

Report to IMIA General Assembly 1998

Agenda topic 9.1: Standing Operating Procedures

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IMIA Standard Operating Procedures

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INTRODUCTION

The activities of IMIA are highly distributed. IMIA's Board consists of members from different countries who perform their tasks on a voluntary basis and who, generally, meet only twice a year.

Working Groups and Special Interest Groups are even more diverse in their membership and meet seldomly with limited representation. Nevertheless, through their Working Conferences, workshops, panel discussions, and tutorials, they make a significant contribution to health Informatics.

In such an environment, many active participants within IMIA have only limited opportunities to attend meetings. As a consequence, there is a serious risk that IMIA does not profit from past experiences and activities. To avoid the risk that IMIA „re-invents the wheel" or repeats errors of the past, these Standard Operating Procedures have been established. Their purpose is to document, in a concise manner, the experiences of the past and to elaborate procedurally on IMIA's By-laws.

IMIA operates in a changing environment and continues to expand and gain experience. Accordingly, the Standard Operating Procedures are a „living document" that is periodically updated and approved by the General Assembly.

Standard Operating Procedures are provided to all IMIA Board Members and Chairs upon their appointment. They are available on IMIA's web site: [http:// www.imia.org](http://www.imia.org).

By-laws

IMIA is governed by its by-laws which were updated and approved by the General Assembly in Kyoto, Japan on October 11, 1993. On the basis of these bylaws IMIA became an independent association under Swiss law. The bylaws can be viewed at the IMIA homepage at <http://www.imia.org>.

GENERAL ASSEMBLY

The General Assembly is the Governing body of IMI A. The annual meeting of the General Assembly conducts, ratifies, or approves all major business of the association . Meetings shall be held once in each calendar year. A schedule of the meetings shall be prepared by the secretary and circulated for at least the forthcoming two years.

Where an extraordinary meeting of the General Assembly is called, members shall be notified at least three months prior to the meeting.

Section 4.2 of the By-laws apply.

Conduct

The conduct of the meeting shall be governed by the Agenda previously circulated by the Secretary. Additional items on the Agenda may only be included where such addition is approved by a two-thirds majority vote.

The President of IMIA, or, in the absence of the President, the designated alternative, shall conduct the meeting. The Secretary of IMIA shall ensure that the minutes of the meeting are appropriately recorded. All matters for approval shall be moved, seconded, and voted upon. Where a member wishes to go on record in respect to disagreement with a passed motion, such exception shall be noted in the minutes.

Motions shall be passed by a simple majority vote of the General Assembly, excepting the admission of new members, which requires a two-thirds majority vote.

Membership

Representatives of National Members shall hold full voting rights:

The following member's voting rights are limited to the conduct of all business excepting the election of members of the Board of IMIA, the approval of the budget, the admission or exclusion of members, and changes in IMIA By-Laws

Representatives of IMIA Regions
Associate Members
- Chairs of Working Groups

- Chairs of Special Interest Groups
- Representatives of Scientific or Technical Committees or Working Groups

Representatives of Academic Institutional Members
Representatives of other Institutional Members
Affiliate Members
Honorary Fellows

Note: Only members who have paid the fees up to the preceding year have the right to vote.

The following persons members may attend meetings of the General Assembly but may not vote on the conduct of business:

Observers
Corresponding Members

Proxies

Members unable to attend meetings of the General Assembly may provide an attending member with their proxy. Such proxy shall be in writing and bear the appropriate authorizing signature. The transfer of the proxy entitles the bearer to vote on the absent member's behalf. No attending member may hold more than three proxies.

Meeting Registration

All members shall register with the Secretary prior to the commencement of the meeting. The Secretary shall provide each member with a voting card(s) identifying the voting rights to which the member and the proxies that the member carries are entitled. At the conclusion of the registration the Secretary will have a roll call of the meeting.

Quorum

The quorum shall be constituted where at least half of the National Members are present or represented by proxy.

MEMBERSHIP FEES

Membership Fees are levied for Members of IMIA on a calendar year basis. Fees are invoiced within the first month of the calendar year, and are due and payable upon receipt. Payment may be made by cheque, bank draft, or through electronic funds transfer.

Where membership fees are in arrears for more than one fiscal year, the member loses the right to vote at meetings of the General Assembly; and the question of terminating the membership shall be brought to the General Assembly by the Board of IMIA.

The amount of the fee for each category of membership may be reviewed on an annual basis by the Executive Committee, and subject to ratification by the Board, is submitted to the General Assembly for approval.

