

**GENERAL REGULATIONS
FOR THE APPLICATION
OF THE INTERNATIONAL AGREEMENT**

concerning the
INTERNATIONAL INSTITUTE OF REFRIGERATION



**INSTITUT INTERNATIONAL DU FROID
INTERNATIONAL INSTITUTE OF REFRIGERATION**
177, boulevard Malesherbes 75017 Paris – France
Tel. : +33 1 4227 3235 – Fax : +33 1 4763 1798
E-mail : iif-iir@iifiir.org – Web : www.iifiir.org

International Agreement of December 1, 1954
modified on September 2, 1967, August 28, 1971,
August 17, 2003, and August 21, 2007

GENERAL REGULATIONS

Adopted on November 20, 1956
modified on September 2, 1967, March 1, 1972, September 26, 1979,
August 24, 1987, August 12, 1991, August 22, 1995,
September 19, 1999, August 17, 2003, August 21, 2007 and August 21, 2011

(Hereinafter, the International Institute of Refrigeration will be referred to as “the Institute”)

SECTION A

MEMBER COUNTRIES / ADMISSION TO MEMBERSHIP

(Article III of the Agreement)

Article 1

The procedure for the admission of a Country shall abide by the following regulations:

- a) the candidate Country shall submit, through the intermediary of a qualified member of its Government, its candidature to the President of the Executive Committee;
- b) the Executive Committee shall be consulted about this candidature; in the case of urgency, this consultation will be effected via correspondence;
- c) the instruments of admission and ratification shall be deposited by the candidate country with the Government of the French Republic (The Ministry of Foreign Affairs).

CATEGORIES OF MEMBER COUNTRIES

(Article IV of the Agreement)

Article 2

Member Countries shall choose the category in which they wish to be classified, in relation to the following criteria:

- a) economic importance (population, national income);
- b) existing refrigerating equipment and future requirements in refrigerating equipment;
- c) interest in refrigeration issues;
- d) importance of laboratories and research centres in the refrigeration field.

SECTION B

LIAISON WITH NATIONAL GROUPS

(Article VII of the Agreement)

Article 3

To promote close links between the activities of the Institute and principal scientific, technical, cultural or professional bodies interested in refrigeration matters, Member Countries may create “National Committees for the IIR”.

SECTION C

HONORARY MEMBERS

(Article VIII of the Agreement)

Article 4

Honorary Members shall be invited to sessions of the General Conference and public assemblies held during Congresses. They shall have access to IIR publications, files and directories. The number and nature of the free documents with which Honorary Members are provided is defined by the Management Committee on the basis of a proposal from the Director.

Article 5

The titles of Honorary President of the General Conference or Executive Committee or Science and Technology Council may be conferred by the General Conference on former or outgoing Presidents of these bodies. Honorary Presidents shall acquire, by virtue of their new title, the status of Honorary Members and, in addition to the privileges attached to this status, shall be invited to meetings of the body corresponding to their title.

SECTION D

CORPORATE AND PRIVATE MEMBERS

(Article IX of the Agreement)

Article 6

Seven categories of corporate and private membership are provided for: Benefactor Corporate Member, Corporate Member, Private Member, Junior Member (30-35 years), Junior Member less than 30, Life Member, and Retired Member. The Benefactor Corporate Member category generally comprises group members (national refrigeration associations, professional groups, research and educational institutions, industrial firms, etc.) wishing to give more substantial support to the activities of the Institute.

Article 7

Corporate and private members shall have access to IIR publications, files and directories. The number and the nature of the free documents with which they shall be provided shall depend on their category (Article 6) and is defined by the Management Committee on the basis of a proposal from the Director. They will benefit from priority status in terms of consultation of the Scientific and Technical Department of the IIR.

SECTION E

GENERAL CONFERENCE

(Article XI of the Agreement)

Article 8

Each Member Country of the Institute shall notify the Director of the names of its delegates to the General Conference.

The delegates appointed shall remain in office until notice is given to the Director of the nomination of other delegates.

If, two months prior to a meeting of the General Conference, no other nomination has been made, all documents concerning the meeting shall be sent to the delegates in office through the intermediary of the delegate to the Executive Committee.

Article 9

Ordinary sessions of the General Conference are usually held on the occasion of International Congresses of Refrigeration.

SECTION F

EXECUTIVE COMMITTEE

(Articles XIV and XV of the Agreement)

Article 10

Each Member Country of the Institute shall notify the Director of the name of its delegate to the Executive Committee.

The delegate appointed shall remain in office until notice is given to the Director of the nomination of another delegate.

