



**INTERNATIONAL FEDERATION of ENVIRONMENTAL
HEALTH**

**PROCEDURES
MANUAL**

July 2010



INTERNATIONAL FEDERATION OF ENVIRONMENTAL HEALTH PROCEDURES MANUAL

TABLE OF CONTENTS

1.	INTRODUCTION	4
1.1	PURPOSE AND SCOPE OF THE MANUAL	4
1.2	RESPONSIBILITY FOR PREPARATION.....	4
2.	ADMINISTRATION	4
2.1	BALLOTS & VOTING PROCEDURES.....	4
2.2	BOARD OF DIRECTORS.....	4
2.3	COUNCIL	5
2.4	ERIC W. FOSKETT AWARD	5
2.5	MEETINGS.....	5
2.5.2	Conduct	6
2.5.3	Date/Frequency/Location.....	6
2.5.4	Declarations of Interest	7
2.5.5	Minutes.....	7
2.5.6	Proxies	7
2.5.7	Reports	7
2.6	MEMORANDUM AND ARTICLES OF ASSOCIATION.....	8
2.7	MISSION STATEMENT, MOTTO AND LOGO OF THE FEDERATION	8
2.8	OFFICERS.....	8
2.8.1	Appointment of Officers/Honorary Officers	8
2.8.2	Nomination of Officers	8
2.8.3	Terms of Office.....	9
2.8.4	Duties of Officers.....	9
2.9	RECYCLED PAPER.....	10
2.10	REGISTERED OFFICE OF THE FEDERATION	10
3.	EDUCATION	10
3.1	INTERNATIONAL FACULTY FORUM.....	10
4.	FINANCE	11
4.1	BUDGET	11
4.1.1	Expenses.....	11
4.1.2	Invoicing.....	11
4.1.3	Revenues	11
4.2	DEVELOPMENT FUND.....	11
4.3	INSURANCE	11
4.4	OFFICERS' EXPENSES	11
5.	FINANCIAL REGULATIONS	12
6.	SUBSCRIPTIONS	12
7.	LIAISON ARRANGEMENTS	12
7.1	TWINNING	12
7.2	OTHER.....	12
8.	MEMBERSHIP	13
8.1	FULL MEMBERSHIP.....	13
8.2	ASSOCIATE MEMBERSHIP	13
8.3	INDIVIDUAL MEMBERSHIP.....	13
8.4	AFFILIATED ORGANISATION.....	13
8.5	CERTIFICATES	13
8.6	RECRUITMENT.....	14



9.	PUBLICATIONS	14
9.1	ANNUAL REPORT	14
9.2	CORPORATE ENVIRONMENTAL POLICY	14
9.3	EDITORIAL BOARD	14
9.4	INTERNET/HOMEPAGE	14
9.5	MAGAZINE & JOURNAL.....	14
9.6	STANDARDS	14
10.	REGIONAL GROUPS	15
11.	WORLD CONGRESSES	15
11.1	ATTENDANCE BY IFEH OFFICERS	15
11.2	BID PROCESS	15
11.3	LOANS AND GRANTS	15
11.4	STRUCTURE	15
	APPENDICES	16
Appendix 1	FORM OF PROXY	17
Appendix 2	FORMAT OF REPORTS.....	18
Appendix 3	19MEMORANDUM OF ASSOCIATION.....	19
Appendix 4	ARTICLES OF ASSOCIATION.....	22
Appendix 5	CLAIM FORM FOR EXPENSES INCURRED ON BEHALF OF IFEH	35
Appendix 6	FINANCIAL REGULATIONS - Regulation 4/2002 (as amended 2004)	36
Appendix 7	APPLICATION for MEMBERSHIP - INDIVIDUAL MEMBER	40
Appendix 8	APPLICATION for MEMBERSHIP – AFFILIATED ORGANISATION.....	43
Appendix 9	WEB SITE PROTOCOLS & PROCEDURES	45
Appendix 10	ADMISSION OF ASSOCIATE MEMBERS - Regulation 1/2000.....	48
Appendix 11	APPOINTMENT OF HONORARY VICE PRESIDENTS - Regulation 2/2000 (as amended May 2003)	49
Appendix 12	PROVISION GRANTS AND LOANS - Regulation 3/2000 (as amended 2004).....	50
Appendix 13	PROCEDURE FOR THE ERIC FOSKETT AWARD	51
Appendix 14	CORPORATE PARTNERSHIP AND SPONSORSHIP POLICY.....	52
Appendix 15	55ELECTION OF PRESIDENT ELECT - Regulation 5/2004 (as amended 2004).....	55
Appendix 16	GUIDELINES FOR THE ORGANISERS OF A WORLD CONGRESS ON ENVIRONMENTAL HEALTH - THE BIDDING PROCESS	57
Appendix 17	DECISION MAKING PROCESS FOR MEETINGS OF THE IFEH COUNCIL.....	611
Appendix 18	GRANTS FROM THE DEVELOPMENT FUND - Regulation 6/2004 (as amended, June 2006)	622
Appendix 19	CORPORATE ENVIRONMENTAL POLICY AND GUIDELINES FOR ITS IMPLEMENTATION....	644



INTERNATIONAL FEDERATION OF ENVIRONMENTAL HEALTH

PROCEDURES MANUAL

*Adopted 3 June 2000
Amended November 2003
Further amended July & October 2004
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1. INTRODUCTION

1.1 PURPOSE AND SCOPE OF THE MANUAL

This manual establishes procedures for the efficient administration of the Federation and has been prepared to serve as a reference for officers and members of the organisation. This manual deals with organisational management, administration, meetings, information and communication, public relations, and fiscal matters. The manual is based on decisions made at meetings of the Council of the Federation, as recorded in the Minutes, and on the Articles of Association of the Federation.

1.2 RESPONSIBILITY FOR PREPARATION

The Honorary Secretary of the Federation has the responsibility for updating the manual. The manual is updated and published at the direction of the Council. It is intended that each member organisation maintain a current version of the manual for use by its Council delegates.

2. ADMINISTRATION

2.1 BALLOTS & VOTING PROCEDURES

Most decisions at meetings of the Council are reached by consensus. There are some matters, which the Council has determined must be decided by mail ballot of all members of the Council. These matters include the election of the President Elect, the rate of subscriptions and other matters involving finance and policy. The Honorary Secretary is responsible for the conduct and tabulation of the mail ballot, at the direction of the Board of Directors. Each member organisation is entitled to the number of votes equal to its number of Council members. Any amendment of the Memorandum and Articles of Association is handled by ballot at the Annual General Meeting. The procedures to be followed when voting is required at a Council meeting are attached at Appendix 17.

2.2 BOARD OF DIRECTORS

The Council appoints a Board of Directors for the dispatch of business of the Federation. The Board of Directors consists of those persons holding the offices of President, President Elect, Honorary Secretary and Honorary Treasurer. The existence of the Board of Directors is necessary to comply with United Kingdom Company Law.

Agendas for and minutes of Board meetings are sent to all full member organisations. A particular function of the Board is the preparation of the financial statements for each financial year, maintenance of accounting records as to the current financial position of the Federation and safeguarding the Federation's assets.



The terms of reference of the Board are:

- 1) to assist the Honorary Treasurer in drawing up the Annual Budget;
- 2) to maintain the financial strategy prepared by the Council;
- 3) the general management of the financial affairs of IFEH;
- 4) to deal with those matters specifically referred to it by the Council;
- 5) the general management of the affairs of IFEH in between meetings of the Council.
- 6) to have the delegated authority of the Council to make those decisions necessary for the smooth running of the organisation in between Council meetings;
- 7) to produce regular reports to the Council on its activities and to have its actions formally ratified at the first available Council meeting;
- 8) to have the power to co-opt such persons for such period of time as it deems necessary, however no person so co-opted has voting rights;
- 9) to consult with other officers (including the Chairmen of the Regional Groups) in regard to matters of concern to these persons;
- 10) to annually review its terms of reference and have them ratified at the first Council meeting in each year. The terms of reference shall be deemed valid until Council shall decide otherwise;
- 11) to regularly review existing procedures and make recommendations when necessary.

2.3 COUNCIL

The Federation is governed by a Council. Each member organisation is allowed to nominate one Councillor for each 100 of its own members, up to a maximum of three Councillors for any member. The President acts as chairman of the Council. The President holds office for two years, usually from the World Congress at which he/she takes office, until the succeeding World Congress. The President Elect is elected by the membership as a whole and the protocol for such elections is laid down in Regulation 5/2004, which is reproduced at Appendix 15. The person elected as President Elect succeeds to the post of President when that person retires in accordance with the provisions stipulated above.

2.4 ERIC W. FOSKETT AWARD

The Federation has established this award (in the name of the person who inspired the foundation of the Federation) to recognise achievements in the field of international environmental health. The first award was given to Eric Foskett himself in 2000. The protocol for the award is attached at Appendix 13

2.5 MEETINGS

2.5.1 Agenda

Preparation and circulation of Council meeting agendas are the responsibility of the Honorary Secretary. The agendas for Annual and Extraordinary General Meetings are the responsibility of the Company Secretary. Agendas and papers for Council and General Meetings are to be circulated as early as possible. An Annual General Meeting (AGM) of the members of the Federation is required by the Memorandum and Articles of Association, which also stipulate the business to be conducted at the AGM (Article 17). The business of the AGM must include: minutes of the previous AGM, annual report of the Federation, financial report of the Council and audited financial statements for the previous year, annual subscription rate, appointment of officers and honorary officers and appointment of auditors.

For Council meetings an agenda with background papers/reports should be sent out no later than 6 weeks before the meeting. This requires that any material to be dealt with at a Council



meeting must be with the Secretary no later than 8 weeks before that meeting.

Agendas should be short, and be subdivided into two sections: those that require decisions and those simply for noting. Reports for noting should be kept to a minimum. Only matters of substance or importance should be submitted to the Council, with as much business as possible delegated to Officers, etc.

Associate members shall be supplied with agendas, minutes and invitations to participate in Council meetings, subject to their being unable to vote on any resolution and their declaration of any interest in any matter under discussion.

2.5.2 Conduct

The Federation has adopted English as the language for communication. However, for many of the Council members and attendees at meetings, English is not their first language. In recognition of this, the Council has adopted guidelines for the conduct of meetings to enable non-English speakers to keep up with meeting business, to understand what is going on at all times, and to contribute to the debate.

General guidelines for all attendees are:

- The Chairman must lead the meeting.
- Everyone should attract the Chairman's attention for permission to speak.
- Nobody should interrupt a speaker except the Chair.
- Everyone should speak carefully: not too fast, no local terms, use proper English.

Guidelines for the Chairman's role are:

- Highlight these guidelines at the start of a meeting.
- Issue reminders as necessary.
- Check regularly that dialogue is understood by all.
- Seek assurance on this from non-English speakers.
- Invite comment from non-English speakers as appropriate.

2.5.3 Date/Frequency/Location

The Council meets annually. An Annual General Meeting is also convened as required by the Memorandum and Articles, and is usually held in conjunction with a Council meeting. Every effort is to be made to provide meeting venues that are convenient for international travellers. The meeting plan should allow for sufficient discussion time, even if this necessitates an overnight stay to allow for two days of meetings.

Time should also be allocated to allow for an annual assembly to take place at which any person with an interest in the Federation can attend to learn about the Federation and its activities. The assembly is not a decision-making forum – rather it allows for review and debate of Federation policies, etc.

Member organisations inviting the Council to meet in their country should agree to provide a lockable room of adequate size for the duration of the meeting (usually 1 or 2 days) free of charge and to arrange for coffee and tea to be provided on two occasions each day. At the time of invitation the proposed dates and times should be stipulated. Facilities should also be made for meetings of the Federation's Regional Groups to take place during the period in question.



If the organisation wishes to provide meals for the delegates during the meeting, this is acceptable but, if this is not envisaged, the host organisation will arrange for a mid- day meal to be provided at the Federation's expense.

It is acceptable for other hospitality to be provided and proposals for such should be agreed in advance with the Honorary Secretary.

Any deviation from this format should be discussed with the Honorary Secretary who, in consultation with the President, will agree with the host organisation the Council's requirements in advance of the meeting.

A note of the number attending the meeting will be provided to the host organisation a few days prior to the meeting.

The venue for the meeting should take account of the needs of international travel — hence should be convenient for an International Airport. If possible, the host organisation should arrange for transportation from airport (or other point of arrival), although the cost of this need not fall on the organisation. Regard should also be paid to the possibility of cheaper airline fares applying when a Saturday night is included in the stay.

2.5.4 Declarations of Interest

At the beginning of each meeting or at any time during the meeting, if it should become necessary or appropriate, any person attending the meeting must declare any pecuniary or other interest, which they may have in any matter coming before the meeting. The declaration shall be noted in the minutes of the meeting and the person shall not be entitled to vote on the matter under discussion. If so required by the chairman of the meeting, that person shall withdraw from the meeting whilst the matter is under discussion, unless the meeting, by simple majority, votes otherwise. For the avoidance of doubt, this procedure should be adopted in regard to ALL Federation meetings, including Regional Groups.

