



## **CONSTITUTION and Bye-LAWS**

### **THE CONFÉDÉRATION INTERALLIÉE DES OFFICIERS MÉDICAUX DE RÉSERVE**

### **INTERALLIED CONFEDERATION OF MEDICAL RESERVE OFFICERS**

### **(CIOMR)**

**As at 3 April 2018**

Note: This document is intended to be gender neutral. Terms such as he or she are not proscriptive.



**Preface to the Constitution  
of  
THE CONFÉDÉRATION INTERALLIÉE DES OFFICIERS MÉDICAUX DE RÉSERVE  
or  
INTERALLIED CONFEDERATION OF MEDICAL RESERVE OFFICERS  
(CIOMR)**

**What is CIOMR?**

The Confédération Interalliée des Officiers Médicaux de Réserve (Interallied Confederation of Medical Reserve Officers (abbreviated to the anglicised form CIOMR) was founded in Brussels in 1948 by Belgium, France and the Netherlands. Nowadays the Reserve Officers Associations or (Military) Medical Organisations of most NATO countries are members<sup>1</sup>. Also, Reserves or Organisations of non-NATO countries can be Associate Members.

Delegates are physicians<sup>2</sup>, dentists, pharmacists, veterinarians, nurses, technicians and medical service corps officers<sup>3</sup>. Attendees to meetings and events of the CIOMR may also include non-commissioned officers (NCOs) of these professions or associated professions.

**What are the objectives of CIOMR?**

To establish close relationships with medical reserve personnel and services within the alliance.

To study and discuss subjects which are of military medical importance.

To promote effective cooperation with the medical services of the active forces by providing information and feedback through its civilian medical expertise.

To participate as an actively involved observer in COMEDS, the NATO Committee of Chiefs of Medical Services.

**Who can be a member?**

National Reserve Military Medical Forces, Associations or Organisations, or their equivalents, from all NATO member countries can become Full Members.

National Reserve Military Medical Force/Organisation/Associations or their equivalents from non-NATO member countries, or where a country has no Reserve capability but seeks to interact with CIOMR, they can become Associate Members<sup>4</sup> (PfP countries, countries of the Mediterranean Dialogue etc.).

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<sup>1</sup> The terms 'Member' and 'Membership' are detailed and defined throughout the CIOMR Constitution and its supporting Glossary.

<sup>2</sup> The term Physician will include Doctor, Medical Doctor (MD), Medical Officer (MO) and General Practitioner (GP).

<sup>3</sup> In some reserve bodies and Armed Forces, this role is termed Medical Support Officer (MSO).

<sup>4</sup> Associate Members and Individual Honorary Members have no voting privileges.

Only one National Organisation/Reserve Force/Association per country will be admitted.

Each member of CIOMR may send a Delegation consisting of up to 6 members; normally one member of the Delegation must be a medical officer<sup>5</sup>.

Individual Members. Retired Regular and Reserve Officers who are neither affiliated to, or members of, Full or Associate Membership organisations or countries, may apply for Individual Honorary Membership of the CIOMR (this category of membership can be applied to appropriate officers of countries who have no medical Reservists).

Application for membership should be made to the Executive Committee.

### **How often are meetings held?**

Meetings are held twice a year, in conjunction with the Confédération Interalliée des Officiers de Réserve (CIOR). CIOMR and CIOR cooperate closely in various fields.

Normally CIOMR hold its Mid-Winter Meeting (MWM) in February in Belgium and the Summer Congress (SC) in July or August in one of the member countries.

### **Who looks after your interests in CIOMR?**

The Governing Body of CIOMR is its Executive Council (EC), which consists of the heads of the National Delegations. Each Delegation is headed by the respective National Vice President (VP).


The CIOMR President is nominated by one of the National Associations or Organisations in rotation, serving a two-years-term. In due course the President Designate will choose, in consultation with the national association or organisation an international vice president who will take on the position simultaneously with the president by the approval of the EC. The Executive Council votes on nominations for the other board positions from members of the delegations.

### **CIOMR BOARD**

The current CIOMR Board appears below.

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<sup>5</sup> This may be waived in favour of a professionally qualified officer (PQO) subject to approval by the Executive Council).

<p><b>INTERALLIED CONFEDERATION OF MEDICAL RESERVE OFFICERS</b>  <b>CONFEDERATION INTERALLIEE DES OFFICIERS MEDICAUX DE RESERVE</b></p> <p><b>Official Observer Status to COMEDS</b></p>	
<p><b>The CIOMR Board</b></p>	<p><b>Number: 1.1</b></p> <p><b>Revised 2018</b></p>

## CIOMR BOARD

(International) President



**Col Kevin Davies**

President

[p@ciomr.org](mailto:p@ciomr.org)

International Vice President



**Lt Col Simon Davies**

International Vice President

[vp-int@ciomr.org](mailto:vp-int@ciomr.org)

**Secretary General**



**Col (R) François R. Martelet, MD, FRA**

Secretary General

[sg@ciomr.org](mailto:sg@ciomr.org)

**Assistant Secretary General**



**Lt Col (R) Oliver Horten, GER JMS AR**

Assistant Secretary General

[asg@ciomr.org](mailto:asg@ciomr.org)

**Treasurer**



Pending update

Treasurer

[treas@ciomr.org](mailto:treas@ciomr.org)

## President Designate



**(Rank) Silvano Ferracani (Italy)**

## Honorary President



**Col (R) Walter Henny, MD, NLD AR**

[whenny@ciomr.org](mailto:whenny@ciomr.org)

## **CONSTITUTION and BYE-LAWS**


Sections to the Constitution and Bye-Laws:

1. CIOMR Constitution
- 2-5. CIOMR Bye-Laws
6. CIOMR Terms of Reference (TOR)
7. CIOMR Standard Operating Procedure(s)

Annexe(s):

- A. Glossary

## Section One

<b>INTERALLIED CONFEDERATION OF MEDICAL RESERVE OFFICERS CONFEDERATION INTERALLIEE DES OFFICIERS MEDICAUX DE RESERVE</b>  <b>Official Observer Status to COMEDS</b>	
<b>The CIOMR Constitution</b>	<b>Number: 1.1</b>
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## INTERNATIONAL CIOMR CONSTITUTION

### ARTICLES

#### **I NAME**

1. The name of the organisation is:

Confédération Interalliée des Officiers Médicaux de Réserve. (French)

Interallied Confederation of Medical Reserve Officers. (English)

2. For general purposes the name will be used in the abbreviated form: "CIOMR".

#### **II INTERPRETATION OF TEXTS**

3. The official languages will be English and French.

4. Both the English and French texts are equally official. If there is a difference or a doubt in interpretation, the text most consistent with the objectives of CIOMR shall prevail.

#### **III STATUS**

5. CIOMR is an independent organisation recognised by NATO. In every way, consistent with its mission, it supports a close co-operation and interaction<sup>6</sup> with its sister organisation, the Interallied Confederation of Reserve Officers (CIOR).

#### **IV OBJECTIVES**

6. To contribute positively to the organisation and readiness of the military health services of NATO member Nations, thereby enhancing their effective function both nationally and internationally. Further, to promote in every possible way the standardisation and interoperability of those medical services during peace or war.

7. To bring to the attention of the proper NATO authorities recommendations and suggestions which, in the opinion of CIOMR, will improve the effectiveness of medical services provided by and for NATO Forces.

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<sup>6</sup> The provision of medical training, scrutiny and support to the CIOR Military Competition (MilComp).

8. To stimulate esprit de corps and mutual understanding between the Regular and Reserve Medical Forces within NATO.
9. To maintain a close liaison with National and International medical organisations.
10. To highlight the value of Reserve service to civilian employers.

## **V MEANS**

11. To achieve the objectives of the Confederation, the following means, among others, may be used:
  - a. Exchange of information.
  - b. Organisation of scientific meetings that are recognised as International Conferences.
  - c. Facilitation and promotion of attendance at courses and training programs organised within NATO countries.
  - d. Co-operation with the Commissions of CIOR on matters of mutual interest.
  - e. Liaison with NATO/COMEDS.
  - f. Liaison with the media.

