



IAMP

INTERACADEMY MEDICAL PANEL ON GLOBAL HEALTH ISSUES

Statutes & Rules of Procedure

Endorsed by the IAMP General Assembly on 11th June 2010,
Kuala Lumpur, Malaysia

STATUTES

Article 1: Establishment

The InterAcademy Medical Panel on Global Health Issues, hereinafter referred to as IAMP, is an association created by the world's academies of medicine and academies of sciences or engineering having members from the health sciences for the purpose of working together through bilateral, regional, and worldwide collaboration to achieve the objective specified below.

Article 2: Objectives

- 2.1 The IAMP shall act as an independent international forum that brings together academies of medicine and academies of sciences or engineering having members from the health sciences to promote health worldwide, especially in low and middle income countries.
- 2.2 In pursuing this objective the IAMP shall collaborate with academies of sciences, engineering, technology, agriculture, social sciences, humanities or other disciplines, as well as with international bodies like the World Health Organization, the International Council for Science (ICSU), the InterAcademy Panel on International Issues (IAP) and the InterAcademy Council (IAC).

Article 3: Activities

In pursuing its objective the IAMP may, *inter alia*, undertake the following activities:

- 3.1 Exchange information among member academies on programmes and experiences and develop common visions and positions;
- 3.2 Facilitate, directly or through the IAC and other organizations, the provision of expert advice to governments and international organizations;
- 3.3 Assist in strengthening the capacities of academies of medicine, particularly young and small academies, and especially those in low and middle income countries;
- 3.4 Assist science communities, particularly in low and middle income countries, to set up national or regional academies of medicine if no such body exists;
- 3.5 Assist in promoting health research worldwide, especially in low and middle income countries, and promote ethical values in health research;
- 3.6 Organize conferences, workshops and symposia on themes and topics that fall within its objectives; and
- 3.7 Undertake such projects and actions as it deems appropriate for achieving its objectives.

Article 4: Membership

- 4.1 Eligible for membership of the IAMP are national, regional or global academies of medicine or academies of sciences or engineering having members from the health sciences that elect their members essentially on the basis of scientific merit and that do not deny membership on ideological, ethnical, religious or gender-related grounds. For national academies there shall in principle be one member academy per country.
 - 4.1.1 If a country or region does not have an academy that is eligible for membership, an equivalent merit-based organization may be admitted to membership.
 - 4.1.2 If a country or region has multiple academies that are eligible for membership, all such academies may be admitted to membership provided

that together they have a single vote in all IAMP decision-making procedures.

- 4.2 Associations of national or regional academies of sciences may be admitted to the IAMP as observers without the right to vote.
- 4.3 Academies that are not or not yet a member of the IAMP may participate in IAMP programmes and activities if invited to do so by the Executive Committee.
- 4.4 If a member academy has not participated in IAMP or its programmes and activities for more than five consecutive years, the IAMP Co-Chairs shall consult with that academy and, if the situation of non-activity persists for one additional year, they may propose to the Executive Committee that membership be suspended pending a decision of the General Assembly on the termination of membership.
- 4.5 In case of controversy about membership, particularly in relation to the criteria for membership as provided for in article 4.1, the IAMP Co-Chairs shall make a final decision, taking account of the advice of the IAMP Executive Committee.

Article 5: General Assembly

- 5.1 As the highest decision-making body of the IAMP, the IAMP General Assembly shall be empowered, subject to the provisions of these Statutes, to make decisions on all matters affecting the IAMP.
- 5.2 In particular, the General Assembly shall make the following decisions:
 - a. Approve general IAMP strategies and policies;
 - b. Elect new member academies; the IAMP Co-Chairs; the IAMP Executive Committee; and the academy hosting the IAMP Secretariat; and
 - c. Direct the Executive Committee to carry out any tasks deemed necessary for achieving the objective of the IAMP.
 - d. Amend these Statutes and adopt rules of procedure governing its own work and that of the other organs of the IAMP.
- 5.3 The General Assembly shall adopt and may amend these Statutes with a two-thirds majority vote, abstentions not considered a vote.
- 5.4 The General Assembly may delegate specific tasks or responsibilities to the IAMP Executive Committee.
- 5.5 The General Assembly shall consist of the Presidents of all academies that are members of the IAMP. The President of a member academy may designate a representative to take his or her place from among the leadership of the academy.
- 5.6 The General Assembly may only take formal decisions if at least one-third of all IAMP member academies are represented at a meeting. Unless explicitly provided otherwise in these Statutes or in rules of procedure, the General Assembly shall decide by a majority vote, abstentions not considered a vote. A vote shall be taken by hand raising unless at least five members request a secret ballot. Decisions relating to a specific person or persons shall always be taken by a secret ballot.
- 5.7 In the interval between meetings of the General Assembly the Executive Committee may submit a proposal to all IAMP member academies, requesting them to submit a vote by email, fax or telephone before a date set by the Executive Committee. The proposal is approved if at least two-thirds of all IAMP member academies respond through or with the explicit endorsement of the President of the academy in question and if a majority of the votes so received, abstentions not considered a vote, is in the affirmative. If a vote by email, fax or telephone relates to a specific person or persons, the individual votes of member academies shall be kept confidential.
- 5.8 Representatives from ICSU, IAP and IAC may be invited by the IAMP Co-Chairs to participate in the meetings of the General Assembly as observers without the right to vote.