2.5.5 Minutes

Preparation and circulation of meeting minutes is the responsibility of the Honorary Secretary. A Panel of four Council members present at a meeting considers the minutes and approves them on behalf of the Federation. The Panel comprises the chairman and secretary of the meeting and two members present, selected to give as wide a geographical spread as possible.

Where possible, minutes of Council meetings should be circulated within one month of each meeting. Minutes are to be provided to each officer of the Council, member organizations, and associate members.

2.5.6 Proxies

In the event that a delegate from a member organisation is unable to attend a Council or a General Meeting, a proxy may be appointed. A form of proxy is contained in Appendix 1

2.5.7 Reports

Reports should be concise and to the point in order to be able to clearly identify what is being proposed by the report.

The recommendations of the report should be at the beginning, clearly and concisely listed. This will allow the Council to vote individually on the recommendations rather than have them all fail



because agreement cannot be reached on a single recommendation.

If the report requires action to be taken by either named individuals or organisations, then that should be clearly indicated.

Any report, which has financial implications with regard to either income or expenditure, should have them clearly stated.

Every report must be submitted by the due date indicated by the Honorary Secretary in order to ensure that those members unable to attend the meeting have ample time to consider it and, if necessary, submit written comments prior to the meeting.

A suggested report format is contained in Appendix 2.

2.6 MEMORANDUM AND ARTICLES OF ASSOCIATION

Incorporation under United Kingdom law gives the Federation a legal status and a constitution, which is found in the Memorandum and Articles of Association, which include a statement of the objectives of the Federation. The Memorandum and Articles are contained in Appendix 3 and 4. The Registration Number of the Federation under UK Company Law is 2026062; the Federation is a Company limited by guarantee.

2.7 MISSION STATEMENT, MOTTO AND LOGO OF THE FEDERATION

The Federation has adopted a motto and a logo. The design for the logo is based on a projection of the globe with four segments. The motto of the Federation is: "Caring for the environment in the interest of world health." The motto is to be used on Federation letterheads and on other appropriate documents.

2.8 OFFICERS

2.8.1 Appointment of Officers/Honorary Officers

The Memorandum and Articles of Association establish in Article 12 that certain officers shall be elected: President, President-Elect, Honorary Secretary, and Honorary Treasurer. Article 13 allows further offices to be appointed. These additional offices are termed Honorary posts, and are solely in the power of the Council to determine. Honorary officers currently appointed by the Council include the following: Hon. Vice President, Hon. Public Relations Officer, Hon. Education Liaison Officer, Hon. Auditor, Company Secretary, Hon. Editor, Hon. Librarian, Honorary Archivist and Webmaster.

The term "honorary" means that the officer works for the Federation without receiving any remuneration.

The retiring President is automatically made an Honorary Vice President. In addition, member organisations may make nominations for appointment for Honorary Vice President for the Council's consideration. Nominations are usually of persons regarded as useful contacts or who are otherwise influential. The system for appointing Honorary Vice Presidents is laid down in Regulation 2/2000, a copy of which is attached at Appendix 11.

2.8.2 Nomination of Officers

The system for making nominations for the post of President and President Elect is laid down at Appendix 15. All other nominations for officers and honorary officers may be of any qualified person from within member organisations. Nominees for any elected officer position must be from the body of elected delegates of the Council. Nominees for appointed officer positions are



not required to be from the body of Council delegates.

2.8.3 Terms of Office

Articles 12 & 17 cover the election and appointment of persons to the officer posts. The President & the President Elect hold office for two years, from one World Congress until the next. All other officers and honorary officers are subject to nomination and election procedures at the Annual General Meeting.

2.8.4 Duties of Officers

Company Secretary

- To act on behalf of IFEH in all matters relative to the Companies Acts and other appropriate legislation.

President

- To preside at all meetings of IFEH.
- To be a member of the Board and in that capacity take decisions which cannot await a meeting of the Council.
- To cooperate with the Honorary Secretary, the Honorary Treasurer, the Honorary Public Relations Officer, and the Web-master in keeping the IFEH Web-site up to date.

President Elect

- To act in all capacities in the absence of the President and particularly to act as Chairman in such an absence.
- To be a member of the Board and in that capacity take decisions which cannot await a meeting of the Council.
- To prepare to take over the duties of President once installed.

Honorary Secretary

- To be the initial point of contact and official correspondent for IFEH.
- To be a member of the Board and in that capacity take decisions which cannot await a meeting of the Council.
- To arrange Council meetings including fixing times and venues in consultation with the appropriate persons.
- To issue agendas and supporting papers and to prepare and issue minutes of such meetings.
- To liaise with the organizers of World Congresses.
- To arrange for the preparation of the IFEH Annual Report.
- To cooperate with the President, the Honorary Treasurer, the Honorary Public Relations Officer, and the Web-master in keeping the IFEH Web-site up to date.
- To maintain the IFEH Procedures Manual.

Honorary Treasurer

- To be responsible for ensuring that IFEH's financial affairs are dealt with in accordance with the Financial Regulations, including invoicing/receipt of subscriptions from all categories.
- To prepare budget proposals and suggest financial measures.
- To update the Board on IFEH's financial status.
- To be a member of the Board and in that capacity take decisions which cannot await a meeting of the Council.
- To cooperate with the President, the Honorary Secretary, the Honorary Public Relations Officer, and the Web-master in keeping the IFEH Web-site up to date.

Honorary Public Relations Officer

- To increase knowledge & understanding of the activities and aims of the Federation;



- To produce material publicising the role & activities of the Federation;
- To liaise with the media and to be a point of contact for the media;
- To be responsible for the coordination, mounting and staffing of displays at exhibitions etc., where the Federation is participating;
- To cooperate with the other officers, particularly the Web-master, in keeping the Federation's web-site up to date;
- To work with other officers in promoting IFEH and in liaising with organisations of interest to IFEH;
- To propose Public Relations objectives and a Public Relations strategy for the Federation.

Honorary Education Liaison Officer

- To maintain contact with Academic Associate Members in matters relating to education.
- To maintain contact with the Faculty Forum.

Honorary Editor(s)

- To maintain contact with the publishers of the International Journal of Environmental Health Research.
- To assist in the preparation etc., of the IFEH Journal.

Honorary Archivist

- To maintain in safe and sound condition documents of historical etc. importance relative to the Federation and its development.

Web Master

- To maintain the IFEH's web-site and to update it in consultation with the President, the Honorary Public Relations Officer, the Honorary Treasurer and the Honorary Secretary.

All Officers

- To promote at all times the aims and objectives of IFEH and to attempt to recruit new members in all categories.
- To ensure that reports called for or required by Council and/or committees are prepared and presented in time.
- To ensure that decisions taken are implemented and report back is undertaken when appropriate.

2.9 RECYCLED PAPER

All Federation documents are to be printed on recycled paper as far as possible.

2.10 REGISTERED OFFICE OF THE FEDERATION

The registered office of the Federation is at the offices of the Chartered Institute of Environmental Health: Chadwick Court, 15 Hatfields, London SE1 8DJ, United Kingdom.

2.11 CORPORATE PARTNERSHIP & SPONSORSHIP

The Council has adopted a policy on this matter and it is attached at Appendix 14.

3. EDUCATION

3.1 INTERNATIONAL FACULTY FORUM

The International Environmental Health Faculty Forum is a separate organisation from the Federation, but one with which maintenance of ongoing communication and dialogue is



important on matters related to the education of Environmental Health Professionals. Meetings of the Forum and a Forum Educational Conference are normally scheduled just prior to or in conjunction with each World Congress of the Federation. The Federation has appointed an Education Liaison Officer, to maintain contact with the Forum.

4. FINANCE

4.1 BUDGET

The Honorary Treasurer is responsible for preparation and management of the Federation's budget. All relevant information is to be supplied by the Treasurer to the Board on a quarterly basis and to the full Council annually at the appropriate meeting. The financial and annual report year is from January 1 to December 31. The Federation has determined that it will exempt itself from the requirement for a formal annual audit but a full audit must take place every five years or when there is a change of Honorary Treasurer, whichever arises first.

4.1.1 Expenses

Any cheque for a sum in excess of 500 Pounds Sterling to be paid on behalf of the Federation shall bear the signature of either the Company Secretary or the Honorary Secretary, in addition to the Honorary Treasurer.

4.1.2 Invoicing

The responsibility for invoicing of money rests solely with the Honorary Treasurer. Members and associate members are to be invoiced in December for the ensuing year's subscription. The Treasurer sends a reminder of late payment in June, after consultation with the President.

4.1.3 Revenues

The responsibility for receiving of money rests solely with the Honorary Treasurer. All monies from whatever source are to be paid directly to the Treasurer. Members and associate members are encouraged to pay in Pounds Sterling as the Federation saves on bank charges.

4.2 DEVELOPMENT FUND

The Federation maintains a Development Fund, which has as its primary source of revenue a capitation fee levied on attendees at World Congresses. A secondary funding source is the occasional transfer of surplus funds from general revenue. The Development Fund is accounted for separately from other sources of income to the Federation.

One of the aims of the fund is to make attendance at World Congresses possible and to provide temporary funding ("seed money") for organising of World Congresses. Grants can also be made from the Development Fund towards projects aimed at developing the Federation or one of its members – see regulation 6 at Appendix 18.

4.3 INSURANCE

The Council has recommended that member organizations ensure that they maintain adequate cover for their representatives when attending Council meetings. Where Officers of the Federation are not representatives of member organisations, they may discuss their requirements for travel insurance with the Honorary Treasurer, who is authorised to take such action as is felt necessary in regard to each specific case.

4.4 OFFICERS' EXPENSES

Subject to there being no legal constraints, the payment of "agreed" travel and subsistence



expenses incurred by an officer attending any relevant meeting of the Federation may be approved subject to the following rules:

- 1) that the term “officer” includes the Honorary Secretary, Honorary Treasurer, Public Relations Officer, President and President Elect, provided that such office currently exists within the Federation;
- 2) that no claim be considered for payment where any officer’s professional body has agreed to fund the expenses which are the subject of the claim;
- 3) that the Board shall decide, in advance of any relevant meeting, which officer shall be required to attend such meeting; decide which meeting is to be regarded as a relevant meeting at any particular time; and decide on the level of expenses and any amount of expenses which may be payable to an officer, taking into account the Federation’s financial resources.
- 4) that the Council will appoint an officer or officers to represent the Federation at World Congresses at the Federation’s expense.

Officers’ claims shall be made on a claim form drawn up by the Treasurer, and should be made within one month of the expense being incurred. The claim form is contained in Appendix 5.

5. FINANCIAL REGULATIONS

Financial Regulations have been adopted by the Council and are contained in Appendix 6.

6. SUBSCRIPTIONS

The amount of subscription for the categories of membership is determined by vote of the Council through a postal ballot of all members. Payment, either by cheque or by Bank transfer, of subscriptions in Pounds Sterling is preferred due to savings to the Federation on bank charges. Payments via credit card are also accepted. The Honorary Treasurer issues invoices for subscriptions annually in December.

Member organisations whose annual subscriptions fall into arrears can be removed from membership under Article 8 of the Articles of Association.

7. LIAISON ARRANGEMENTS

7.1 TWINNING

The Federation encourages and supports twinning arrangements between members and associate members and offers practical advice on their establishment. Twinning arrangements allow closer links and communications between organisations, whereby publications can be shared, invitations for visits between members of the groups initiated, and members can attend each other’s conferences as a guest or at member rates.

7.2 OTHER

The Federation has also entered into liaison arrangements with the Codex Alimentarius Commission (as an official Observer), with various Directorates of the European Commission, with several European NGOs, with the International Institute for Sustainable Development (IISD) & with IMPEL (the Implementation & Enforcement of Environmental Legislation).

The Federation also supports an organisation which seeks to train environmental health



professionals for a role in coping with disasters and emergencies and which has the title Environmental Health in Disasters & Emergencies (EHIDE).

8. MEMBERSHIP

The Federation is an organisation of national associations of environmental health professionals. There are also provisions for other organisations and individuals having an interest in environmental health, and being willing to support the objectives of the Federation, to become associated with its work. The following are the categories and criteria for membership of the Federation:-

8.1 FULL MEMBERSHIP

- i) Membership is granted only to a national association of environmental health professionals.
- ii) Preference will always be given to a national body embracing the generic approach to environmental health, as expressed in the Federation's Declaration of Kuala Lumpur.
- iii) In the absence of such a body it is acceptable for a nation to be represented by one professional organisation which represents a recognised environmental health discipline.
- iv) Only those individuals officially appointed as delegates by their member organisations may represent that organisation on the Federation Council.
- v) Voting privileges are accorded only to full members.

8.2 ASSOCIATE MEMBERSHIP

Associate membership is open to organisations, with an interest in environmental health, that subscribe to the aims and objectives of the Federation as set down in the Memorandum and Articles of Association.