The fee for National members is subject to a variety of factors to determine the appropriate Fee Category for the country under consideration.

National Members

National Members are billed in Swiss Franks

Category	Annual Fee
A	1,417. CHF
B	1,023. CHF
C	630. CHF
D	393. CHF
E	157. CHF

Institutional Members

Corporate	2,0000. USD
Academic	600. CHF

BOARD

The Board of IMIA shall administer the program and activities of IMIA in accordance with IMIA's bylaws.

Composition

Officers of the Board:

President
President - Elect (one year prior to election to President)

Secretary
Treasurer
Immediate Past President (one year after conclusion of term)

Other elected Board Members:

Vice - President MedInfo
Vice - President Services
Vice - President Membership
Vice - President Special Interest Groups and Working Groups
Vice - President Special Services

Ex - Officio Members

Liaison Officers, IMIA Regions
Executive Director, IMIA

Only the executive and other elected board members may vote in the conduct of business of the Board.

Meetings

Meetings of the Board are called by the President; notice of such meetings must be circulated at least 30 days prior to the meeting. The Board shall meet at least twice each year, one of those meetings shall be held prior to the meeting of the General Assembly (By-laws, section 5.1.5)

A quorum of the meeting is constituted by the attendance of at least one half of the voting members; proxies are not permitted.

The meetings of the Board are conducted on the basis of a previously circulated agenda, as modified at the opening of the meeting, Minutes shall be recorded by the Secretary, decisions shall be moved and seconded: approval or otherwise shall be by a simple majority.

The President may invite guests to attend Board meetings.

EXECUTIVE COMMITTEE

The Executive Committee conducts the day-to-day activities of IMIA.

Composition

The Executive Committee is composed of:

President
President - Elect (one year prior to election to President)
Secretary
Treasurer
Immediate Past President (one year after conclusion of term)

The Executive Director of IMIA may sit on the committee in an ex-officio capacity.

Meetings

Meetings of the Committee are called at the discretion of the President or at the request of two members of the committee. Meetings are for discussion purposes; and decisions taken must be appropriately documented and distributed to the Board.

FISCAL YEAR

The Fiscal Year of IMIA shall be the calendar year.

BANKING & CURRENCY

The location of the Bank of IMIA shall be proposed by the Treasurer for approval by the Board.

The signing authority for the bank shall be the Treasurer or his/her designate.

The official currency of IMIA shall be the Swiss Frank.

PRESIDENT

The President is the chief executive officer of IMIA and is responsible to the General Assembly.

Duties and Responsibilities

The duties and responsibilities of the President are defined in the By-laws of IMIA; notwithstanding the generality of the foregoing, the President:

1. Shall preside at all meetings of the Executive Committee, the Board of IMIA, and the General Assembly.
2. Shall be an ex-officio member of all of the committees of IMIA except the Nominating Committee.
3. Shall be the signatory, along with the Treasurer, of any contract or other instrument which binds IMIA to a financial obligation.
4. May appoint such Committees, Task Forces or Working Teams as he/she deems necessary to deal with problems or issues falling outside the purview of the portfolios of IMIA's Vice Presidents.

5. Is responsible for the satisfactory performance of the Executive Director and IMIA's Electronic Services.
6. In the absence of an incumbent of the office of President Elect, ^{+ Past President} appoint a member of the Executive Committee as his/her alternate. ^

PRESIDENT - ELECT

The tasks of the President Elect are set by the Board. He/she should be especially involved in strategic planning processes for IMIA to prepare for his/her presidency.

SECRETARY

The Secretary, an officer of the Board and a member of the Executive Committee, is responsible for maintaining the official records of IMIA.

Duties:

Board Meetings

1. In collaboration with the President prepares the Agenda and circulates it to Board members at least 30 days prior to the meeting.
2. Ensures that the written reports of members of the Board are submitted and are prepared for circulation at the meeting.
3. Takes the minutes of the Board meeting, circulates a draft for review, and ensures that the reviewed minutes are circulated to members of the Board prior to 60 days following the Board meeting.
4. Ensures that a schedule of required action is prepared for items identified at the meeting for subsequent action.
5. At the next meeting, submits the circulated minutes for approval and records any errors or omissions.

Executive Committee

1. Ensures that any decisions of the committee are appropriately documented and distributed to the Board.

General Assembly Meetings

1. In collaboration with members of the Board, prepares the Agenda and circulates it to the members of the General Assembly at least 60 days prior to the meeting.

