



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 THE INTERNATIONAL COMMISSION ON OCCUPATIONAL HEALTH

Amended by ICOH Board on February 13, 2020

Art. 1 – General requirements of National Secretaries

The National Secretaries (NSs) are defined by Bye-Law 16 of the International Commission on Occupational Health (ICOH). They represent the activities of ICOH in the country or area for which they are designated and promote the cooperation and communication among the ICOH members of their country or area and the links to other ICOH bodies. The NSs shall operate in respect of ICOH Constitution, Bye-Laws and International Code of Ethics for Occupational 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 or areas with more than 15 members in good standing who are resident in that country or area, and approved by the President for the triennial period separating sessions of the General Assembly after receiving a transparency declaration form duly signed. The NSs may be re-elected to the same office for no more than one additional term. For countries or areas 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 or area.

Art. 3 – Election procedures

The election of each NS takes place according to secret ballot or election procedures endorsed by the members of the country or area before the Congress and approved by the newly elected President at the Congress. In the case of the election by secret ballot, votes should be counted in the presence of scrutineers designated in advance of the election. Officers, Board Members, SC Chairs and Secretaries, in principle, should not be eligible to serve as NSs at the same time. If no candidates have been nominated for the position of NS before the Congress, the President can appoint a Secretary according to Art. 2.

Art. 4 – Links to the Secretary General and the Vice-President in charge of National Secretaries

The NSs shall stay in close cooperation with the Secretary General and the Vice-President in charge of National Secretaries with respect to the promotion of ICOH and the implementation of ICOH programmes. The NSs shall support the Secretary General in membership campaigns, tracking lost sheep, communicating changes in contact information of members and collecting membership fees and keep him informed on events within the country or area. The Vice-President will collect at the end of each triennium a report from all the NSs to be submitted to the Board and the General Assembly.

Art. 5 – Meetings of National Secretaries

The Secretary General and the Vice-President will jointly convene meetings of NSs of different regions based on specific needs and implementation of the triennium work programme approved by the President.

Art. 6 – Meetings of Members and Scientific Conferences and Symposia

The NSs are encouraged to hold a minimum of two meetings per triennium to which all members are invited. The NSs are further encouraged to ask the members to be actively associated with occupational health conferences and symposia including those organized by ICOH Scientific Committees.

Art. 7 – Conflict of interest

The 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 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 NS activities must be in line with ICOH rules on transparency and general guidelines for financial support within ICOH activities.

BYE-LAWS of the International Commission on Occupational Health – ICOH

BYE-LAW 16 – National, Regional and Area Secretaries

Section 1

ICOH National, Regional and Area Secretaries represent the activities of ICOH in the country, region or area for which they are designated and promote the cooperation and communication among ICOH members of their country, region or area and strengthen links to other ICOH bodies.

The National, Regional and Area Secretaries shall comply with the ICOH Constitution, Bye-Laws and International Code of Ethics for Occupational Health Professionals as well as with Good Association Practice.

Section 2

Members may organise themselves on a national, regional or area basis in order to facilitate their administrative work. They may elect a National, Regional or Area Secretary to be approved by the President after the submission of the Declaration of Interest Form. If no national, regional or area organization exists, and if special reasons so require, the President can nominate a Secretary after consultation with ICOH members the nation, region or area in question.

The National, Regional or Area Secretary shall stay in close liaison with the Vice President in charge of the National, Regional or Area Secretaries and the Secretary General and keep them informed on events within the nation, region and area.