## **VI MEMBERSHIP**

12. Full Member/Membership. National Reserve Military Medical Forces/Organisations/Associations or their equivalents, as agreed by the Board and Executive Committee, from all NATO member countries may become Full Members of CIOMR. They have no right to Associate Membership.
13. Associate Member/Membership. National Reserve Military Medical Forces/ Organisations/Associations or their equivalents from non-NATO countries may be invited to become Associate Members of CIOMR. Also, countries that have no Medical Reserves but seek association with CIOMR.
14. Only one National Organisation or Association per country will be admitted to membership of CIOMR. Each National Organisation or Association must be approved by its Ministry or Department of Defence.
15. Individual Honorary Membership. Retired Regular and Reserve Officers who are neither affiliated to, or members of, Full or Associate Membership organisations or countries, may apply for Individual Honorary Membership of the CIOMR. Membership applications may be submitted to the (International) President and be approved by the EC by majority vote. Individual Honorary Members will not pay an annual membership fee, will have no voting privileges and will be self-funding in terms of travel and attendance to CIOMR events.

## **VII EXECUTIVE COUNCIL<sup>7</sup>**

16. The governing body of CIOMR is its Executive Council (EC). The EC consists of the National Delegations of the Full member countries. Visiting and Associate Member Delegations may attend meetings of the EC, usually by invitation. They may express opinions but have no voting rights.

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<sup>7</sup> The EC represents the full governing body.



17. EC meetings may be held in private or in public. Where held in public, it constitutes a meeting held in public and NOT a public meeting. Therefore, rules regarding participation and voting apply. Attending members may only address Agenda items via their respective VP.

18. Each Full Member Delegation shall have one vote, held by the Delegation Lead (normally the VP).

19. All former Presidents and Secretaries General may act as individual honorary members of the EC in an advisory capacity, normally only whilst still currently serving Reserve officers. This privilege will allow the EC to retain valuable corporate knowledge and historical recollection of what has passed before. By exception, former Presidents and Secretary Generals, with approval of the Board, may be considered for key roles within CIOMR where no other suitably qualified candidate is presented.

20. The EC may permit former Delegates or other persons to be invited to CIOMR and EC meetings, by their National Delegations, but only as observers.

## **VIII BOARD<sup>8</sup>**

21. The EC shall choose from within the Council a Board comprising the following officers:

- a. President.
- b. International Vice President (the term "international" as distinct from the National Vice Presidents).
- c. President Designate.
- d. Secretary General (SG).
- e. Assistant Secretary General (ASG).
- f. Treasurer

For voting purposes, the Board will be deemed to have formed a Quorum where 3 or more members are present.

22. The EC may appoint former committee members to honorary positions in recognition of long and valuable service. These positions are advisory in role and will have no voting privileges.

23. Board Members must be active Reserve Officers. By exception, with approval of the EC, retired officers may be considered for key roles where no other suitably qualified candidate is presented.

24. The posts of President and International Vice President shall be filled by the same Nation following a rotation schedule as determined by the EC.

25. The post of President Designate shall be filled in the same manner by another Nation.

26. The President, International Vice President and President Designate shall serve for two year terms.

27. The Secretary General, Assistant Secretary General, Treasurer and Deputy Treasurer shall be individually elected by the EC, ideally 'out of sequence' (not at the same time) to avoid loss of

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<sup>8</sup> The Board is made up of 7 key members of the EC.

corporate knowledge. They may, but need not, belong to the same member Nation but ideally should not be of the same country as that of the President. They are elected for a two-year term and may not serve more than two terms (if re-elected).

28. Election to, or removal from office, shall be determined by a majority vote of the EC.

29. Duties of Board members:

a. To take all necessary measures to ensure that the objectives stated in the Constitution are attained.

b. To follow and implement the directives of the EC.

c. To organise the meetings of CIOMR in cooperation with the Host Nations and with CIOR.

d. To maintain liaison with NATO.

e. To determine the ways and means by which co-operation might be established between CIOMR and other organisations.

## **IX MEETINGS**

30. Meetings of CIOMR shall be held at such times, dates and venues as shall be fixed by the President and with the approval of the EC. The EC shall meet at least twice each year. These meetings will normally be joint and in association with the CIOR at the MWM and SC. Other meetings may be held in exceptional circumstances with the approval of the EC.

31. In urgent circumstances and where EC Direction and Guidance (D&G) is required, the President may consult directly with the National Vice Presidents of the Full Member countries, but decisions so reached must be submitted for approval (ratification) at the next meeting of the EC.

32. The organisation of all meetings of the EC shall be the responsibility of the Secretary General in consultation with the President.

33. The President shall preside at all meetings of CIOMR and of the EC. In the absence of the President, the International Vice President shall preside. In the absence of the President and the International Vice President, the President Designate shall preside. In the absence of all three of the above-named officers, the EC shall select one of its members to preside at the meeting concerned.

34. The authority of the President may be temporarily delegated by the President to the International Vice President or the President Designate.

## **X VISITING DELEGATIONS**

35. NATO member countries who are not yet members of CIOMR may send a Visiting Delegation to a maximum of two SC and one MWM. Having attended three meetings, the country has no further right to attend as a visitor, but may at any time exercise its right to take up Full Membership.

36. Non-NATO member countries may be invited to send a Visiting Delegation. The initial invitation shall be approved by the EC. Subsequent invitations are at the discretion of the Board. Such invitations shall not continue for more than three years, after which a period of three years shall elapse before further invitation. It should be the norm that after three years as a Visiting Delegation, a visiting country should accept an invitation to become an Associate Member.

## **XI FINANCES**

37. Ultimate responsibility for the financial affairs of CIOMR rests with the President. The President is supported in this by the Board and the EC. The Treasurer (and their Deputy) is responsible for the administration of the accounts and is the Financial Advisor to the President, the Board and the EC on the Organisation's finances.

38. Financial support will be derived from:

- a. Dues paid by the National Associations / Reserve Forces / Organisations
- b. Subsidies
- c. Gifts and legacies without any constraints as to their use, as accepted by the EC
- d. Sale of CIOMR memorabilia

## **XII FINANCIAL OBLIGATIONS**

39. The EC shall determine the Full Membership fee, which will be due annually.

40. The penalty for non-payment of the Full Membership fee shall be:

- a. After 2 consecutive years, suspension from CIOMR including loss of voting rights and eligibility to stand for Board appointments.
- b. After 4 consecutive years, loss of membership.

These rights once lost shall only be reinstated on full payment of the arrears.

41. Associate Members (countries) shall pay 50% of the Full Membership fee.

42. The penalty for non-payment of the Associate Membership fee for 2 consecutive years shall be loss of membership. Membership, once lost in this way, shall only be regained by invitation of the EC and after full payment of the arrears.

## **XIII COMMITTEES**

43. To facilitate and enable the Objectives of CIOMR (IV, Objectives, paragraphs 6 – 10), two permanent committees are established:

- a. The Scientific Committee (SciCom) shall be responsible for:
  - The coordination and delivery of scientific sessions at CIOMR meetings
- b. The Operational Medicine Committee (OMC) shall be responsible for promoting standardization of medical practice by the following:
  - Identify, research and provide practical international solutions to improve military medicine
  - Planning, organising, and sharing practical solutions through the continued education process, including Workshops.
  - Plan, organize and deliver the CIOMR Combat Casualty Care (CCC) competition

Note: At the recommendation of the Constitution Review Team of February 2018, the CIOMR Audit Committee (AudCom) was deemed dissolved and its responsibilities will pass to a CIOMR approved External Auditor. They shall, annually and at the end of each Financial Year, review the finances of CIOMR and will prepare a financial report to be presented at the SC.

44. Each of the permanent committees will appoint a Chair<sup>9</sup>, Vice Chair and Secretary. Each committee is to maintain the Standard Operating Procedures (SOPs) for the operation of that committee. Each of the committees must review its SOPs in the year immediately following the Constitutional review.

45. Other special committees may be appointed by the EC. Such committees will be responsible for making enquiries or studies into matters of interest to CIOMR. The EC will provide appropriate Direction and Guidance in the form of Terms of Reference (TOR) and/or task description for the committee's purpose.

#### **XIV AMENDMENT OF CONSTITUTION**

46. The EC, at intervals of five years, shall appoint a special committee to review the Constitution. It shall be chaired by the President Designate.

47. The Constitution may be amended by the EC subject to a Quorum of at least two thirds EC Members present and where a majority vote is achieved by those Full Member Nations present. Proposals for amendments shall be submitted to the Secretary General, not later than three (3) months prior to an EC meeting in order to be included in the Agenda for such a meeting.

#### **XV BYE-LAWS**

48. The EC will establish, maintain and review such Bye-Laws as are required to support and sustain this Constitution.

#### **XVI DISSOLUTION OF CIOMR**

49. In the case of the dissolution of CIOMR, the financial assets of the organisation shall be divided (apportioned) amongst the paying members, considering the following factors:

- a. Recovery of arrears.
- b. The share for Associate Members will be half (50%) that of Full Members.
- c. The share so calculated shall be adjusted for recently joined members. During first year of membership, nil. During second year 25%, rising by 25% for each year of membership to 100% in the fifth year and beyond.

