

## **INTERNAL REGULATIONS OF THE INTERNATIONAL UNION OF RAILWAY MEDICAL SERVICES (UIMC)**

### **PREAMBLE**

Railway medicine is focused both on the health and safety of the particular person involved and on operating safety, safety of procedures and control processes. In general, the international and national railway regulations for railway personnel have traditionally been less detailed compared to those for other transportation sectors. Therefore this speciality of transport medicine needs an international body of knowledge exchange and harmonization.

The problems posed by medicine as practised in the railways led to the creation in 1950 of a joint body amongst interested members of the International Union of Railways (UIC), with the essential role of providing a forum for exchanges of ideas and experience in this field.

Since 1995, this body constitutes a Special Group within UIC, under the terms of Article 3. B) of UIC Statutes and article 4 of the UIC Internal Regulation 3.

The purpose of these UIMC Internal Regulations is to define the structures and working of the said body.

### **I DENOMINATION – PURPOSE**

#### **Article 1**

The "International Union of Railway Medical Services" (UIMC) is a Special Group established within the UIC.

#### **Article 2**

2.1 The purpose of UIMC is, as outlined in the preamble, to promote progress in railway medicine, covering all of its applications to railway related activities.

In addition to the periodic organisation of scientific congresses, the means employed to fulfil this objective may include research into railway-specific medical problems, the production of special publications, and development of professional contacts for the mutual information and improvement of UIMC member medical officers and other health professionals.

2.2 The official language of the UIMC shall be English. Official documents for UIMC General Assembly and the protocol of UIMC Management Committee meetings shall be written in this language.

### **II MEMBERS**

#### **Article 3**

3.1 Members of the UIMC are the organisations listed in the most current register of UIMC members.

Subject to an undertaking to comply with this Internal Regulations and to be actively involved in the work of the group, UIC members and external bodies may apply to become members of the UIMC.

- 3.2 External bodies can be health services working for railways and railway-related organisations.
- 3.3 The members shall appoint a delegate and up to three deputies to represent them at UIMC. The delegate shall be a medical officer; deputies may be medical officers or other health professionals. They may at any time terminate this remit and appoint another delegate. When this occurs, they should immediately inform the UIMC Chair accordingly.

#### **Article 4**

- 4.1 The Management Committee decides on the admission of new members.
- 4.2 An organisation that fulfils the criteria of art. 3.1 and 3.2 is accepted as a member by the Management Committee. Having paid the membership fee, they are invited to present their organisation at the next General Assembly.
- 4.3 Membership status shall be lost through:
- resignation of the member by written notification to the UIMC General Secretary.
  - exclusion, pronounced under the conditions laid down in Article 10 below by the General Assembly, as a result of a failure to abide by these regulations or for any other reason considered serious, having once heard the defence of the member concerned.
  - not paying the membership fee for at least two years.
- 4.4 The list of UIMC members shall be kept up to date by the UIMC General Secretary.

### **III ORGANISATION**

#### **Article 5**

The bodies and authorities of the UIMC shall be:

- the General Assembly,
- the Management Committee,
- the Chair,
- the Vice-Chair
- the Secretary General
- the Treasurer

#### **Article 6**

- 6.1 The General Assembly shall meet annually and be composed of the delegates and deputy delegates of the UIMC members.

Eminent personalities who are a recognised authority in their field may be invited by the UIMC Chair to attend meetings of the General Assembly in an advisory capacity when their presence is deemed to be of interest in terms of the questions on the agenda.

- 6.2 The invitation, together with the agenda, shall be sent out at least one month before the date set for the meeting.

## **Article 7**

The General Assembly shall:

- determine the general policy of the UIMC,
- approve, on the basis of proposals from the Management Committee, the annual programme of work for the UIMC's scientific activities and working groups and provide direction to the Management Committee to carry out the necessary studies,
- approve the budgets, set membership contributions and approve the accounts on the basis of proposals from the Management Committee,
- revise the Internal Regulations,
- elect the Chair, the Vice-Chair, the Secretary General and the other members of the Management Committee, to whom it may delegate certain of its powers,
- set the venue, date and programme for the yearly scientific congress with General Assembly, on the basis of proposals from the Management Committee.

It delegates to the Management Committee the admission of members.

## **Article 8**

### 8.1 Allocation of votes:

- Each member has one vote.
- Each country holds a maximum of three votes.
- If more than 3 UIMC members are based in the territory of a single State, this maximum number of votes shall be allocated to these members collectively. The use and division of these 3 votes is up to these members themselves.
- If a member (holding one vote) is operating in more than one country it will have to choose and express the country it will use its vote for.