2. Ensures that Reports and other documentation are submitted and prepared for circulation to members of the General Assembly at least 30 days prior to the meeting.
3. The Secretary shall ensure that:
 - a. a roll call of representatives at the General Assembly is taken;
 - b. representatives with full voting rights are given an identifying voting card; and that those with restricted voting rights have an identifying voting card;
 - c. proxies are collected and recorded; and
 - d. that a quorum for the meeting exists.
 - e. that the votes for or against motions are correctly counted and recorded.
4. Takes the minutes of the General Assembly meeting, circulates a draft for review to Board members, and ensures that the reviewed minutes are circulated to members of the General Assembly prior to 30 days following the meeting.
5. Ensures that a schedule of required action is prepared for items identified at the meeting for subsequent action.
6. At the next meeting, submits the circulated minutes for approval and records any errors or omissions.

Nominations and Election of Board Members

The Secretary shall ensure that:

1. the report of the Nominating Committee is received in the prescribed format and within the prescribed time, and is consistent with IMIA By-Laws and policies;
2. the report is circulated to National Representatives of the General Assembly at least 30 days prior to the General Assembly meeting;

In the absence of the Chair of the Nominating Committee, the Secretary shall report in the chair's place to the General Assembly.

The Secretary shall call for any Nominations from the floor; in the absence of a response, the Secretary shall declare the slate of the Nominating Committee as being elected. Where there is a nomination from the floor by a National Representative, and such nomination is seconded and approved by the National Representatives; he/she shall cause the Election Procedure to be instituted.

TREASURER

The Treasurer, an officer of the Board and a member of the Executive Committee, is responsible for the conduct of the financial affairs of IMIA in a manner consistent with generally accepted accounting principles and procedures.

The Treasurer shall be the signatory, along with the President, of any contract or other instrument which binds IMIA to a financial obligation.

At each meeting of the General Assembly, the Treasurer shall recommend an Auditor for IMIA for the following fiscal year for approval by the General Assembly.

Duties:

The Treasurer shall ensure that:

1. The financial records of IMIA are maintained in a General Ledger in an accurate and timely manner and that all supporting documentation is appropriately maintained.
2. Financial statements are prepared on a quarterly basis in the format prescribed and circulated to the Executive Committee.
3. Year-end Financial Statements are prepared and submitted, along with supporting documentation, to IMIA's Auditor. After the audit, the audited Financial Statements along with the Auditor's comments shall be submitted to the Audit Committee for review and approval. Once approved, the Financial Statements and comments shall be submitted to the next meeting of the General Assembly for approval.
4. In collaboration with the Board, a budget is prepared detailing sources of revenues and expenses.

The Budget shall be prepared for the following fiscal year, prior to the spring Board meeting, and submitted to the Executive Committee.

The Budget shall be reviewed, adjusted as necessary, and approved by the Executive Committee for submission to the Board; who, after review and approval shall cause the Treasurer to table the Budget for approval by the General Assembly.

5. All disbursements of IMIA are authorized by contractual obligations or the appropriate Vice President, and are in accordance with the approved budget. Disbursements shall be made within a reasonable time of their submission.
6. Invoicing for Membership Fees for all classes of members, is facilitated within the first two months of the calendar year; that an appropriate accounts receivable subsidiary ledger is maintained; and that, after three months, monthly notices are sent out for delinquent accounts.

Invoicing for new Members is facilitated within one month of the approval of the Member.

7. All receipts of funds are appropriately recorded and deposited in IMIA's bank account.
8. A reconciliation of the bank account is done quarterly.

VICE PRESIDENTS

Vice Presidents (VPs) are elected members of the Board of IMIA. In addition to their role as Board members and the specific duties defined in these Standard Operating Procedures, they carry a broader responsibility to involve young professionals, researchers, educators and scientists in IMIA affairs.

Working Teams

To facilitate that objective, VPs may establish Working Teams to deal with specific tasks within the purview of their area of responsibility. Such tasks shall have a defined objective within a defined time period. Periodic reports must be prepared by the Working Team identifying progress and/or results achieved within the time agreed upon.

Such Working Teams shall have a Chair nominated by the applicable VP and approved by the Executive Committee. Members of Working Teams need not be Members of IMIA's General Assembly.

Authority

VPs may sign agreements within their respective area of responsibility, provided that such agreements entail no financial obligation to IMIA. Agreements must be reported to the Board of IMIA at their next meeting.

Budgets

VPs shall prepare the budgets for their areas of responsibility in a format and within the schedule prescribed by the Treasurer.