#### **XVII REVOCATION**

50. All prior Constitutions and all provisions contrary to the Regulations contained in this Constitution are hereby revoked.

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<sup>9</sup> The term Chair and Vice Chair are used to ensure a gender-neutral title)

Approved by EC in \_\_\_\_\_

Dated: \_\_\_\_\_

The President:

Rank, Initials, Name and Post Nominals


The Secretary General:

Rank, Initials, Name and Post Nominals

Annex:

A. Roll Call of Nations.

## Section Two

<b>INTERALLIED CONFEDERATION OF MEDICAL RESERVE OFFICERS CONFEDERATION INTERALLIEE DES OFFICIERS MEDICAUX DE RESERVE</b>  <b>Official Observer Status to COMEDS</b>	
<b>The CIOMR Bye-Laws</b>	<b>Number: 2.1</b>
	<b>Revised 2018</b>

### **CIOMR BYE-LAWS (General)**

(CIOMR Bye-Laws, A through I)

#### **A. MEMBERSHIP**

##### Country and Organisation Membership

1. Applications by NATO Country or Organisation for Full Membership are submitted via the President to the Executive Council (EC). Full Membership may only be granted to a countries Reserve Forces or Organisation and where such Force or Organisation is approved by their Ministry or Department of Defence. (MOD/DOD)
2. To be considered for Associate Membership of CIOMR, the Representatives of a non-NATO country must have attended meetings as Visitors on at least 3 occasions during 3 consecutive years. When a country has fulfilled this criterion, the (International) President may formally invite an application for Associate Membership. The application is in the form of a letter to the (International) President. When it is received, it will be proposed and discussed at the next meeting of the EC.
3. For both Full and Associate Membership, where there is no National Reserve Military Medical Force or Organisation, then Medical Services Members of equivalent groups and including Retired Officer Associations, approved by CIOMR, shall be recognised for the purposes of CIOMR membership.
4. A Full Member country leaving NATO will lose its right to full membership but may be invited to take up Associate Membership.
5. Retired Officers Associations are recognised as a core body of previously serving Regular and Reserve officers and who may offer a significant contribution to CIOMR and its objectives. Retired Officer Associations of approved countries may apply for Associate Membership. The application must be approved by a majority vote by members of the EC. Such Associate Member countries will have no voting privileges. (See also Bye-Law G, sub-paragraph 6d).
6. Associate Membership may be terminated by the EC at any time.

##### Individual Honorary Membership

7. Retired Regular and Reserve Officers who are neither affiliated to, or members of, Full or Associate Membership organisations or countries, may apply for Individual Honorary Membership

of the CIOMR. Membership applications may be submitted to the (International) President and be approved by the EC by majority vote. Individual Honorary Members<sup>10</sup> will not pay an annual membership fee, will have no voting privileges and will be self-funding in all matters including travel and attendance to CIOMR events.

## **B REPRESENTATION**

1. Each Full and Associate Member of CIOMR may send a Delegation of six delegates, all of whom are to be approved by the National Association of the member Nation. Any distinction between delegates and deputy delegates shall be at the discretion of the Member Association.
2. Normally at least one of the delegates should be a medical officer. All delegates should be currently serving Reserve officers. Waivers to Bye-Law B2 may be granted by the (International) President subject to EC endorsement.
3. One delegate from each Full Member National Delegation will be designated to be its National Vice President (VP).
4. National Vice Presidents, as heads of their National Delegations, shall be responsible for the relations between their National Associations and CIOMR. They shall represent CIOMR in their countries and shall, when called upon by the (International) President represent CIOMR in other circumstances.

## **C VOTING IN THE EXECUTIVE COUNCIL**

1. Matters that require voting upon, or Motions considered by the Board, will usually be proposed through a meeting Agenda. Members may propose motions, either in relation to Agenda items, or other business.
2. When a vote is taken within the EC, the vote of each Delegation will be cast by its National Vice President. In the absence of the National Vice President, a Delegation will assign the voting responsibility to the most senior Delegation member present.
3. Decisions in the EC shall be made by a majority vote (a Quorum is deemed 'formed' where two thirds or more of voting members are present). If the vote is tied, the President – though not a member of the EC – will cast the deciding vote.
4. Deliberations of the EC shall be valid only if a majority of two thirds of the voting Delegations is present. Voting shall normally be by an open show of hands. However, on the request of one Full Member National Delegation the vote may be by secret ballot.
5. In special circumstances, the EC may allow voting by mail or email. However, the result must be confirmed at the next following regular meeting.

## **D THE BOARD**

1. The rotation of the position of President between the Full Member Nations is as determined by the EC and follows an approved roster (Appendix 1 to the Constitution and Bye-Laws). No Full Member Nation may be formally proposed for the position without the approval of its National Association and supported by their MOD/DOD
2. When a Full Member Nation is invited to take up the position of President, their National Association (supported by their MOD/DOD) will propose the individual candidate, who will, following the approval of the EC become the President Designate.

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<sup>10</sup> Until recently, Individual Honorary Members have more commonly been known as Delegates At Large (DAL).

3. In due course the President Designate in consultation with the National Association will choose an International Vice President who will take up the position with the approval of the EC, simultaneously with the President.
4. Staff / Administrative Officers appointed by the President to supporting roles (other than Board Members) must be approved by the EC, but are the responsibility (particularly financially) of the President's own Nation.
5. The election of the Secretary General, the Assistant Secretary General, Treasurer and Deputy Treasurer shall, where possible, be held in the year in which no President or International Vice President are elected or President Designate appointed.
6. When the Secretary General, Assistant Secretary General, Treasurer or Deputy Treasurer announce their intention not to stand for re-election, the EC may elect an appropriate Designate. The election for these posts will normally be held when the present incumbent has one year remaining in office. Each Designate shall serve as an understudy to the present post holder but is a non-voting Board member. At the end of the term of office a formal election for the post will still take place but it is expected that only in exceptional circumstances would the EC fail to elect a competent Secretary General Designate or Treasurer Designate to the appropriate Vacancy.
7. When a member of the Board that has no previously appointed successor resigns, or is removed from office before their term has ended, a successor shall be elected in accordance with Article VIII, paragraphs 18 - 26. The term of office of the successor, however, shall be the remainder of the term that the original incumbent did not complete. Pending the election, the other Board Members will perform the duties of the vacant post.
8. When a Secretary General, Assistant Secretary General, Treasurer or Deputy Treasurer resigns, or is removed from office, but with a successor in place (Designate) the successor shall be appointed to the office immediately and take over the duties as soon as practically possible. It should be noted that by electing such a person to the post of successor, the EC has already expressed its democratic wish for them to succeed to that office in due course. A formal election, which will normally ratify the previous decision, will be held at the next EC meeting.

## **E ELECTIONS TO THE BOARD AND EC**

1. Advertising potential vacancies and receipt and dissemination of nominations are responsibilities of the Secretary General. Nominations must always be presented by the National Vice President and must have the approval of the member's National Association and supported by their MOD/DOD. Financial and other consequences must be carefully considered and the nominee must be fully prepared to provide the necessary commitment in both time and effort.
2. Voting on appointments to the EC will normally be secret but may be open if unanimously preferred by the Delegations present.
3. The Secretary General is to provide voting papers and appoint a teller. Elections are determined by simple majority of a quorum of two thirds. Results are normally announced immediately. In the event of a tie, the election shall be re-run following further discussion and canvassing. In the event of a second tie, the President shall have the casting vote.
4. If there is only one candidate there is no requirement for a formal election. However, the rules for nomination still apply and the EC must still have an opportunity to question and decide on the candidate's suitability for appointment.

## **F. DUTIES OF BOARD MEMBERS**



1. The collective duties of the Board are as described in the Constitution. The individual duties are shown in this Bye-Law. The detailed responsibilities of the Secretary General and Treasurer are recorded in Standard Operating Procedures (may also be TOR) for each post.
2. President. The President shall be responsible to the EC and shall preside over the meetings of the EC and the Board and at the annual SC and MWM meeting. The President shall ensure the application of the Constitution and Bye-Laws as well as the execution of decisions of the EC.
3. International Vice President (VP). The International VP shall assist, support and when necessary deputise for the President in all duties.
4. President Designate. The President Designate has no specific duties other than to prepare for their forthcoming period of office and to support the President.
5. Secretary General. The Secretary General shall be responsible to the (International) President for the application of all rules and decisions of the EC. They shall supervise the working programme of CIOMR. The Secretary General shall be responsible for the Minutes of all meetings of the EC and for the reports of Congresses and Meetings. They may also be asked by the President to arrange the production of a CIOMR Annual Report. These shall be submitted to the President for signature and transmitted to the membership. In consultation with the President the Secretary General shall release information about CIOMR activities to the media.
6. Assistant Secretary General. The Assistant Secretary General shall assist, support and when necessary deputise for the Secretary General in all duties.
7. Treasurer. The Treasurer shall supervise the investment of funds, maintain the accounts and give a financial report at each EC meeting. The Treasurer shall assist the Board in the production of the Budget for each Financial Year. The Treasurer will, at each SC, present this proposed Budget and publish the accounts for the previous year to the EC for approval. The Deputy Treasurer will support the Treasurer and undertake the above duties in their absence.

