



INTERNAL RULES

INTRODUCTION

All Governance and Administrative Policies and Rules of the Organisation are included in these Internal Rules. The last version was approved by the Board of Directors, on December 9, 2017.

Article 1: MISSION

The actual Mission was adopted in April 2015:

MILSET supports its member organizations to engage youth in science, technology, engineering, mathematics and the arts (STEAM) through motivation, cooperation, collaboration, networking, and sociocultural interchange.

Article 2: MILSET NAME AND LOGOS

2.1 Branding Policy

A MILSET Branding Policy has been established:

Ref.: MILSET-2017-07-001-GOV_Branding_Policy

A MILSET Graphic Identity Manual has been created and is available through the MILSET Communication Manager.

2.2 Regional Offices

Regional Offices are authorised to use the MILSET name and the official Regional MILSET logo.

2.3 National Offices

National Offices are authorised to use the MILSET name and the official National MILSET logo.

2.4 Members

A Member is authorised to use the relevant Regional Office logo on its website and on official documents.

2.5 Name Translation

The MILSET name shall be used as follows:

- French: Mouvement International pour le Loisir Scientifique Et Technique
- English: International Movement for Leisure Activities in Science and Technology

MILSET name translations are defined in the following document:

Ref.: MILSET-2014-06-003-COM_MILSET_Name_Translations

A country hosting a MILSET event is authorized to prepare National communication materials for the event in its preferred language(s). An official translation of the MILSET name in the country's preferred language(s) shall be included in the Agreement.



Article 3: MEMBERS

3.1 Membership Procedure

The Membership Candidature Procedure is defined in the following document:

Ref.: MILSET-2014-12-001-MEM_Membership_Procedure

Ref.: MILSET-2014-12-002-MEM_Membership_Form

3.2 Membership Process

National organisations are preferred as MILSET members/associate organisations.

In countries where one or more national/regional organisations are a MILSET member/associate organisation, local organisations (e.g., schools) must participate in MILSET activities through a member organisation.

When a local organisation applies for membership, the Regional Office shall first determine whether an organisation with a larger (regional, national, or international) scope exists in the country.

- If such an organisation exists, the Regional Office shall make every reasonable effort to recruit the organisation as a member.
- If such an organisation does not exist, the local organisation may become a MILSET associate organisation, but not a member.

In all cases, when a national or regional organisation in the country becomes a member, local associate organisations in the area served shall no longer be eligible for membership.

3.3 Associate Organisations

Associate organisations may be:

- Candidates during the preliminary phase of an application for membership;
- Local organisations in a country where no regional/national organisation has been identified;
- Organisations having an interest in collaboration, but not as a member.

Associate Organisations may submit a candidature application to become a member, subject to all criteria.

3.4 Membership Fee

Based on a proposal by the Treasurer, the annual membership fee shall be approved by the Board of Directors and ratified by the Members at the General Assembly. The membership fee shall apply to the fiscal year as defined in the Statutes.

As defined in the Statutes, a Regional Office may assess a supplementary regional fee.

An annual invoice is sent to Members by the relevant Regional Offices no later than January 31st, payable by April 30. A Regional Office may defer this responsibility to the Treasurer.

Regional Offices shall be required to submit the membership fees to MILSET, by May 31st of each year.

3.5 Membership Structure

Member:

- Pays full annual membership fee as determined by the Organisation and the Regional Offices;
- May participate in ESI and Regional ES at Member rate.

Affiliate Member:

- Pays no membership fee;
- May participate in ESI and Regional ES at non-Member rate.

Associate Organisation:

- May obtain direct accreditation to participate in ESI and Regional ES at a non-member rate.

ESI participation fee are determined by membership status.

Organisations considering membership (Member Candidates) shall be eligible to participate in one (1) ESI at the Member rate.

3.6 Discipline of Members

3.6.1 A Regional Executive Committee may suspend a Member for failing to pay its membership fee by the prescribed deadline date. If the membership fee remains unpaid for an additional sixty (60) days from the prescribed deadline date, the Member may be expelled.

3.6.2 In the event that a Regional Executive Committee determines that a Member should be expelled, the Regional Office shall provide thirty (30) days' notice of expulsion to the Member including specific reasons for the proposed action.

The Member may submit a written appeal to the Regional Executive Committee within thirty (30) days of receiving the notice of expulsion.

