

## ICLAS Regional Committee Program, June 15, 2009

Co-Chairs: Mel Dennis, Gemma Perretta  
ad hoc Committee members are the chairs and co-chairs of each established region as of January 2009: Harry Rozmiarek, Silvia Ortiz, Rafael Hernandez, Norikazu Tamaoki, P. Ratanakorn, Nikos Kostomitsopoulos, and Ouajdi Souilem.

### **Preface**

The aims of ICLAS include: to promote and coordinate the development of laboratory animal science (LAS) throughout the world with priority in developing countries and to promote international collaboration in LAS. These aims are best pursued through the formation of Regional Committees (RC). An ad hoc committee studied the issues and formulated a Regional Committee Program plan that was presented to the ICLAS Governing Board (GB). The plan was discussed and modified by the CB. This document outlines the structure and function of the program.

### **Aims of the RC program**

- A. Advocate for all aspects of LAS in the region with particular attention to developing countries.
- B. Foster the establishment and support the development of LAS associations within the region.
- C. Establish and maintain appropriate links within local, national, or regional associations as well as other organizations concerned with LAS.
- D. Publicize ICLAS programs so as to encourage LAS associations and other organizations within the region to see the value of ICLAS membership.
- E. Promote the recognition of ICLAS as the LAS international “umbrella” organization.
- F. Improve communications and encourage the exchange of information between associations within the region and with other regions around the world.
- G. Identify needs within the region and devise strategies to address them.
- H. Support educational and scientific programs in the region.

### **Structure of the RC**

- A. The GB determines the number of regions and their constitutive member countries and associations. It is desirable that a RC is appointed for each region of the world in which ICLAS believes it can achieve the aims stated above.
- B. The Chairs of RCs will be nominated by the ICLAS Executive Committee (EC), and ratified by the GB. When the GB deems it appropriate, Co-Chairs can be designated for particular regions. The Chair or one Co-Chair of an RC should be a GB member and it is desirable that he/she is from that particular region. When the Chair(s) of a region is not a GB member the Secretary General will be the liaison with the RC or he/she

can appoint an appropriate GB member as liaison between the RC and the GB.

- C. The Chair(s) will be responsible for management and coordination of activities within a RC and will be the usual point of contact with the RC. The Chair(s) will present an annual report, including a financial account for the region, during the GB meeting.
- D. If deemed necessary to improve the implementation of activities within a region, the Chair(s) of a RC may propose the institution of a Regional Executive Committee (REC) composed of the Chair(s) and other officers from the RC. The Chair(s), taking into consideration the interests and activities of the region represented, will propose REC members who will be appointed by the EC. The number of members of each REC will be determined by the Chair(s) and EC and will depend upon the size and activities of the region. Where there is an REC, it will be the decision making body for RC business. In regions without a REC, the Chair(s) will be the decision making body for RC business.
- E. The RC is open to any person interested in furthering the aims of LAS in the particular region. Persons involved in establishing a new LAS association or who are endeavoring to bring an organization or country into ICLAS membership can be RC members, if agreed upon by the Chair(s) or REC.
- F. When advisable and necessary, the Chair(s) and/or REC may establish subcommittees, working groups, and other such bodies to design and develop a specific initiative for that particular region.
- G. The term of a RC Chair is 4 years if he/she is a GB member. The term of a non-GB Chair and other REC members shall be for 2 years. Terms are renewable. Chair(s) and REC members can be replaced at any time by vote of the GB.
- H. The RC can include as many members as deemed appropriate for the achievement of its objectives.

### **Functioning of the RC Program**

- A. An annual budget will be available for each region to support its initiatives and the amount will be determined by the GB through consultation with the ICLAS Treasurer. The budget should be approved by the GB.
- B. Expenditures should be regional in nature. The Chair(s) or REC will determine how to use financial resources allocated in its RC budget. Expenditures are to be reported to the GB in the annual report. Expenditures in excess of funds budgeted for the RC must be approved by the GB.
- C. If a project is delayed, and the annual RC funding is not spent during that year, the budgeted funds can be carried forward one year and added to the subsequent year funds. However, unused budget can not be carried forward two or more years.

- D. Requests for ICLAS financial support by member organizations shall be as specified in procedures in place (Annex I), and will be circulated to the RC Chair(s) and REC for evaluation and approval. In cases where the requested funds exceed the annual budget allocated for the region, approval from the GB will be required.
- E. It is expected that most RC business can be conducted through e-mail messages and electronic vote.
- F. The RC Chair(s) shall endeavor to organize RC and/or REC meetings, necessary to build regional programs, in conjunction with scientific events where a reasonable number of members is expected to attend.
- G. The RC should communicate with interested ICLAS member organizations and other interested people to keep them informed regarding ICLAS and RC programs. This can generally be accomplished by e-mail messages and by gathering interested people together at appropriate scientific meetings.
- H. The RC Chair(s) and/or REC can approve ICLAS sponsorship of a regional program organized by an ICLAS member within its area.