## **G MEETINGS**

1. Notice:
  - a. CIOMR Meetings. Notice of CIOMR meetings will be mailed to each National Association not less than 30 days before the date of the meeting. A tentative Agenda will be included in the notice.
  - b. EC Meetings. Notice of a meeting of the EC will be given by the Secretary General to the members of the EC at least 30 days prior to the date selected. This notice will specify the date and location of the meeting and the proposed Agenda.
2. Security. A large-scale conflict in which the member Nations become involved may annul the obligation to meet. Significant security situations and raised Threat Levels may also influence the holding of meetings. At times of crises or heightened security, meeting may be affected in terms of location, duration dress code and the membership present. Security at meetings will remain the prime concern of the EC and the Host Nation.
3. Frequency. The EC shall meet as determined by the (International) President, with the approval of the EC. The EC shall also meet at the request of a majority of the Full Member Delegations if that request is submitted to the Secretary General not less than 60 days prior to the date selected for that meeting.
4. Organisation and Venue. Provided the venue for the MWM continues to be NATO Headquarters (HQ NATO - OTAN HQ) in Brussels, it shall be organised by the Belgian Reserve

Officers Association and the CIOR Liaison Officer to NATO, in consultation with the Board. The SC shall be organised by the Nation or Country that has agreed to host this event and in close co-operation with the Board.

5. Post-Meeting Reports. Following each meeting, the Secretary General or Assistant Secretary General is to write a report on that meeting and distribute it to the officers of the Board and to the National Vice-Presidents.
6. Attendance. Delegations to meetings may comprise the following:
  - a. Official Delegates. These are the National Vice-Presidents and other appointed National Delegates (usual representative of each Branch of their countries Armed Forces (Air, Land and Sea) and to a maximum of 6.
  - b. Scientific Session Presenters. These officers are present with the approval of their National Association primarily for the purpose of presenting a scientific paper, (oral or poster)
  - c. Observers and Attendees. These are normally serving officers who are present with the approval of their National Association, to observe the meeting and to take part in the educational and training activities, including Workshops.
  - d. Individual Honorary Members. These are usually retired Reserve officers or the families of serving or retired officers who are authorised by their national association to attend in a non-official and non-representational capacity. They are self-funding in all matters.

## **H AWARDS AND PRESENTATIONS**

1. The CIOMR has at its disposal the ability to recognise and reward outstanding service and support by membership and other key individuals. This recognition is through two CIOMR Awards. These are:
  - a. Pro Meritis Award. The Pro Meritis Award is the most prestigious and is presented for exceptional service to CIOMR, including holding a Board office. It is awarded by a unanimous decision of the Board (excluding the potential recipient if he is currently serving). This award cannot be made to an individual more than once
  - b. Gold Medal. The CIOMR Gold Medal is no longer awarded. It has been replaced by the CIOMR Medal of Merit (With or Without Laurel). Whilst no longer awarded it remains worn by members and recognises that individuals outstanding service to CIOMR.
  - c. CIOMR Medal of Merit With or Without Laurel. The CIOMR Medal of Merit (with or without Laurel) will be awarded at the discretion of the Board. The Award may be given to a Reservist belonging to a Delegation of a CIOMR member country (or Nation). There are two classes to this Award:
    - (1) With Laurel (1<sup>st</sup> Grade): The individual must have shown commitment and dedication (deemed 'meritorious service') above and beyond that normally expected. Also for periods of Long and Distinguished Service (typically not less than 7 years) with and within CIOMR, including holding a Board office.
    - (2) Without Laurel (2<sup>nd</sup> Grade): Awarded to persons who have worked towards the CIOMR goals and with unusual dedication, but may have a lesser period of service (typically not less than 5 years) normally attributed that for the 1<sup>st</sup> Grade (above).

A Board or EC member, or Head of Delegation (National VP) proposes the Award (in confidence) to the Secretary General supported by a written justification (Citation). The Secretary General must ascertain the views of the National VPs, (again in confidence) and the Award granted based on a unanimous decision. Approval can be granted in person or electronically. A lack of response to the request to grant the Award will be considered a positive endorsement ("Silent Procedure"). The Medal of Merit is the subject of a statute lodged with NATO for its official recognition.

d. Honorary President. As inferred by the title, this is an honorary position. The Award of "Honorary President of the Interallied Confederation of Medical Reserve Officers (CIOMR)" may be granted by the EC at the behest of the Board. It is awarded to an individual recognising their longstanding commitment and service. It is a distinction usually reserved for former Presidents of CIOMR who have significant, lengthy and distinguished service; having contributed to the good of the organization and in an outstanding way. After proposal by the Board, by unanimous decision, the Secretary General will ascertain approval of the National VPs (in confidence). The award is given based on a unanimous decision. Approval can be granted in person or electronically. A lack of response to the request to grant the Award will be considered a positive endorsement ("Silent Procedure").

## **I AMENDMENT**

1. The CIOMR Bye-Laws will be subject to ongoing scrutiny and will be amended to reflect changes in legal requirements, the interests of the organisation at any time and with the approval of the EC.
2. As stated in the Constitution (Article XIII), the Bye-Laws for the 2 permanent Committees are to be formally revised once every 5 years, normally in the year following the formal review of the Constitution.
3. The Committee appointed to perform the Constitutional review will examine the remaining Bye-Laws.
4. Proposed amendments to the Bye-Laws by any of these methods must be approved by the EC by a simple majority of a two thirds quorum.

## **J DISCIPLINE**

1. Where a disciplinary matter cannot be dealt with by the appropriate Delegation (for individual) or Host Nation governing body (for Delegation); or where the matter may bring in to disrepute the reputation of CIOMR, the following procedures may be followed:
  - a. The EC will be responsible for disciplinary hearings of members who infringe the CIOMR rules/regulations/Constitution. The EC will be responsible for taking any action of suspension, removal from office or other disciplinary matter following such hearings. The EC shall have the power to approve or reject applications for membership or to terminate the membership of any member group (Delegation) or individual provided that the Member shall have the right to be heard by the Committee before a final decision is made.
  - b. Discipline and appeals. All complaints regarding the behaviour of Members (Delegation or individual) should be submitted in writing to the secretary General. The EC should meet to hear complaints within 30 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including termination of membership.
  - c. The outcome of a disciplinary hearing should be notified in writing to the Head of Delegation or individual who lodged the complaint and the Member against whom the complaint was made ideally within 30 days of the hearing. There will be the right of appeal

to the EC following disciplinary action being announced. The committee should consider the appeal ideally within 1 calendar month of the Secretary General receiving the appeal.

Approved by EC in \_\_\_\_\_


Dated: \_\_\_\_\_

The President:

Rank, Initials, Name and Post Nominals  
The Secretary General:

Rank, Initials, Name and Post Nominals

**Section Three**

<p><b>INTERALLIED CONFEDERATION OF MEDICAL RESERVE OFFICERS CONFEDERATION INTERALLIEE DES OFFICIERS MEDICAUX DE RESERVE</b></p> <p><b>Official Observer Status to COMEDS</b></p>	
<p><b>The Bye-Laws of the Operational Medicine Committee (OMC)</b></p>	<p><b>Number: 3.1</b></p>
	<p><b>Revised 2018</b></p>

**Notes:**

**A fundamental tenet and role within the OMC is its activity to focus on education, including Workshops and (multidisciplinary) training and delivery of high quality casualty care.**

**Combat Casualty Care (3C). This care starts at the point of wounding and is provided by those ‘first on scene’. Every SC the CIOMR seeks to deliver a Combat Casualty Care (3C) event; primarily as a training opportunity for non-medical personnel. The event is presented during the Military Skills Competition (MilCom).**

**Multidisciplinary Training and Continuing Education. One of the ways of delivering (multidisciplinary) training and continuing education is through providing workshops on (military) medical skills. CIOMR seeks to ensure such a workshop takes place as part of the Mid-Winter Meeting and Summer Congress each year.**

**Both activities are addressed in this Bye-law**

**BYE-LAWS FOR THE CIOMR OPERATIONAL MEDICINE COMMITTEE (OMC)**

**INTRODUCTION**

1. The OMC of the CIOMR is a working group within the Confederation. It is charged with promoting standardization of military medical practice and with performing studies and exercises pertaining to practical military medicine

**AIM**

2. The aims of the OMC are:
- a. To identify, research, and through the continuing education process provide practical solutions to improve military medicine.
  - b. To plan, organize and deliver the Combat Casualty Care (CCC or 3C) competition.
  - c. To provide (multidisciplinary) training by organizing and delivering Workshops as part of CIOMR’s Mid Winter Meeting and Summer Congress
  - d. To conduct any other OMC related work or as directed by the (International) President.