- 5.9 The IAMP Co-Chairs may invite other organizations to participate as observers without the right to vote in a meeting of the General Assembly if that organization contributes, or may contribute, to IAMP programmes and activities.
- 5.10 The General Assembly shall meet in a regular meeting every three years, that meeting to coincide normally with a general conference of the IAMP. The IAMP Co-Chairs shall convene an extraordinary meeting of the General Assembly if at least ten IAMP member academies request them to do so.

Article 6: Co-Chairs

- 6.1 The General Assembly shall elect two Co-Chairs, one from a low or middle income country and one from a high income country.* If a Co-Chair is member of an academy that is a member of the Executive Committee, that academy shall resign from the Executive Committee.
- 6.2 Co-Chairs are elected for a term of office that expires at the end of the first regular meeting of the General Assembly after the meeting in which they were elected. They may be re-elected for no more than one successive term. Preferably, at each election the General Assembly re-elects one Co-Chair for a second term and elects the other Co-Chair for a first term.
- 6.3 The Co-Chairs shall preside over the meetings of the General Assembly and the Executive Committee with a division of tasks to be agreed by them.
- 6.4 If a Co-Chair resigns before the end of his term or is otherwise unable to continue as Co-Chair, the Executive Committee shall appoint one of its members as acting Co-Chair for the remainder of the term of the original Co-Chair.

Article 7: Executive Committee

- 7.1 Subject to the provisions of these Statutes and the decisions of the General Assembly, the IAMP Executive Committee shall take such initiatives and actions as are necessary for the achievement of the objectives of the IAMP.
- 7.2 In particular, the Executive Committee shall *inter alia* be responsible for:
- a. Setting the time and venue for the meetings of the General Assembly;
 - b. Preparing the agenda of the meetings of the General Assembly;
 - c. Implementing the decisions taken by the General Assembly;
 - d. Securing funding for programmes and activities;
 - e. Approving programmes and activities, as well as their budgets;
 - f. Establishing the budgets of programmes and activities; and
 - g. Ensuring that actual spending and programme activities are in accordance with the approved budgets and programmes.
- 7.3 The Executive Committee may set up such standing or *ad hoc* committees as it deems necessary for the discharge of its tasks and responsibilities.
- 7.4 The Executive Committee may poll member academies on a specific issue with a view to preparing an IAMP statement on that issue. Such statements may be made public in accordance with special rules of procedure to be adopted by the General Assembly.
- 7.5 The Executive Committee may only take formal decisions if at least five members are represented at a meeting, either in person or through a telephone or video connection. The Executive Committee shall decide by a majority vote, abstentions not considered a vote. In case of a tie, the vote of the Co-Chair with the longest term in office shall decide. At meetings a vote shall be taken by hand raising unless at least two members

* As defined by the World Bank.

