

MEDINFO 92

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MEDINFO 92 COMMITTEE MEMBERS

Steering Committee

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	J.R. Scherrer
	Salah Mandil
	A.R. Bakker

Organizing Committee

Chairman	J.R. Scherrer
Vice Chairman	A. Assimocopoulos
	R. Baumann

Scientific Program Committee

Chairman	Salah Mandil
Vice Chairman	Jochen Moehr

Editorial Committee

Chairman	K.C. Lun
	P. Degoulet
	T. Piemme
	O. Rienhoff

SCIENTIFIC PROGRAMME COMMITTEE

OF

MEDINFO 92

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Professor Rolf PFEIFER	Switzerland
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Professor Jean-Raoul SCHERRER (Chairman OC)	Switzerland
Dr Jos WILLEMS (President IMIA)	Belgium

19.4.90

RULES and REGULATIONS of MEDINFO 92

Section I: Organizing Committee

1. Introduction

- 1.1** The overall organization of the Organizing Committee (called hereafter OC) follows the same patterns as those of IFIP-IMIA and of SSMI (Swiss Society for Medical Informatics) as well, that is to say a mix of national, regional, ... representatives and of special interest groups and working groups.
- 1.2** It follows that the OC Commissions are the "working groups" devoted to all the fields that have to be covered thoroughly by the OC.

2. Overall OC organization

2.1 IMIA and IFIP relationships with OC

- 2.1.1** The IMIA Annual General Meeting (AGM) that was held in September 1988 at WHO headquarters in Geneva accepted unanimously the Geneva site for hosting MEDINFO 92 according to the proposal submitted by SSMI.

This SSMI proposal included also the name of the OC Chairman as well as the names of the main MEDINFO 92 officers to be in charge of the whole preparation of the Medinfo meeting under the umbrella of IMIA. The AGM confirmed the election of the OC Chairman officially. Therefore the OC through its chairman reports directly to the IMIA President.

- 2.1.2 The IFIP local secretariat that is also the present IMIA secretariat is located in Geneva. This facility is expected to enhance the relationships between IFIP, IMIA and the OC.

2.2 SSMI relationships with OC

- 2.2.1 Since the 1988 IMIA AGM, SSMI is the MEDINFO 92 IMIA host national society. The SSMI is represented within the OC by its chairman, member of the Executive OC. However the MEDINFO 92 OC is acting on behalf of IMIA by delegation.

3. The Executive OC organization and its internal rules

3.1 The Executive OC consists of (OC/Document # 3):

- one chairman
- two vice-chairmen
- one organizer
- one treasurer
- one secretary
- one exhibition/industrial relations' officer
- two trustees

3.2 The Chairman

- 3.2.1 The Chairman keeps all the relationships with the IMIA Board and the Scientific Programme Committee (SPC) Chairman. He reports to the IMIA President and provides him with progress summaries.
- 3.2.2 Under the Chairman's signature the whole body of the OC is committed for all the MEDINFO 92 preparations. This includes the Executive OC decisions.
- 3.2.3 Within the MEDINFO 92 proposal, it has been planned a special Chairman's budget for covering unexpected or emergency expenditures. This extra-budget can be used by the Chairman without referring to the Executive OC.

3.3 The Vice-Chairmen

- 3.3.1 The Vice-Chairmen are keeping themselves as close as possible to the Chairman's concerns in order to assist him in all the critical questions or upon the Chairman's request.

3.3.2 The Vice-Chairmen might be asked to replace the Chairman by Chairman's explicit delegation.

3.3.3 In all the other situations, the Chairman is replaceable by a Vice-Chairman to be designated by the OC only in the case of a "force majeure" situation.

3.4 The Organizer (see page 8)

3.4.1 The Organizer SYMPORG SA is a subcontractor of the OC. According to this contract it is expected that the Organizer executes the planned MEDINFO 92 proposal within the budget framework that this Company has submitted and that the OC and IMIA have jointly accepted.

3.4.2 The Organizer keeps the general ledger of all the expenditures and banking accounts under the supervision of the Treasurer that will be informed regularly or upon request.

3.4.3 Any new financial estimates that threaten of going out of the budget should be reported immediately to the Treasurer and in case of emergency directly to the Chairman.