## **ORGANISATION**

3. Membership:
  - a. Each country may have one official representative, which will be will be proposed and appointed by the National VP of their Delegation.
  - b. All other attending delegates will have observer status.
4. Board of the OMC:
  - a. There shall be a Chair, Vice Chair and Secretary, each of whom shall be elected to serve a three (3) year term. The Chair may be co-opted to the CIOMR Board if required. The dates of these terms shall be staggered (where at all possible). Any vacancy shall be filled by election (in accordance with the CIOMR voting processes) to fill the unexpired portion of that term of office.
  - b. The position of Chair, Vice Chair and Secretary must be held by a serving Reserve officer. Variance to this requirement will be by exception only and with CIOMR Board approval. The Chair and Vice Chair can co-opt other CIOMR delegates to the OMC as required and to meet the need of any task in hand
5. CE sub-Committee (CEC):
  - a. Within OMC a sub-Committee for Continuing Education has been formed and remains active.
  - b. It consists of delegates (members) from within OMC who have volunteered to organize and deliver military medicine focussed Workshops.
6. Voting
  - a. Only official representatives will have voting privileges in line with that of a National VP, acting as their representative. In accordance with the Constitution of the CIOMR, only delegates of countries who have paid their annual fees may vote on matters or propositions arising within the OMC.
  - b. The Chair, Vice Chair and Secretary may be their country's representative and in that case, shall have a vote, otherwise they shall not vote except in the case of a tie, when the Chair may have the deciding vote (regardless of if the Chair voted already in their capacity as official country representative).
  - c. Electronic voting is authorized provided the official OMC representatives having e-mail addresses and ability to respond in a fashion that gives a simple majority of all eligible voters to the proposition in hand. Where a simple majority does not occur, either the matter waits until the next meeting or the OMC Chair may attempt a 'hard copy' mailing to those without email addresses.

## **FUNCTIONS of the OMC Board Members**

7. The OMC Chair shall be responsible for:
  - a. Preparing the 3C event in conjunction with the Host Country Organizing Committee
  - b. Appointing a Chief Scorer and Deputy Chief Scorer for the 3C event. These positions will be ratified by the OMC, for a term of 2 years (where possible, even years for Chief, odd years for Deputy). Where required, the OMC Chair shall appoint additional scorers, in consultation with the Chief Scorer.

- c. Selecting and preparing the judges.
- d. Appointing a delegate to analyse and report on the Team and individual 3C scores as a guide to improvement for the competitors. This delegate shall have the analysis available for the following MWM. The actual score sheets shall be kept for the 2 immediate past competitions.


Note. The team results are available the same day as well as the names of individual competitors who have/have not earned a certificate of competence. Detailed results reach the competitors within 2 weeks after the 3C event.

- 8. The OMC Chair and Vice Chair shall be the Liaisons Officers (LO) to the CIOR MilComp Committee (MILCOMPCOM).
- 9. The OMC Secretary shall be responsible for:
  - a. Taking minutes at the OMC meetings and circulating them electronically to the OMC Chair and Vice Chair for review; then distributing them to an agreed Distribution List within one month following the meeting.
  - b. Sending electronically the Bye-Laws and other relevant documents to “new” delegates to the OMC.

#### **WORK of the OMC**

- 10. The OMC shall:
  - a. “Run” the 3C competition in the widest sense of the word (preparation, execution, winding up), in accordance with the 3C SOPs.
  - b. Undertake a regular study of NATO publications and other material (e.g. Handbooks) from which a set Standard (publication) for the 3C competition under title “Combat Casualty Care Manual” is derived. That Manual is recommended as the official CIOMR Reference.
  - c. Review the Standard annually, and revise it when necessary.
  - d. Maintain a library of scenario’s and casualty descriptions
  - e. Review the 3C Competition SOP on a regular basis to ensure currency and relevance (in line with Governance and Assurance best practice).
  - f. Ensure that each meeting (MWM, SC) includes a workshop.

**Section 4**

<p><b>INTERALLIED CONFEDERATION OF MEDICAL RESERVE OFFICERS CONFEDERATION INTERALLIEE DES OFFICIERS MEDICAUX DE RESERVE</b></p> <p>Official Observer Status to COMEDS</p>	
<p>The Bye-Laws for the Audit Committee</p>	<p>Number: 4.1</p>
	<p>Revised 2018</p>

**BY-LAWS OF THE CIOMR AUDIT COMMITTEE (AUDCOM)**

**This committee has been dissolved and its duties passed to an approved external auditor.**


**This page serves to inform the reader of this change and will be removed at the next Constitution review and amendment.**

**Notes:**

In February 2018 the appointed Review Team recommended dissolution/closure of this committee (if not already done so). Self-audit is seen as unsafe and not in line with good governance/practice. CIOMR should approve annually and fund an independent Audit by an appointed firm or external audit body.



## Section Five

<b>INTERALLIED CONFEDERATION OF MEDICAL RESERVE OFFICERS CONFEDERATION INTERALLIEE DES OFFICIERS MEDICAUX DE RESERVE</b>  <b>Official Observer Status to COMEDS</b>	
<b>Bye-Laws for the Scientific Committee</b>	<b>Number: 5.1</b>
	<b>Revised 2018</b>

### **BYE- LAWS OF THE CIOMR SCIENTIFIC COMMITTEE (SCICOM)**

#### INTRODUCTION

1. The Scientific Committee (SciCom) of CIOMR is a working group within the Confederation. It is responsible for leading on international exchanges of Education, Learning, Ideas and Best Practice, including scientific works. SciCom activity will fully compliment the OMC activity of workshops, multidisciplinary training and medical and military communication and Conferencing.

#### AIM

2. The key aim of the SciCom is to promote the sharing of current data concerning the different health services of NATO member countries and wider where appropriate (including PfP), through the activities described in paragraph one above.

3. The activities of the Committee must lead to dialogue that will result in the organisation of conferences based on common interests, as well as the printing of written military medical documents and other material (including Poster Campaigns/Competitions).

4. The Committee will draw up the Agenda of the SC and MWM scientific meetings.

5. The SciCom may undertake other activity and scientific tasks, as determined by the Board.

#### ORGANISATION

6. Membership:

- a. The SciCom will consist of one representatives from all CIOMR member countries.
- b. Each representative should be a Delegate of their country and active Reserve officer.
- c. Representatives will be proposed and appointed by the National VP of their Delegation.

7. The Board of the SciCom:

- a. The SciCom will be led by a Board comprising of a Chair, Vice- Chair and Secretary.

- b. Board members are appointed for a term of three years.
  - c. In accordance with the Constitution of the CIOMR, only Delegates of countries who have paid their annual fees may vote on matters or propositions arising within the SciCom.
  - d. Normally, at the end of the three-year mandate, the Vice-Chair will become Chair of the Committee.
  - e. In the case of a vacancy arising due to resignation, the remaining two Board members will appoint an interim Board member. The substantive appointment of this candidate or other nominated replacement will be approved at the next available SciCom meeting.
8. All SciCom Board decisions will be presented to the EC for approval.

#### FUNCTIONS:

9. Functions include:
- a. Meetings. The SciCom will meet at each SC and MWM.
  - b. Supporting Activity. Between meetings, the Board and the National representatives in the Committee will continue to conduct work and preparations for subsequent activity and events.
  - c. Minutes and Records of Decisions. Decisions will be taken following a majority vote by members. Minutes of meetings will be sent to the EC after each SciCom meeting, copied to the National SciCom representative within one month of that meeting.
10. The SciCom Secretary, after discussion by the Board, will present a full scientific programme to the Secretary-General (CIOMR) who will in turn distribute to the National Vice Presidents. Once the program has been finalized CME credits will be applied for with EACCME

#### THE WORK OF THE SCIENTIFIC COMMITTEE

11. The work of the SciCom will include:
- a. Such activities that support the key mission of the SciCom, which is “to reflect on, conceive, organise and facilitate conferences and/or produce documents for CIOMR”
  - b. The organisation of the scientific sessions of the SC and MWM.
  - c. Setting the key theme for the Scientific Programme before each meeting.
  - d. Selection of the submissions to the Scientific Programme, to include scrutiny of the relevant documents (the subject, the summary and the biography of the speaker according to a format set up by the SciCom) as submitted by each National VP or National SciCom member. Ideally, submissions for the Scientific Programme should be received as follows:
    - (1) 1<sup>st</sup> of March for the SC.
    - (2) 1<sup>st</sup> of October for the MWM
  - e. A written answer should be sent to those who submit Presentations, Papers or Posters, copied to their Head of Delegation before the:
    - (1) 15th of March for the SC.