- request a secret ballot, while a decision relating to a specific person or persons shall always be taken by a secret ballot.
- 7.6 In the interval between meetings of the General Assembly the Co-Chairs may submit a proposal to the members of the Executive Committee, requesting them to submit a vote by email, fax or telephone before a date set by the Co-Chairs. The proposal is approved if all Executive Committee members respond through or with the explicit endorsement of their representative on the Committee and if a majority of the votes so received, abstentions not considered a vote, is in the affirmative. If a vote by email, fax or telephone relates to a specific person or persons, the individual votes of Executive Committee members shall be kept confidential.
- 7.7 The Executive Committee shall consist of the IAMP Co-Chairs as members *ex officio* and of the Presidents, or their designated representative, of nine member academies elected by the General Assembly.
- 7.7.1 In electing the Executive Committee the General Assembly shall ensure representation from different regions, as well as balance between low or middle income countries and high income countries;
- 7.7.2 Member academies shall be elected for a term that expires at the end of the first regular meeting of the General Assembly after the meeting in which they were elected.
- 7.7.3 Member academies may be re-elected to the Executive Committee for no more than one successive term.
- 7.7.4 If a member academy resigns from the Executive Committee before the end of its term, the Executive Committee may fill the vacancy by appointing an IAMP member academy in that vacancy until the expiration of the term of the original member.
- 7.8 Membership of the Executive Committee ends automatically if a member does not participate in two consecutive regular meetings of the Committee or if a member has not responded to any formal communication of the IAMP Co-Chairs for more than a year. Any vacancy that so arises may be filled by the Executive Committee by appointing an IAMP member academy in that vacancy until the expiration of the term of the original member.
- 7.9 Representatives from ICSU, IAP and IAC may be invited by the IAMP Co-Chairs to participate in the meetings of the Executive Committee as observers without the right to vote. If the academy hosting the IAMP Secretariat is not represented on the Executive Committee, it may participate in the meetings of the Executive Committee as an observer without the right to vote.
- 7.10 The IAMP Co-Chairs may invite other IAMP member academies to the meetings of the Executive Committee. The IAMP Co-Chairs may also invite other organizations or individuals to a meeting of the Executive Committee if that organization or individual contributes, or may contribute, to IAMP programmes and activities.
- 7.11 The Executive Committee shall meet at least once a year.

Article 8: Secretariat

- 8.1 Under the guidance of the IAMP Co-Chairs the IAMP Secretariat shall support the General Assembly and the Executive Committee in the discharge of their respective tasks and responsibilities.
- 8.2 In particular, the Secretariat shall be responsible for:
- a. Preparing and organizing all official IAMP meetings;
 - b. Disseminating relevant materials to member academies;
 - c. Preparing an Annual Report on IAMP programmes and activities;
 - d. Maintaining working relations with relevant other organizations;
 - e. Receiving and disbursing the funds of the IAMP; and

- f. Preparing reports and audits on the finances of the IAMP.
- 8.3 The IAMP Secretariat shall be hosted by an IAMP member academy elected by the General Assembly for a term of six years. The term of a host academy shall be renewed automatically unless at least one year before the end of a term the Executive Committee decides to propose to the General Assembly to elect another host academy. If the host academy wishes to terminate its role as host academy, it shall notify the Executive Committee of that intention at least one year before the date of actually ending its role as host academy.
- 8.4 The staff of the Secretariat shall be appointed by the host academy. Subject to the approval of the host academy, the Executive Committee may adopt rules and regulations governing the tasks and responsibilities of the Secretariat.

Article 9: Funding

- 9.1 Unless explicitly arranged otherwise, member academies shall bear their own costs of participating in the meetings of the General Assembly or the Executive Committee.
- 9.2 The host academy shall bear all costs of the Secretariat, including salaries, office space, travel and communication.
- 9.3 The Executive Committee shall seek funding from governments, international organizations and other sources to meet operational costs, as well as the costs of programmes and activities.
- 9.4 The Executive Committee may also request member academies to make voluntary contributions to the IAMP as such or to any of its programmes and activities.

RULES OF PROCEDURE

SECTION I: ELECTIONS

Article 1: Membership

- 1.1 Application for membership may be made at all times. It shall be in writing and provide information on objectives, members and organizational structure of the academy seeking membership. Each academy seeking membership shall explicitly endorse the IAMP Statutes and Rules of Procedure.
- 1.2 Membership applications shall be reviewed by the Executive Committee or by a subgroup from the Executive Committee.
- 1.3 If eligible, the Executive Committee shall grant an academy seeking membership the status of provisional member. Academies with provisional membership may participate fully in all IAMP programmes and activities.
- 1.4 At its next regular meeting the General Assembly shall vote on new applications for membership and grant provisional members the status of full membership unless there are compelling reasons not to do so.