### 8.2 Majorities required when voting:

Decisions concerning the exclusion of a member, the revision of this Internal Regulation and the disbandment of the UIMC shall be reached on the basis of a two-thirds majority of votes cast. The General Assembly may only validly address these matters if at least two-thirds of the total number of votes is represented. Each member has the right to nominate a proxy by written authorization.

Elections of the Chair, Vice-Chair, Secretary General and members of the Management Committee shall be held under the conditions set out in Article 9.1 below.

All other General Assembly decisions shall be reached on the basis of a majority of the votes cast. Where there are an equal number of votes, the Chair shall have the casting vote.

## **Article 9**

9.1 The General Assembly shall elect from among its member delegates or deputy delegates, for a period of four years, which may be renewed:

- a Chair,
- a Vice-Chair,
- a Secretary General,
- six persons to work on the Management Committee.

The election of these nine persons shall be on the basis of a majority of votes cast. Each person will be from a member organisations based in a different country, with the exception of the Secretary General. When votes cast are equally divided, a new vote shall be held until a result is obtained. All nine persons in the MC have to be medical officers.

For the purposes of these elections, the General Assembly attendance must constitute at least half the total number of votes. If this figure is not attained, the General Assembly shall be reconvened and this time it may deliberate validly, irrespective of the number of members present.

9.2 Should the post of Chair become vacant, or should the Chair be unable to exercise their functions for an indefinite period, the Vice-Chair shall replace the Chair until the next General Assembly (see Article 10), at which time the General Assembly shall elect a replacement to complete the ongoing term of office.

Should the post of Vice-Chair or Secretary General become vacant, the Management Committee shall appoint one of its members to stand in until the General Assembly elects a new Vice-Chair or Secretary General to complete the ongoing term of office.

Should the post of a member of the Management Committee become vacant, the position shall be offered to the candidates who were unsuccessful in being elected at the previous election, in descending order of votes received. This individual will complete the term of their predecessor. If the vacancy is unable to be filled in this way the General Assembly shall elect a new Management Committee member to complete the ongoing term of office.

## **Article 10**

10.1 The Management Committee of the UIMC shall be composed of the Chair, the Vice-Chair, the Secretary General and six persons elected by the General Assembly under the terms of Article 9.1 above. The Treasurer will be designated by the Committee itself.

The Management Committee shall be presided over by the UIMC Chair.

10.2 Irrespective of the powers that the General Assembly may delegate to it, the Management Committee shall exercise the following powers in particular:

- prepare and enforce the decisions of the General Assembly relating to the scientific activities of the UIMC

- draw up and execute the budgets, under the supervision of the General Assembly
- admit members
- liaise between the various UIC bodies and authorities
- ensure upkeep of archives and any useful documents.

The Management Committee shall meet as called by the Chair.

The implementation of decisions made by the Management Committee shall be entrusted to the Chair, who may delegate this power to the Vice-Chair, the Secretary General or the Treasurer.

- 10.3 Each member of the Management Committee shall hold one vote. However, when the Secretary General is of the same nationality as another member of the Management Committee, the vote of the Secretary General shall not be taken into account.

The decisions of the Management Committee shall be adopted by majority of the votes cast. When the votes cast are equally divided, the Chair shall have the casting vote.

When the Chair reports to the General Assembly on discussions within the Management Committee concerning a technical matter of a medical order, the General Assembly shall be informed whenever the final decision was not unanimously adopted.

## **Article 11**

- 11.1 The Secretary General of the UIMC shall be responsible for the administration of the UIMC and shall be accountable to the Management Committee.

The Secretary General may, in agreement with the Management Committee, entrust part of these administrative tasks to the UIC Headquarters, which shall invoice UIMC for the services thus provided. To this end, the UIC Director General of Services shall appoint the UIC Director who may designate a UIC member of staff to monitor and to be responsible for the services provided.

- 11.2 The Secretary General shall also organise the upkeep of UIMC archives.

- 11.3 The Treasurer is the privileged partner of the UIC concerning all financial questions. They prepare the annual budget of the UIMC for the Management Committee and the General Assembly as well as an annual financial report for the General Assembly. The treasurer and the Chair are responsible for the administration of the UIMC assets.

## **Article 12**

Regional groups can be created by members located in a specific region. Each group designs a coordinator who reports the activities of the group to the Secretary General or to a designed member of Management Committee and who also reports the activities to the General Assembly.

## **IV SCIENTIFIC ACTIVITIES**

### **Article 13**

Any member may submit to the Management Committee problems which, in its opinion, merit scientific research.

The Management Committee shall propose the studies to be carried out to the General Assembly as part of the annual programme of work and, where necessary, the creation of the corresponding working groups.

