



INTERNATIONAL COMMITTEE OF MILITARY MEDICINE

SECRETARIAT GENERAL

PRACTICAL GUIDE

ORGANIZATION OF WORLD CONGRESSES AND GENERAL ASSEMBLIES OF THE ICMM

PROTOCOL

Edition: General Assembly of the ICMM in Basel, Switzerland, May 2019

The aim of this guide, based on the ICMM Statutes, Regulations, and the experience of the Secretariat General is to support the organizers during the organization of an ICMM World Congress.

This guide is not a regulatory document.

Text in italics refers to optional aspects that may be modified to suit local traditions or be adapted to the possibilities of the meeting rooms.

Text in normal type refers to essential elements in this type of event.

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1) ORDER OF PROTOCOL OF THE ICMM.

The order of protocol must be respected at all official ICMM events. The order of precedence is as follows:

- 1) The Chairman in office, whose role is to direct the legislative branch of the ICMM, in accordance with the Statutes (part III, article 7);
- 2) The Secretary General (SG), whose role is to manage the executive branch of the ICMM, in accordance with the Statutes (part III, article 10);
- 3) The Vice-Chairmen;
- 4) The Deputy Secretary General (DSG) and the Chairman of the Scientific Council (CSC);
- 5) The Deputy Chairman of the Scientific Council (DCSC)
- 6) The Chairmen of the Technical Commissions of the ICMM and the Director of the Center of Reference for Education on International Humanitarian Law and Ethics of the ICMM (or representative);
- 7) The Chairmen of the Regional Working Groups
- 8) Other officials from the Secretariat General of the ICMM;
- 9) Other ICMM regional officials.

2) ARRIVAL OF THE CHAIRMAN AND THE SECRETARIAT GENERAL, ROOMS TO BE PROVIDED (ON-SITE HEADQUARTERS).

- a) The Chairman and the Vice-Chairmen of the ICMM, are welcomed on arrival by the Congress officials. Depending on the usual practice of the host country, and its security regulations, the delegation may be greeted on arrival at the airport, as soon as possible after leaving the plane.

They will then be taken to their hotel.

Similarly, for the departure at the end of the Congress, the transfer from the hotel to the airport of the two Vice-Chairmen will be provided by the organizers.

- b) The Secretary General of the ICMM, and his deputies and assistants, will be welcomed on arrival by the Congress officials. Depending on the usual practice of the host country, and its security regulations, the delegation may be greeted on arrival at the airport, as soon as possible after leaving the plane.

For the purposes of protocol, the team from the Secretariat includes:

- the officials elected by the General Assembly: the Secretary General, the Deputy Secretary General, the Chairman of the Scientific Council and the Deputy Chairman of the Scientific Council.
- the officials appointed by the Secretary General i.e. the Director of Communication, the Director of Finances, the Assistants to the Secretary General and the Executive Secretary.

They will then be taken to their hotel.

Similarly, when they leave, their transfer from the hotel to the airport will be provided by the organizers.

The Secretary General of the ICMM takes part in the Congresses, with a team of about ten people (the exact number is given in advance). It is important to provide a room in which about 15 people can work, including office equipment. This will be the on-site headquarters of the Secretariat General of the ICMM. It is advisable to foresee an adjoining room for smaller meetings with dignitaries, heads of delegations, and/or national delegates during the period of the Congress.

A liaison officer will be appointed for the Chairman in office before the opening of the Congress and for the Vice-Chairmen of the ICMM, throughout the Congress period. This liaison officer is the permanent contact person between the Organizing Committee and the Chairman and Vice-Chairmen of the ICMM. He informs the Chairman and the Vice-Chairmen about the program and the special activities and will answer all questions from the Chairman and Vice-Chairmen.

Another Liaison Officer will also be provided for the Secretary General, the Chairman of the Scientific Council, and all other members of the ICMM General Secretariat throughout the Congress period. This liaison officer is the permanent contact person between the Organizing Committee and the Secretary General, the Chairman of the Scientific Council, and the other members of the General Secretariat of the ICMM. He informs these people about the program and the special activities and will answer any questions from these people.

3) REGISTRATION OF PARTICIPANTS TO THE CONGRESS.

Among the registration counters for the participants of the Congress, a special counter should be reserved for the Heads of Delegation. Next to this special counter, there will be another ICMM counter to which the Heads of Delegation, after registration, will be directed and where they will become the necessary documents for the General Assembly, that will be organized during the Congress.