Article 2: Co-Chairs

- 2.1 At least six months before the next regular meeting of the General Assembly the Co-Chairs shall appoint a Nominations and Election Committee of three persons selected from among member academies that have no members seeking election or re-election as IAMP Co-Chair.
- 2.2 At least five months before the end of the term of office of the Co-Chairs, the Nominations and Election Committee shall ascertain whether one or two Co-Chair(s) are eligible for a second term in office and if so, whether they will be available for re-election;
- 2.3 The Nominations and Election Committee shall inform all IAMP member academies of the eligibility and availability of the incumbent Co-Chairs for a second term in office and request them to nominate candidates for election as IAMP Co-Chair.
- 2.4 From the nominations received the Nominations and Election Committee shall draw up a short list of no more than four candidates per vacancy and present two lists, one for candidates from the electoral group of “Low or middle income countries” and the other for candidates from the electoral group of “High income countries”, to the General Assembly for discussion and decision.
- 2.5 The election of the Co-Chairs shall be conducted by a secret ballot using paper forms. The Nominations and Election Committee shall decide on any issues relating to the election process and its results. The voting shall be organized as follows:
 - 2.5.1 Each member academy shall receive a ballot form listing the two candidates under one of the two electoral groups provided for in article 2.4 above. The ballot form shall not reveal the identity of the member academy that uses it.
 - 2.5.2 For the electoral group “Low and middle income countries” each member academy shall cast a single affirmative vote by placing the sign X in the box appearing opposite the name of the candidate of its choice.
 - 2.5.3 For the electoral group “High income countries” each member academy shall cast an affirmative vote by placing the sign X in the box appearing opposite the name of the candidate of its choice.
 - 2.5.4 Each member academy shall ensure that it casts just one affirmative vote for each electoral group. If a member academy casts more than two votes in total, the ballot form of that academy shall be invalid and not be used in determining the outcome of the vote.

- 2.6 For each of the two electoral groups the Nominations and Election Committee shall determine the number of affirmative votes each candidate has received. It shall then determine, for each electoral group separately, the candidate that has received more affirmative votes than the other candidate. On the basis of these determinations the Committee shall rule, and announce, that the candidate with the most affirmative votes in each electoral group is elected as Co-Chair of IAMP.

Article 3: Executive Committee

- 3.1 At least six months before the next regular meeting of the General Assembly the Co-Chairs shall appoint a Nominations and Election Committee of three persons selected from among member academies that do not seek election or re-election to the Executive Committee. The Committee may coincide with the Nominations and Election Committee of article 2.1 above if it also meets the criteria set in that article.
- 3.2 At least five months before the next regular meeting of the General Assembly the Nominations and Election Committee shall request all IAMP member academies to indicate whether they seek membership of the Executive Committee.
- 3.2.1 In submitting their request to member academies the Co-Chairs shall fix a deadline before which member academies shall respond. This deadline shall be at least 30 days prior to the first day of the forthcoming meeting of the General Assembly.
- 3.2.2 In submitting its candidacy a member academy shall provide a brief citation of one page at most in which it summarizes the reasons why it seeks membership of the Executive Committee, either for the first time or for a renewal of term.
- 3.3 At least one month prior to the first day of the forthcoming meeting of the General Assembly the Nominations and Election Committee shall circulate to all member academies a list of all candidates for membership of the Executive Committee, as well as their citations. The list shall be divided into two electoral groups: (a) “Low and middle income countries”; and (b) “High income countries”.
- 3.4 The election of the members of the Executive Committee shall be conducted by a secret ballot using paper forms. The Nominations and Election Committee shall decide on any issues relating to the election process and its results. The voting shall be organized as follows:
- 3.4.1. Each member academy shall receive a ballot form listing all candidates under one of the two electoral groups provided for in article 3.3 above. The ballot form shall not reveal the identity of the member academy that uses it.
- 3.4.2 For the electoral group “Low and middle income countries” each member academy shall cast affirmative votes by placing the sign X in the box appearing opposite the name of the candidate or candidates of its choice.
- 3.4.3 For the electoral group “High income countries” each member academy shall cast affirmative votes by placing the sign X in the box appearing opposite the name of the candidate or candidates of its choice.
- 3.4.4 Each member academy shall ensure that the total number of affirmative votes it casts both for the electoral group “Low and middle income countries” and “High income countries” does not exceed nine votes in total. If a member academy cast more than nine votes in total, the ballot form of that academy shall be invalid and not be used in determining the outcome of the vote.
- 3.5 For each of the two electoral groups the Nominations and Election Committee shall determine the number of affirmative votes each candidate has received. It shall then determine, for the two electoral groups together, the nine candidates that have received more affirmative votes than the other candidates. On the basis of these

determinations the Committee shall rule, and announce, which candidates are elected as member of the Executive Committee.