If, one month prior to the meeting of the Executive Committee, no other nomination has been made, all documents concerning the meeting shall be sent to the delegate in office.

Where necessary, the President of the Executive Committee, with the consent of the Vice-Presidents of the Executive Committee and of the Director, may invite to its meetings, in an advisory capacity, any person who would be competent to help resolve a particular problem or who would attend in order to gain an insight into the activities of the Institute, with a view to becoming a member (at country level) or promoting a partnership (at the level of an organization).

Article 11

The Executive Committee shall appoint, from among its six Vice-Presidents, a first and second Vice-President. When the President is absent, the first Vice-President, or in his absence also, the second Vice-President shall preside over the meeting.

SECTION G

MANAGEMENT COMMITTEE

(Article XVI of the Agreement)

Article 12

1. The Management Committee, in accordance with the provisions in Article XVI of the Agreement, is responsible for the functioning of the Institute between meetings of the Executive Committee. Its main roles are as follows:
 - ✓ to examine Member Country candidatures and give its opinion to the Executive Committee;
 - ✓ to examine Corporate and Private Member candidatures;
 - ✓ to request an extraordinary session of the Executive Committee, at any time the situation of the Institute may necessitate such a meeting;
 - ✓ to ratify the appointment of permanent staff members engaged by the Director and approve upgradings in the category or grade of the staff of the Institute upon the basis of proposals made by the Director.
2. The Management Committee may be delegated by the Executive Committee to carry out modifications to the budget in force at the time.
3. The Management Committee is the only body authorized to approve the terms of application of the Staff Rules of the Institute and, in particular, work schedules and salary scales as established by the Director.

4. In general, the Management Committee shall be authorized to take decisions on administrative and financial matters between meetings of the Executive Committee.

Article 13

1. Apart from its seven statutory members, the Management Committee shall invite to its meetings, in an advisory capacity, the following persons:
 - the President of the General Conference;
 - the President of the Science and Technology Council.
2. Where necessary, and in relation to its agenda, the Management Committee may invite to its meetings, in an advisory capacity, one or more Vice-Presidents of the Science and Technology Council, one or more Presidents of Commissions and, in general, any other person who would be competent to help resolve a particular problem.

Article 14

Members of the Management Committee who are not members of the Science and Technology Council shall be invited to attend the meetings of this council, in an advisory capacity.

Members of the Management Committee who are not members of the Executive Committee shall be invited to attend the meetings of the latter committee, in an advisory capacity.

SECTION H

THE SCIENCE AND TECHNOLOGY COUNCIL AND COMMISSIONS

(Articles XVII and XVIII of the Agreement)

Article 15

The scientific and technical Commissions of the Institute are broken down into Sections, as follows:

- Section A: Cryology, gas processing;
- Section B: Thermodynamics, equipment and systems;
- Section C: Biology and food technology;
- Section D: Storage and transport;
- Section E: Air conditioning, heat pumps, energy recovery.

Article 16

The fields of activity of the international Commissions are laid down as follows:

- Commission A1: Cryophysics, cryoengineering;
- Commission A2: Liquefaction and separation of gases;
- Commission B1: Thermodynamics and transfer processes;
- Commission B2: Refrigerating equipment;
- Commission C1: Cryobiology, cryomedicine;
- Commission C2: Food science and engineering *;
- Commission D1: Refrigerated storage;
- Commission D2: Refrigerated transport;
- Commission E1: Air conditioning;
- Commission E2: Heat pumps, energy recovery;

* *Commission C2 responsibilities include freeze-drying of food and thermodynamics and heat and mass transfer processes in food.*

Article 17

1. Each Section shall be headed by a Vice-President of the Science and Technology Council, his role being to co-ordinate the scientific and technical work of the Commissions under the Section.
2. Scientific and technical issues within the scope of the Section shall be studied by the Section Council which will comprise a President (the Vice-President of the Science and Technology Council heading the Section), the Presidents and Vice-Presidents of Commissions grouped under the Section. Commission Secretaries shall attend meetings of Section Councils in an advisory capacity.
The President of the Science and Technology Council and the Director shall be invited to attend the meetings of Section Councils.
3. Where necessary, the President of the Science and Technology Council, with the consent of the Vice-Presidents of the Science and Technology Council and of the Director, may invite to its meetings, in an advisory capacity, any person who would be competent to help resolve a particular problem or who would attend in order to gain an insight into the activities of the Institute, with a view to becoming a member (at country level) or promoting a partnership (at the level of an organization).