8.3 INDIVIDUAL MEMBERSHIP

Individual membership is open to individuals who will either be a member of a Member Organisation of the Federation or possess a degree or relevant post graduate qualification, and be involved in the field of environmental health. In all cases applicants will require to satisfy a Membership Panel (President, President Elect, Honorary Secretary, and Honorary Treasurer) that they are suitable for membership of the Federation. Although no voting privileges are accorded to this class of membership, Individual Members are encouraged to become involved in Federation and Regional Group activities. Individual Members will be allowed to use the designatory letters **MIFEH**.

8.4 AFFILIATED ORGANISATION

Affiliated Organisation membership is open to private companies interested in environment and health and which support the aims and objectives of the Federation. Applicants are required to satisfy a Membership Panel (President, President Elect, Honorary Secretary, and Honorary Treasurer) that they are suitable to become members of the Federation. No voting privileges are accorded to this class of membership.

8.5 CERTIFICATES

The Honorary Secretary is authorised to issue certificates of membership on behalf of the Federation. All certificates issued remain the property of the Federation and must be returned to the Honorary Secretary if requested to do so.



8.6 RECRUITMENT

All Officers and members of the Federation are encouraged to recruit membership from other organisations and individuals. Applications for various categories of membership, together with supporting documentation, should be sent to the Honorary Secretary.

9. PUBLICATIONS

9.1 ANNUAL REPORT

An Annual Report of the Federation, prepared by the Honorary Secretary, with assistance from other Officers, is submitted to the Council annually and thereafter is published for wider circulation.

9.2 CORPORATE ENVIRONMENTAL POLICY

The Council has approved a Corporate Environmental Policy which seeks to guide the Federation and its members on how IFEH will play its part in reversing the decline in the environment. A copy of the policy appears at Appendix 19.

9.3 EDITORIAL BOARD

The Council may appoint an Editorial Board, to oversee and assist with, as appropriate, the various publications which are put out by the Federation, or with which the Federation is involved. The members shall include the Honorary Editor, Honorary Secretary, Honorary Public Relations Officer, the Web-master, and other such persons as may be deemed appropriate by the Council.

9.4 INTERNET/HOMEPAGE

The Federation maintains a website. The address for the Federation homepage is www.ifeh.org. Protocols and procedures for the Federation's website are contained in Appendix 9.

9.5 MAGAZINE & JOURNAL

The Federation produces a regular Magazine, "Environment & Health International", which is edited by the Honorary Editor, with access to an Editorial Board should additional assistance be required. The magazine is also available on the Federation's web site www.ifeh.org

The Federation allows its name to be used by Taylor & Francis Ltd., publishers of the "International Journal of Environmental Health Research", in the publication of their Journal. There is no financial remuneration to either party for this arrangement, which has the benefit of providing publicity for the Federation and its aims. By agreement with the publishers, each issue may contain between two and four pages of international environmental health news (not necessarily Federation news) with the words "in association with IFEH" and the Federation logo displayed on the front cover and title page. A Federation nominee is placed on the editorial board of the Journal.

9.6 STANDARDS

All Federation documents are to be printed on recycled paper wherever possible.



10. REGIONAL GROUPS

The Council has approved the concept that geographical grouping of members for certain activities (such as regional projects and seminars/conferences) is appropriate. Four regional groups have been established. Each sets its own work program, if any, and determines its own structure and administration. Regional groups are encouraged to include associate members and academic associate members within their region in their activities. Regional groups should prepare an annual report on their activities to the annual assembly and are encouraged to appoint a Regional Web Editor to work with the Federation's Webmasters. The established regional groups are:

- Africa,
- the Americas,
- Asia & the Pacific, and
- Europe.

11. WORLD CONGRESSES

The Federation endorses and supports World Congresses on Environmental Health, which are hosted by member organisations, or, in some instances, by affiliates of member organisations. Congresses are intended to promote education, the exchange of ideas and experience, and to facilitate personal contact.

11.1 ATTENDANCE BY IFEH OFFICERS

The Council appoints an officer or officers to represent the Federation at World Congresses, at Federation expense. The amount of expense provided for each Congress is determined based on the financial resources available at the time, as approved by the Council.

11.2 BID PROCESS

The protocol for bidding to host a World Congress and for organising it is contained in Appendix 16.

11.3 LOANS AND GRANTS

Organisers of World Congresses can obtain funding from the Federation to enable them to meet the costs associated with the early stages of planning and to assist attendance from less affluent countries. For further information, see Regulation 3/2000 at Appendix 12.

11.4 STRUCTURE

World Congresses are to be structured to provide the broadest range of environmental health education and for many opportunities for individuals to interact. There should be time formally allocated for international delegates to meet. An International Reception should be held as early as possible during the Congress. If an International Dinner is held, priority in registration/purchase of reservations should be given to overseas delegates. Distinctive badges should be provided to international attendees. If possible, a delegate list with details of international delegates should be published beforehand. Congress programmes should have a local, as well as an international flavour, with a combination of local and international speakers and topics. Parallel sessions and workshops should be part of the programme, as well as technical tours. Facilities should be made available for the annual assembly (see under Administration - meetings)



IFEH PROCEDURES MANUAL

APPENDICES

1. Form of Proxy
2. Format for Reports to the Council
3. Memorandum of Association
Articles of Association
5. Officer Expenses Claim Form
6. Financial Regulations – Regulation 4/2002 (as amended)
7. Individual Associate Member Invitation Form
8. Website Protocols and Procedures
9. Admission of Associate Members - Regulation 1/2000
10. Appointment of Honorary Vice Presidents - Regulation 2/2000 (as amended)
11. Provision of Grants & Loans - Regulation 3/2000 (as amended)
12. Protocol for the Eric W. Foskett Award
13. Corporate Partnership & Sponsorship Policy
14. Election of President Elect – Regulation 5/2003 (as amended)
15. Bids for World Congresses
16. Decision making processes for meetings of Council etc
17. Grants from the Development Fund – Regulation 6/2004
18. Corporate Environmental Policy



The International Federation of Environmental Health

FORM OF PROXY

I _____
a duly appointed representative of _____
_____ an organisation in membership of the International Federation of Environmental Health,
hereby appoint _____
of _____
and, failing him/her*, the Chairman of the meeting, my proxy to vote for me and on my
behalf at the Annual General*/Extraordinary General*/ Council* Meeting of the
International Federation to be held on _____
and at every adjournment thereof.

As Witness my hand this _____ day of _____ two thousand and

Signature _____

* means delete as necessary

NOTE

In accordance with the terms of Article 17:-

“this form should be deposited at the Registered Office of the Federation, marked for the attention of the Honorary Secretary, at least one week before the time appointed for the holding of the meeting at which the person named herein proposes to vote and this proxy is valid only for the meeting for which it is given or any adjournment thereof.”



FORMAT OF REPORTS

IFEH - [insert date of meeting, year]

ITEM No. []

HEADING [Insert title of item/report]

FILE REF: []

BY [Insert name of officer, position]

OFFICERS RECOMMENDATION:

[Insert the officer's recommendation. Note: Where an item/report is referred to a committee, the committee recommendation is printed above the officers recommendation, under the heading "COMMITTEE RECOMMENDATION".]

BACKGROUND:

[Insert background details on how and why this item/report is being presented. Include references to past decisions of the IFEH if required.]

COMMENT:

[This is the main body of the report. Here the officer shall insert all relevant information to enable the IFEH to make an informed decision relating to this item. The officer should include comments detailing advantages and disadvantage (if any) of the item/report.]

ATTACHMENT No: []

[Relates to pertinent additional information from another source.
Insert heading at the appropriate section of the report.]

POLICY IMPLICATIONS:

[Insert all details relating to existing policy adopted by the IFEH, include precedents, previous decisions, other standards or policies by other organisations which the IFEH has an obligation to take into consideration. Should there not be any Policy Implications insert "nil".]

FINANCIAL IMPLICATIONS:

[Insert all financial details relating to this item. Include details of budget approvals/expenditure; if additional funds are required - where those funds could be obtained from; possible grant funding available; any budget amendment that may be necessary. Should there not be any financial implications insert "nil".]



Appendix 3

THE COMPANIES ACT 1985

COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

MEMORANDUM OF ASSOCIATION

- of -

THE INTERNATIONAL FEDERATION OF ENVIRONMENTAL HEALTH

as amended by Special Resolutions passed on 19 October 1997, on 7 June 1998 and on 8th October 2005.

- 1) The Company's name is "The International Federation of Environmental Health", hereinafter referred to as the "Federation".
- 2) The Federation's registered office will be situated in England or Wales.
- 3) The Federation's objects are:-
 - (a) to provide a focal point for national organisations of practitioners, whether in state, or local government, or private employment, whose concern is the care of the environment in the interests of the public health;
 - (b) to provide a means of exchanging information on environmental health matters, including systems of organisation and management;
 - (c) to publish an international journal of environmental health and other publications relating to environmental health;
 - (d) to hold congresses and other meetings for the consideration and discussion of subjects relating to environmental health;
 - (e) to represent the interests of environmental health to national governments, state agencies and international organisations;
 - (f) to promote the study of environmental health;
 - (g) to exchange information about training and educational methods;
 - (h) to promote field studies of environmental health control and research and disseminate knowledge concerning environmental health;



- (i) to co-operate with other organisations working on matters related to environmental health;
 - (j) to promote co-operation between countries in matters of environmental health;
 - (k) to promote the interchange of persons engaged in environmental health work;
 - (l) to exchange publications of a technical, scientific and educational nature relating to environmental health produced by members of the Federation, and publicity material produced for environmental health education purposes;
 - (m) to afford government departments, international organisations, professional and academic institutions and trade associations, facilities for ascertaining the collective views of national organisations;
 - (n) to hold examinations and to grant and award prizes and certificates on the result of the examination to any student for proficiency in subjects relating to the science of environmental health and kindred subjects;
 - (o) to borrow and raise money in such manner as the Federation may think fit for all or any or more of the objects of the Federation;
 - (p) to endow and receive property for the endowment of a library, laboratory or other institution;
 - (q) to organise, finance and maintain a development fund for the fulfilment of specific projects approved by the Council or by members of the Federation in General Meeting and to discharge the requirements of that project provided always that such project is consistent with the foregoing objects or any of them and the funding source is approved by a regulation passed by the Council in accordance with Article 20;
 - (r) to make grants or loans to any organisation (and whether a member organisation or otherwise) for the purposes of furthering the foregoing objects or any of them (but not further or otherwise);
 - (s) to do alone or in conjunction with others, the foregoing and all such other lawful things, in any manner whatsoever consistent with the provisions of this Memorandum of Association and the Articles of Association of the Federation from time to time in force (and in this Memorandum of Association, referred to as the "Articles")
- 4) The liability of the members is limited.
- 5) The rights, privileges, obligations, the qualifications for membership, the method and terms of election, resignation, expulsion and disqualification, and the entrance fees and subscriptions of the members, Associate Members and Associate Academic Members shall be such as the Articles shall prescribe.
- 6) The income and property of the Federation, wheresoever derived, shall be applied solely towards the promotion of the objects of the Federation as set forth in this Memorandum of Association, and no portion thereof shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise, howsoever by way of profit to the members of the Federation, provided that



nothing herein shall prevent the payment in good faith of:

- (a) remuneration to any officers or other persons in return for any services actually rendered to the Federation;
 - (b) expenses to any officers or other persons to the extent permitted under the Articles;
 - (c) insurance premiums for the benefit of any officers or other persons to the extent permitted under the Articles.
- 7) Every member of the Federation undertakes to contribute to the assets of the Federation in the event of the same being wound up during the time that it is a member, or within one year afterwards, for payment of the debts and liabilities of the Federation contracted before the time at which it ceases to be a member, and of the costs, charges and expenses of winding up the same, and for the adjustments of the rights of the contributories amongst themselves, such amount as may be required not exceeding £10.00.
- 8) If upon the winding up of the Federation there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall be given or transferred to some other institution or institutions having objects similar to the objects of the Federation, to be determined by the constituent members of the Federation at or before the time of dissolution, or if and so far as effect cannot be given to such provision then to some appropriate charitable object or objects.
- 9) The Federation shall be governed by a Council, the composition of which and its methods of operation, shall be as set down in the Articles. Subject to the Articles, the Council may exercise all such powers and do all such acts and things as may be exercised or done by the Federation and which are not by this Memorandum of Association or in the Articles required to be done by the Federation in general meeting. The Council may delegate any of its powers or authority or discretions to the Board and/or Officers of the Federation or other persons in accordance with the Articles.
- 10) The Federation shall have a Company Secretary as distinct from the Honorary Secretary. The Company Secretary shall have all the duties and responsibilities as prescribed by law and by the Articles. The appointment of the Company Secretary shall be made in accordance with Article 18.
- 11) The Council shall have the power in its absolute discretion to confer:
- (a) Associate Member and Associate Academic Member status in respect of organisations and academic institutions respectively; and
 - (b) Individual Associate Member status in respect of any individual.

and such organisations, institutions or individuals shall not thereby become members of the Federation and shall not be entitled to any of the rights of members (including rights of voting). The criteria of members in such categories, the application process, the process for approval of applicants and their subscription fees shall be as set forth in a Regulation approved by the Council in accordance with the procedure set forth in Article 20.



