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INTERNATIONAL SOCIAL SECURITY ASSOCIATION

Section on Prevention of Occupational Risks in Health Services

Standing Orders of the International Section of the ISSA on Prevention of Occupational Risks in Health Services

Chapter 1: Name, Objectives and Methods of Action

Article 1 Name

The International Section uses the name “International Section of the ISSA on Prevention of Occupational Risks in Health Services” and is referred to hereinafter as “the Section”.

Article 2 Objectives of the Section

The Section is a specialized professional body in the area of prevention of the International Social Security Association (ISSA) established by a decision of the Bureau of the ISSA. Its objective is to promote prevention, in particular the prevention of work accidents and of occupational and work-related diseases in health services through the international exchange of experience. The Section is a non-profit organization.

Article 3 Functions

To achieve the objectives specified in Article 2, the Section takes the following measures in particular:

Improvement of occupational safety and health in the health care sector by means of, for example:

- training and continuing professional development;
- public relations work;
- training concepts and training sessions for specialists;
- advisory services for companies, institutions and individuals;
- the development of prevention strategies;
- the exchange of information with bodies dealing with social security and publication of this information;
- the creation of technical committees and working groups;
- the organization of international symposia, conferences and colloquia as well as international meetings of the technical committees and working groups;
- the performance and organization of surveys and studies;
- the promotion of research activities;
- cooperation with other International Sections of the ISSA; and
- promotion of the participation of emerging and developing countries in the Section's work.

Chapter 2 Membership

Article 4 Members

The following may become ordinary members of the Section:

- affiliate and associate members of the International Social Security Association as defined in Articles 5 and 6 of the Constitution of the ISSA;
- an institution which is part of a federation of institutions, a government department or other entity which is an affiliate or associate member of the ISSA;
- all organizations pursuing objectives corresponding to those described in Article 2 and which are not qualified to become a member of the ISSA.

The following may become corresponding members of the Section:

- individuals and other interest groups who are experts in occupational safety and health protection in health services.

Section members who are not members of the ISSA can only participate in the Section's activities.

Article 5 Transitional Regulation for the Relationship of Ordinary and Corresponding Section Members to ISSA Membership

A Section member who fulfils the requirements to be an affiliate or associate member of the ISSA (cf. Art. 5 and 6 of the ISSA Constitution) but is not currently an ISSA member must adapt its situation within one year of the entry into force of these Standing Orders.

Article 6 Commencement, Termination and Suspension of Membership

The membership commences as soon as the Bureau of the Section has formally accepted the application for admission. If the Section has introduced a system with annual financial contributions, it is furthermore required that the first contribution have been paid in accordance with Article 16.

The membership is terminated by the member notifying the Secretary General in writing of its intention at least six months before the end of the calendar year or if the member is excluded on the basis of a decision by the Bureau of the Section in agreement with the Secretary General of the ISSA.

If a member owes the Section two annual contributions, it shall receive a written reminder from the Secretary General two months before the end of the calendar year for which it owes the second contribution to pay its arrears within two months. Should payment not be effected, the membership is suspended at the end of the year. The General Secretary informs the member in writing to this effect.

The Bureau of the Section may decide in consultation with the Secretariat of the ISSA to exclude a member from the Section with immediate effect if the member has harmed the reputation or interests of the Section.

The Bureau of the Section establishes the conditions under which a former member may be readmitted or a membership suspension lifted.

Chapter 3 Statutory Bodies of the Section

Article 7 Statutory Bodies of the Section

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

Chapter 4 The General Assembly

Article 8 The General Assembly of the Section

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

The General Assembly of the Section is responsible for all the Section's functions insofar as not stated otherwise in these Standing Orders.

In particular, it shall be competent to:

1. propose any changes to the Standing Orders of the Section to the Special Commission prior to their adoption;
2. decide on the Section's work plan as well as to elect and dismiss the Bureau of the Section;
3. approve the Bureau of the Section's report on the activities since the last General Assembly;
4. assist the Bureau of the Section;
5. decide on all functions assigned to it by the Bureau of the Section and the functions assigned to it by these Standing Orders;
6. propose the dissolution of the Section to the Special Commission.

Article 9 Convening of the General Assembly

The President convenes the General Assembly in agreement with the Secretary General of the ISSA at least once every three years.