4) OPENING CEREMONY OF THE CONGRESS.

The Congress usually begins on a Monday morning. Delegations arrive and register during the preceding weekend.

However, should the Congress begin on another day, the schedule of events may be adapted accordingly.

A Cocktail party to welcome the participants (Ice Breaking Cocktail) will be organized on Sunday evening, at the convenience of the organizing country. The Opening Ceremony of the Congress is generally held the following morning.

However, some countries may prefer to combine the Cocktail Party and the Opening Ceremony on the Sunday evening. This makes it possible to include in the official ceremony an element that takes place after dark (fireworks, a torchlight ceremony for the presentation of the flags...).

Whether in the evening or in the morning, the Opening Ceremony of the Congress must follow these guidelines:

The dignitaries and guests of honor (Head of State, Ministers, Secretaries of State, Head of Armed Forces, other invited dignitaries, Chairman of the ICMM, the Vice-Chairmen of the

ICMM, the Secretary General, the Deputy Secretary General, the Chairman of the Scientific Council of the ICMM and the Deputy- Chairman of the Scientific Council of the ICMM) are invited into another room prepared for this purpose.

While the participants of the Congress are being seated in the hall where the ceremony will be held, other VIPs and guests of honour of the Congress, the members of the Secretariat General of the ICMM, the Chairmen of the Technical Commissions, the Director of the ICMM Reference Centre and the Heads of Delegation are seated on the first rows of the room.

If there is an orchestra, it may play while the Delegates and the Congress attendees are taking their seats.

A) Entry of dignitaries and officials

At the agreed time, the Chairman of the Congress accompanies the dignitaries and officials into the hall of the Opening Ceremony, and the Congress attendees are invited to stand.

There are two possibilities:

- a) *the hall has a raised platform or dais*
- b) *there is no dais.*

In the first case (a), only those due to speak during the ceremony should be seated on the dais:

- The highest-ranking political dignitary of the host country present, who declares the official opening of the Congress.
- The retiring Chairman of the ICMM.
- The future Chairman of the ICMM, Chairman of the Congress (usually the Head of Armed Forces Medical Services of the organizing country, or another official designated by the organizing country in accordance with the ICMM Statutes part III, article 7-1-a).
- The Secretary General of the ICMM or his representative.

These dignitaries will be guided to the dais by a member of the Organizing Committee.

If the Head of State (or the Head of the Government) is present, he is seated in the center on the dais. If this is not his wish, he is seated in the first row of the audience.

The other dignitaries and officials, who will not deliver a speech, the Deputy Secretary General of the ICMM and the Chairman of the Scientific Council, are invited by a member of the Organizing Committee, to sit in the first row of the audience where seats are reserved for them.

In the second case (b), all the dignitaries and officials are invited by a member of the Organizing Committee, to sit in the first row of the audience where seats are reserved for them.

B) Presentation of the flags of the participating countries

According to the customs of the host country and on the available space in the room, the flags of the participating countries:

- *will either be placed on the dais or around the hall before the ceremony*
- *or will be carried into the hall with military escort after the dignitaries and officials have entered the room and the flags will be placed on the designated areas. The order to be followed is the alphabetical order of the name of the country, in French or English (as decided by the organizers and the delegation from the Secretariat General during a preparatory meeting).*

C) Flags of the organizing country and of the ICMM

According to the customs of the host country and on the available space in the room the flag of the organizing country and of the International Committee of Military Medicine will be:

- *either be placed on the dais*
- *or will be carried into the hall, with military escort. The flags will be placed on the designated areas.*

In front:

- the flag of the organizing country and of the International Committee of Military Medicine.
- Behind these follow the flags of the Armed Forces of the organizing country, and of the Military Health Service of the organizing country.

These flags are carried to the place of honour at the front of the dais.

The national anthem of the organizing country is played. All military personnel present stand to attention.

The national anthem may be played by an orchestra (if the host country has arranged it in that way). If not, a recording may be played over the sound system.

Everybody is then seated.

D) Speeches

The following speeches are usually given, after invitation by a Chief of Ceremony:

a) Farewell speech by the retiring Chairman of the ICMM (5 to 10 minutes)

At the end of his speech, he officially introduces the new Chairman of the ICMM, appointed by the authorities of the organizing country.

He gives him the official medal of the Chairman of the ICMM. (The Secretariat General of the ICMM provides this medal, which is worn with a ribbon as a medallion)

The official documents for the transfer of powers are signed by both the retiring and the newly instated Chairman and by the Secretary General (the documents ~~and~~ are provided by the Secretariat General of the ICMM). The retiring Chairman becomes de facto the Vice- Chairman of the ICMM.