THE COMPANIES ACT 1985

**COMPANY LIMITED BY GUARANTEE
AND NOT HAVING A SHARE CAPITAL**

**ARTICLES OF ASSOCIATION
- of -
THE INTERNATIONAL FEDERATION
OF ENVIRONMENTAL HEALTH**

**as adopted by Special Resolutions dated 19 October 1997,
as amended on 7 June 1998 and as further amended on
5th November 2000, 27th October 2001 & 11th September 2004.**

1) INTERPRETATION

In these regulations the “Act” means the Companies Act, 1985 as amended from time to time and the “Council” means the Council of the Federation for the time being. When any provision of the Act is referred to the reference is to such provision as modified by any statute for the time being in force. Unless any other meaning is given by these Articles or the context otherwise requires, expressions defined in the Act or any statutory modification thereof in force at the date at which these regulations become binding on the Federation shall have the meanings so defined. References to the singular shall include also the plural and to the masculine gender shall include the feminine.

2) PURPOSE AND OFFICE

The Federation is established for the purposes expressed in the Memorandum of Association and the registered office shall be in England or Wales.

3) MEMBERSHIP

Membership of the Federation shall be restricted to organisations having objectives, organisation and membership consistent with the criteria set forth below as the same may be amended, revoked or added to (and thereafter published) from time to time by the Council and subject as below;

- (a) the Council shall always give membership preference to a national organisation embracing the generic approach to environmental health as expressed in the Declaration of Kuala Lumpur dated 27th September 1994.



- (b) in the absence of such a national organisation, the Council will give next membership preference to a professional organisation which represents a recognised environmental health discipline within that country provided it undertakes to the Federation that it will take every opportunity to assist other recognised environmental health disciplines in that country to be associated with it in membership of the Federation.

Notwithstanding the above, the Council shall have the discretion to admit to membership, groups within a territorial area, which is not a country subject to such groups embracing principles consistent with the aims and objectives of the Federation.

4) APPLICATION FOR MEMBERSHIP AND ELECTION

Every organisation wishing to join the Federation and eligible for election as a member, must make application in writing on a form to be obtained from the Honorary Secretary. Such signed application shall constitute an undertaking by the applicant that, if admitted, it will be bound by the Memorandum and Articles of Association of the Federation for the time being in force and shall pay its first subscription. All applications shall be submitted to the Council for approval, provided that the Board shall have delegated authority to deal with such applications.

5) PROCEDURE REQUIRED TO CONSTITUTE MEMBERSHIP

The Honorary Secretary shall forward to every member organisation upon election a copy of the Memorandum and Articles of Association and copies of any Regulations in force at that time.

6) SUBSCRIPTIONS AND ARREARS

- (a) The rates of annual subscriptions payable by the members shall be such sums as the Federation shall decide in General Meeting. All subscriptions shall be payable yearly in advance on January 1st, provided that any organisation joining during the second half of the year shall not be liable for more than one-half of the current year's subscription.
- (b) Save, where the Council has excused arrears (for deserving reasons) or for any other reason has expressly preserved the right to vote, where a member has failed to pay its subscription by the 31 December following the 1 January for which that subscription fell due, such member, and its member's representatives, shall not be allowed to vote at a meeting convened after 31 December and accordingly subject to (f) below their voting rights shall be suspended after that date.
- (c) Should the annual subscription remain unpaid for a further 12 months, the representatives of the member organisation in arrears shall be required to resign from any officer position held. During this period, the only service that the member organisation shall receive shall be the issue of agendas for and minutes of Council meetings.
- (d) If a full member organisation fails to pay its annual subscription for three consecutive years, it shall be deemed to have brought the Federation into disrepute and shall be liable to be expelled under the provisions of Article 8. Similarly, if an associate member fails to pay its annual subscription for two successive years, it shall be liable to be expelled under the same provisions



- (e) Where a member organisation, which has fallen into arrears, wishes to return at any time into membership of the Federation, it shall require to pay such sum as the Council shall determine, to account for the period when it was in arrears.
- (f) Upon payment by such defaulting member of the sum determined under the provisions of (e) above or if the Council shall excuse or suspend (for deserving reasons) such arrears in writing the voting rights of that member and its membership representative(s) shall be restored.

7) CONTINUATION OF MEMBERSHIP

Each member shall continue as such until it resigns by notice in writing or is removed from membership as provided in Article 8.

8) COUNCIL RIGHT TO EXPEL

- (a) Subject to paragraph (c) below, the Council shall be entitled to expel from membership of the Federation or take such other actions it deems appropriate in respect of any member who, in the opinion of the Council, has brought the Federation into disrepute. Once such removal has taken place, the member removed shall cease to have any claim on the Federation and shall forfeit its subscription.
- (b) This paragraph relates to appointed representatives of any member to the Council (each a "member's representative(s)"). Subject to paragraph (c) below, and the member not having removed its member's representative within three months of being requested to do so by the Council, the Council shall be entitled to expel from membership of the Council any member's representative(s) who, in the opinion of the Council has brought the Federation into disrepute.
- (c) No resolution of the Council for removal under either of paragraphs (a) or (b) above shall be effective unless:
 - (i) the President and Honorary Secretary have first written to such member or member's representative indicating the reasons why the Officers are proposing to recommend such a resolution and requesting the member or member's representative to address points of concern in a manner satisfactory to the Officers;
 - (ii) the Officers do not receive a response within three months to such request or in their view such response is unsatisfactory;
 - (iii) the member or member's representative the intended subject of the resolution to expel together with the other members of the Council have received at least 28 days' previous notice in writing of the date of meeting and the grounds upon which the removal of the member or member's representative will be sought or other action proposed to be taken;
 - (iv) the member or member's representative has had a right of defending itself or himself and being represented before the Council.



Any decision to remove a member or any of its member's representative(s) shall be subject to approval of a resolution of the Council passed by no less than 75% of the member's representative(s) present and voting in person.

9) DELEGATION

The Council may in their discretion delegate any or all of their responsibilities in regard to the governance and administration of the Federation to the Board of Directors (or to such other person or group as it thinks fit) and the respective composition of the same and their respective methods of operation shall be as hereinafter described.

10) REPRESENTATION ON THE BOARD

The maximum and minimum number of Board members shall be determined by the Council, but unless and until so fixed the Board shall consist of the President, President Elect, Honorary Secretary and Honorary Treasurer of the Federation for the time being.

11) REPRESENTATION ON THE COUNCIL

- (a) Each member organisation shall appoint one member's representative to the Council. Should the organisation have 200 members it may elect 2 member's representatives, 300 or more, 3 member's representatives, provided always that such threshold number of members, and such number of member's representatives, may at any time be amended by regulation passed by the Council in accordance with Article 20. In the case of an organisation with only one representative it shall appoint annually a deputy member's representative who shall have all the rights at meetings of the Council which the appointed member's representative would have had if present.
- (b) Any member's representative (or, as appropriate, deputy member's representative) may be removed and/or replaced by his/her member organisation who shall promptly notify the Council of such change.
- (c) If one or more but not all of the member's representatives of any member are able to attend any meeting of the Council, such members representative(s) in attendance shall have all the rights which the member's representative(s) not in attendance, would have had if present: provided this provision shall not apply in the case of a vote under Article 8 or Article 20.
- (d) The office of a member's representative shall be automatically vacated if such representative's member organisation ceases to be a member of the Federation.

12) OFFICERS

The Officers of the Federation shall be as follows, and shall be elected only from amongst member's representative(s):

- (a) the President;
- (b) the President Elect;
- (c) the Honorary Treasurer;



- (d) the Honorary Secretary;

and no one person may hold more than one Officer position. Casual vacancies among the Officers of the Federation shall be filled by the Council. The duties, terms of office and manner of election of Officers shall be prescribed by regulation made pursuant to Article 20.

13) OTHER HONORARY POSTS

The Council may appoint:

- (a) such number of Honorary Vice Presidents of the Federation;
- (b) such other Honorary Officers (including an Archivist, Public Relations Officer, Librarian and Past Presidents).

upon such terms and conditions as the Council from time to time considers appropriate and whether or not selected from member's representatives. For the avoidance of doubt such Honorary Officers shall not have the power of other Officers of the Federation and therefore shall not be entitled in their honorary capacity to exercise any voting or other powers for or on behalf of the Federation.

14) LOCATION OF WORLD CONGRESS

Where the Council have resolved that a World Congress on Environmental Health take place in any year, they shall also resolve the location of that World Congress.

15) DEVELOPMENT FUNDS AND GRANTS

- (a) The Council may provide by Regulations under Article 20, requirements in relation to the development fund and grants and loans.
- (b) Where funds are provided to a member organisation in accordance with any Resolution under Regulations made under Article 20, but the funds are not applied in strict compliance with the same, unless otherwise resolved by the Council the fact of non-compliance shall be deemed to be an action which brings the Federation into disrepute for the purposes of Article 8 and the Council without prejudice to contractual or other rights which may subsist may insist upon repayment to the Federation.

16) MEETINGS

- (a) The Council and the Board shall meet at least once each year to transact business. There shall be an annual general meeting of the Members held not more than fifteen months after the holding of the last preceding annual general meeting.
- (b) The provisions of Article 17 shall apply in respect of meetings of each of the Council and of the Members: provided that notwithstanding any of the provisions of Article 17, should the Council resolve to regulate the business of Council meetings in a manner different from that prescribed by Article 17, then such resolution shall prevail.



17) PROCEDURAL REQUIREMENTS OF COUNCIL AND GENERAL MEETINGS

(a) Definitions

In this Article “annual meeting” means both the annual general meeting of the Members and the annual meeting of the Council ordinarily held at the same time; “special meeting” means both an extraordinary general meeting of the members or a specially convened extraordinary meeting of the Council; “meetings” means both annual meetings and special meetings.

(b) Annual and Special meetings

- (i) The annual meeting shall be held at such place and on such date as the Council or the preceding annual meeting may decide provided that the annual meeting of the Members is held no less frequently than provided in Article 16 (a).
- (ii) The Council may convene a special meeting whenever it considers fit and shall be obliged to do so within 60 days from receipt at the registered office for the time being of the Federation directed to the Honorary Secretary of a written requisition signed by members representative(s) on behalf of not less than 3 members (or of several documents in the same form each signed by one or more requisitionists) stating the object of the proposed meeting.
- (iii) The annual meeting of the Members shall have as ordinary business (with all other business for such meeting being special business):
 - (a) the appointment or re-appointment of auditors (where required);
 - (b) the notification or appointment of officers and persons to honorary posts by the Council.
 - (c) the reception and consideration of the annual report of the Council and the accounts of the Federation with the auditor's report thereon.
 - (d) confirmation or amendment of subscription levels;
 - (e) the reception and consideration of the report of the Council on actions taken to implement motions carried at the previous annual meeting and resolutions passed at any special meeting occurring since the last annual meeting;
 - (f) any further business prescribed by Regulation under Article 20 as ordinary business;
- (iv) Any member or member’s representative who wishes to bring before an annual meeting of the members any motion not relating to ordinary business or any motion at any other meeting may do so provided the Federation at its registered office for the time being has received not later than sixty days prior to the date of the annual meeting notice addressed to the Honorary Secretary of the proposed motion or, if not, the Council has resolved to dispense with that requirement.



- (v) Save with the consent of the chairman of the relevant meeting, no amendment shall be permitted to any resolution amending these Articles of Association or any Regulations passed under Article 20 but the chairman may provide such consent if in his opinion (and that opinion shall be final) the amendment is one of form and not of substance: provided that if any such resolution is in good faith ruled out of order by the chairman but such ruling is subsequently found to be in error, it shall not invalidate the proceedings on the substantive resolution.
- (c) Notice of Meetings
- (i) At least six weeks' notice (exclusive of the day on which the notice is served or deemed to be served, but inclusive of the day for which the notice is given) specifying the place, the day, and the hour of the meeting and, in case of special business, the general nature of that business, shall be given to all Members in accordance with Article 25 (Notices): provided that in cases of either emergency or where administrative constraints have in good faith prevented more extensive notice being given meetings of the Council shall be validly convened on no less than 21 days' notice (exclusive as above) and of the members on no less than 28 days' notice (exclusive as above).
- (ii) Notices for meetings shall also be accompanied by an outline agenda and relevant supporting documents, particulars of any motions to be brought before the meeting under the preceding Article and a draft budget for the ensuing year (if that budget is then to be considered); and in the case of annual meetings of the members the annual report of the Council and a copy of the accounts of the Federation with (and if the same shall be required under applicable company law) the auditor's report thereon.
- (iii) Notice of a meeting shall be accompanied by forms of proxy approved in accordance with Article 17(i).
- (iv) The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any member or member's representative shall not invalidate the proceedings at any meeting.
- (d) Presiding at Meetings
- At every meeting the President of the Federation if present, shall preside as chairman of the meeting, but if he be absent the President Elect shall preside in that capacity; if both are absent the members present shall choose one of themselves to be the chairman of the meeting.
- (e) Quorum at Meetings
- (i) The quorum at any meeting shall be member's representatives for not less than four members in each case present in person, subject to any different quorum being set from time to time by Regulation under Article 20. If the requisite quorum shall not be present within such period (not being less than 30 minutes) of the appointed time of the meeting as the chairman decides when the meeting proceeds to business, no business other than the appointment of a chairman shall be transacted at any meeting.