(2) 5th of October for the MWM.

f. Invited speakers may be proposed by any CIOMR member.

g. If the number of submissions is higher than the programme timeframe allows, then a sift and selection will be made by the SciCom Board, looking at the topic relevant to that meetings theme and scrutiny of multiple submissions by one country.

h. If a speaker is not selected, they will have priority for any following meeting provided their subject matter remains relevant (MWM/SC theme).

12. A member of the SciCom Board, or other committee member appointed to act on its behalf, will contact the person(s) in charge of organising the SC or MWM to ensure planning and logistical support for the coming Scientific Programme session (e.g. facilities, number of seats, translation, photocopies, etc.).

13. Specific Scientific Tasks. SciCom can offer to one or more of their members a specific scientific task. This may be in support of wider tasking originating from NATO, e.g. COMEDS.


14. Associated Scientific Activity. The SciCom may conduct scientific investigations, produce scientific reviews, or produce any relevant scientific documents for the CIOMR.

## Section Six

### TERMS OF REFERENCE (TOR) FOR CIOMR FUNCTIONS AND FUNCTIONARIES

The following TOR are intended to add detail, information and description of responsibilities pertinent to areas of responsibility or function within the CIOMR:

#### TOR ONE

<b>INTERALLIED CONFEDERATION OF MEDICAL RESERVE OFFICERS CONFEDERATION INTERALLIEE DES OFFICIERS MEDICAUX DE RESERVE</b>  Official Observer Status to COMEDS	
The TOR for the appointment and tasks of the CIOMR Liaison Officer to CIOR Commissions	Number: 6.1
	Revised 2018


#### Appointment

1. The Board will appoint a CIOMR Liaison Officer (CIOMR LO (active Reserve status)) to CIOR. This appointment will run for a two-year term. The candidate can be appointed for no more than two consecutive terms.
2. When a vacancy falls or election to appointment is due, at an appropriate meeting the President will announce a call for nominations for this position. The Secretary General will send out the call for nominations to National VPs.
3. If there are multiple nominations, the Board through the EC will organise an electronic ballot. If there is only one nominee (applicant) they must also be approved by the majority of National VPs.
4. The successful appointee shall be announced to the CIOMR membership at the next appropriate meeting.

#### Tasks

5. Tasks of the CIOMR LO to CIOR include:
  - a. Must regularly participate in the Working Group of the CIOR Committee.
  - b. Report on the activities of the CIOR at the MWM and SC.
  - c. The report must be sent to the International VPs and the Secretary General of the CIOMR.
  - d. The CIOMR LO own Nation will be expected to meet his/her reasonable travel costs and other expenses. CIOMR may meet the costs by exception.
  - e. The CIOMR LO will normally attend the CIOR In Between Meeting (IBM).

## TOR TWO

<p><b>INTERALLIED CONFEDERATION OF MEDICAL RESERVE OFFICERS</b> <b>CONFEDERATION INTERALLIEE DES OFFICIERS MEDICAUX DE RESERVE</b></p> <p>Official Observer Status to COMEDS</p>	
<p>The TOR for the Boards of Committees.</p>	<p>Number: 6.2</p>
<p>1. Scientific Committee (SciCom) 2. Operational Medicine Committee (OMC)</p>	<p>Revised 2018</p>

### SCIENTIFIC COMMITTEE


1. The Board of the Scientific Committee is formed, consisting of a Chair, Vice-Chair and Secretary.
2. Applicants or nominations to the Board must be endorsed/approved by their National VP (on behalf of their National Force/Organisation/Association). Their nomination should further be proposed, seconded and then voted upon by the committee membership. Voting shall be conducted in accordance with the relevant Articles of the Constitution.
3. Board members are appointed for a term of three years and must be an active Reserve officer.
4. Normally, at the end of the three-year mandate, the Vice-Chair will become Chair of the Committee.
5. In case of a vacancy due to resignation, the Board members will appoint an interim Board member. The substantive appointment of this candidate must be approved at the next following Scientific Committee meeting.
6. All board decisions will be presented to the EC for approval.

### THE OPERATIONAL MEDICINE COMMITTEE (OMC)

7. The Board of the Operational Medicine Committee (OMC) is formed, consisting of a Chair, a Vice-Chair and a Secretary.
8. Applicants or nominations to the Board must be endorsed/approved by their National VP (on behalf of their National Force/Organisation/Association). Their nomination should further be proposed, seconded and then voted upon by the committee membership. Voting shall be conducted in accordance with the relevant Articles of the Constitution.
9. Board members are elected for a term of three years.
10. Normally at the end of the three-year mandate, the Vice-Chair will become Chair of the Committee.
11. In case of a vacancy due to resignation, the Board members will appoint an interim board member. The appointment of this candidate will be approved at the following OMC meeting.

All board decisions will be presented to the OMC for approval and subsequently presented to the EC for its approval.

**TOR THREE**

<p><b>INTERALLIED CONFEDERATION OF MEDICAL RESERVE OFFICERS CONFEDERATION INTERALLIEE DES OFFICIERS MEDICAUX DE RESERVE</b></p> <p><b>Official Observer Status to COMEDS</b></p>	
<p><b>The TOR for the Constitution and Functions of the Board</b></p>	<p><b>Number: 6.3</b></p>
	<p><b>Revised 2018</b></p>


**CONSTITUTION OF THE BOARD**

1. The EC shall choose from within the Committee a Board comprising the following officers:
  - a. President.
  - b. International Vice President (the term "International" as distinct from the National Vice Presidents).
  - c. President Designate.
  - d. Secretary General.
  - e. Assistant Secretary General.
  - f. Treasurer.
2. Board members must be active Reserve Officers.
3. The posts of President and International VP shall be filled by the same nation following a rotation schedule as determined by the EC.
4. The post of President Designate shall be filled in the same manner by another nation.
5. The President, International VP and President Designate shall serve for two year terms.
6. The Secretary General and Assistant Secretary General shall be individually elected by the EC. They may but need not belong to the same member nation. They are elected for two years, and may be re-elected twice.
7. The Treasurer (and Deputy Treasurer) shall be individually elected by the EC for two years and may be re-elected twice. Ideally the Treasurer and their Deputy should be from the same Nation or country.
8. Election to, or removal from office, shall be determined by a majority vote of the EC.
9. Duties of Board Members:

- a. To take all necessary measures to ensure that the objectives stated in the Constitution are attained.
- b. To follow and implement the directives of the EC
- c. To organise the meetings of CIOMR in cooperation with the host countries and with CIOR.
- d. To maintain liaison with NATO and COMEDS.
- e. To determine the ways and means by which co-operation might be established between CIOMR and other organisations.



## TOR FOUR

<b>INTERALLIED CONFEDERATION OF MEDICAL RESERVE OFFICERS CONFEDERATION INTERALLIEE DES OFFICIERS MEDICAUX DE RESERVE</b>  Official Observer Status to COMEDS	
The TOR for the Secretary General and Assistant Secretary General <sup>11</sup>	Number: 6.4
	Revised 2018

### THE SECRETARY GENERAL AND ASSISTANT SECRETARY GENERAL

1. The position of SG and Assistant SG comes up for election every 2 years. The incumbent officer must be an active status Reserve. They may be re-elected twice in which continuity can be maintained. (Constitution Article VIII). The positions may be filled by officers from the same member country but their appointments should be staggered for continuity purposes.

#### TASKS

2. The tasks of the SG and Asst include:

- a. Supporting the President and the other members of the Board during meetings.
- b. Organising meetings.
- c. Taking appropriate after-meeting actions and preparing reports on meetings.

3. Other tasks will concern “everyday business”, such as reminding of obligations, preparing lists of items to be dealt with on short notice, keeping track of and initiating procedures for delegates who deserve official recognition, etc.