Reporting

VPs shall prepare a report on the activities undertaken since the previous meeting in a format and within the schedule prescribed by the Secretary for each Board Meeting and each meeting of the General Assembly.

VPs shall deliver a verbal report to each meeting of the General Assembly.

VICE PRESIDENT - MEDINFO

The Vice-President MedInfo is responsible for facilitating the proposal, bidding and selection process for MedInfos - IMIA's tri-annual international congress. This process is described in detail in the „MedInfo" section of these Standard Operating Procedures.

The VP MedInfo chairs the MedInfo Steering Committee, which establishes the contract between IMIA and the MedInfo host country; appoints the Scientific Program Committee and the Editorial Committee; and approves fees and financial arrangements as described in detail in the „MedInfo" section.

Duties

1. Encourages member countries to submit proposals to host MedInfo congresses.
2. Establishes and maintains guidelines and a master plan for bidding member countries.
3. Maintains and updates the MedInfo Workbook which describes the details involved in MedInfos. Ensures that update material is delivered by the host country within one year after the conclusion of the MedInfo.

4. Ensures that the MedInfo data base is transferred to the host country of the next MedInfo.
5. Monitors progress to ensure that target dates are met by all MedInfo Committees.
6. Arbitrates differences that might arise between committees.
7. Ensures that contractual matters are adhered to by all parties.
8. Hands over all documentation and correspondence relating to the office of the VP MedInfo to his/her successor at the end of the term of office.

VICE PRESIDENT - SERVICES

The VP Services has to constantly develop, maintain, and extend IMIA s services for its members. Special attention has to be directed toward the (constitutional) Working Teams of:

- the IMIA Yearbook
- the IMIA Newsletter and
- the IMIA Electronic Services.

VICE PRESIDENT - MEMBERS

The VP for Members is responsible for all categories of memberships. He/she has to propose the acceptance of new national members and the termination of membership to the GA. He/she decides on acceptance of other membership categories following the guidelines approved by the GA. Any other membership business is also handled by the VP.

All matters dealing with sponsorship are handled by the VP for Members.

The VP is responsible for harmonizing applications of Institutional Members with the Presidents of national members and IMIA regions.

The VP will supply an updated membership list to the IMIA Treasurer and Secretary three months prior to the GA as to guarantee correct information for invitations and invoicing.

VICE PRESIDENT – SIGs/WGs

The VP for the SIGs/WGs is responsible for the scientific content of the work IMIA is doing in the SIGs and WGs. In this aspect he/she relates directly with members of all categories. According to the Statutes all proposals for chairpersons for the SIGs and WGs have to be made by this VP. It is also his/her responsibility to make sure that all SIGs/WGs report annually to the GA. If a chairperson cannot be present another representative for the group can make this presentation. A written version of that report must be available with the documents for the meeting.

VICE PRESIDENT - SPECIAL ACTIVITIES

The VP responsible for Special Services serves a dual role - that of providing assistance and support to the President on strategic issues and items which fall outside of the purview of other members of IMIA's Board; and that of ensuring that IMIA's bylaws and Standard Operating Procedures are consistent with the evolutionary changes that IMIA undergoes.

Duties

1. In collaboration with appropriate members of the Board, draft changes to IMIA's bylaws and Standard Operating Procedures as necessary and submit such changes to the Executive Committee for consideration, modification and approval.
2. Subsequent to Board ratification, submit such changes to the General Assembly for approval.
3. Ensure that a current version of IMIA's bylaws and Standard Operating Procedures is correctly reflected by IMIA's Electronic Services and published literature.
4. Ensure that affected parties are notified of such changes in a timely and expeditious manner.
5. Carry out such tasks as may be assigned by the President from time to time.

EXECUTIVE DIRECTOR

The Executive Director is responsible to the Board of IMIA for administering a secretariat function. The incumbent of the office is selected by the Executive Committee and submitted to the General Assembly for approval. The Executive Director reports to the President.

The services provided by the Executive Director shall be provided under a contract between IMIA and the Executive Director. Such a contract normally will include a negotiated annual retainer fee and the reimbursement of expenses associated with authorized travel. The contract shall be for a three year period, subject to an annual review by the Executive Committee; termination by either party is subject to three months notice.

The Executive Director may attend, in an ex-officio capacity, meetings of the Executive Committee, the Board, and the General Assembly, without voting privileges. He/she is also an ex-officio member of the MedInfo Steering Committee.