- (ii) If a quorum is not present, or ceases to be present whilst the meeting is in session, that meeting shall automatically stand adjourned to such other date (being not less than 14 nor more than 56 days thereafter) and at such time and place as the chairman of the meeting may determine, to consider only the same business as was before the original meeting. The adjourned meeting shall require the same quorum and if it shall not be achieved the process shall be repeated on one further occasion but if a quorum shall not be present on such further occasion those present shall constitute a quorum.

(f) Other Adjournment of Meetings

In addition to any requirement for automatic adjournment under the preceding sub-Article the chairman for the time being of any meeting may, with the consent of that meeting, adjourn the same from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

(g) Voting at Meetings

- (i) Subject to Articles 8, 15(a) and 20 (and to sub-paragraph (iii) below), at all meetings a resolution put to the vote at the meeting shall be decided on a show of hands by a majority of the member(s) representatives present in person and entitled to vote: provided that the vote shall be decided on a poll if so requested in writing by the chairman, or by at least member(s) representatives of 3 members, present in person and entitled to vote, before or upon the declaration of the result of the show of hands.
- (ii) Notwithstanding (a) above, any resolution to amend the Memorandum or Articles of the Federation or to amend or introduce any Regulation under Article 20 shall not be taken on any show of hands but shall only be taken on a poll.
- (iii) Unless a poll is demanded a declaration by the chairman of the meeting that a resolution has been carried by a particular majority, or lost, or not carried by a particular majority shall be conclusive, and an entry to that effect in the minutes of the Federation shall be conclusive evidence thereof, without proof of the number or proportion of the votes recorded in favour of or against such resolution.
- (iv) If a poll is duly requested or is required to be taken, it should be taken in such manner as the chairman of the meeting may direct provided that the poll shall, in any event, be taken immediately or within seven days of the date of the meeting and the result will be the resolution of the meeting in that regard. If the chairman considers fit, he may appoint scrutineers (who need not be member(s) representatives) and may adjourn the meeting for the purpose of declaring the result of the poll to such date, time and place fixed by him.
- (v) No poll shall be demanded on the election of a chairman of a meeting, or on any question of adjournment. A demand for a poll made, before it is taken, may be withdrawn and if so withdrawn shall not be taken to invalidate the result of the show of hands declared before the demand was made.



- (vi) The demand for a poll shall not prevent the continuance of the meeting for the transaction of any business other than the question on which the poll has been demanded.

- (h) Votes
 - (i) On a show of hands at a meeting of the Council, and subject to Article 11(a), every members representative entitled to vote shall have one vote. On a show of hands at a meeting of the Members, each Member shall have one vote, and the most senior of its member(s) representatives who is present shall be deemed authorised to cast that vote on its behalf unless the Member otherwise stipulates in writing.
 - (ii) On a poll, votes may be given personally or by proxy, and every member(s) representative (subject to Article 11(a) in the case of meetings of Council) and each Member (in the case of meetings of the Members but with their vote cast in accordance with the preceding sub-article) entitled to vote and who is present in person or by proxy shall have one vote.
 - (iii) If there is an equality of votes, and whether on a show of hands or on a poll, the chairman of the meeting shall be entitled to a further casting vote.
 - (iv) Any objection to the admissibility of any vote shall be referred to the chairman of the meeting whose decision shall be final. No such objection shall be raised after the meeting at which the vote has been cast.

- (i) Proxies
 - (i) In the case of Council meetings the provisions in relation to proxies are in addition to Article 11(c).
 - (ii) The instrument appointing a proxy shall be in writing in such form as may be prescribed by a Regulation passed under Article 20 or as the chairman of the meeting may accept. Such instrument shall be signed by the appointor or his duly authorised attorney and shall be deemed to confer authority to demand a poll.
 - (iii) The instrument appointing a proxy, and the power of attorney (if any) under which it was signed, or a notarially certified copy thereof, shall be deposited at the registered office of the Federation marked for the attention of the Honorary Secretary at least one week before the time appointed for the holding of the meeting at which the person named in such instrument proposes to vote, otherwise the person so named shall not be entitled to vote in respect thereof. The instrument appointing a proxy shall be valid only for the meeting for which it is given or any adjournment thereof.
 - (iv) A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death of the principal or revocation of the proxy, provided that no intimation of the death or revocation shall have been received in writing by the chairman of the meeting one hour at least before the



time fixed for the holding of the meeting.

(j) Minutes of Meeting of the Federation

Where the chairman of a meeting signs a minute of that meeting it shall be deemed to be sufficient evidence of the facts stated therein and the Federation shall cause that proper minutes are recorded of all of the proceedings at meetings and resolutions passed at the same.

(k) Resolutions in writing

A resolution in writing signed or otherwise approved in writing (including by electronic means) by all the Council members (in the case of a resolution of the Council) or by all of the members (in the case of a resolution of the members) entitled to receive notice of a Council or as the case may be, members meeting shall be as valid and as effectual as if it had been passed at a Council or (as the case may be) member's meeting duly convened and held, and may consist of several documents in like form each signed (or otherwise approved as aforesaid) by one or more Council members or (as the case may be) members.

(l) Declarations of interest

If, and in the event that, any business requires a member's representative to make a declaration of interest on behalf of himself or his member organisation, he shall at the outset of the meeting make such declaration and shall not be entitled to vote on that item of business.

(m) Third Party Attendances

Unless the Council otherwise resolve, the Annual General Meeting shall be open to the attendance of any interested parties, save that the chairman of the meeting shall have an overriding right to exclude any or all persons or representatives who do not have the right to vote at that meeting and if, in his discretion, he considers fit.

**18) PROCEEDINGS OF THE BOARD
THE COMPANY SECRETARY**

In relation to meetings of the Board

- (a) the Board may meet together for the despatch of business, and generally or otherwise regulate their meetings, as it thinks fit;
- (b) the quorum in the absence of any other direction of the Council shall be two directors present in person; and
- (c) a meeting may be convened by the Honorary Secretary or the Board, at any time.

The Company Secretary shall be appointed by the Council for such term and upon such conditions as the Board may think fit and any Company Secretary so appointed may be removed by it.



19) DELEGATION OF POWERS

- (a) The Council may delegate any of its powers to committees consisting of such member or members of its body or such other persons as it thinks fit; any committee so formed shall, in the exercise of the powers so delegated, conform to any Regulations passed under Article 20. Powers may also be delegated to any Officer of the Federation.
- (b) Unless the Council shall otherwise resolve, any committee or the Board may meet together for the despatch of business adjourn or otherwise regulate its meetings as it thinks fit.

20) REGULATIONS AND STANDING ORDERS

The Council may make, and from time to time afterwards repeal or alter, all such bye-laws, regulations and standing orders for the conduct of the general affairs of the Federation and for the despatch of business as the Council from time to time may deem expedient, provided that such regulations and standing orders do not contravene any of these Articles of Association, and do not amount to such an alteration of, or addition to, the Articles of Association as could only legally be made by a special resolution of members.

21) ANNUAL RETURN OF COUNCIL ATTENDANCES

The Council shall publish annually a return showing the number of meetings attended by its members, and member's representatives.

22) ACCOUNTS

- (a) The Council shall cause proper books of accounts to be kept in respect to: (i) all sums of money received and expended by the Federation and the matter in respect of which the receipt and expenditure takes place; and (ii) the assets and liabilities of the Federation.
- (b) The Accounts and books of the Federation shall be open to inspection by the members of the Federation subject to such reasonable conditions or regulations as to the time and manner of inspecting the same as may, from time to time, be imposed by the Federation in a properly convened meeting of the members.

23) AUDITORS

At the annual meeting of the members in every year one or more Auditors shall be appointed by the members for the ensuing year to audit the Accounts of the Federation save where there shall be no requirement to have audited the Accounts at law whereupon the appointment and the instruction of the audit shall be a matter in the discretion of the Council.

24) INDEMNITY, EXPENSES AND INSURANCE

- (a) Every member of the Council and the Board may be indemnified by the Federation against all losses and expenses incurred by him in or about the discharge of his duties, except such as happened from his own wilful default, provided that such indemnity shall operate only insofar as is permissible under the Act.



- (b) No member of the Council or the Board shall be liable to any other member of the Council, the Board or the Federation for the joining in any receipt or document, or for any act of conformity, or for any loss or expense happening to the Federation unless the same happens from his own wilful default.
- (c) The Council may by general or specific resolution from time to time agree to reimburse any member of the Council or of the Board and who is required to attend a meeting of the Council or of the Board or of any committee or sub-committee and to any member of the Council or the Board who is required to attend any other meetings for the purposes of the Federation, such contribution to his subsistence and travel costs as the Council considers fit on each occasion of attending such meeting. The Council may also pay all or such contribution as it considers fit of the expenses incurred by its Board, Officers and holders of Honorary posts when acting in an official capacity on behalf of the Federation.
- (d) The Council may, in its discretion, approve payments of premiums in respect of any insurance or indemnity to cover the liability of Officers and other member of the Council (or any of them) which by virtue of any Rule of Law would otherwise touch them in respect of any negligence, default, breach of duty or breach of trust for which they may be responsible in relation to the Federation provided that any such insurance or indemnity shall not extend to any claim arising from wilful fraud or wrongdoing or wilful neglect or default on the part of the relevant Officer or member of the Council (or any of them).

25) NOTICES

A notice (including notices of general meetings of the Members) may be given:

- (a) by the Federation to any member by sending it by post to the address supplied to the Federation for the giving of notices to it;
- (b) to the Federation by sending it by post to its registered address for the time being, marked for the attention of the Honorary Secretary;
- (c) to or by the Federation in the case of all business other than the service of notices of meetings of members (and for such service also if as and when it shall be effective service under The Act) by email or any other electronic device to a receiving address indicated in the directory for the time being of the Federation.

Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter containing the said notice so printed, and to have been properly effected at the expiration of 5 days after the letter containing the same was posted.

Subject to compliance with all requirements of the Act, the Council may prescribe from time to time additional means by which notices may be effectively served on members and/or the Federation and/or member(s) representatives and the conditions relating to such additional means of services.



26) MAKING OR ALTERING THESE ARTICLES OF ASSOCIATION

The whole, or any of these Articles may be rescinded, altered, or varied, and other Articles in addition to, or in substitution for, these regulations, may be made by a special resolution of the Federation duly passed in accordance with the provisions of the Act.

No resolution shall be passed for making, altering, annulling or rescinding any of the regulations herein contained, or hereafter to be made, unless at a meeting of members of the Federation convened as an extraordinary general meeting specially called for that purpose or on special business within an annual general meeting.

IFEH



INTERNATIONAL FEDERATION OF ENVIRONMENTAL HEALTH

CLAIM FORM FOR EXPENSES INCURRED ON BEHALF OF IFEH

Name of Claimant _____

Position _____

Address _____

Post Code: _____ Fax. No: _____

Tel No: (office) _____ (out of hours) _____

Nature of Claim giving rise to expenditure _____

Date of Expenditure: _____ Amount Spent: _____

Authorisation for expenditure received: YES / NO

Declaration:

I hereby claim the sum of £_____ being the sum of money, which I have spent, as described above, in incurring expenditure on behalf of the International Federation of Environmental Health.

I enclose, with this claim form, documentary evidence in the form of receipts and other relevant papers confirming the expenditure I have carried out.

Signature of Claimant: _____ Date of Claim: _____

For Office Use

Budget cost centre reference _____ *Date claim received* _____

Date payment made _____ *Cheque No* _____

Cheque requisition form approved, on _____ *by* _____

Please use this form as a master and copy as necessary for future use



FINANCIAL REGULATIONS

Regulation 4/2002 (as amended 2004)

Expressions used in these regulations shall have the same meaning as in the Memorandum and Articles of Association of the International Federation of Environmental Health, unless otherwise provided for.

The object of the regulations is to lay down the procedures to be followed in regard to the financial affairs of the Federation.

FINANCIAL REGULATIONS

In these Regulations the expression "Federation" shall be construed as "The International Federation of Environmental Health"; the expression "Council" shall be construed as the Council of the International Federation; and the expression "Board" shall be construed as the Board of Directors appointed by the Council.

Furthermore, references to the singular shall also include the plural and to the masculine gender shall include also the feminine.