#### ORGANISING MEETINGS<sup>12</sup>

4. Mid-Winter Meeting (MWM). Organisational duties and tasks will include:

- Ascertain correct dates via the Permanent Representative at NATO, or via CIOR Presidency.
- Engage with Belgian Delegation who are instrumental in in organizing the MWM.
- Obtain Conference Room(s).
- Obtain venue for Board VP meeting.
- Organise interpreters.
- Choose/organise “social events” as required.
- Organise closing ‘Gala’ Dinner.
- Check with President about required visits, preceding MWM, and if there are any, organise.
- Develop programme outline (Board/VP meeting, attendance at CIOR General Councils, EC meeting(s), scientific session(s), CIOMR outing and dinner).

<sup>11</sup> The content of this TOR applies equally to both positions.

<sup>12</sup> The following tasks/duties are not exhaustive and may be delegated to supporting staffs.

- Discuss EC Agenda with President.
- Discuss Scientific Programme with chairperson Scientific Committee.
- Check with CIOR Presidency on what is expected from the President in the CIOR General Council(s).
- Write detailed programme.
- Choose relevant documents to include (parts of COMEDS Plenary report, drafts from WG-MT, financial items, trip reports, etc.).
- Prepare and mail booklet.
- Mailing list: Board, Past Presidents/SGs, Nat VPs, reps from guest countries, VIPs, CIOR Presidency, Chairs, CIOR commissions, etc.
- Prepare Agenda for Board/VP meeting.
- Check with CIOR Presidency who is to be recognized/thanked and bring appropriate "gifts/awards". Also, bring articles for sale.
- Bring extra copies of program to Board/VP meeting.
- Keep an eye on the timing of all meetings.
- Pass an attendance list and an address list around during EC.


### Summer Congress (SC)<sup>13</sup>

- Ascertain correct dates, via local POC (usually the National VP of the organizing country).
- Remain in frequent contact with the POC during the 6-9 months preceding the Congress, over- the overall program.
- Arrangements for the CIOMR Dinner.
- Availability of simultaneous interpretation.
- Discuss EC Agenda with President.
- Discuss scientific program with chairperson Scientific Committee (free papers session) and POC (host nation programme).
- Develop programme outline within framework provided by POC.
- Check with CIOR Presidency on what is expected from the President during CIOR General Council(s), Opening/Closing and Prize giving Ceremonies.
- Invite CIOR Presidency for CIOMR Dinner.
- Write detailed program.
- Prepare agenda for Board/VP meeting.
- Check with CIOR Presidency and POC who is to be recognized/thanked and bring appropriate gifts/awards and any articles for sale.
- Bring extra copies of program to Board/VP meeting.
- Keep an eye on the timing of all meetings.
- Pass and attendance list and an additional list around during EC.
- Keep an eye on the execution of the Competition (3C); making certain that an appropriate briefing of the Competitors and the Judges is held; that the results are made available to the competitors ASAP (but the day after the competition at the latest).
- Taking appropriate after-meeting actions and preparing reports on meetings.
- Write "thank you letters":
  - MWM: Organizing Belgian delegate, Chief of Belgian Defence Staff
  - Summer Congress: POC, Chair Organizing Committee, President National ROA
- Obtain draft minutes from Assistant SG and finalize.
- Choose relevant documents to include.

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<sup>13</sup> The following tasks/duties are not exhaustive and may be delegated to supporting staffs.

## TOR FIVE

<b>INTERALLIED CONFEDERATION OF MEDICAL RESERVE OFFICERS CONFEDERATION INTERALLIEE DES OFFICIERS MEDICAUX DE RESERVE</b>  Official Observer Status to COMEDS	
The TOR for the Treasurer <sup>14</sup>	Number: 6.5
	Revised 2018

## APPOINTMENTS

1. The positions of Treasurer will be for a two-year term. The officer may be re-elected twice. Thereby continuity can be promoted. (Constitution Article VIII).


### The tasks of the Treasurer

1. Request financial needs from all committees and the Board on or before the first day of the MWM.
2. Prepare a Statement of Accounts (including proposed expenditure and anticipated income) for review by the Board on or before its first meeting at the SC. The Statement presented shall insure (where ever possible) that the CIOMR Funds treasury will maintain a reserve of no less than 150 % of the current forecast at the end of the Financial Year.
3. The Treasurer cannot exceed expenditure by more than €500 on any item. However, the EC by a vote of two thirds either at a meeting or by electronic means may vote to exceed the budget for especially time sensitive expenses as determined by a majority of the Board.
4. Six weeks prior to any CIOMR meeting, the Treasurer will formally advise a National VP where their country appears to be in arrears, to include the number of year(s) and the amount. The matter of areas and associated detail may be referred to the International President.
5. The financial report is to be included in the MWM record of discussions/minutes (made available). It will also be made available for external audit.
6. Report to the Board all delinquent dues payments by member organisations at the MWM.
7. Keep complete accounts of all transactions and inventory. A current report of such accounts, in writing, will be presented to the Board and EC at both the MWM and SC. Accounts shall be presented for scrutiny and approval by external auditors as appointed by the EC.
8. Report all donations to the Board for approval, and advise the Board on all restricted donations. Upon the direction of the Board, the Treasurer shall correspond with the donor as to any concern the Board may have with regards to a restriction placed upon said donation.

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<sup>14</sup> The content of this TOR applies equally to both positions.

## SOP ONE

<b>INTERALLIED CONFEDERATION OF MEDICAL RESERVE OFFICERS CONFEDERATION INTERALLIEE DES OFFICIERS MEDICAUX DE RESERVE</b>  <b>Official Observer Status to COMEDS</b>	
<b>The Standard Operating Procedure(s) for the 3C COMPETITION</b>	<b>Number: 7.1</b>
	<b>Revised 2018</b>

### AIMS OF THE 3C COMPETITION

1. CIOMR wants it to be a learning experience with a competitive element; competitive because otherwise the competitors won't compete. Hence the debriefing after each run.
2. CIOMR wants to promote "good quality military first aid" in a target group that consists of NON-MEDICAL personnel. The level therefore should be that of "the common soldier"; not that of a MO, nurse, medic/medical orderly ("dedicated medical personnel").

#### **Considerations on "good quality first aid" as provided by "the common soldier".**

3. The new version of the NATO document dealing with this subject, STANAG 2122, has been ratified by 19 NATO Member Nations as of November 2017.
4. The text largely follows the principles of Tactical Combat Casualty Care (TCCC) as described by the US Committee on TCCC.

### DOCUMENTS

#### Contents

5. CIOMR has developed a STANDARD for the COMPETITION, entitled COMBAT CASUALTY CARE (3C) which is in accordance with the text of STANAG 2122 and which also offers a set of guidelines to anyone who wants to deliver up-to-date first aid, both in a military and a civilian arena.
6. The standard is modern and up-to-date and includes those TCCC tenets that have become generally accepted. 3C is reviewed on an annual basis and revised where necessary.

#### Planning

7. A Manual is developed for each competition during the planning phase, which reaches its definitive version approximately 2 weeks before the competition.
8. The Manual is a description of what all parties have agreed to and serves as the reference for the actual competition. Its format has been used since 2003 (2005, 2009 and 2010 accepted) and is strongly recommended.

## PRACTICALITIES OF THE 3C COMPETITION

9. CIOMR depends on the Host Nation (HN) for the equipment used in the Competition. The HN usually provides the materials required utilising that standard for their Armed Forces. If the HN doesn't have a certain piece of equipment in their TOE, alternative sources may be identified or its absence accepted.

10. In the absence of alternatives the competitors may improvise (the necessary materials should be available) and which may reflect action in a 'real time' situation.

11. In some instances the problem can be circumvented by adapting the description of the casualty or casualties (scenario) in such a way that the piece of equipment is not needed.

12. It is accepted that some HNs will provide an IFAK (Individual First Aid Kit) to every single soldier, whereas other countries may work with or offer a Squad Medical Bag. This will be considered during 3C planning

## PLANNING

### General

13. Many parties are involved in organizing the 3C competition: CIOMR OMC Board, CIOMR Board (to a degree) and the SC host country representative for CIOMR/3C, CIOR MilComp Committee and the host MilComp organizers.

14. It is efficient and necessary (essential) to have the CIOMR 3C lead speaking with the SPOC (lead) from the hosting Nation, with both these individuals serving as the conduit to "higher levels" in CIOR and CIOMR. **These 2 functionaries should be identified in the August of the year preceding the next 3C competition.**

15. If the hosting Nation has experience with organizing events like that of the 3C competition, that Nation will lead in planning, with CIOMR assisting in the fine-tuning. If hosting Nation experience is minimal, the reverse applies.