There may be a short musical interlude, if an orchestra is present.

- b) Speech by the Secretary General of the ICMM (10 to 15 minutes)
- c) Speech by the highest-ranking dignitary present (Head of State, Prime Minister, Minister of Defense ...) At the end of his speech, he declares the official opening of the Congress.

Possibility of a final musical interlude.

A group photo will be taken. For this photo the highest authority present will stay at the front row, in the centre, he will be surrounded by the Chairman of the ICMM, the Vice-Chairmen of the ICMM, the Secretary General of the ICMM, the Deputy Secretary General of the ICMM, the Chairman and the Deputy Chairman of the Scientific Council of the ICMM, the highest authorities invited to the Congress, the Heads of Delegation, the Chairmen of the Technical Commissions and the other members of the Secretariat General of the ICMM.

Finally, the new Chairman of the ICMM, along with the Secretary General of the ICMM and the Vice-Chairmen, invites the dignitaries, the officials and the participants of the Congress to accompany him into the pharmaceutical and logistics exhibition, which he then inaugurates. According to his agenda, the highest authority present at the Opening Ceremony of the Congress can lead this delegation and inaugurate the exhibition.

Refreshments may be served before the start of the first scientific session.

5) DRESS CODE FOR PARTICIPANTS, OFFICIAL RECEPTIONS, SECURITY, COURTESY RULES.

A) Dress code for participants.

In accordance with the ICMM Regulation of Internal Order concerning the organization of World Congresses (article 2-b), all the military participants at the Congress wear the uniform of their country.

For the Opening and Closing Ceremonies, participants should wear ceremonial or full dress uniform (generally a jacket, tie and headdress) as it is defined by the rules of the respective Armed Forces of the country to which the participants belong.

For the Gala evening, the appropriate dress code is evening dress or mess uniform, as it is defined by the rules of the respective Armed Forces of each participant (mess jacket, or jacket with tie or bow tie).

For the scientific sessions, those attending may wear a working dress, as it is defined by the rules of the respective Armed Forces of each participant (sweater, shirt with tie, short-sleeved shirt without tie) However, the Chairmen *of the sessions* and the speakers should wear the same uniform as for the Opening and Closing Ceremony, without headdress.

If the host country organizes military field demonstrations, participants may wear combat uniform for their comfort (although there is no obligation to do so).

B) Receptions.

a) Dinner for the Heads of Delegations (*optional*)

The organizing country can organize a dinner for the Heads of Delegations and their partners, usually at the end of the first day of the Congress.

There are two possibilities:

* there are tables of honour, at which the following people should be seated (as a minimum, depending on the size of the tables and according to the local protocol): the Chairman and the Secretary General of the ICMM, the Vice-Chairmen of the ICMM, the Deputy Secretary General, the Chairman and the Deputy Chairman of the Scientific Council of the ICMM and certain dignitaries from the host country according to the local protocol. The partners generally sit at a table nearby.

* *there is no table of honour: the officials and dignitaries listed above may sit at different tables with the other guests.*

b) Gala Evening

The Gala Evening is generally organized in the evening, just before the last day of the Congress. It is held in a spacious reception room, with tables for the participants and those accompanying them.

The Gala Evening may be simply a dinner or may include entertainment.

There are generally tables of honour, at which the following people should be seated (at the least, depending on the size of the tables and local rules of protocol): the Chairman and the Secretary General of the ICMM, the Vice-Chairmen of the ICMM, the Deputy Secretary General, the Chairman and the Deputy Chairman of the Scientific Council of the ICMM and certain dignitaries from the host country according to local protocol.

It is also possible not to foresee tables of honour. In that case, the officials and dignitaries listed above may sit at different tables with the other guests.

c) Day of cultural activities

This usually offers a program of visits and excursions for which Congress participants can register. Civilian dress is recommended for these visits, which are generally organized by guided tour operators chosen by the host country.

d) Meeting with the authorities of the organizing country

As far as is possible, a meeting for the purposes of protocol between the highest-ranking authorities of the country and the Bureau of the ICMM (see definition paragraph 6) is to be held during the Congress, covering possibly a short working session.

C) Security

High-ranking officers often head the delegations attending Congress. These officers could be targeted by individuals or organizations apt to use violence to attract attention to their cause. The organizing country must, therefore, take all necessary measures to provide security for all the Congress participants and those accompanying them.