3.4.4 The Organizer prepares a progress report summary regarding the Medinfo preparation advancement for every Executive OC session to be distributed, after Executive approval, to all OC members.

3.5 The Treasurer (see page 8)

3.5.1 The Treasurer constantly collects and reviews the budgets and accounts of all subordinate OC bodies including the budget and account framework of the financial part of the Organizer.

3.5.2 The Treasurer prepares financial summary reports for every Executive OC session.

3.5.3 In case of disagreement about budgets and accountings between the Treasurer and the Organizer, the Treasurer has to advocate the Chairman whether new limits shall be drawn or the budgets revised, either in emergency (decision to be taken immediately with the Chairman's approval) or to be discussed at the next Executive OC session and in both cases whether in the meantime the regular expenditures may be continued or not.

- 3.5.4 The Treasurer has the "Finances Commission" at his disposal for any financial question to be discussed, studied or planned. Whatever the conclusions that might come out, the Treasurer has to forward the commission recommendations to the Executive OC for any prospective decisions to be taken.

3.6 The Secretary

- 3.6.1 The Secretary keeps the minutes of the Executive OC sessions, of the OC plenary sessions and of all the OC Commissions meetings, to be distributed to all OC members.
- 3.6.2 Any emergency decision to be taken by the Chairman between two Executive OC sessions will be formulated and reported, as an information, to the following Executive OC session. All the OC executive decisions are formalized at the issue of each executive session with the approval of the Chairman. The executable decisions will belong to a separate section of the OC executive minutes.
- 3.6.3 The Secretary keeps an up-dated pending list of all the executive decisions and of the members in charge of these executions as well as of the corresponding deadlines. At each Executive OC session, the pending list will be reviewed.
- 3.6.4 The Secretary coordinates the meetings schedules, the issues and distributions of documents in close relations with the needs stressed by the pending list.

3.7 The Officer in charge of Medinfo exhibition and corresponding industrial and commercial relations

- 3.7.1 In close collaboration with Symporg SA, our main contractor, and Palexpo, our sub-contractor, the officer is in charge to promote the necessary technical infrastructures and functional organization for the industrial and commercial exhibition as well as to ensure the efficiency of its publicity and this in good agreement with the existing contracts and with the approval of the Chairman or the Executive OC.
- 3.7.2 The Officer prepares regular financial summaries and revised budget related to prospective costs and profits of the exhibit, for every Executive OC session.

3.7.3 In case of disagreement about budgets and accountings between the officer and the organizer or the treasurer, it is the responsibility of the officer to forward the question to the Executive OC or to the Chairman.

3.7.4 The Officer has the "Exhibition Commission" at his disposal for any question related to the scope of this Commission since he is its chairman.

3.8 The Trustees

3.8.1 The members of the Executive OC without any specific charge may be invited either directly by the Chairman or by the Executive OC to carry out special tasks from time to time.

4. The Commissions

4.1 The exhaustive list of the OC Commissions (OC/Document # 6) designated to assist the Organizing Committee are given in the "List of Commissions" with the names of their respective chairmen and members.

4.2 Each Commission will have its defined scope of interests, budgets, activities and duties that will have to be outnumbered by their chairmen and approved by the members during the first commission meeting. The commissions will submit their provisional financial programme to the OC Treasurer who will ensure that it fits into the OC budget. Each Commission Chairman will then submit its proposal for final approval at the OC plenary session. A tentative planning with preliminary milestones and deadlines will be attached to the Commission's proposal.

5. The OC representatives of external institutions

5.1 The names and addresses of the OC representatives of external bodies or associations that have been invited to belong to the "Organizing Committee" (OC/Document # 2) are given in the list of "OC Representatives" (Document # 4) with the full name of the institution they each represent.

5.2 Each OC representative of an external institution will have to define his/her personal scope of interests and proposed actions and those of his/her institution to be represented in the OC. This proposal will be submitted for final approval at the OC plenary session.