### Pre- MWM Planning

16. OMC Board:

a. Plans and outlines the 3C competition (in consultation with CIOMR Board and HN POC) taking in to consideration the duration of the SC, the CIOR symposium and other (CIOR) competition items.

b. Decides its preferred options:

- The number of lanes (usually 4-6, depending on number of participating teams and the number of available judges).
- The scenario.
- The number, type (difficulty) and expected treatment of casualties (should be consistent with source document).
- The required medical equipment.
- The required "props".
- The scheduling and timing of briefing and test.
- The format and timing of debriefing.
- The schedule by which teams will begin the competition

- The required number of CIOMR judges (ideally per lane: 1-2 seniors, plus 1 per casualty).
  - The required number of host Nation support personnel.
- c. Checks with POC on:
- The availability and properties of venue.
  - The availability and contents of medical equipment (e.g. IFAK or Squad Medical Kit).
- d. Summarizes the above in a preliminary List of Personnel and Requirements; then negotiates that with the POC and reaches an agreement. The resulting details will be used in further planning.

## **MWM**

17. The OMC Board meets with CIOR MilComp Committee to brief on matters thus far.

18. The OMC Board meets with hosting Nation organizers, ideally of both MilComp in general and of the 3C competition to check on, and if necessary, make changes in the agreements/arrangements made thus far. Matters to be discussed include transportation, timetable and logistics. Further areas to be covered are:

- A date for briefing/training the competitors, 1 or 2 days prior to the 3C competition, is set.
- Agreement is reached on how and by whom casualties will be instructed.
- Agreement is reached on who will print what in the run-up to the Summer Congress.
- A call for Judges, Scorers and CIOMR support personnel is made during the EC meeting.
- If required, VIPs who are considered important for CIOMR are invited to attend the 3C competition during the Summer Congress and are informed of the scheduling.

## **Pre- Summer Congress (SC)**

19. The Manual is further developed with special emphasis on the casualty descriptions (injuries, condition, play-acting and moulage (casualty simulation)) and scoring sheets which cover both team performance and individual skills.

20. A site visit approximately 2 months before the SC is indispensable and should, if possible, be planned to coincide with the visit by the CIOR MilComp Technical Jury. ALL items in the Manual should be checked and agreed on.

21. The Manual is finalized approximately 2 weeks prior to the SC.

22. A CIOMR Judges/Support Personnel roster is developed.

23. All supporting documentation for the 3C competition is normally to be printed approx. 2 weeks before the Congress.

## **CONDUCTING THE 3C COMPETITION**

### **Local preparation**


24. The OMC and HN POC visit the competition site to check all physical details; to meet the host nation support personnel and to discuss/finalize procedures
25. Preceding the 3C Competition, the OMC briefs the competitors and, if agreed, gives a lecture/presentation on 3C
26. The CIOMR Judges/Support Personnel roster is finalized, printed and distributed.
27. Departure time for competition area is announced during EC meeting.

### **Competition day**

28. Judges to sit on the transport (to the competition) “by assigned lane”.
29. The judges’ and Briefers’ folders are distributed (by name).
30. The briefing is given in the transport or at competition site.
31. The scenario is demonstrated by OMC to the judges and HN casualties with explanations (including role play) as necessary.
32. The judges, by type of casualty, discuss their case against the background of the respective scoring lists (and, if unavoidable, make adaptations but after consultation with Chief Judge).
33. The CIOMR personnel (Judges, and Scorers) go to their assigned stations.
34. The judges check the lay-out of their lanes and instruct the casualties once more on their moulage and play-acting.
35. The competition is conducted.
36. The scoring sheets are collected and the data entered in the Scoring Device
37. Team results are published the same day, as well as information on which individual team members have earned a Certificate of Competence by their personal performance

### **Post – competition**

38. The scenario and casualties are entered in the 3C competition Library.
39. To form an electronic debriefing, the results by team and by individual team member, together with the standard solution (as described in the scoring lists) are extracted from the scoring device and made available to the respective coaches/team leader as soon as possible.

<p><b>INTERALLIED CONFEDERATION OF MEDICAL RESERVE OFFICERS CONFEDERATION INTERALLIEE DES OFFICIERS MEDICAUX DE RESERVE</b></p> <p><b>Official Observer Status to COMEDS</b></p>	
<p><b>GLOSSARY</b></p>	<p><b>Annex A</b></p>
	<p><b>Revised 2018</b></p>

**Association:** Any group of people who have joined together for a purpose, ranging from social to business, and usually meant to be a continuing organization.

**Bye-Law(s)**

**Confederation:** A union of states (for CIOMR purposes this means countries or nations) in which each member retains some independent control over internal and external affairs. Thus, for international purposes, there are separate members, not just one federated group.

**Co-opt or Co-opted:** The process of adding members to an elected or appointed group at the discretion of members of the body (rather than that of the electors or appointing body) in order to:

- gain expertise (subject matter expert) for a specific duration
- or recruit members who have specific skills or abilities needed by the group which are not available among existing members
- to fill vacancies which could not be filled by the usual process (normally election), e.g. if suitable candidates appear subsequently.

**Constitution**

**Delegate at Large (DAL):** See Individual Honorary Member.

**Department of Defence (DOD):** See Ministry of Defence.

**(Armed) Force(s):** The Armed Forces of a country are its government-sponsored defence, fighting forces, and organizations. They exist to further the foreign and domestic policies of their governing body and to defend that body and the nation it represents from external and internal aggressors. In broad usage, the terms "armed forces" and "military" are often treated synonymously, although in technical usage a distinction is sometimes made in which a country's Armed Forces may include both its military and other paramilitary forces (including Reserves). Armed force is the use of Armed Forces to achieve political objectives.

**Member or Membership**

**Affiliated**

**Associate:** a country or nation who is a member of CIOMR but has only partial rights and privileges (including no or limited voting rights) or subordinate status.



**Full:** Attributed full rights of being a member of CIOMR, including voting rights) in accordance with the Constitution having met Full Member requirements.

**Individual Honorary Member / Membership (IHM):** Formerly known as Delegates at Large (DAL) is an individual who has sought and been granted membership of CIOMR. Normally granted to a former or retired Reserve officer. They will have no voting rights and are normally self-funding to CIOMR events and meetings. Membership is granted to the individual as a mark of honour or compliment

**Note:** IHM may be appointed to positions of responsibility or trust within CIOMR subject to Board and EC approval. It is intended that such a position or appointment is bestowed upon the incumbent as a further mark of honour or compliment, without intending to charge them with the active discharge of the duties of the place, or else that he is to receive no salary or other compensation in money, the honour conferred by the incumbency of the office being their only reward.

**Ministry of Defence (MOD) (see also Department):** A country's or Nation's ministry (or department) responsible for implementing the defence policy set by that country's or nation's Government and is (usually) the headquarters of their Armed Forces.

**National Association:** An association that represents the interests of its members in all matters pertinent to that group or body.

**Officer:** A member of an armed force or uniformed service who holds a position of authority. Used without further detail, the term "officer" almost always refers to commissioned officers, the most senior portion of a force who derive authority from a commission. In its broadest sense, the term "officer" also includes warrant officers and lower level enlisted personnel, the latter category are referred to as non-commissioned officers (NCOs).

**Quorum:** The minimum number of members of CIOMR Board or Committee that must be present at any of its meetings to make the proceedings of that meeting valid. For the CIOMR Board this is set at 3 or more members. For the EC, this is two thirds or more of the membership.

**Reserve/Reservist:** A military reserve or reservist is a member of a force or military organisation composed of citizens of a country who combine a military role or career with a civilian career. They are not normally kept under arms and their main role is to be available to fight when a nation mobilises for total war or to defend against invasion or times of conflict. They may also mobilise in times of crisis and to aid the civil powers or government.

**Retired (officer):** In this context, a retired officer is a former Regular or Reserve officer who no longer serves in their (countries) armed forces (deemed 'active'). Retirement may have been voluntary, reduction in force (redundancy/involuntary) or due to age restriction or on health grounds.

**Serving Officer** (see also 'current', 'active' and 'training').

**Standard Operating Procedure (SOP):** Is a set of step-by-step instructions compiled by an organization to help workers carry out complex routine operations. SOPs aim to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply with industry regulations.

The military (e.g. in the US and UK) sometimes uses the term standing – rather than standard – operating procedure, because a military SOP refers to a unit's unique procedures, which are not necessarily standard to another unit. "Standard" could imply that there is one (standard) procedure to be used across all units.

**Terms of Reference (TOR):** Defines the purpose and structures of a project, committee, meeting, negotiation, or actions, of an individual or group or similar collection of people who have agreed to work together to accomplish a shared goal. TOR show how the matter in question will be defined, developed, and verified.