All the participants must wear a coloured badge showing their photo, their usual name in large type, their rank, and their country or organization. The different colours of the badges will allow everybody to distinguish between the members of the executive committee (the Chairman, the Vice-Chairmen, the members of the Secretariat General of the ICMM, the members of the Organizing Committee of the host country); the Heads of Delegations attending the General Assembly; the participants of scientific sessions and those accompanying them. The choice of which colours to use for the badges is left to the organizing country.

In order to be effective, the security checks must be very strict. However, they should not become a source of diplomatic incidents.

D) Courtesy

It is equally important to expect security staff to behave according to certain rules of courtesy. When they carry out security checks, the staff will probably be unable to distinguish between the different uniforms and rank insignia. It is, therefore, very important that they systematically treat all participants with the respect and courtesy appropriate for high-ranking officials. In this way, any diplomatic misunderstandings can be avoided.

6) CLOSING CEREMONY.

A) Entry of dignitaries and officials

Once all the attendees of the Congress are seated, the Chairman and the guests of honor enter the hall (see paragraph 4). Everybody is seated.

If there is a dais, the following people will be seated at the table of honor on the dais:

- the highest-ranking political dignitary present, who will give a speech
- the Chairman of the ICMM
- the Secretary General of the ICMM
- the Chairman of the Scientific Council of the ICMM

B) Speeches:

- the Secretary of the Scientific Committee of the organizing country gives a summary of the scientific activities (10 minutes).
- the Chairman of the Scientific Council of the ICMM gives his general impressions and talks about the outlook for the future (5 to 10 minutes).
- the Secretary General gives a brief outline of the conclusions of the General Assembly (5 minutes).
- the retiring Chairman receives the Honorary Medal of the ICMM. This medal is provided by the Secretariat General of the ICMM.
- Speech by the Chairman in office (5 to 15 minutes).
- *the representative of the country chosen to organize the next World Congress (if such is the case) may address the audience to invite them to attend the event (5 minutes).*
- *If he wishes, the highest-ranking civilian or military authority present may give a closing address (5 to 10 minutes).*

- *If there is an orchestra, music is played while delegates are taking their seats and there may be a musical interlude between certain speeches.*

The national anthem of the organizing country is played. All military personnel present stand to attention.

The national anthem may be played by an orchestra (if the host country has arranged for one to be present). If not, a recording may be played over the sound system.

The flags of the organizing country and of the ICMM are carried out in the same conditions as during the Opening Ceremony.

End of the ceremony.

7) ORGANIZATION OF THE GENERAL ASSEMBLY (GA).

A) Preparation

The General Assembly represents the legislative body of the ICMM, as described in the Statutes (part VI, article 25). The General Assembly votes on matters concerning elective functions, projects, and proposals. **It is chaired by the Chairman of the ICMM, who has just taken office during the Opening Ceremony of the Congress.**

Two sessions of the General Assembly must be organized during Congress, and between the two sessions, there must be an interval of at least 24 hours.

The Congress schedule provides for these 3-hour sessions, and they are to take place at the specified time.

The agenda of the General Assembly is prepared in advance by the Secretary General of the ICMM, with the approval of the Chairman in office.

It is sent to all the delegates at least 3 months before the meeting of the GA.

The first session is preceded (the day before or prior to the session) by a meeting of the Bureau (about 30 minutes) as defined in the ICMM Statutes (part V, article 21). Six people are present at this meeting:

- the Chairman in office, the Secretary General,
- the two Vice- Chairmen
- the Deputy Secretary General
- the Chairman of the Scientific Council.
- the Deputy Chairman of the Scientific Council.

The Bureau discusses the agenda, the requests for admission of new Members, and any other matters to be covered in the General Assembly, in order to ensure the smooth running of the meeting.

The following people are invited to attend the General Assembly: the official delegates from all the Member States and from the Observer States of the ICMM, (with a maximum of two people including the official delegate of the Member State); the delegation from the ICMM (Secretariat General, Chairmen of the Technical Commissions,...) and certain invited guests (such as the UN, WHO, OIE, ICRC).

When the delegations register, the ICMM Secretariat gives to each Head of Delegation two yellow cards (21x15 cm), which serve as entrance passes to the GA, and one red card (same format) to be used for voting or an electronic voting box.