1.0 FINANCIAL CONTROL

- 1.1 The Honorary Treasurer of the Federation shall have overall responsibility for the proper administration of the Federation's financial affairs. He shall issue, after consultation with the Board and the Council, such financial instructions as he deems necessary to discharge his responsibilities.
- 1.2 The Honorary Treasurer shall be responsible for the main accounting records (including the preparation of budgets) and the year end accounts of the Federation, for approving the accounting systems to be used and for ensuring that those systems are properly maintained.
- 1.3 The Honorary Treasurer shall arrange and control the banking operations of the Federation. He shall be the main signatory of all cheques or payment orders drawn on the accounts of the Federation, and originating all automatic debits or credits to the Federation. The Council may authorise up to two other Honorary Officers to sign cheques and payment orders. All Federation bank accounts shall stand in the name of "The International Federation of Environmental Health".
- 1.4 The Honorary Treasurer shall direct and control all matters relating to the borrowing of monies by the Federation and the repayment of those monies.
- 1.5 The Honorary Treasurer shall direct and control all matters relating to the investment of monies by the Federation in accordance with the Federation's agreed policy. He shall submit an annual report to the Council stating the investment policy and practices being followed, and summarising the investments made over the preceding year.
- 1.6 The Honorary Treasurer shall approve arrangements for the ordering, control and issue of all receipts, tickets, order pads and similar documents and formats used in financial transactions,



and shall approve the format of all accounting records, books and forms before they are ordered or used.

- 1.7 The Honorary Treasurer shall report annually to the Council on the activities of the Honorary Auditors during the preceding year. That report shall contain an assessment of the adequacy of the systems and procedures established to protect the assets and interests of the Federation.
- 1.8 The Honorary Treasurer or his authorised representatives shall, for the purpose of implementing these Regulations, have authority to:
 - a) have access to all records, documents and correspondence relating to the Federation's activities;
 - b) require and receive such explanations as he considers necessary concerning any matter under examination; and
 - c) require Member Representatives, Honorary Officers and employees of the Federation to produce or account for cash, stores or other Federation property under their control.
- 1.9 Members of the Board shall be responsible for ensuring that:
 - a) financial regulations and financial instructions, including all budgetary and year end procedures, are observed; and
 - b) any audit report issued in respect of activities receives a formal response within such reasonable timescale requested.
- 1.10 Members of Council shall immediately report to the Honorary Treasurer any suspected irregularity, fraud or corruption that comes to their attention. Employees discovering grounds for suspecting irregularity, fraud or corruption shall inform the members of the Board immediately.

2.0 BUDGET ESTIMATES AND BUDGETARY CONTROL

- 2.1 The Council shall consider annually the anticipated overall financial resources of the Federation for the following financial year and any implications for future years.
- 2.2 The Council shall determine each year the budget preparation guidelines to be followed.
- 2.3 The Council shall review annually levels of charges, if appropriate.
- 2.4 The Council shall receive and consider summaries of periodic budget monitoring reports and determine the use to be made of any savings identified and may approve requests for virements and supplementary estimates.
- 2.5 The Honorary Treasurer shall be responsible for keeping strict overall supervision and management of income and expenditure and for ensuring that no non-essential expenditure is incurred on any activity unless specifically required by Council.
- 2.6 The Honorary Treasurer shall issue financial instructions detailing the procedures to be followed in the annual review of charges, the preparation of budget estimates and the preparation of budget monitoring reports and the procedures to be followed by Honorary Officers in the discharge of their duties.
- 2.7 The Honorary Treasurer shall supply to all Honorary Officers, before the beginning of each



financial year, financial statements showing details of the budgets for which they are responsible and shall ensure that they receive accurate, timely and appropriate financial information to allow them to exercise effective control.

- 2.8 Where approved revenue works have begun but cannot be completed within a financial year, the Honorary Treasurer shall have authority to approve the completion of expenditure within the next financial year up to a limit of £1,000 for any single activity. This approval shall be granted only if net expenditure on the relevant activity, taking into account the works that will not be completed by the end of the financial year, is within the approved budget for the year in which the works began.

3.0 ORDERS AND PAYMENT OF INVOICES

- 3.1 The Honorary Treasurer shall issue financial instructions detailing the manner in which orders shall be placed for goods, work or services and the procedures to be followed for the processing and certification of invoices.
- 3.2 The Honorary Treasurer shall provide such petty cash imprests as he considers appropriate and shall issue financial instructions covering the control and recording of petty cash transactions.
- 3.3 The Honorary Treasurer shall ensure that all orders issued conform with any directions of the Federation with respect to central purchasing.

4.0 STOCKS AND STORES

- 4.1 The Honorary Treasurer shall specify the stock records and stock taking arrangements necessary for purposes of financial control.

5.0 SALARIES, WAGES AND PERSONNEL RECORDS

- 5.1 The Honorary Treasurer shall approve and control arrangements for the payment of all salaries, wages and other remuneration to employees or former employees of the Federation.
- 5.2 The Honorary Treasurer shall be responsible for the arrangements made to account for income tax, national insurance, superannuation and any other deductions from remuneration, and for the maintenance of appropriate personal tax records.

6.0 INCOME

- 6.1 The Honorary Treasurer shall determine how money due to the Federation shall be collected and banked and shall issue such financial instructions as he considers necessary to ensure safe and efficient arrangements are in place.
- 6.2 Honorary Officers shall inform the Honorary Treasurer of all monies due to the Federation under any agreements prepared by them and shall provide a summary of the monies due in each case as soon as that information is available.
- 6.3 The Council shall approve the write off of all irrecoverable debts. Debts, which require the approval of another legal entity before write off, are excluded from these provisions.



7.0 INSURANCES

- 7.1 The Honorary Treasurer shall, after consulting with members of the Board, negotiate and maintain such insurance cover as he considers necessary, and make and negotiate all claims arising.
- 7.2 Honorary Officers shall give the Honorary Treasurer prompt and accurate written notification of any loss, liability or damage or any event likely to lead to a claim.

8.0 AUDIT

- 8.1 The Federation has determined that it will exempt itself from the requirement for a formal annual audit but a full audit must take place every five years or when there is a change of Honorary Treasurer, whichever arises first.

Adopted as a Regulation by the Council of the International Federation of Environmental Health at a meeting held on the eighth day of April 1999; amended by the Council at a meeting held on the eighteenth day of May 2002; further amended at a meeting held on the eleventh day of July 2004; further amendment made by the Council at a meeting held on eleventh of September 2004.

CERTIFIED

MICHAEL HALLS, Honorary Secretary



APPLICATION for MEMBERSHIP - INDIVIDUAL MEMBER

Individual Membership

Individual membership is open to individuals who will either be a member of a Member Organisation of the Federation or possess a degree or relevant post graduate qualification, and be involved in the field of environmental health. In all cases applicants will require to satisfy a Membership Panel (President, President Elect, Honorary Secretary, and Honorary Treasurer) that they are suitable for membership of the Federation. Although no voting privileges are accorded to this class of membership, Individual Members are encouraged to become involved in Federation and Regional Group activities. Individual Members may use the designatory letters MIFEH.

Part 1 – About Yourself

PERSONAL DETAILS

Surname:

Forenames:

Title: Mr, Mrs, Ms, Miss, Prof, Dr:

Home Address:

Town/City:

Country:

Post/Zip code:

Tel:

Fax:

Mobile/Cell:

Email:

Education or Academic Qualifications:

Professional Memberships:

Are you a member of an IFEH Member Organisation? YES/NO

If YES please provide name of organisation:

NOTE: Applicants who are not in membership of an IFEH Member Organisation must complete Parts 2 and 3.



Part 2 –Current Employment and Career History

CURRENT EMPLOYMENT

Job Title:
Start date:
Name of Employer
Employer's address
Town/City
Country
Post/Zip code
Work Tel:
Work Fax:
Work Email:
Web address:

All correspondence will be sent to your home address/email address unless otherwise directed.

Outline your current Duties and Responsibilities – use additional sheets if required.

CAREER HISTORY (most recent first)

Date Employer Position held Outline of duties and responsibilities (from/until)

Part 3 –Qualifications and Training – please enclose a copy of certificates/diplomas etc

Education – including Further Education and Professional Qualifications

Date Course title Educational establishment Qualifications received/grades

Relevant Training Courses (most recent first)

Date Course Title Course duration Course organiser



Part 4 – Declaration

I hereby declare that the information contained in this application form is correct and I hereby apply to become an Individual Member of the International Federation of Environmental Health.

SIGNATURE _____

NAME (please print)

DATE:

NOTE

Completed Application Forms should be sent to Raymond Ellard, E-mail: secretary@ifeh.org

Or by post to

Raymond Ellard, Honorary Secretary, IFEH
c/o Environmental Health Officers' Association
Heraghty House, 4 Carlton Terrace, Novara Avenue,
Bray, County Wicklow
Ireland



APPLICATION for MEMBERSHIP – AFFILIATED ORGANISATION

Affiliated Organisation membership is open to a private company interested in environment and health and which supports the aims and objectives of the Federation. Applicants will require to satisfy a Membership Panel (President, President Elect, Honorary Secretary and Honorary Treasurer) that they are suitable to become members of the Federation. Voting privileges are not accorded to this class of membership.

Part 1 – Company details

Name of company:

Company HQ address:

Country:

Post/Zip code:

Company Tel:

Company Fax:

Company Email:

Company web site:

Contact Person

Name

Position

Tel:

Fax:

Email:

Part 2 – Company profile & Relationship to Environment and Health

Please give details about the company, the number of employees and your relationship with the Environment, Environmental Health, or Public Health.



Part 3 – Declaration

I hereby declare that the above mentioned company wishes to apply to become an Affiliated Organisation of the International Federation of Environmental Health.

NAME:

Applicants position within the company:

Signature: _____

Date:

NOTE

Completed Application Forms should be sent to Raymond Ellard, E-mail: secretary@ifeh.org

Or by post to
Raymond Ellard, Honorary Secretary, IFEH
c/o Environmental Health Officers' Association
Heraghty House, 4 Carlton Terrace, Novara Avenue,
Bray, County Wicklow
Ireland





INTERNATIONAL FEDERATION OF ENVIRONMENTAL HEALTH

WEB SITE PROTOCOLS & PROCEDURES

- 1 All internet based information from IFEH and hereunder from the Regional groups shall be placed under www.ifeh.org
- 2 The technical web-mastering of the site is, until the Council decides otherwise, maintained by EnviNa Denmark.
- 3 The web-site will be placed on a host server in Denmark as long as the as the Danish Organisation of Environment and Nature Protection Officers (EnviNa, Denmark) is responsible as web-master.
- 4 The information on the web-site shall be up-dated often and on a regular basis by the web-master following what says under item 7 or any other decision by the Council.
- 5 The opportunity to publicise information on specific pages of the web-site shall be open to the member organisation, the regional groups and the Federation as a whole. This opportunity extended to all individual members of the IFEH member organisation on special pages.
- 6 On all pages where the member organisations or individuals have the opportunity to bring messages it shall be clearly stipulated that the views expressed not necessarily are IFEH's views or policies.
 - 6.1 All IFEH Officers and IFEH contact persons are expected to inform individual members in their organisation about the existence of the new IFEH web-site and the opportunities it is offering. Further on the above mentioned persons are obliged to ensure that relevant information from IFEH, the regional groups and from the members organisations, as well from individual members is sent to the web-site. Without any incoming news, events or reports etc the web-site will rapidly become very static and uninteresting and thus rarely visited.
 - 6.2 The formal web-site language is English - but it can be accepted that messages and reviews etc are published in another language as long as the information is confirmed by the IFEH contact person in the relevant member organisation but it must be emphasised that information on the IFEH web-site is not intended to be solely concerning the individual member organisation - but to be a window to the whole world. Translation of official IFEH policies and statements etc needs confirmation by the IFEH President.
- 7 Responsibility for information on the web-site is distributed as follows:

The IFEH Council have the overall responsibility for the web-site contents. In between Council meetings the responsibilities lies with the Board of Directors (President, Chairman, Treasurer, Secretary). The web-master handles the practical application of the web-site.

Information to be obtained from the IFEH web-site or through the web-site can be divided into eight groups:



- 7.1 Official IFEH documents, policies and statements, relevant parts of the IFEH directory (except information on private addresses etc), application forms etc. These should be possible to download and print for easy distribution. This information has to be confirmed (correct document, correct version etc) by the Honorary Secretary before publishing.
 - 7.2 List of current events. Information should be confirmed by the Honorary Secretary.
 - 7.3 Information from Regional Groups. Information has to be confirmed by the Chair of the Regional Group (or an officially appointed contact person).
 - 7.4 Information from Member Organisations/Associated Member Organisations. Information has to be confirmed by the Chair of the Member Organisation (or a specially appointed contact person).
 - 7.5 Information from individuals of Member Organisations (scientific reports or reviews etc). Information has to be confirmed by the Honorary Secretary, the Chairman of the Member Organisation or a Regional Group respectively (or an officially appointed contact person for these) before being published.