The Secretary General of the Section invites all members in writing, notifying them of the provisional agenda.

Article 10 Chairing and Conduct of the General Assembly

The President of the Section opens, chairs and closes the General Assembly.

Article 11 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 12 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 President shall have the deciding vote.

Chapter 5 The Bureau

Article 13 The Bureau of the Section

The Bureau of the Section is composed of:

1. the President
2. the Vice-President and, if necessary, other Vice-Presidents to be elected by the General Assembly on the proposal of the President;
3. the Secretary General of the Section; and
4. the Treasurer of the Section, if the Section manages income. The General Assembly may decide that this function is to be performed by the Secretary General of the Section.

The Secretary General of the ISSA shall be a member of the Bureau in an advisory capacity.

The Section of the Bureau conducts the day-to-day business of the Section. In particular, it shall be competent to:

- elect an ad interim successor to any member of the Bureau of the Section leaving in the period between General Assemblies;
- develop a work plan for the Section;
- submit an activity report before the General Assembly;
- organize the events held under the auspices of the Section including preparation of their agendas;
- fix the annual contribution and the annual financial support;
- decide on applications for admission to the Section as an ordinary or corresponding member; and
- decide on the exclusion of a member, the conditions for readmission of a former member and the lifting of a membership suspension.

The Bureau of the Section shall be elected for the period of three years. Re-election is permitted. The Bureau's term of office begins with the closing of the General Assembly at which the election is held and ends with the closing of the General Assembly at which the next election is held.

The President and Secretary General of a Section must either represent an institution which is a member of the ISSA or an institution which is part of a federation of institutions, a government department or other entity which is an affiliate or associate member of the ISSA.

The decisions of the Bureau of the Section are taken by a majority. In the event of a tie, the President shall have the deciding vote.

Chapter 6 Headquarters of the Section and Organization of Activities

Article 14a Headquarters of the Section

The headquarters of the Section are in Hamburg, Germany. The German Social Accident Insurance Institutions for the Health and Welfare Service (BGW) in Hamburg is entrusted with providing the Secretariat and puts all possible adequate means at the disposal of the Section in order to ensure the activity and financing of the Secretariat. The BGW appoints the Secretary General of the Section from among its staff in agreement with the Secretary General of the ISSA.

Article 14b Events of the Section

The dates and topics of events held under the auspices of the Section shall be determined in agreement with the Chairperson of the Special Commission and the Secretary General of the ISSA, who shall coordinate the events planned by the individual Sections.

Article 15 Technical Committees and Working Groups

The Section may set up technical committees and working groups. Natural and legal persons may belong to these, provided they are active in the field of health protection and occupational safety in health services.

Chapter 7 Finances

Article 16 Contribution and Financial Support

1. Instead of regular annual contributions, the activities of the Section are financed through levies on a project-by-project basis. The details are established in the budget.
2. The General Assembly of the Section shall mandate the Bureau of the Section to establish a budget for the Section. The Bureau of the Section shall prepare an annual budget for the Section. All budget provisions must be related to activities included in the agreed work plan of the Section.

3. The Section will ensure proper accounting and bookkeeping procedures – as established in the Financial Regulations of the ISSA – and report to the Treasurer of the ISSA via the Special Commission annually about all contribution revenues and corresponding activities. The Section will submit a list of its contribution revenues and an overview of activities carried out in the fiscal year to the Special Commission. The Special Commission will then submit a general overview of received contributions and conducted activities to the Treasurer of the ISSA within the deadline set by the Treasurer of the ISSA.

Chapter 8 Amendment of the Standing Orders

Article 17 Amendment of the Standing Orders

A decision by the General Assembly regarding the proposal to amend the Standing Orders requires the approval of more than three quarters of the ordinary members present.

Article 18 Entry into force

These Standing Orders shall enter into force the date of their adoption by the Bureau of the ISSA in accordance with Article 51 (2) of the Constitution of the ISSA.

They shall replace the previously valid Standing Orders. In the event of discrepancies in interpretation between the various versions of these Standing Orders in different languages, the English text shall prevail.

The General Assembly of the International Section of the ISSA on Prevention of Occupational Risks in Health Services adopted these Standing Orders on 14/12/2012.