6. Privileges and financial support for OC members

- 6.1 The OC Plenary sessions will be held in the facilities of the Restaurants Canonica at Geneva-airport only. The Executive and Commissions may meet outside of Geneva if necessary, upon chairman's invitation, and on the clear condition that it will not exceed the preset OC budget and Commission's.
- 6.2 The travel expenses for any OC meetings will be refunded **ONLY IF** the meetings are held at the Chairman's invitation. These travel expenses could be refunded, as a maximum, on the basis of a half-fare First Class ticket on CFF Swiss trains and through the most direct route to and from Geneva.
- 6.3 There will be no lodging expenses nor per diem allowance refund for any OC meeting that will be held during the preparation of MEDINFO 92.
- 6.4 An OC member is entitled to free registration at the MEDINFO 92 congress and to one free-of-charge set of the MEDINFO 92 Proceedings. However, the travel to the congress and all lodging expenses during the congress are fully the responsibility of the member.
- 6.5 No claims, other than those cited in the paras above, will be admitted.

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Section II: Scientific Programme Committee

1. Introduction

- 1.1 The goals and intents of the Scientific Programme Committee (called hereafter SPC) are not only to set up the scientific content of the MEDINFO 92 programme but also to ensure the soundness and the state of the art of the scientific content. For that reason it is the duty of the SPC to develop the appropriate scientific network in order to accomplish the task fully as expected.
- 1.2 The SPC comprises of an Executive SPC, a Core and a Plenary. The Executive SPC is made up of the Chairman, the Vice-Chairman and the Secretary. The Core is made up of the Executive SPC members plus 6 or 7 other members appointed by the Chairman, and is to prepare for the work

of the Plenary and the Chairman SPC. The Plenary is made up of the Core plus 10 to 12 other members appointed by the Chairman. The Plenary SPC reviews and agrees to the overall plan for the scientific programme and to the proposed final programme of MEDINFO 92. The composition of the SPC membership is set by the SPC Chairman, after due consultations, and should aim at the best possible scientific quality and coverage and at a reasonable international representation.

2. Overall SPC organization

2.1 IMIA and IFIP relationships with SPC

2.1.1 The IFIP local secretariat that is also the present IMIA secretariat is located in Geneva. This facility is expected to enhance the relationships between IFIP, IMIA and the SPC.

2.1.2 All the relationships between MEDINFO 92 SPC and the IMIA are handled by the SPC Chairman through the IMIA President. All decisions on behalf of IMIA have to be handled this way. However, regarding the scientific content of the programme, the IMIA President delegates its rights to the SPC Chairman.

2.2 SPC relationships with OC

2.2.1 The MEDINFO 92 SPC and OC are related with each other through their respective chairmen.

3. The SPC organization and its internal rules

3.1 The Chairman

3.1.1 The SPC Chairman is responsible for all communications and relationships with the IMIA Board and the OC Chairman, and reports to the IMIA President and provides him with progress summaries.

3.1.2 Under the Chairman's signature the whole body of the SPC is committed for all the MEDINFO 92 scientific preparations.

3.1.3 The SPC budget and expenses have been defined within the MEDINFO 92 proposal. Regarding new unexpected or emergency expenditures, only the SPC Chairman is allowed to make a request to the OC Chairman. Only expenditures having the SPC Chairman's signature will be paid by the Executive OC. In the case of new

emergency expenditures, it is the duty of the SPC Chairman to get an agreement from the OC Chairman before any commitment is made.

3.2 The Vice-Chairman

- 3.2.1 The Vice-Chairman keeps close to the Chairman's concerns and, upon the Chairman's request, assists in all the critical questions.
- 3.2.2 The Vice-Chairman might be asked to replace the Chairman by Chairman's explicit delegation.
- 3.2.3 The SPC Chairman is replaceable by the Vice-Chairman only in the case of a "force majeure" situation.

3.3 The Organizer (see page 3)

- 3.3.1 The SPC communicates with the Organizer, SYMPORG SA, only through the OC Executive Committee and only through the SPC Chairman, unless there is already some defined particular arrangements from case to case that departs from the rule.
- 3.3.2 The Organizer keeps the general ledger of all the MEDINFO 92 expenditures and bank accounts, including all the expenditures of the SPC, under the supervision of the OC Treasurer who will be informed regularly and upon demand.
- 3.3.3 Any new SPC financial estimates that threaten to exceed the budget should be reported immediately by the SPC Chairman to the Treasurer and, in case of emergency, directly to the OC Chairman.
- 3.3.4 The Organizer prepares a summary progress report, regarding the Medinfo preparation, for every Executive OC session to be distributed, after Executive approval, to all OC members (which includes the SPC Chairman (ex-officio)).