A Regional Executive Committee shall consider an appeal for expulsion and notify the Member in writing of its decision within thirty (30) days of receiving the appeal.

The Regional Office shall transfer to the Executive Committee the results of the expulsion action, and any appeal, within seven (7) days of notifying the Member of a decision.

An expelled Member has the right to submit an appeal to the Board of Directors within thirty (30) days of receiving a decision from the Regional Office.

The Board of Directors' decision on an appeal shall be final and binding on the Member without any further right of appeal.

Article 4: REGIONAL OFFICES

4.1 Geographical Areas

The MILSET world is divided into geographical areas, defined by the Board of Directors, each under the responsibility of a Regional Office.

A country shall be assigned to only one (1) geographical area.

The legal seat of the Member shall define its Regional Office.

The country list by Regional Office is maintained in the following document:

Ref.: MILSET-2014-05-006-GOV_List_Countries

4.2 Establishment of a new Regional Office

4.2.1 A feasibility study to establish a new Regional Office may be initiated by the Executive Committee. The process shall include consultation with the affected Regional Office(s) and Members.

4.2.2 Members may request the establishment of a new Regional Office by sending a written proposal to the Executive Committee, presenting the rationale and benefits. The proposal must include the written support of Members from at least fifty (50) percent of countries that would be included in the new Region.

4.2.3 After completion of the consultation process, the Executive Committee shall submit a proposal to the Board of Directors.

4.2.4 The Board of Directors shall review the proposal and then make the final decision.

4.3 Merging of Regional Offices

A feasibility study to consider the merging of Regional Offices may be conducted by the Executive Committee upon receipt of a formal request from the affected Regional Executive Committees.

Following the study process, the Executive Committee shall forward its recommendation to the Board of Directors.

4.4 Modifications to the Geographical Areas

A request to modify a geographical area may be considered by the Board of Directors upon the receipt of a formal request approved by the affected Regional Executive Committees.

The Members of a country may request a modification to their country's geographical area assignment. The relevant Regional Executive Committee must approve the request before it may be submitted to the Board of Directors.

4.5 Representatives

In accordance with its own rules, each Regional Office shall appoint its representative(s) to the Board of Directors. Regional Offices shall inform the General Secretary of any change in representatives in a timely manner.



Article 5: NATIONAL OFFICES

- 5.1 Use of the MILSET name by a member organisation to operate as a National Office (e.g. MILSET Mexico) may be authorised under the following conditions:
- A request for the establishment of a MILSET National Office has been submitted to the relevant Regional Office;
 - The request has been evaluated and approved by the Regional Office and then forwarded to the Board of Directors for final approval.
- 5.2 The following criteria shall be used to evaluate requests:
- There is no national organisation with a mission similar to MILSET in the country of the requesting member organisation;
 - The request is endorsed by all current MILSET members and associate organisations in the country;
 - The proposed MILSET National Office would serve at least 50% of the geographic area and/or population of the country;
 - The requesting organisation, or at least one in the case of a joint request, has participated in MILSET and Regional activities;
 - The requesting organisation has provided a clear rationale for recognition as a National Office and a 2-year plan including objectives and activities.
- 5.3 Following a decision by the Board of Directors:
- Confirmation of the decision shall be sent to the relevant Regional Office;
 - Authorisation shall be granted for an initial period of two years after which the relevant Regional Office may extend the designation for an unlimited duration.
- 5.4 Approved National Offices shall operate under the direction of the relevant Regional Office and an agreement, including conditions, legal rights and duties of the MILSET National Office and the MILSET Regional Office, shall be signed between the parties.
- 5.5 At the end of the two-year initial period of authorisation, or at any time thereafter, the relevant Regional Office, with the approval of the Board of Directors, may revoke the authorisation of a MILSET National Office for failure to comply with one or more criteria in article 5.2.

Article 6: GENERAL ASSEMBLY

6.1 Representatives

Each Member shall appoint one (1) legal representative to attend the General Assembly meetings.

A proxy form, enabling a Member to assign its vote to another Member in attendance, shall be included with the official notice of General Assembly meetings.



6.2 Votes

The General Assembly shall appoint three (3) electoral commissioners.

Electoral commissioners shall be responsible for verifying the voting list and quorum, and for reporting the results of quorum and elections.

Article 7: BOARD OF DIRECTORS

7.1 Regional College

Each Regional Offices shall transmit in writing to the General Secretary, at least twelve (12) hours before the General Assembly, the list of representatives appointed to sit on the Board of Directors.