Experts may be invited to participate in these working groups in an advisory capacity.

The Management Committee shall co-ordinate and monitor the activities of the working groups.

### **Article 14**

14.1 The scientific congresses of the UIMC shall take place annually coinciding with the General Assembly.

Arrangements for the congress shall be the responsibility of the member(s) from the host country.

14.2 The following shall be entitled to attend UIMC scientific congresses:

- a) Payment of the annual membership fee allows each member to send up to 4 representatives to the congress. Spouses and other accompanying persons count as representatives. Additional individuals linked to the members may attend upon payment of an additional fee as outlined below.
- b) Guests invited by the Management Committee at the proposal of members, by reason of their particular expertise for the topics under discussion.
- c) Additional individuals who are active for UIMC members or who are non-members may take part in the congress with the allowance of the organizer and with payment of a fee set by the Management Committee.
- d) The host member has the right to invite other local medical officers, health professionals and health service managers interested in international railway medicine to attend the complete or part of the congress. The host may collect a suitable fee from these individuals to cover additional costs.

14.3 The Congress language is English. All lectures must be given or translated into English. Further languages may be French, German and any other languages accepted by the host member(s).

The administrative reports, minutes, etc., shall be drawn up in English.

14.4 The UIMC Chair shall present a report on UIMC activities to the General Assembly.

### **Article 15**

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## **V FUNDING**

### **Article 16**

16.1 The UIMC shall have its own budget, drawn up each year by the Management Committee for the following year and submitted to the General Assembly for approval. The Management Committee shall be responsible for monitoring expenditure.

This budget shall include:

- an administrative budget covering all management cost (in particular expenditure for secretariat work, translation, interpreting, publications, etc.). Travel expenses concerned with statutory meetings and scientific congresses are not covered if not approved by the MC for special purposes;
- a special budget covering all the study costs occasioned by the scientific activities of the UIMC.

The management costs shall be covered by the annual contribution of members and, if necessary, the study costs by a specific one from members.

16.2 The annual membership fee shall be set by the General Assembly on the basis of proposals from the Management Committee.

Membership contributions shall be invoiced to members in May of each calendar year and must be paid no later than the end of August of the calendar year.

If the membership contribution has not been paid for two years the membership expires.

### **Article 17**

Members shall cover the personal expenses of their representatives (travel, hotel, etc.).

General costs for scientific congresses, general assemblies and meetings of specialists shall be shared between the UIMC and the member(s) from the country where the meetings are being held.

### **Article 18**

Payment of membership contributions shall entitle members to receive free of charge a copy of all publications, reports and minutes as well as access to the UIMC Extranet databank and exchange forum.

## **VI RELATIONS WITH UIC**

### **Article 19**

19.1 As a UIC Special Group, the UIMC is subject to the UIC Statutes (article 10.2 b)), and to the Internal Regulation 3 on the general conditions governing the creation and working methods of Special Groups.

19.2 The UIMC shall enjoy management and financial autonomy within UIC, in accordance with the provisions of § 4.2 b) of Internal Regulation 3.

19.3 The UIC Director General shall appoint the UIC Director who will monitor the Special Group and represent UIC in the Group. This UIC Director shall appoint, in agreement with the UIMC Chair, a representative from UIC Headquarters within the UIMC. This representative shall be sent the agendas and minutes of UIMC meetings or congresses and shall be invited to all the UIMC meetings.

19.4 The work of UIMC must be in keeping with its purpose and compatible with the UIC Statutes and the general policy of the Association.

The UIC Director General may request that a UIMC decision that does not respect this principle be withdrawn or amended. If agreement cannot be reached on this subject with the UIMC Chair, the UIC Director General may refer the matter to the UIC General Assembly for a final ruling.

19.5 UIC may use the work of the UIMC.

If the studies carried out by the UIMC hold potential interest for all UIC members, UIC Director General may submit these questions to the relevant UIC working bodies for examination. As appropriate, these bodies may propose that the necessary regulations or recommendations be made in this field. UIMC representatives may participate in the work of these UIC working bodies.

At the request of the UIC Director General, the UIMC may carry out certain studies of a medical nature. Representatives of the UIC Headquarters may participate in these studies.

The conditions of application of the preceding paragraphs of this Article 19.5, particularly those with financial implications, shall be governed by special agreements between the UIC and the UIMC.

## **VII REVISION**

### **Article 20**

Amendments to this Internal Regulations shall be subordinated to a decision by the General Assembly, according to the methods laid out in Article 8 above.

These amendments may not be contrary to the principle set out in Article 19.1 above.

Accepted by the UIMC General Assembly

York (United Kingdom), 27 September 2017