

International Liaisons Committee Charter

1. Introduction

The global as well as professional growth and development of biomedical- and clinical-engineering requires that IFMBE develops relations with organisations active in this field. The specialised United Nations bodies have special importance to IFMBE.

Recognising the above the IFMBE International Governmental Organisations Liaison Committee was founded to assist in maintaining contacts with the international governmental organisations.

With several of these governmental organisations IFMBE realised successful, joint collaborating programs in past years (ECE, UNIDO, WHO).

2. Scope of activity of the International Governmental Organisations Liaison Committee

Members of the International Governmental Organisations Liaison Committee, through their knowledge and through direct contacts, assist IFMBE in co-operation with international governmental organisations.

The International Governmental Organisations Liaison Committee through its members:

- a. represents at these organisations the policy, goals and activities set by the IFMBE Administrative Council,
- b. informs the Administrative Council on those activities at the international governmental organisations that might be interesting for the IFMBE, as well as on general subjects pertaining to the respective organisation,
- c. prepares suggestions to the Administrative Council about concrete forms of co-operation (for example, starting of a new project).

Members of the International Governmental Organisations Liaison Committee represent the IFMBE in person at the international organisation he/she is assigned to. During this representation the activities are always and solely carried out in the interest and for the realisation of the goals set by the Administrative Council.

3. Objectives

Objectives of the International Governmental Organisations Liaison Committee:

- a. to inform the international governmental organisations about the activities of the IFMBE,
- b. to inform the IFMBE about the activities of the international governmental organisations,
- c. to stimulate the organisations to co-operate with IFMBE and exchange information,
- d. to provide information to IFMBE to help formulate relevant policies and practices,
- e. to assist in framing and formulating joint projects.

4. Activities

- a. Maintain regular contacts with the international governmental organisations. Personal contacts are of primary importance.
- b. Provide information to the Administrative Council, as well as information to the members through the IFMBE News and other publications.
- c. Participate in preparation of reports requested by the international governmental organisations. These reports are submitted to the requesting organisation through the Secretary General's office.

- d. Assist in information exchange between the IFMBE and the international governmental organisations in order to foster joint publications, seminars, round table discussions, etc.

5. Structure of the International Governmental Organisations Liaison Committee

SIZE. The number of members in the International Governmental Organisations Liaison Committee is not fixed. It depends on organisations with which IFMBE wants to strengthen its relation through delegated representations. Besides a representative, another person could be considered as alternate.

STRUCTURE. The activities of the International Governmental Organisations Liaison Committee is managed by the chairperson of the Committee. The chairperson assigns each member of the Committee his/her responsibilities, and receives reports from the committee members. The chairman prepares a yearly report to the Administrative Council based on the individual reports received from the members of the Committee. The Administrative Council informs the members of the Committee — through the chairman of the Committee or directly — about events of interest to IFMBE.

APPOINTMENTS. The Chairperson of the International Governmental Organisations Liaison Committee is appointed by the Administrative Council. Members of the International Governmental Organisations Liaison Committee are recommended to the Administrative Council by the Chairperson of the International Governmental Organisations Liaison Committee, and are appointed by the Administrative Council.

A member of the International Governmental Organisations Liaison Committee can be a person who is knowledgeable about the pertinent organisation to which he/she is considered as representative and maintains good relation with it. The financial expenses of maintaining the personal relation should be as low as possible for IFMBE (geographical proximity, combination of the travel with other mission, etc).

Membership of the chairperson and committee members is for the term between two General Assembly meetings (currently three years). The chairperson and the members are eligible for another term. However, after two successive terms in the same office the person will be eligible again for the same post (chairman or member) after one term elapsed. Appointment to the committee can be renewed by the Administrative Council for 2 additional terms.

The chairperson may also be appointed as a contact person to an organisation.

To enable the official contact with the international organisation, the IFMBE Secretariat sends the international organisations the name and address of the delegated contact person and alternate.

RECALL. The Administrative Council based on its own initiative or on the recommendation of the Chairperson of the International Governmental Organisations Liaison Committee may terminate the appointment of any person who, for whatever reasons, cannot fulfil his/her duties.

6. Financial support

BUDGET. The Chairperson of the International Governmental Organisations Liaison Committee is responsible for the preparation of the estimated yearly expenses and for the submission of the requested financial support to the Administrative Council prior to the beginning of the IFMBE fiscal year.

The Chairperson with assistance of the Committee members, prepares the yearly budget proposal of the International Governmental Organisations Liaison Committee and submits it to the Administrative Council. The Chairperson assigns to each committee member his/her authorised budget.

FINANCIAL RESPONSIBILITY. The approval of the budget of the International Governmental Organisations Liaison Committee by the Administrative Council places

responsibility with the IFMBE for the financial support of the International Governmental Organisations Liaison Committee to the extent approved by the Administrative Council. Responsibility for any additional expenses will be born by the person by whom these expenses incurred.

FINANCIAL SETTLEMENT. Members have to settle their claims with the Treasurer of IFMBE.

BUDGET SETTLEMENT. The Chairman of the International Governmental Organisations Liaison Committee submits the yearly expense account to the Administrative Council.

7. Dissolution

The Administrative Council may dissolve the International Governmental Organisations Liaison Committee at any time if its work does not conform to the conditions of this Charter, or in case this Charter, due to changed circumstances can not ensure adequate progress in achieving the set goals.