If the web-master gets no response from either of the contact persons mentioned in 7.1-7.5, the web-master can choose to place the information on the debating panel (see 7.7).
 - 7.6 Information from non-members (scientific reports or reviews, special events etc). This information has to be confirmed by the President or the Honorary Editor before being published.
 - 7.7 Debating Panel. The debating panel is primarily for the member organisations and their members, but information from others working in the field of environmental health or environmental protection can also be part of it. Information in this section needs no confirmation, but the web-master conducts a clearance and the web-master has the right to reject publishing in obvious cases. If any doubt the web-master to seek confirmation as under 7.2-7.5. Information coming from persons who do not identify themselves by name, organisation and correct return e-mail address shall always be rejected.
 - 7.8 Mailing List. The mailing list system shall be for members only. The President, the Chairman and the Secretary can decide that other persons operating in the field of environmental health and environmental protection can join the mailing list. The web-master to seek identity of the individual members confirmed through the IFEH contact person, the Chairman of the Member Organisation or another by the organisation appointed person. After clearance by the web-master, the applicant will be given a password to join the mailing list.
- 8 Up-dating changes of technical character. The web-master has the right to make up-dating changes on the web-site, to make minor changes in the layout, to make headlines and links concerning news on the homepage and to publish technical information about the web-site without any prior consultation.
 - 9 Rejecting information. The Board of Directors and the contact persons under section 7 and in some occasions the web-master have the right to reject information from being presented on the



web-site.

- 10 Identity clearance. All IFEH representatives who have been given the above mentioned rights to confirm information and identity-check shall be known by the web-master. This includes e-mail address, name, member organisation and country.
- 11 Up-dates. The IFEH contact person is responsible for sending up-dates to the web-master, telling which persons have the right to do the confirmation and in which order they shall be approached. If the web-master, when needed, gets no response from the confirmation person after two days, the next on the list will be approached. If no response at all is received from the confirmation persons, confirmation will be sought at the next upper responsible level. The list of people with confirmation rights shall also be known to the President, the Chairman and the Secretary.
- 12 It is necessary that all the IFEH persons with confirmation rights have access to the internet and have their own e-mail address.

IFEH



ADMISSION OF ASSOCIATE MEMBERS

Regulation 1/2000

Expressions used in this regulation shall have the same meaning as in the Memorandum & Articles of the International Federation of Environmental Health unless otherwise provided for.

The object of this regulation is to lay down the procedure for the admission into the Federation of Associate Members.

ADMISSION OF ASSOCIATE MEMBERS

1. A candidate organisation will only be considered for associate membership if it: (i) demonstrates to the satisfaction of the Council (or any relevant committee acting under delegated powers from the Council) that it fully endorses the aims & objectives of the Federation as stated in the Memorandum & Articles of Association of the Federation and (ii) is an organisation with an interest in and actively promoting environmental health.
2. Before a decision is reached, the Honorary Secretary shall take advice and invite views from (i) a Member organisation representing environmental health professionals in the country in which the candidate organisation is based or (ii) should the advice specified in (i) above not be available, from such other organisation(s) as appear to him to be appropriate. Reference should also be made to the appropriate Regional Group.
3. The requirements and procedures for application, election & subscription shall be as follows:
 - (a) the application and election procedure shall be as per Article 4 but replacing the term "Member" with the term "Associate Member";
 - (b) application forms shall be returned to the Honorary Secretary with the appropriate subscription (refundable if the application is unsuccessful);
 - (c) the appropriate subscription shall be as per Article 6.
4. Associate members shall be categorised as follows: (i) organisations which are educational establishments responsible for the training of environmental health professionals shall be classified as Academic Associate Members; (ii) all other organisations shall be classified as Associate Members.
5. Associate Members shall abide by the terms of the Memorandum & Articles of Association of the Federation.
6. Associate membership shall not be open to commercial undertakings.

Adopted as a Regulation by the Council of the International Federation of Environmental Health at a meeting held on the third day of June 2000.

CERTIFIED

MICHAEL HALLS, Honorary Secretary



APPOINTMENT OF HONORARY VICE PRESIDENTS - Regulation 2/2000 (as amended May 2003)

Expressions used in this regulation shall have the same meaning as in the Memorandum & Articles of the International Federation of Environmental Health unless otherwise provided.

The object of this regulation is to lay down the procedures for the nomination and appointment of Honorary Vice Presidents of the Federation

APPOINTMENT OF HONORARY VICE PRESIDENTS

1. Honorary Vice Presidents will be appointed by the Council, following consideration of nominations made by any full member of the Federation.
2. An organisation nominating any person as an Honorary Vice President must consult the nominee prior to submitting his or her name, so as to ascertain willingness to accept nomination. Nominations shall be in writing and should state the reasons for making the nomination.
3. Honorary Vice Presidents shall remain in office until they resign or until such date as the Council shall determine, whichever is the sooner.
4. The Council will review the list of Honorary Vice Presidents annually.
5. Persons elected to be Honorary Vice Presidents shall be individuals considered to be of particular value and assistance to the Federation and to international environmental health generally by virtue of their position or status.
6. Duties expected of Honorary Vice Presidents will include –
 - (a) promoting the Federation and its objectives
 - (b) supporting Federation initiatives to the extent that such support would not result in a conflict of interest or a derogation of responsibility
 - (c) identifying issues of concern for consideration by the Federation
 - (d) being involved in the exchange of information.

ADOPTED as a Regulation by the Council of the International Federation of Environmental Health at a meeting held on the third day of June 2000.

AMENDED by the Council of the International Federation of Environmental Health at a meeting held on 31st May 2003

CERTIFIED

MICHAEL HALLS, Honorary Secretary



PROVISION GRANTS AND LOANS

Regulation 3/2000 (as amended 2004)

Expressions used in this regulation shall have the same meaning as in the Memorandum & Articles of the International Federation of Environmental Health unless otherwise provided.

The object of this regulation is to lay down a procedure for the provision of grants and loans to organisations in membership of the Federation in conjunction with World Congresses being organised by such members.

PROVISION OF GRANTS AND LOANS

1. The approval of grants and loans will be agreed in principle by the Council, following receipt of an application in writing from the appropriate office bearer of the member organisation.
2. The value of grants and loans will be determined by the Council and reviewed on a regular basis.
3. The payment of grants and loans will be handled by the Honorary Treasurer, working in conjunction with the Board of Directors.
4. The Board will consider the circumstances of each applicant and decide under what terms the loan or grant will be given.
5. A formal letter offering the grant or loan will be sent by the Honorary Treasurer to the appropriate office bearer of the member organisation.
6. A formal letter of acceptance from the appropriate office bearer of the member organisation will be considered to constitute agreement between the member organisation and the Federation.
7. Loans will be given on an interest free basis.
8. Loans will require to be repaid within six months after the World Congress to which they refer.
9. Grants and loans will be paid in Sterling.

ADOPTED as a Regulation by the Council of the International Federation of Environmental Health at a meeting held on the third day of June 2000 and amended at a meeting held on 21st February 2004.

CERTIFIED

MICHAEL HALLS, Honorary Secretary



International Federation of Environmental Health

PROCEDURE FOR THE ERIC FOSKETT AWARD

- The award is to be presented at IFEH World Congresses
- It is to be awarded to either an individual or an organisation
- Recipient must have made a notable contribution to the work of the Federation by helping it to fulfil its aims and objectives
- Nominations for the Award must be sent to the Honorary Secretary at least six weeks before the appropriate Council meeting (the appropriate meeting is one which is held at least four months before the Congress)
- Nominations shall contain, where appropriate, biographical details of the candidate and sufficient information to support the nomination
- All nominations fulfilling the above will be considered by a Nominations Committee who will make recommendations to the Board, thence to the Council
- Nominations may be brought forward by an IFEH Member or Associated Member organisation, by the IFEH Council itself or by an Honorary Vice President
- The award will take the form of a suitable object accompanied by a certificate recording the history of the award and the qualifying achievements of the recipient.
- Where more than one person or organisation is nominated the Board shall evaluate the nominations and set up a Committee to determine how the award is to be made (the Committee may comprise the Board itself)

NOTE

The first recipient of the Award was Eric Foskett himself, when it was presented at the 6th World Congress held in Oslo in June 2000.



INTERNATIONAL FEDERATION OF ENVIRONMENTAL HEALTH

CORPORATE PARTNERSHIP AND SPONSORSHIP POLICY

The International Federation of Environmental Health (IFEH) is an international organisation of national environmental health associations whose goal is to promote environmental and public health as contained within the Federation's Memorandum and Articles of Association.

General

When appropriate, IFEH may develop partnerships with corporations and other organizations such as government agencies, other NGOs and other organizations working on matters related to environmental health. When looking at partnerships or sponsorships with corporations, IFEH seeks to:

- enhance the work of IFEH and its members
- secure alternative financial support for selected activities
- deliver value and benefit to both IFEH and partners or sponsors
- bring to the attention of private sector partners, IFEH's analysis of global environmental health issues and environmental and public health policy priorities.

GUIDELINES FOR PARTNERSHIP OR SPONSORSHIP OPPORTUNITIES

All partnership and sponsorship opportunities must be consistent with IFEH's Memorandum and Articles of Association including

- * mission
- * code of ethics, and
- * management plans

Partnerships or sponsorships are expected to generate support for the objectives of IFEH and/or revenues and to be self-funding. Partnership or sponsorship opportunities will be approved only if they are consistent with these principles and practices.

Review

Once the Board identifies partnership or sponsorship opportunities, IFEH will seek potential partners or sponsors.

IFEH is committed to transparency and will review potential partners or sponsors to ensure that they meet IFEH's guidelines prior to entering into an agreement. IFEH is also prepared to be reviewed by potential partners and sponsors.

Review includes research of publicly available information including:

- *annual reports
- *financial statements
- *composition of the board of directors
- *media coverage and third party research reports
- *consultation with appropriate member organisation.

IFEH may also request information from individual organizations strictly for the purposes of the review. IFEH will use an appropriate level of confidentiality and shall not share information provided, or the outcome of the review, with the public or the media unless authorized by the individual organization.



Review Criteria, Screens and Restrictions

IFEH will not develop partnership or sponsorship agreements with organizations whose products, operations or public image are not consistent with IFEH's guidelines noted above or the specific IFEH program or activity area being considered.

Although an organization's past will be considered as part of this review, its recent performance is most significant. Past performance could be mitigated by recent commitment to, and action on, positive change.

The determination of appropriate partners will be based on the application of both qualitative criteria and exclusionary screens. Criteria cover both strengths and concerns under the following headings: environmental record and any history of prosecution, diversity, environmental health sustainability, current operations, and product. Exclusionary screen categories may include direct links to tobacco and illegal drugs, however each case will be judged upon its merits.

Evaluation about potential partner organizations' fit with these guidelines and criteria will be made on a case-by-case basis.

Decisions on potential partners or sponsors will be made by IFEH's Board.

Agreements

All partnerships or sponsorships will be based on a written agreement between IFEH and the partner or sponsor. An agreement will be for a specified period of time, normally not greater than two years, with possible renewals depending on an evaluation of performance and results.

An agreement will specify the type and extent of support expected of the partner or sponsor and IFEH. It will also specify the benefits expected to be received by all parties and the requirements and obligations of the parties. The agreement will also address liability and insurance issues as appropriate.

Single activity partnerships (e.g. sponsorship support for a one-time event) will operate with an exchange of letters.

Partner or sponsor recognition and endorsement

Partner or sponsor recognition will be commensurate with the value and scope of the partnership or sponsorship. This may include recognition of the partner or sponsor in specified pieces of literature, at events, or through media relations (done individually or jointly).

IFEH will not explicitly endorse any corporation or product.

Editorial control and identification

IFEH will have involvement in and approval of partnership or sponsorship programming including conceptual development, planning, implementation, and evaluation.

IFEH shall have editorial control over, and final approval of, all issue-related and educational material or portions of materials associated with the project produced by either IFEH or partners.

IFEH retains final approval on all uses of its name, trademarks, and logo applications.

Use of the IFEH name or materials will not be permitted by any person, corporation or organization without the express written consent of IFEH.



Size and place of IFEH and partner identification will be determined on an individual project basis. No specific product, brand name or trademark identification, in written, visual or audio format, shall be contained within the editorial content of printed or audio-visual material unless approved by the IFEH Board. Product brand name, trademark identification and other such corporate messages shall be in keeping with the sponsorship profile and position defined at the inception of the project and shall be approved by IFEH.

IFEH and its partners or sponsors will respond to requests for approvals for editorial and identification purposes on a timely basis.

Exclusivity

Exclusivity may be determined on an individual basis, depending on program type and level of support of contribution.

Confidentiality

All partners must agree to protect the security of all confidential IFEH-related information. IFEH will respect the confidential nature of information provided by its partners or sponsors.

Reporting to Membership

IFEH's "Annual Report" will report on all corporate sponsorships of that year.

Evaluation of Partnership Policy

This Corporate Partnership and Sponsorship Policy will be evaluated and reviewed two years after the first corporate sponsorship agreement comes into effect.



