



International Commission on Occupational Health - ICOH
Commission Internationale de la Santé au Travail - CIST

Founded in 1906 as Permanent Commission



GUIDELINES FOR THE NATIONAL SECRETARIES OF INTERNATIONAL COMMISSION ON OCCUPATIONAL HEALTH

Art. 1 – General requirements of National Secretaries.

The National Secretaries are defined by Bye-Law 15. They represent ICOH in the country and promote cooperation and communication among members of their countries and links to other ICOH bodies. The NSs shall operate in respect of ICOH Constitution, Bye-Laws, and Code of Ethics for Health Professionals and Good Association Practice.

Art. 2 – Appointment and election of the National Secretaries.

The NSs are ICOH members in good standing and are elected for countries with more than 15 members in good standing who are resident in that country, and approved by the President for the triennial period separating sessions of the General Assembly. They may be re-elected to the same office for no more than one additional term. Officers, Board Members, Scientific Committee Chairs and Secretaries in principle should not be eligible to serve as National Secretaries at the same time. For countries with less than 16 members, and if special reasons so require, the President can nominate a Secretary after consultation with the ICOH members of that country.

Art. 3 – Election procedures.

The Secretary General through the Editor shall issue in the newsletter and website, at least 12 months before the date of International Congress, information on the procedure of the election of National Secretaries. According to these instructions, the names of the candidates shall be submitted to the Secretary General in writing at least nine months before the first day of the International Congress by at least three members in good standing, accompanied by the written agreement of the nominee that he is willing to serve if elected and a curriculum vitae of no more than 150 words. The candidates must be eligible under Art. 2 of these Guidelines. The curricula shall be published in the website at least six months in advance of the Congress. Out of these names, the Secretary General shall prepare the ballot form for each country, with the names of the candidates.

If no candidates have been nominated for the position of NS the President can appoint a Secretary according to the Art. 2 of these guidelines. The election takes place by secret ballot and shall consist of the completion of the ballot form(s) issued by the Secretary General to designate a NS for each country. The ballot form should be sealed in one envelope without identification, and this envelope shall be inserted in another together with the member's identification. The ballot papers and envelopes should reach ICOH's offices no later than one month in advance of the first day of the International Congress. Votes shall be counted in the presence of Scrutineers appointed by the President.

Art. 4 – Links to the Vice President in charge of National Secretaries.

The NSs shall stay in close cooperation with the Vice President in charge of coordination of National Secretaries for the promotion of ICOH and implementation of ICOH programmes. The Vice President will convene meeting of NSs of different regions based on specific needs and implementation of triennium work programme approved by the president. The Vice President will collect at the end of each triennium a report from all the NSs to be submit to the Board and the General Assembly.

Art. 5 – Links to the Secretary General in charge.

The NSs shall stay in close liason with the Secretary General, support the Secretary General in membership campaigns, in tracking lost sheep, in communicating changes in contacts information of members, in collecting membership fees and keep him informed on events within the nation or region.

Art. 6 – Meetings and Symposia.

NSs are encouraged to hold a minimum of two meetings per triennium to which all members are invited. Meetings and Symposia are encouraged at least once between Congresses with an open invitation to all interested persons. All meetings should be clearly announced as ICOH activities.

Art. 7 – Conflict of interest.

NSs must remain objective and in respect of ICOH rules on transparency and conflict of interest. When a conflict of interest occurs with meetings, sponsorship, publications, etc., the Officers of the ICOH will require full disclosure of the conflict and the authority to properly intervene.

Art. 8 – Financial supports.

Specific request of financial supports may be requested to the Secretary General in respect to budget forecast of the triennium approved by the Board. Financial support of NSs activities must be in respect of ICOH general principles of transparency and in respect of guidelines for financial supports in ICOH activities.