Function and Duties

The predominant function of the Secretariat is to provide supportive services to the officers and vice -presidents of IMIA at their direction; such duties may include:

1. Facilitating and organising meetings of the Board, Executive Committee, and General Assembly in conjunction with host countries;

2. Performing the functions of a „head office", dealing with inquiries, and directing them to appropriate individuals;
3. providing input and support to IMIA's Electronic Services Director:
4. In Support of the Secretary
 - * the preparation of draft minutes of meetings of the General Assembly and Board;
 - * the circulation of agendas and reports for meetings of the General Assembly and Board; and
 - * circulating the report of the Nominating Committee.
5. In Support of the Treasurer
 - * maintaining the books of account and general ledger of IMIA including the preparation of periodic financial statements;
 - * the preparation of invoices for membership fees, the maintenance of accounts receivable, and their follow up;
 - * processing accounts payable for payment;
 - * the preparation of monthly bank reconciliations; and
 - * the submission of annual financial statements and audit report to the Audit Committee.
6. In Support of the Vice - President Membership
 - * ensuring that new members are appropriately recorded and provided with appropriate materials;
 - * identifying and inviting prospective institutional members;
 - * making appropriate arrangements for Institutional Member at meetings of the General Assembly and MedInfos.
 - * assisting in providing promotional material; and
 - * maintaining accurate lists and demographics of IMIA members by their appropriate category
7. In Support of the Vice - President Services
 - * assisting in identifying potential advertisers in IMIA's Year Book, and
 - * assisting in the promotion of sales of the IMIA year book.
8. In Support of the Vice - President - MedInfo
 - * maintaining an up-dated version of the MedInfo workbook;
 - * assist in the preparation of guidelines and a master plan for proposals for member countries intending to submit a bid to host a MedInfo; and
 - * assist in the review of submitted bids as to adherence to IMIA guidelines and requirements.
9. In Support of the Vice - President SIG's/WG's
 - * maintain current lists of members of SIG's and Working Groups and their officers, and
 - * assist in the collection of their annual reports.
10. In Support of the Vice - President Special Activities
 - * maintaining a current version of IMIA By-laws and Standard Operating Procedures; and
 - * provide such support services necessary under the circumstances.

Revenue Generation

The Executive Director is charged with the responsibility of generating revenue for IMIA; specific areas of generating revenue include:

1. Recruiting Institutional members from both the Academic and Corporate sectors.
2. Securing advertising from the commercial sector for IMIA publications, specifically the IMIA yearbook.
3. Promoting the sales of the IMIA yearbook to member countries and to the health informatics industry in general.
4. Through contractual arrangements with applicable organizing committees, obtain exhibitors, patrons and sponsors for IMIA related workshops, seminars, conferences and MedInfos on a commission basis.

Revenue targets emanating from these and other sources will be negotiated annually. The goal is to minimize the net cost of the function of the Executive Director and, if possible, to generate income for IMIA.

AUDIT COMMITTEE

The Board shall appoint an Audit Committee, consisting of a Chair and two members, for a three year term. No member of the Committee may be a member of the Board. The President and Treasurer may sit on the Audit Committee in an ex-officio (non-voting) capacity.

The Audit Committee shall ensure that the Financial Statements of the prior fiscal year are audited and provided to the Board with a report of its review. This report, along with the Financial Statements, shall be tabled by the Treasurer for approval at the next meeting of the General Assembly.

NOMINATING COMMITTEE

Purpose:

The purpose of the nominating committee is to propose a candidate for each vacant position on the Board of IMIA for consideration by the National Representatives of the General Assembly.

Candidates shall be nominated one year in advance of the date on which they will assume office.

The Nominating Committee shall also select possible candidates to be inducted as Honorary Fellows.

Composition:

The Nominating Committee shall consist of a Chair and at least two National Representatives of IMIA. Membership on the Committee is for a three year term with one individual changing each year. Members of the Nominating Committee, excepting the Chair, shall be approved by the General Assembly.

The Chair shall be the immediate Past-President of IMIA or an appointed alternative.

Process:

A candidate may not be proposed without their prior written consent.

The Nominating Committee shall prepare a Nominating Report for circulation by the Secretary of IMIA to the National Representatives of the General Assembly.

The report shall include:

A list of the existing incumbents, their position, and term of office.

The name, title, and organizational affiliation(s) of the candidate; the position for which the candidate is proposed; and the term of office.

An indication that the nominee is an existing Board member, or a new Board Member.

The Report shall be circulated one month prior to the General Assembly Meeting at which the members of the board are to be elected.