3.4 The Treasurer (see page 3)

- 3.4.1 The OC Treasurer constantly collects and reviews the budgets and accounts of all subordinate OC bodies and of the SPC Chairman including the budget and accounting framework of the financial part of the Organizer.
- 3.4.2 The Treasurer prepares financial summary reports for every Executive OC session and, upon request, for the Chairman SPC on the financial situation of the SPC.

3.4.3 In case of disagreement about budgets and account between the Treasurer and the Organizer, the Treasurer has to approach the OC Chairman whether new limits shall be drawn or the budgets revised, either in emergency (decision to be taken immediately with the OC Chairman's approval) or to be discussed at the next Executive OC session and, in both cases, whether in the meantime the regular expenditures may be continued or not.

3.4.4 The Treasurer has the OC Finances Commission at his disposal for any financial questions to be discussed, studied or planned. Whatever the conclusions that might come out, the Treasurer has to forward the commission recommendations to the Executive OC for any prospective decisions to be taken.

3.5 The Secretary

3.5.1 The SPC Secretary is jointly the OC Secretary. The SPC Secretary keeps the minutes of the SPC meetings.

3.5.2 The SPC Secretary will be assisted, as appropriate, with extra personnel when needed. This personnel will be provided by the Organizer, SYMPORG SA.

3.5.3 Any emergency decision regarding the MEDINFO 92 scientific content will be taken by the SPC Chairman only. All the SPC Chairman executive decisions, regarding the scientific content, will be transmitted to all the SPC members.

3.5.4 The Secretary keeps an up-to-date list of all the executive decisions, pending execution, and of the members in charge of their execution as well as of the corresponding deadlines. At each SPC meeting, this list will be reviewed.

3.5.5 The Secretary coordinates the meetings schedules, the issues and distributions of documents in close relations with the agenda and the requirements of the list referred to in 3.5.4 above.

3.6 The Members

3.6.1 The membership of the SPC is decided by the Chairman SPC, after due consultations.

3.6.2 The SPC members are invited directly by the SPC Chairman to carry out special tasks from time to time.

- 3.6.3 The SPC member who, for any reason is unable to fulfil a task(s) assigned to him/her, should report this well in advance to the SPC Chairman.

4. Privileges and financial support for SPC members

- 4.1 The SPC Core and Plenary meetings will be held in Geneva only. The SPC Executive may meet anywhere, and as decided by the Chairman, on the clear condition that it will not exceed the preset budget.
- 4.2 The travel expenses for any SPC meeting will be refunded ONLY IF the meetings are held at the Chairman's invitation. These travel expenses could be refunded, as a maximum, on the basis of a full-fare Economy Class ticket through the most direct route to and from Geneva.
- 4.3 The lodging expenses during the meetings of the SPC will be refunded on the basis of SFr. 200 per day - as per diem allowance for each day of actual attendance of a meeting in Geneva.
- 4.4 An SPC member is entitled to free registration at the MEDINFO 92 congress and to one free-of-charge set of the MEDINFO 92 Proceedings. However, the travel to the congress and all lodging expenses during the congress are fully the responsibility of the member.
- 4.5 No claims, other than those cited in the paras above, will be admitted.

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Section III: Editorial Board

1. Introduction

- 1.1 The goals and intents of the Editorial Board (called hereafter EB) are to provide adequate support to the scientific content of the MEDINFO 92 contributions and Proceedings, by an appropriate, sound, consistent as well as attractive editing of all the selected scientific papers. It is the duty of the EB to comply with the scientific intents of the SPC Committee.
- 1.2 The EB is made up of the Chairman, 3 Members & the Secretary.

- 1.3 The EB reviews and agrees to the overall layout of the Proceedings, ensures its fullest compliance to the final programme of MEDINFO 92 as approved by the SPC, and obtains the most cost-effective terms for a quality publication. Any departure from the scientific content has to be cleared with the Chairman SPC.

2. Overall EB organization

2.1 IMIA and IFIP relationships with EB

2.1.1 The IFIP local secretariat that is also the present IMIA secretariat is located in Geneva. This facility is expected to enhance the relationship between IFIP and IMIA and our EB regarding the publications to come.