Article 4: Host Academy

- 4.1 After having decided to propose to the General Assembly to elect another host academy, the Executive Committee shall request, without delay, IAMP member academies to indicate whether they seek election as host academy.
- 4.2 If the host academy has notified the Executive Committee that it wishes to terminate its role as host academy, the Executive Committee shall request, without delay, IAMP member academies to indicate whether they seek election as host academy.
- 4.3 On the basis of the candidatures so received the Executive Committee shall develop a proposal for a new host academy and place that proposal before the next regular meeting of the General Assembly.
- 4.4 If it is not possible to postpone the decision until a regular meeting of the General Assembly, the decision may be made by a vote by email provided that at least half of the IAMP member academies participate in such a vote and provided that a majority of those academies vote in favour.

SECTION II: STATEMENTS AND PUBLICATIONS

Article 1: Normal procedure

- 1.1 If the Co-Chairs determine that the IAMP shall issue a Statement on a scientific or societal problem that requires a rapid reaction, they shall submit a draft text to the Executive Committee.
- 1.2 Within two weeks after receiving the draft text the members of the Executive Committee shall send in comments, both on the text as such and on the desirability of issuing a Statement.
- 1.3 Within a week of receiving the above comments the Co-Chairs shall decide whether to proceed with the Statement and, if so, produce a final draft, taking account of the comments received.
- 1.4 The Co-Chairs shall submit the final draft of the Statement to all IAMP member academies for approval, indicating the deadline for sending in approvals or disapprovals.
- 1.5 If, at the passing of the deadline, a majority of all IAMP member academies has approved the draft, that draft shall be made public as an IAMP Statement. Any such Statement shall explicitly indicate the IAMP member academies that support it.

Article 2: In case of urgency

- 2.1 If the Co-Chairs determine that an exceptional event of the greatest urgency requires immediate action, they shall contact the members of the Executive Committee outlining the Statement they wish to make public.
- 2.2 If there is not within 48 hours after the initial message of the Co-Chairs, a negative response of a majority of the members of the Executive Committee, the Co-Chairs shall publicly issue a Statement on their own behalf.

Article 3: IAMP Publications

- 3.1 The Executive Committee shall appoint from among its members an IAMP Publication Committee and charge it with approving, or disapproving, draft publications emanating from an IAMP programme or activity to be issued as an IAMP publication.
- 3.2 The approval, or disapproval, of a draft publication shall be based on the merits of its data, analysis and conclusions and shall not imply that the IAMP or its member academies approve the content of the publication. If necessary, the Publication

Committee may decide to subject a draft publication to an independent review process.

SECTION III: PROGRAMMES AND PROJECTS

Article 1: Approval

- 1.1 Proposals for IAMP programmes and projects shall be submitted to the Executive Committee in written form by one or more IAMP member academies.
- 1.2 As a minimum, the proposal must provide information on:
 - a. The IAMP member academies that will participate in the programme or project;
 - b. The IAMP member academy that will be in charge of the programme or project;
 - c. The problem or problems that the programme or project is to address;
 - d. The work done by other organizations on this or related problems;
 - e. The result to be achieved and/or the products to be delivered;
 - f. The activities to be carried out and the methodology to be used;
 - g. The human and financial resources that will be required;
 - h. The amount and timing of the financial support sought from IAMP; and
 - i. The funding obtained or sought from other sources.
- 1.3 All proposals shall be reviewed by one or more independent reviewers selected by the IAMP Co-Chairs before being submitted to the Executive Committee for approval.
- 1.4 In approving (or disapproving) a proposal the Executive Committee shall give particular attention to its potential contribution to the objectives of IAMP. The Executive Committee shall also determine the level and timing of IAMP financial support, as well as the date on which such support will end.

Article 2: Review

- 2.1 Each year the IAMP member academy in charge of a programme or project shall submit a report to the Executive Committee on the progress made in the preceding year.
- 2.2 The Executive Committee shall discuss such progress reports at its next meeting and inform the member academy in charge of the programme or project of its findings.
- 2.3 In exceptional cases the Executive Committee may decide to terminate IAMP support of a programme or project before the date set when the programme or project was approved.