ELECTION PROCEDURE

The Nominating Committee Report is given at the beginning of the Reporting Session of the Agenda of the meeting of the General Assembly. The proposed candidates may report to the General Assembly as to their platforms and proposed activities.

National Members may propose alternative candidates, providing that the proposed candidate is eligible, agrees to stand for office, and has the support of two or more National Members. Such alternatives shall be reported to the Secretary prior to the Business Session of the General Assembly. At the beginning of the voting section of the agenda, the Secretary shall announce the proposed candidates.

Immediately prior to the election, the proposed candidates may address the General Assembly.

The Secretary shall provide each National Member with a voting slip; subsequent to receipt of the completed voting slip, the secretary shall have the slips counted twice and report the results to the General Assembly.

MEDINFOs

A MedInfo is the International Scientific Congress of IMIA held every three years. The Congress typically includes:

- The Main Congress Scientific Program
- Pre-Conference Tutorials and Workshops
- Meetings and Sessions of IMIA Working and Special Interest Groups
- A Social Program
- A Vendors Exhibit

MedInfo's have been (or are being) held at:

2001 London, UK	1986 Washington, DC, USA
1998 Seoul, Korea	1983 Amsterdam, Netherlands
1995 Vancouver, BC, Canada	1980 Tokyo, Japan
1992 Geneva, Switzerland	1977 Toronto, Canada
1989 Singapore & Beijing, China	1974 Stockholm, Sweden

Bidding Process

In order to host a MedInfo, a IMIA member country must prepare a bid. The Vice-President MedInfo is responsible for conducting the bidding process, providing guidelines and the format in which the bid is to be made. Accordingly, a Member Country contemplating a bid should procure these documents from the Vice President. The bid must be prepared 4½ years prior to the MedInfo under consideration (ie. bids for MedInfo 2,004 must be submitted prior to the IMIA spring Board Meeting of 2,000).

The acceptance of Bids is based on the following considerations:

Location - as it relates to the location of the previous two MedInfo's; as well local costs of accommodation, meals etc. will be considered as a factor.

Attendance - the bidding country and the stability of their economy must be conducive to attracting a significant attendance, sufficient to attract attendance fees to make the MedInfo profitable.

Host Organization - in terms of membership, stability, and financial capability. As well, the potential benefit to the host country's and surrounding countries' health informatics community is considered as a factor.

When bids have been received and reviewed, the Vice President MedInfo will review the bids with the Board of IMIA. The bidding countries will be advised as to the status of their bids. Those who remain on the short list will be invited to present their proposal to that year's Meeting of the General Assembly. The General Assembly shall vote on the proposals and determine the successful bid.

Organization

Steering Committee

The MedInfo Steering Committee serves the purpose of:

- * establishing the contract between the MedInfo host country and IMIA;
 - * approving the Chairs of the:
 - * Organizing Committee (OC)
 - * Scientific Program Committee (SPC)
 - * Scientific Proceedings or Editorial Committee (EC)
- Note: Candidates for the Chairs of the SPC and EC are recommended for approval at the following meeting of the General Assembly.*
- * establishing or approving the budget of the EC, SPC and, where applicable, the SPC/EC secretariat in consultation with the MedInfo OC, SPC, and EC chairs.
 - * approving the registration fees for the Congress.
 - * identifying the milestone events necessary for a successful MedInfo and reaching consensus by the OC, EC, and SPC.
 - * ensuring that the schedule of the milestone events is being met.

The Steering Committee shall consist of The Vice-President, MedInfo (Chair), the President, and the Treasurer. The Executive Director of IMIA shall serve on the committee in an ex-officio capacity. Typically, the Committee meets only once - at the General Assembly meeting where the successful bid was approved.

SPC/EC Secretariat

An SPC/EC Secretariat function may be established by the Office of the Executive Director for the purposes of conducting any or all of the following tasks in collaboration with, or direction from, the Chairs of the OC, SPC, and EC:

- * the preparation, printing and distribution of MedInfo documents such as the Call for Participation, Preliminary and Final Programs;
- * assisting in advertising the congress through the print and electronic media;
- * assist in contacting potential exhibitors
- * contacting and identifying referees for Papers, Sessional Chairs, etc.;
- * handling the logistics of submitted papers (distribution to, and follow-up with referees):
- * maintaining electronic versions of submitted papers for the EC's review;
- * advising successful authors and identifying the logistics of their presentations;
- * determining and arranging for author's audio-visual requirements;
- * receive registration and exhibitor's fees on behalf of the OC;
- * on behalf of the EC handling the printing, delivery and subsequent distribution of the Congress Proceedings; and/or
- * such other tasks or services relating to the activities of the SPC/EC that may be determined from time to time.

