) and for an official dinner on the first day of the meeting, for the Delegate and ONE member of his delegation.

The Delegates will arrange the practical modalities via the executive secretariat of ICMM.