Article 18

Vice-Presidents of Commissions shall be appointed by the Executive Committee upon the recommendations of the Science and Technology Council. They cannot be elected to the same office for more than two consecutive terms.

Article 19

The Science and Technology Council shall establish, within the framework of the Agreement and the present General Regulations, its own Internal Regulations and also those of the Sections, Commissions and Working Parties. In general, the Council shall establish any regulations or recommendations it deems necessary to ensure the efficient functioning of Commissions, particularly on the occasion of scientific and technical conferences.

SECTION I

WORKING PARTIES

(Article XIX of the Agreement)

Article 20

In accordance with the provisions of Article XIX of the Agreement, Working Parties may be set up to study certain important issues.

Internal Regulations for the Science and Technology Council and Commissions shall define the objectives of Working Parties and the terms of their setting up, composition, operating and their responsibilities.

SECTION J

DIRECTOR

(Article XX of the Agreement)

Article 21

1. The Director shall be appointed for a period of five years but his appointment may be extended several times by a decision of the Executive Committee taken at least one year before the end of the period.
2. Subject to the authority of the Executive Committee, the Director shall exercise the functions of the chief technical and administrative officer of the Institute and shall perform such duties as may be provided for by the International Agreement, the General Regulations and by the Rules or Regulations of the Institute, or as may be assigned to him by the Executive Committee. He shall be responsible to the Executive Committee.
3. The Director shall be subject to the Staff Rules and Regulations of the Institute, insofar as they may apply to him. He shall not engage in any other official, administrative or private business activity which might interfere with or be inconsistent with his duties.
4. The Director may at any time give six months' notice of resignation in writing to the President of the Executive Committee in which case, upon the expiration of that period of notice, his appointment shall terminate.
5. The Executive Committee shall have the power, under exceptional circumstances not imputable to the Director, to terminate his appointment at any time after giving him at least six months' notice in writing.

The Director shall also receive an additional indemnity equivalent, for each year of completed service, to one-twelfth of this annual salary; the completed period during his final year of service shall be calculated to the nearest quarter in order to calculate the indemnity proportionally. The total amount of the indemnity payable to the Director under this paragraph shall, however, not exceed half his annual salary.

The Executive Committee shall determine the date on which the Director shall then cease to exercise his functions.

6. The Executive Committee shall have the power under exceptional circumstances imputable to the Director to terminate his appointment at any time. In this case and according to the seriousness of the circumstances, the Executive Committee shall have the power to grant the Director an indemnity, the amount of which shall not exceed the equivalent of six months' salary.
The Executive Committee shall determine the date on which the Director shall, under these circumstances, cease to exercise his functions.

Article 22

1. Subject to paragraph 3 of this Article, the Director shall receive from the Institute an annual salary, the amount of which being the total sum of the basic salary, the allowances and adjustment payments payable under the French Law, Rules and Regulations, to a director in the French Civil Service. The salary of the Director of the Institute at the time of his coming into office shall correspond to the first grade of the salary of a director in the French Civil Service; the terms of the advancement of directors in the French Civil Service shall be applicable to the Director of the Institute.
Any change made in the remuneration of a director in the French Civil Service shall automatically apply to the salary of the Director of the Institute.
2. The Director shall be insured under the French Social Security (Sécurité Sociale) and Pensions Schemes insofar as they apply to a director in the French Civil Service, and the Institute shall pay the appropriate contributions to such schemes as his employer.

3. Should the salary which the Director receives from the Institute be exempt from taxation (under arrangements that the Institute may make with the French Government), the Management Committee may correspondingly reduce the annual salary payable to him in respect of periods to which such exemption applies.

Article 23

The Management Committee, acting on the delegated authority of the Executive Committee, shall have the power to delegate part of its powers to the Director.

Article 24

If any question of interpretation or a dispute concerning the above articles arises and is not settled by negotiation or agreement between the Executive Committee and the Director, the matter shall be referred for final decision to an independent arbitrator to be appointed by the Executive Committee, if possible with the agreement of the Director. The arbitrator shall submit his findings to the Executive Committee within three months. The Executive Committee shall decide within three months following the receipt of the findings; its decision shall be final.

SECTION K

STAFF

(Article XXI of the Agreement)

Article 25

These conditions shall apply to members of the staff of the Institute, that is to say to the staff appointed by the Director in accordance with Article XXI of the Agreement.

The staff of the Institute comprises permanent and temporary personnel.

These Regulations shall not apply to persons entrusted by the Director with occasional tasks which do not constitute their regular occupation, nor to persons with whom special agreements have been concluded for the performance of a specific task.