The SPC/EC Secretariat shall be funded by the OC based on a pre-determined contract.

Organizing Committee (OC)

The organizing Committee is responsible for the conduct of the MedInfo Congress

Composition

The host country member shall propose a Chair for the OC to the MedInfo Steering Committee; approval of the candidate will not reasonably be withheld. The composition of the organizing committee may be appointed at the discretion of the host country. Notwithstanding the foregoing, a deputy or vice-chair of the OC must be appointed.

Meetings

Meetings of the OC are at the discretion of the OC: the costs of such meetings are borne by the OC.

Financial Obligations

IMIA/MedInfo Contract

IMIA Obligations

The contract between IMIA and the host member country includes a clause which entitles IMIA to a percentage of congress registration fees; for example, on a sliding scale of 10% for the first \$ 500,000(US), 12% for the next \$250,000 (US) and 15% for any amounts exceeding \$750.000(US) and 5% of exhibit booth sales.

It must be demonstrated by documentation that no legal hindrance exists in transferring the funds due as a result of these contractual obligations to IMIA.

Payment under the terms of the contract shall be made within six months of the conclusion of the congress along with an audit statement verifying that the registration and exhibit fees are correct.

SPC/EC/Secretariat Expenses

The OC, in conjunction with the Steering Committee, the SPC chair, and the EC Chair will negotiate a budget and a cash flow statement for the following:

- * SPC meeting expenses;
- * SPC secretariat and administrative expenses (where provided by the Executive Director under a separate contract);
- * The Honoraria and expenses of Keynote and Invited Speakers;
- * EC meeting expenses;
- * EC secretariat and administrative expenses;

- * Publication costs of the Congress Proceedings irrespective of the media employed; and
- * bursaries for developing countries.

The individual budgets, once established, are fixed. Any expenses incurred beyond the budget is the personal responsibility of the individual incurring the expense.

Expenses incurred within the budget and within the cash flow plan shall be reimbursed within 30 days of submission. Unexpended funds shall revert to the OC.

Congress Expenses

The OC is responsible for financing the cost of:

- * all promotional material and advertising, including distribution;
- * meeting rooms, audio-visual requirements and other facility expenses;
- * the exhibits;
- * the honorariums and expenses of Keynote Speaker(s) and invited speakers;
- * coffee breaks and other hosted catering functions; and
- * social events.

Revenue Sources

Revenue sources for MedInfo's include (among others):

- * Corporate or Institutional Patron Fees
- * Registration Fees
- * Exhibit Fees
- * Workshop and Tutorial Fees
- * Accompanying Person's Program Fees

- * Ticket Sales for Social Events
- * Hotel Commissions
- * Commissions on Tours and Travel
- * Sales of Promotional Items
- * Grants from Government or Funding Agencies

Other Congress Responsibilities

The general Congress responsibilities are included in the MedInfo workbook as modified from time to time; other specific responsibilities include:

- * The Organization of the Opening Ceremonies including the selection of the Congress Keynote Speaker.
- * Organizing pre-conference tutorials and workshops
- * Providing meeting space and limited catering for IMIA-based meetings including, but not limited to:
 - * The Executive Committee and the Board of IMIA
 - * Working Groups and Special Interest Groups
 - * the SPC and EC
 - * the General Assembly, and
 - * other ad-hoc official meetings
- * Press and other and other media publicity
- * The preparation and distribution of Speaker's gifts
- * The preparation of MedInfo medallions of excellence
- * The organization of the closing ceremonies.

Scientific Program Committee (SPC)

The Scientific Program Committee is responsible for the Scientific Program of the MedInfo Congress, excluding pre-conference tutorials and workshops.

Composition

The SPC is composed of a Chair and Co-Chair, one or more Chairs of active IMIA Working Groups and Special Interest groups and a membership consisting of varying areas of Scientific and Academic interests including the R&D groups of industry. The international distribution of SPC members shall be taken into consideration. The total composition of the SPC may not exceed 20 individuals.

The Chair and Co-Chair shall select a „Core Group" of three members to act in an organizational capacity; the Chair of the Editorial Committee shall be invited to join the „Core Group" as an observer.

One member of the SPC shall be appointed as the Scientific Demonstration Coordinator.