ELECTION OF PRESIDENT ELECT

Regulation 5/2004 (as amended 2004)

Expressions used in this regulation shall have the same meaning as in the Memorandum & Articles of the International Federation of Environmental Health unless otherwise provided for.

The object of this regulation is to lay down the procedure for the election of persons to the post of President Elect (and eventually President) of the International Federation.

ELECTION OF PRESIDENT ELECT

1. The person elected as President Elect will automatically succeed to the position of President when the then President steps down – usually at a World Congress.
2. The Honorary Secretary shall contact all full members of the Federation inviting them to submit the name of any person whom the member wishes to be considered for election to the position of President Elect
3. To qualify for nomination a person is required to be a representative to the IFEH Council of a member organisation
4. The Board of Directors will decide when the nomination process is to be initiated
5. Nominations will close on a date to be set by the Board of Directors
6. A nomination must stipulate the reasons why the person is being nominated and shall include a brief summary of the person's career and his/her involvement in environmental health and in the Federation (in a maximum of 1000 words)
7. A nomination must not be made without the agreement of the nominee and her/his agreement must form part of the submission
8. Nominations will be reviewed by a Committee (the Nominations Committee), comprising the current President, the two Immediate Past - Presidents and one other person to be chosen by the Board of Directors. Should only one qualified nomination be received, the Nominations Committee will refer the nomination to the Council for ratification.
9. If two or more qualified nominations are received the Honorary Secretary shall issue each full member with the appropriate number of ballot papers, set a closing date for receipt of completed ballots and lay down any other conditions which the Board considers relevant
10. The Board shall determine the method of voting.
11. Votes received by the closing date will be counted in the presence of two independent scrutineers who will certify the result.
12. Should there be an equality of votes cast for two or more candidates, the Board shall have the authority to determine how that situation should be resolved.



13. The result will be announced as soon as possible after the count has been carried out and will be announced officially at the next Council meeting.
14. Should the person elected as President Elect be unable to complete his/her term of office, the matter will be referred to the Board at the first available opportunity and the Board shall have the authority to decide upon a course of action, which may include appointment of the runner-up in the election as the President Elect, calling for a special election, extending the term of the current President, or other options, depending on the specific situation.

Adopted as a Regulation by the Council of the International Federation of Environmental Health at a meeting held on the twenty-first day of February 2004.

Amended by the Council of the International Federation of Environmental Health at a meeting held on the eleventh day of September 2004.

CERTIFIED

MICHAEL HALLS, Honorary Secretary

IFEH



INTERNATIONAL FEDERATION OF ENVIRONMENTAL HEALTH

GUIDELINES FOR THE ORGANISERS OF A WORLD CONGRESS ON ENVIRONMENTAL HEALTH - THE BIDDING PROCESS

Bids to host a World Congress should not be made more than seven years in advance of the proposed date.

Organisations wishing to bid to stage a World Congress must provide to the Honorary Secretary, four weeks prior to the Council meeting at which the bid is to be considered, sufficient copies of the bid documentation to enable each Office Bearer of the Federation to be supplied with a copy.

Furthermore, the organisation submitting the bid must arrange for a copy of the bid documentation to be sent to each organisation in full membership of IFEH, to arrive not later than four weeks before the meeting at which the Council will consider the bids.

Organisations wishing to submit a bid should not solicit support in advance of the Council meeting from any other organisation in membership of IFEH, so as to ensure that all bids are given full and impartial consideration.

Each organisation bidding to hold a World Congress will be allocated a period of 15 minutes to present its bids to the Council of IFEH.

Should there be more than one organisation bidding, the order in which the organisations make their presentations will be decided by the toss of a coin at the Council meeting.

The initial presentation of each bid will be made on the first day of the Council meeting but, if necessary a decision on the successful bid may not be taken until the second day.



Every bid for a World Congress should include the following information:

1. The name of the host organisation;
2. The person or persons responsible for organising the Congress;
3. The provisional dates;
4. The venue(s);
5. The provisional theme;
6. Number of delegates anticipated – domestic & “overseas”;
7. Provisional timetable;
8. Financial support available and sources to be approached;
9. Any other support and possible sources;
10. The involvement of central government – if possible written confirmation should be supplied;
11. Exhibition proposals;
12. Facility for technical visits;
13. Provisional programme for accompanying persons;
14. Details of accommodation options including location, estimated costs etc.;
15. General tourist information, including transport;
16. The language(s) to be used.



Once a bid is accepted, the successful organisation should adhere to the following guidelines.

1. Regular contact must be maintained between the organising body and IFEH and a report should be made to each meeting of the Council of IFEH;
2. IFEH must be afforded the facility to occupy, free of charge, a stand at any exhibition held in conjunction with the Congress;
3. Facilities should be made available for meetings of the Federation to be held – including Regional Groups, Working Groups, General Meetings, etc.;
4. IFEH to receive an agreed “capitation” fee, based on the number of paying delegates and having regard to the duration of delegates’ registration. For the Congress in 2006 and until there is change to the formula the fee will be GB£10 per delegate
5. A call for papers should be issued , worldwide;
6. Every effort should be made to choose speakers from member organisations or the countries they represent and the programme should reflect both the local and the international agendas;
7. The final programme should be submitted to IFEH three months prior to the Congress;
8. The Congress organisers should consider holding a Reception for “overseas” delegates;
9. If a Federation Dinner is to be held, priority should be given to the attendance of “overseas” delegates;
10. Distinctive name badges should be used to identify “overseas” delegates and if possible these should identify the countries represented;
11. A list of delegates should be available at the start of the Congress;
12. Parallel sessions should be planned;
13. Consideration should be given to publishing the papers presented on the World Wide Web;
14. A complementary registration should be given to the President of IFEH;
15. Application can be made to IFEH for grants or loans to facilitate the event.
16. All publicity issued for the Congress should give prominence to the title and logo of IFEH and should acknowledge that the event is endorsed by the Federation.



Once the Congress has been held, the Organisers are expected to provide a report to the Federation incorporating statistical information as suggested below.

1. Total attendance – delegates, speakers, exhibitors, others
2. Number of full registrations
3. Number of partial registrations
4. Cost of full registration
5. Cost of partial registration
6. Attendance per day
7. Complementary registrations given and to whom
8. Analysis of international delegates attending, showing countries represented
9. Number of speakers
10. Number of exhibitors
11. Number of accompanying persons
12. Accompanying persons fee
13. The methods used to publicise and promote the Congress

MICHAEL HALLS, Honorary Secretary

August 2003
Amended September 2006



INTERNATIONAL FEDERATION OF ENVIRONMENTAL HEALTH

DECISION MAKING PROCESS FOR MEETINGS OF THE IFEH COUNCIL

MAKING MOTIONS

All motions should be simply worded

Motions should not contain any more than one recommendation

Any delegate can make a motion on any item under discussion

If there is a “no” vote on a motion, then a new motion can be made

AMENDING MOTIONS

No amendment can be made to a motion that is being considered “on the floor”

DEFERRING MOTIONS

The decision on a motion can be deferred for more information or for it to be considered later in the meeting

If a motion is deferred the decision must include the time at which the motion will be reconsidered

Matters cannot be deferred indefinitely, they must be brought back to the meeting at which they are being considered or to a subsequent meeting

A motion to defer may be discussed before a decision is reached

If a motion to defer fails, then discussion on the original motion continues



GRANTS FROM THE DEVELOPMENT FUND

Regulation 6/2004 (as amended, June 2006)

Expressions used in this Regulation shall have the same meaning as in the Memorandum & Articles of Association of the International Federation of Environmental Health, unless otherwise provided for.

The object of this Regulation is to establish a procedure for awarding grants from the Federation's Development Fund.

GRANTS FROM THE DEVELOPMENT FUND

Guidance on how to apply and what schemes might be eligible will be issued from time to time by the Federation. It is the wish of the Federation that grants should be aimed at assisting the IFEH or one of its member organisations to develop. Grants are not available to replace existing funding or to fund research projects.

1. Grants will be awarded only to organisations in full membership of IFEH;
2. Applications shall be made in the name of the organisation and be signed by the Chairman, President or Executive Officer of the organisation;
3. The application shall state the name and contact details of the person(s) responsible for overseeing the project for which the grant is sought;
4. A full description of the project shall be given and the application shall indicate how the project is to be conducted and be accompanied by a detailed financial plan;
5. The application shall state how the project will assist in the development of the Federation or one (or more) of its members and how the success of the project will be measured, together with a set of performance indicators;
6. The application shall identify the participants in the project and its duration;
7. If the funding applied for is less than the total cost of the project, then documentary evidence should be provided with the application, identifying the sources of the additional funding, together with an indication of any conditions applied;
8. A detailed budget shall be provided with the application indicating all expenditure and any income accruing;
9. Grants may be made to the organisation in instalments and a sum will be retained by the Federation until the project is deemed to have been completed;
10. A written report on the project shall be submitted to the Federation within six months of its completion, at which stage any retained sum (see 10 above) shall be released, provided the



11. Federation is satisfied that the project has been successful: where a project is undertaken over an extended period, the Federation may call for interim reports;
12. The total sum available in any one year shall be GB£5000;
13. The maximum grant awarded to one organisation for a single project/application shall be GB£5000;
14. An organisation which is successful in being awarded a grant from the Development Fund shall be eligible to apply for further grant assistance, subject to 12 above;
15. Applications will be invited annually on a date to be determined by the Board of Directors;
16. Application shall be submitted by a date set by the Board of Directors;
17. Applications received after the closing date will not be considered by the Board of Directors
18. The Board of Directors may, if it deems appropriate, set up a committee or panel to assist in assessing the applications and any such committee or panel shall include one representative from each Regional Group;
19. The Board of Directors shall take a decision based on the review process stipulated above and its decision shall be final;
20. A formal letter offering the grant will be sent to the applicant by the Honorary Secretary and a formal letter from the applicant accepting the offer shall constitute a binding agreement between the parties;
21. The payment of the grant shall be processed by the Honorary Treasurer and will be paid in £Sterling.
21. If a successful project receives funding from another source, after a successful application has been made to the IFEH, this fact must be disclosed immediately to the Honorary Secretary.

ADOPTED as a Regulation by the Council of the International Federation of Environmental Health at a meeting held on the eleventh day of September 2004.

AMENDED at a meeting Council of the International Federation of Environmental Health held on the eighteenth of June 2006.

CERTIFIED

MICHAEL HALLS, Honorary Secretary



International Federation of Environmental Health

CORPORATE ENVIRONMENTAL POLICY & GUIDELINES FOR ITS IMPLEMENTATION

POLICY

Background

At the request of the Council of the International Federation of Environmental Health Kia Regnér, a representative of MHTF (Sweden), prepared a draft Environmental Policy and the draft was submitted to a meeting of the Council held in Vancouver, Canada in October 2005. After discussion the policy was adopted and it was also agreed to provide a set of guidelines for the benefit of members of IFEH.

The policy is intended to guide the internal activities of the IFEH. It is also suggested that it could be used as a guideline for the member organisations of IFEH to produce their own policies.

It is not a document regulating professional behaviour nor is it a code of conduct for individuals.

Policy

The policy agreed is as follows and its overall goal is that IFEH should conduct all its activities with the highest regard to environmental issues.

1. Meetings and Congresses

IFEH meetings should if possible be held in venues that are environmentally adapted, as should lodgings for the delegates to such gatherings.

Meetings should be located so as not to cause unnecessary burden to the environment.

Travel to and from these meetings should be arranged with regard to the environment.

Food and drink should be provided with regard to environmental quality.

2. Communications

IFEH communications, meeting documents, reports etc should whenever possible be circulated electronically.

The IFEH web-site should be used as much as possible in communications.

Written documents should meet environmentally adapted and adopted standards.

Publicity & public relations material, gifts etc should be of high environmental standard.

3. Projects and other activities

When drafting Terms of Reference or otherwise planning activities or participation in activities with other organisations, environmental issues should always be considered.



GUIDELINES

The policy is for IFEH internal use and is not intended to relate to the activities of member organisations although member organisations hosting IFEH meetings, etc, are expected to have regard to the content of the policy.

The following guidelines should be used by guide member organisations hosting IFEH meetings etc as to what was expected of them in that regard.

1. Meetings and Congresses

- 1.1 When reserving rooms for meetings etc avoid venues that does not have an environmental adapted profile or at least avoid those with no consideration for the environment when it comes to cleaning, laundry, waste handling, energy use etc.
- 1.2 Avoid meeting venues that require unnecessary and extensive travelling.
- 1.3 Meetings should wherever possible be situated so as to make public transport to/from the meeting possible rather than transport by car or air.
- 1.4 Avoid plastic or non reusable food handling equipment and pre-packed food.

2. Communications (no further explanation needed)

3. Projects and other activities

Always try to include environmental considerations when drafting Terms of Reference etc for a project and make it clear if the project/undertaking has an environmental impact (positive or negative)

November 2006