

# **Standing orders of the ISSA International Section for Research on Prevention of Occupational Risks**

**May 2003**

## **1. Purpose**

The International Section of the ISSA for Research on Prevention of Occupational Risks wishes to be the interface between the dynamics of research and the expectations of prevention practitioners. Its objectives are:

- promoting the international cooperation and exchanges between researchers in the field of occupational risk prevention and improvement of working conditions;
- ensuring a better transfer of knowledge resulting from research towards prevention practitioners and decision-makers in occupational health and safety;
- validating the practicability of research results;
- enabling novel research areas resulting from the practitioners' concerns to emerge.

## **2. Means of Action**

To achieve these objectives, the Section shall:

- organise meetings (symposia, workshops...) to offer the researchers from various disciplines the opportunity to confront their experience, and also meet the prevention practitioners and the decision-makers in health and safety at work;
- gather information on the organisations carrying out research in the field of occupational risk prevention and improvement of working conditions;
- develop and set up tools likely to disseminate the collected information to any interested party (publications, data banks...);
- promote the studies and analyses on emerging problems, in particular by setting up working groups intended to identify and propose priorities for research in health and safety at work.

## **3. Composition**

The Section shall be composed of ordinary and corresponding members.

### **3.1. Ordinary members**

The International Prevention Sections, set up in the framework of the Special Commission on Prevention, are ex-officio ordinary members.

The following may become ordinary members:

- members of the International Social Security Association;
- all non-profit organisations whose objectives are consistent with those described in Article 1.

The ordinary members have to pay an annual contribution whose amount is fixed by the Bureau of the Section.

The Bureau can fix different amounts of contribution depending on whether the contribution shall be paid by an ex-officio member or an approved member after a request for adhesion.

### **3.2. Corresponding members**

The following may become corresponding members:

- organisations whose objectives are consistent with those described in Article 1 and which are not qualified to become ordinary members;
- experts who wish to take part in the Section's activities on an individual basis.

The corresponding members have to provide an annual financial support whose amount is fixed by the Bureau of the Section.

### **3.3. Commencement and termination of membership**

The membership is acquired after a request for adhesion was made in writing and approved by the Bureau.

Except decision of exoneration taken by the Bureau, the membership obliges with the payment of the contribution or the financial support to the Section's activities whose annual amounts are fixed by the Bureau.

The membership shall terminate when the member resigns or when the Bureau pronounces the exclusion, in particular in the event of non-payment of the contribution or the financial support.

## **4. Statutory Bodies of the Section**

The statutory bodies of the Section are the General Assembly and the Bureau.

### **4.1 The General Assembly**

The General Assembly shall be composed of the ordinary members of the Section. The corresponding members of the Section shall belong to the General Assembly in a consultative capacity.

The General Assembly shall be competent to:

- decide on its Standing Orders;
- decide on the Section's programme of activities;
- elect and dismiss the Bureau;
- receive the Bureau's report on activities since the last General Assembly;
- discharge the Bureau;
- decide on the Section's Standing Orders and any amendments to them;
- decide on all the functions proposed to it by the Bureau and the responsibilities assigned to it under the Standing Orders;
- propose to the Bureau of the ISSA the dissolution of the Section

The Chairperson shall convene the General Assembly in agreement with the Secretary General of the ISSA at least once every three years.

The Chairperson of the Section shall open, chair and close the General Assembly.

An ordinary member may assign its votes for the General Assembly to any other ordinary member. The ordinary member must inform the Secretary General in writing before the

voting procedure begins, specifying the name of the person who will be entitled to vote on its behalf.

The General Assembly shall be quorate if at least half of the votes of its ordinary members are represented. An application must be made to have the absence of a quorum established.

Decisions shall be taken by a majority (more than half of the votes) of the ordinary members present and represented. In the event of a tie the Chairperson shall have the casting vote.

#### **4.2. Bureau**

The Bureau shall be composed of:

- the Chairperson;
- the Vice-Chairperson and, where appropriate, further Vice-Chairpersons to be elected by the General Assembly on a proposal from the Chairperson;
- the Secretary General.

The Secretary General of the ISSA shall belong to the Bureau in a consultative capacity.

The Bureau shall conduct the day-to-day affairs of the Section. In this capacity, it shall in particular:

- decide on its Standing Orders;
- elect an ad interim successor to any member of the Bureau who leaves between the General Assemblies
- develop a programme of activities for the Section;
- deliver an activity report to the General Assembly;
- decide on the setting up, formation and dissolution of the Section's working groups;
- organise events held under the auspices of the Section and fix their date and topics, in taking care of the coordination of the events envisaged by the various ISSA Prevention Sections;
- fix the annual contribution of the ordinary members and the annual financial support of the corresponding members;
- decide on applications for ordinary or corresponding membership of the Section as on the possible exemptions of contribution or financial support;
- decide on the exclusion of a member;
- decide on the location of the Section's Secretariat.

The Bureau shall be elected for a period of six years. It may be re-elected. Its term of office shall start at the closing of the General Assembly at which the election takes place. It shall end at the closing of the General Assembly at which the next election takes place.

To be eligible for membership of the Bureau a person must be a serving official of an ordinary member.

Decisions of the Bureau shall be taken by a majority vote. In the event of a tie the Chairperson shall have the casting vote.

#### **5. Amendment of the Standing Orders**

A decision by the General Assembly to amend the standing orders shall be taken by a majority vote. In the event of a tie the Chairperson shall have the casting vote.

## **6. Final provisions**

These standing orders, adopted at the General Assembly on 20 May 2003 in Athens (Greece), shall enter into force on the same date.

It shall replace the standing orders valid hitherto. In the event of differences in interpretation between the various versions of these standing orders in different languages, the French text shall prevail.