Selection

The Chair is approved by the General Assembly, other members shall be submitted to the Vice-President MedInfo for approval.

Meetings

Meetings of the SPC shall normally be held in conjunction with other IMIA events, such as the General Assembly, Working Conferences, etc., where the expense of attendance to the SPC is minimized (attendance at meetings of the General Assembly is not an IMIA or SPC responsibility). Electronic meetings and conference calls are encouraged.

Financing

Financing of the activities of the SPC is arranged through a contractual budget between the SPC and the OC as approved by the MedInfo Steering Committee. This budgeted amount may not be exceeded.

Responsibilities

The SPC, specifically the „Core Group", has the following general responsibilities:

- * encouraging the participation of colleagues in the scientific component of the MedInfo;
- * in conjunction with the OC, identifying what audio-visual requirements will be provided;
- * in conjunction with the OC and the EC, determining a dated plan of action for milestone events, viz;
 - * publication of the Call for Participation,
 - * publication of the Instructions to Authors
 - * the selection and appointment of referees and reviewers,
 - * the closing date for acceptance of papers, posters, scientific demonstrations etc.,
 - * the closing date for the review process,
 - * the date for completing the adjudication of submitted materials,
 - * preparation of the final program for publication by the OC;
 - * submission of the papers, etc. to the EC for edit and publication;
- * coordinating the Scientific Program component of the Call for Participation;
- * preparation of „Instructions to Authors" and its printing and distribution to respondents to the Call for Participation;
- * the selection of referees or reviewers and the provisions of guidelines for the scientific review of papers, posters, and scientific demonstrations;
- * the acceptance of contributions and the subsequent logistics involved with the review process, including the assurance that each contribution has been reviewed by three (3) referees:
- * approving, re-categorizing, or declining acceptance of submitted papers and advising the contributors accordingly;
- * organizing accepted papers into sessions;
- * the selection and appointment of sessional chairs and co-chairs;
- * adjudicating and coordinating panel discussions, „meet the experts", and workshops included in the scientific program;
- * preparation of the Scientific Program for inclusion in die Congress' Final Program for publication by the OC;
- * determining audio-visual requirements of presenters and advising the OC;
- * transferring approved papers, posters, and scientific demonstrations to be included in the proceedings, along with other documentation to the EC;

- * providing on-site assistance to presenters at the congress; and
- * the selection of MedInfo Award Medal winners.

Editorial Committee (EC)

Composition

The Editorial Committee shall consist of a Chair, approved by the General Assembly, and not more than two members proposed by the Chair for approval by the Vice-President. MedInfo. One member of the Committee shall normally represent the host country. The Chair shall have observer status on the SPC „Core Group“.

Meetings

Meetings of the EC shall normally be held in conjunction with other IMIA events, such as the General Assembly, Working Conferences, etc., where the expense of attendance to the EC is minimized. Electronic meetings are encouraged.

Financing

Financing of the activities of the EC is arranged through a contractual budget between the EC and the OC as approved by the MedInfo Steering Committee. This budgeted amount may not be exceeded.

Responsibilities

The Editorial Committee has the following general responsibilities:

- * the determination of the length of papers, posters, and scientific demonstrations for publication in the Proceedings;
- * participating in the preparation of the Instructions to Authors;
- * participation in the logistical plan for milestone events, particularly as it applies to the date of transfer of material approved for inclusion in the proceedings;
- * liaising with the OC and IMIA's preferred publishing house in respect to local printing.
- * receiving the material from the SPC, ensuring that copyright transfers and other legal requirements are met;
- * obtaining and fulfilling ISBN requirements;
- * fulfilling MedLine indexing requirements;
- * editing the proceedings as to English, grammar, length, etc.;
- * classifying submissions as to content;
- * preparation of the Table of Contents, Author's list and indexes;
- * preparing a draft of the proceedings, submitting the draft to the publisher, and proofing the publisher's blueines; and
- * ensuring that the proceedings are published and distributed in time for the Congress.

Note: The same publishing responsibilities apply in the case of publishing in Electronic Media.

Registration Fees

General

Registration fees are paid by all participants including the IMIA Board, General Assembly, Working Groups, Special Interest Groups, the MedInfo Steering Committee, the OC, SPC, and EC, except where specifically excluded in this section.

Exclusions

- * Keynote or invited speakers who are paid expenses and/or honoraria.
- * Staff of the World Health Organization under the WHO/IMIA agreement. (*Senior full-time*)
- * Members of the OC, their staffs, or local volunteers whose function is to work at the Congress.