Article 26

The duties of members of the staff of the Institute are international. Members of the staff shall be subject to the authority of the Director and shall be responsible to him for the performing of their duties and the observance of the regulations of the Institute.

They shall carry out their duties bearing in mind the interest of the Institute at all times.

The staff of the Institute shall neither seek nor accept instructions from any of the Members of the Institute or from any Government or authority external to it.

Article 27

Members of the staff, while acting in this capacity, shall obtain the permission of the Director before accepting any honorary distinction, favour, gift or remuneration from any Government, or from any other source external to the Institute.

The position of a member of the staff is incompatible with membership of parliament.

No member of the staff shall hold any other post or carry on a regular or paid occupation without the permission of the Director.

Members of the staff shall abstain from publicly doing or stating or publishing anything incompatible with the duties or obligations of an international public servant or liable to involve the moral or material responsibility of the Institute.

Article 28

Present and former members of the staff shall observe complete discretion with regard to all matters relating to the activities of the Institute.

Except in the course of their duties, they shall not disclose any information not previously made public and acquired by them in the course of their official business unless authorized to do so by the Director.

Article 29

Permanent members of the staff shall enjoy the immunities and privileges resulting from the international character of the Institute and from such other agreements as may be concluded to this end between the Institute and certain Member Countries; in particular, they shall benefit from the provisions contained in the "Accord de Siège" (Head Office Agreement) of July 5, 1966, signed between France and the Institute.

Article 30

The Director shall take decisions concerning the posting and transfer of members of the staff. The Director shall establish work schedules and salary scales which shall be submitted to the Management Committee for approval. The grading of staff members in salary scales and promotion will be drawn up by the Director and submitted to the Management Committee for approval.

The Director is responsible for maintaining general discipline.

Article 31

The terms of application of these Regulations shall be settled by a Rule set up by the Director and submitted to the Management Committee for approval.

SECTION L

INTERNATIONAL CONGRESSES OF REFRIGERATION

(Article XXII of the Agreement)

Article 32

Selection of the host country for a Congress is performed by the Executive Committee of the IIR at least 2 years before the previous Congress is held. If no candidate country secures an absolute majority of delegates' or member country representatives' votes during the first round of voting, a second ballot shall take place in order to choose one of the two countries that has obtained the most votes. If two runner-up countries receive the same number of votes, both runner-up countries shall be presented during the second ballot. The host country selected will be that which has obtained a relative majority in the second ballot. Where two potential countries have the same number of votes in the second ballot, the President of the Executive will choose one country as the winner of the second ballot.

Article 33

The general programme of the Congress and the regulations governing the Congress shall be established by the Member Country or Countries of the Institute organizing the Congress, in agreement with the Management Committee.

Article 34

The Organizing Committee of the Member Country or Countries hosting the Congress shall designate a Papers Committee to select papers. The Commission officers will assist the Papers Committee in the selection of papers and the Presidents of Commissions will give final approval.

Article 35

The financial resources necessary to the organization of the Congress shall be derived from subscriptions paid by participants and from sponsorship by public or private organizations of the Member Country or Countries organizing the Congress and/or elsewhere.

SECTION M

PUBLICATIONS SERVICE TO MEMBER COUNTRIES

(Article XXIII of the Agreement)

Article 36

Free IIR publications services shall be provided to persons and organizations in member countries as follows:

- 8 services for Category 1
- 7 services for Category 2
- 6 services for Category 3
- 5 services for Category 4
- 4 services for Category 5
- 3 services for Category 6

SECTION N

RESOURCES OF THE INSTITUTE

(Article XXIV of the Agreement)

Article 37

Additional payments may be made to the “Special Fund of the International Institute of Refrigeration for Advancement and Merit” established with a view to providing assistance to developing countries.

This fund is provisioned by contributions from Member Countries, in addition to their usual contributions and by donations from corporations, organizations or individuals.

SECTION O

MISCELLANEOUS CLAUSES

(Article XXIX of the Agreement)

Article 38

Whenever the Institute makes for its official use substantial purchases of securities and fixed assets, where the price includes dues and taxes payable on the sale, the members shall, whenever possible, take the appropriate steps to obtain the repayment of these taxes.

SECTION P

OFFICIAL LANGUAGES

(Article XXX of the Agreement)

Article 39

Rules on the languages used at the Institute and at conferences organized by the Institute specify the terms of application of Article XXX of the Agreement. These Rules consist of: normal provisions for the joint use of French and English, special provisions where only one or the other of the two official languages shall be used and provisions relative to International Congresses of Refrigeration.