Yellow cards are also given to non-delegates who will attend the meeting (Chairman, Vice Chairmen, assessors, observers, the ICMM delegation, and the staff involved in voting procedures and administrative tasks).

It is advisable to organize the vote using an electronic mean

The following people are entitled to speak and vote at the meeting:

- the Chairman and the Vice Chairman or Chairmen
- the Chairman of the Scientific Council
- one delegate per country attending, provided that its ICMM membership contributions have been paid in full. If this is not the case, the country is not entitled to vote until such payment is made, which may be done during Congress. In case of dispute, the Secretary General will decide on the matter.
- The Secretary General and the Deputy Secretary General can speak at the meeting but are not entitled to vote.
- The other participants attend in an advisory capacity.

The doors to the General Assembly are opened 30 minutes before the start of the session. A strict control is applied at the entrance of the room by the members of the Secretariat General (only one door is opened) and only holders of yellow cards are allowed in. In case of dispute, the Secretary General or his Deputy will decide on the matter.

B) Layout of the room

The room in which the General Assembly is to be held must be spacious enough to allow the participants to work in the best conditions. It is necessary to provide good quality translations into English and French, and also into the language of the organizing country if required (part X, article 32 of the ICMM Statutes).

Poor quality translation can be a source of serious misunderstandings between the participants.

The tables are set out as follows:

- the table for the Chairman and other officials is on the raised platform or dais, with seats facing the audience.
- the other tables for the delegates are set out in rows in the main hall, leaving enough space between them for people to walk around. There should be one table for each country, with space for two people (although in some cases a seat for a specific translator is also required).

A nameplate indicating the name of the country, spelled according to UN practice, *and a small flag of the country* should be placed on the table. These articles are to be provided by the organizers.

The tables are placed in the alphabetical order of the name of the country in French or English, as previously decided.

The following people (at the least) are seated at the Chairman's table:

- the Chairman with, on one side, the Secretary General and on the other, the most senior Vice-Chairman (i.e. the one who was the longest period in office).
 - the Deputy Secretary General and the Chairman of the Scientific Council, the second Vice-Chairman (if appointed), and an assistant to the Chairman (if he wishes).
- If space allows, other officials may also sit at this table.

C) Debates and voting procedures

The Chairman must address the Assembly in one of the official languages of the ICMM (part X, article 32 of the Statutes).

The Chairman's role is to lead the debates and to ensure that any declarations or requests that would violate the ICMM's policy of neutrality are avoided. He is responsible for the strict observance of the ICMM Statutes (part III, article 7). A break mid-session is generally appreciated.

There are three types of voting procedures (part VI, article 28 of the Statutes):

- * Vote by secret ballot for any matters concerning individual people.
- * Vote by show of hands (holding up the red cards) for all other matters.
- * Vote by electronic means for all

For voting by secret ballot, several ballot boxes should be prepared by the organizers and checked by the Chairman. The team from the Secretariat General assists in the voting procedures. The votes are counted by three people: two volunteer delegates and a member of the Secretariat General. The results are announced by the Chairman.

For voting by show of hands, the red cards are counted by the team from the Secretariat General, assisted by two members of the Organizing Committee.

During the session, Members may meet in Regional Groups. Meeting rooms close to the main Assembly should be prepared for these groups.

Once the General Assembly has officially designated the country to organize the next Congress, the delegate of this country becomes the new Vice-Chairman, thus replacing the more senior Vice-Chairman.

8) PREPARATION OF THE CONGRESS: VISITS OF A DELEGATION OF THE ICMM BEFORE THE CONGRESS.

In compliance with the ICMM Regulation of Internal Order concerning the organization of a World Congress (article 3 of the said regulation), two visits from an ICMM delegation are organized. This delegation (of four people: the Secretary General or his representative, the Chairman of the Scientific Council or his representative, the Director of Communication and the Executive Secretary) is scheduled to visit the organizing country twice: one year and three months prior to the Congress.

These visits are intended to assist(s) the organizers in preparing Congress.

The costs incurred by these visits (travel, accommodation, meals) are to be paid by the organizing country.

A number of meetings must be scheduled for the visiting delegation:

- with the Head of Armed Forces Medical Services of the organizing country
- with the Organizing Committee of the Congress - particularly with the Director General of the Congress as defined in the ICMM Statutes (part III, article 12), the treasurer, and the Secretary of the Scientific Committee of the Congress (article 3 of the ICMM Regulation of Internal Order concerning World Congresses).

It may also be possible to arrange a meeting with governmental authorities (Ministry of Defense...).