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INTERNATIONAL SOCIAL SECURITY ASSOCIATION
Standing Orders for the International Section of the ISSA for
Information on Prevention of Occupational Risks.

Chapter 1: Name, Objectives and Means of Action
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Article 1 Name

The section is called International Section for Information on Prevention of Occupational Risks.

Article 2 Objectives of the Section

The International Section for Information on Prevention of Occupational Risks the International Social Security Association (ISSA) in Geneva. Its objectives are to promote and to improve social security in all sectors and occupations, particularly in the field of prevention, through worldwide cooperation in the development and dissemination of information.

Article 3 Means of Action

In order to achieve the objectives described in Article 2 the International Section for Information on Prevention of Occupational Risks Section shall take the following measures in particular:

Improvement of occupational safety and health in all sectors and occupations by means of:

Information provision and exchange

Guidance and advise for enterprises, institutions and individuals

Development of information and communication tools

Development of information and communication strategies

Setting up technical committees and working groups

Organization of international symposia, conferences and seminars, together with international meeting of the technical committees and working groups

Training activities

Implementation of surveys and studies.

Promotion of research activities.

Cooperation with other International Sections of the ISSA.

Promotion of the involvement of newly industrialised and third world countries in the work of the Section.

Chapter 2: Membership

Article 4 Members

The International Section for Information on Prevention of Occupational Risks shall be composed of ordinary and corresponding members.

Article 5 Ordinary members

The following may become ordinary members of the International Section for Information on Prevention of Occupational Risks:

- members of the International Social Security Association, and
- all organizations administering social security and occupational safety and health in all fields of activity, sectors and occupations provided that they are not members of another organization which is itself an ordinary member.

Article 6 Corresponding members

The following may become corresponding members of the International Section for Information on Prevention of Occupational Risks:

- all organizations whose objectives are consistent with those described in Article 2 and which are not qualified to become ordinary members;
- individuals who are experts in all fields of activity, sectors and occupations with regard to occupational safety and health.

Article 7 Commencement, Termination and Suspension of membership

A written declaration of membership adopted by a decision of the Bureau shall be required for membership to be granted. Membership shall commence when the first contribution or the annual financial support is paid to the International Section for Information on Prevention of Occupational Risks.

Membership shall terminate when the member gives notice to that

effect, which it must submit to the Secretary General no later than six months before the end of the calendar year in question, or when the Bureau may decide to exclude a member from the Section.

Any member which owes the International Section for Information on Prevention of Occupational Risks two years' contributions or two years' financial support shall be requested by the Secretary General in writing, two months before the end of the calendar year for which the second contribution or financial support is due, to rectify the matter within two months, failing which its membership shall be suspended at the end of the year. The Secretary General shall notify the member of this in writing.

The Bureau may decide to exclude a member from the International Section for Information on Prevention of Occupational Risks with immediate effect if the member has harmed the Section's reputation or interests.

The Bureau shall decide on the conditions under which a previous member will be re-admitted or a suspension of a member lifted.

Chapter 3: Statutory Bodies of the International Section for Information on Prevention of Occupational Risks

Article 8 Statutory Bodies of the International Section for Information on Prevention of Occupational Risks

The statutory bodies of the International Section for Information on Prevention of Occupational Risks are the General Assembly and the Bureau.

Chapter 4: The General Assembly
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Article 9 The General Assembly

The General Assembly shall be composed of the ordinary members of the International Section for Information on Prevention of Occupational Risks. The corresponding members of the International Section for Information on Prevention of Occupational Risks shall belong to the General Assembly in a consultative capacity.

The General Assembly shall be competent to perform all the functions of the Section, unless otherwise provided in these Standing Orders.

In particular, it shall:

1. decide on its Standing Orders;
2. decide on the International Section's for Information on Prevention of Occupational Risks programme of activities;
3. elect and dismiss the Bureau;
4. receive the Bureau's report on activities since the last General Assembly;
5. discharge the Bureau;
6. decide on the Standing Orders and any amendments to them;
7. decide on all the functions proposed to it by the Bureau and the responsibilities assigned to it under the Standing Orders;
8. propose to the Bureau of the ISSA the dissolution of the International Section for Information on Prevention of Occupational Risks.

Article 10 Convening of the General Assembly

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

The Secretary General shall invite all the members in writing, notifying them of the provisional agenda.

Article 11 Chairing and Conduct of the General Assembly

The Chairperson of the International Section for Information on Prevention of Occupational Risks shall open, chair and close the General Assembly.

Article 12 Assignment of Votes

An ordinary member may assign its votes for the General Assembly to any other member before or during the General Assembly. 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.

Article 13 Quorum

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.

Chapter 5: The Bureau

Article 14 The Bureau

The Bureau of the International Section for Information on Prevention of Occupational Risks shall be composed of

1. the Chairperson
2. two Vice-Chairpersons
3. the Secretary General
4. 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 International Section for Information on Prevention of Occupational Risks. 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 International Section for Information on Prevention of Occupational Risks;
- deliver an activity report to the General Assembly;
- organize events held under the auspices of the International Section for Information on Prevention of Occupational Risks and draw up the agendas for them;
- fix the annual contribution and the annual financial support;
- decide on applications for ordinary or corresponding membership of the International Section for Information on Prevention of Occupational Risks;
- decide on the exclusion of a member, the conditions for re-admitting a previous member and the lifting of a member's suspension;
- decide on the location of the Section's Secretariat.

In principle the Bureau shall be elected for a period of *6 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.

Chapter 6: Organization of Activities

Article 15 Events held by the International Section for Information on Prevention of Occupational Risks

The dates and topics of events held under the auspices of the International Section for Information on Prevention of Occupational Risks shall be determined in agreement with the Secretary General of the ISSA, who shall coordinate events planned by the various individual sections.

Article 16 Technical Committees and Working Groups

The International Section for Information on Prevention of Occupational Risks may set up technical committees and working groups to which natural and legal persons may belong, provided they are active in the field of occupational safety and health in all fields of activity.

Chapter 7: Finances

Article 17 Contributions

Ordinary members shall pay the contributions fixed by the Bureau of the Section. Corresponding members of the Section and those who participate in the work of the technical committees and the working groups shall provide annual financial support.

In certain justified cases the Bureau may, upon request, decide to reduce the contribution or the annual financial support after consultations with the Bureau.

Chapter 8: Amendment of the Standing Orders

Article 18 Amendment of the Standing Orders

A decision by the General Assembly to amend the Standing Orders must be approved by more than three-quarters of the ordinary members present.

Chapter 9: Final provisions

Article 19 Entry into force

These Standing Orders, adopted at the General Assembly on (to be defined) at (to be defined) 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 English-language text shall prevail.