2.1.2 All the relationships between the MEDINFO 92 EB and the IMIA are handled by the EB Chairman through the IMIA President and the IMIA Editorial Officer.

2.2 EB relationships with OC and SPC

2.2.1 The MEDINFO 92 EB, OC and SPC are closely related to each others through their respective chairmen.

3. The EB organization and its internal rules

3.1 The Chairman

3.1.1 The EB Chairman reports to the SPC Chairman on all scientific questions, and corresponding EB efforts, related to editing the Proceedings, and provides him with progress summaries.

The EB Chairman reports to the OC Chairman on the Proceedings editing budget and related costs and on contracts to be negotiated with the publishing company.

3.1.2 Under the Chairman's signature the whole body of the EB is committed for all the MEDINFO 92 editorial preparations.

3.1.3 The EB budget and expenses have been defined within the MEDINFO 92 proposal. Regarding new unexpected or emergency expenditures, only the EB Chairman is allowed to make a request to the OC Chairman. Only expenditures having the EB Chairman's signature will be paid by the Executive OC. In the case of new

emergency expenditures, it is the duty of the EB Chairman to get an agreement from the OC Chairman before any commitment is made.

3.2 The Secretary

3.2.1 The EB Secretary is jointly the OC as well as the SPC Secretary. The EB Secretary keeps the minutes of the EB meetings.

3.2.2 The EB Secretary will be assisted, as appropriate, with extra personnel when needed. This personnel will be provided by the Organizer, SYMPORG SA.

3.2.3 The EB Secretary ensures that any emergency decision regarding the MEDINFO 92 scientific content will be taken by the SPC Chairman only. All the SPC Chairman executive decisions, regarding the scientific content, will be transmitted to all the SPC and EB members.

3.2.4 The Secretary keeps an up-to-date list of all the executive decisions, pending execution, and of the members in charge of their execution as well as of the corresponding deadlines. At each EB meeting, this list will be reviewed.

3.2.5 The Secretary coordinates the meetings schedules, the issues and distributions of documents in close relations with the agenda and the requirements of the list referred to in 3.2.4 above.

3.3 The Members

3.3.1 The EB members are invited directly by the EB Chairman to carry out special tasks from time to time.

3.3.2 The EB member who, for any reason is unable to fulfil a task(s) assigned to him/her, should report this well in advance to the EB Chairman.

4. Privileges and financial support for EB members

4.1 The EB meetings will be held in Geneva only, and on the clear condition that it will not exceed the preset budget.

4.2 The travel expenses for any EB meeting will be refunded ONLY IF the meetings are held at the Chairman's invitation. These travel expenses could be refunded, as a maximum, on the basis of a full-fare Economy Class ticket through the most direct route to and from Geneva.

- 4.3 The lodging expenses during the meetings of the EB will be refunded on the basis of SFr. 200 per day - as per diem allowance for each day of actual attendance of a meeting in Geneva.
- 4.4 An EB member is entitled to free registration at the MEDINFO 92 congress and to one free-of-charge set of the MEDINFO 92 Proceedings. However, the travel to the congress and all lodging expenses during the congress are fully the responsibility of the member.
- 4.5 No claims, other than those cited in the paras above, will be admitted.

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Section IV: Steering Committee

1. Introduction

In order to supervise all the activities, timeliness of the agenda as well as the treasury, the Medinfo organisation is under the overall control of a Medinfo Steering Committee whose main purpose is to oversee the preparation and smooth conduct of the Medinfo and to investigate and take corrective measure, if necessary.

2. The Medinfo Steering Committee

The Medinfo Steering Committee is made up of:

- the IMIA Executive President
- the IMIA Treasurer
- the Medinfo OC Chairman
- the Medinfo SPC Chairman

3. The Steering Committee meetings

- 3.1 The Medinfo Steering Committee may meet at the invitation of the IMIA President or at the joint request of all the Medinfo Chairmen.
- 3.2 None of the costs of these meetings are included in the Medinfo budget framework.
- 3.3 It is the duty of the Medinfo Chairmen to attend the IMIA Board Meetings. The costs involved are not included in the Medinfo budget framework.