During the course of a mandate, any modification to the list of Regional Office representatives shall be transmitted in writing to the General Secretary by the relevant regional Executive Committee.

7.2 Individual College

The Executive Committee shall solicit recommendations and identify at least four (4) candidates for appointment to the Individual College.

The appointments shall be for a mandate of 4 years, half of them being renewable every two years. There shall be a draw in the first year of implementation for this article, to determine the individuals who will serve for a mandate of 4 or 2 years.

In the event that an individual representative resigns, the Board of Directors shall appoint a new representative to complete the mandate of the outgoing representative.

To carry out its mandate, the Executive Committee shall respect the criteria listed below:

- Required Skills: Governance; Strategic Planning; Communications; Fundraising; Financial Management.
- General Criteria: Visionary; Leadership; Credibility recognized by peers.
- Specific criteria with reference to MILSET: Support of MILSET's values; Interest in the promotion of STEAM; Experience on a Board of Directors.

An eligible individual shall be nominated by a Director with the support of at least one (1) other Director.

A nomination for appointment shall be presented to the Board of Directors as a notice of motion not less than 30 days prior to a vote on the appointment.

The Board of Directors shall approve the proposed appointments before the General Assembly. The mandate of the appointed individuals shall start after the General Assembly.

Approval of an appointment shall be by simple majority of the Directors.

7.3 Duties

7.3.1 President

- Ensure internal and external respect for and continuity of the Charter and Statutes;
- Ensure the implementation of decisions between meetings of the Board of Directors and Executive Committee;
- Mobilise and stimulate Members and Administrators to ensure the achievement of the Organisation's mission;
- Proceed, in collaboration with the General Secretary, to the Staff Evaluation Process;
- Chair the General Assembly, Board of Directors and Executive Committee meetings;
- Sign official documents approved by the Board of Directors or the Executive Committee;
- Represent the organisation in all legal dimensions, and to the public, including media.

7.3.2 Vice-President(s)

- Stand in for the President in case of unavailability or incapacity; the Executive Committee shall appoint the Vice-president who will assume responsibility;
- Receive special mandates from the Board of Directors, Executive Committee or President;
- Act as official representative on occasion, as required.

7.3.3 General Secretary

7.3.3.1 Administration

- Ensure respect for and review of the Charter, Statutes, Internal Rules and Policies in the organisation operations;
- Oversee and approve the preparation of the MILSET Managing Director's Annual Actions Plan;
- Supervise the implementation of the MILSET Managing Director's Actions Plan;
- Prepare and collaborate, with the President, to the Staff Evaluation Process;
- Ensure that a system is in place to receive annual reports from Regional Offices;
- Coordinate, in collaboration with the Regional Offices, updates to the Members list;
- Oversee, in collaboration with the Managing Director and the Communication Manager, the preservation of archives and the implementation of templates and references for all documents;
- Prepare, for approval by the President, preliminary agendas for Board of Directors and Executive Committee meetings;
- Ensure that members of the Board of Directors and Executive Committee receive the pertinent information to make decisions;
- Prepare meeting minutes.
- Ensure the follow-up of actions and decisions taken by the Board of Directors and the Executive Committee.
- Prepare the agenda and documents related to General Assembly meetings.

7.3.3.2 Communications

- Oversee the preparation of the Annual Communication Strategy and Plan;
- Request, from the Executive Committee, the approval of the Annual Communication Strategy and Plan;
- Oversee the implementation of the Annual Communication Strategy and Plan;
- Oversee and approve the preparation of the Communication Manager's Annual Actions Plan;

- Supervise the implementation of the Communication Manager's Annual Actions Plan;
- Oversee the circulation of information to Regions and Members;
- Oversee and approve the production of all publications included in the Annual Communication Strategy and Plan and the Communication Manager's Annual Actions Plan;

7.3.4 Treasurer

- Prepare the annual budget for approval by the Executive Committee;
- Prepare financial reports and statements of financial position;
- Present an updated report of financial results at each Board of Directors and Executive Committee meeting;
- Insure reception of revenue in line with the budget;
- Submit recommendations on financial management for approval by the Board of Directors;
- Ensure the implementation and enforcement of financial policies;
- Establish financial processes (fee collection, expense claims, etc.);
- Sign or countersign all banking documents and any others that require the Treasurer's signature;
- Supervise and support the collection of membership fees by Regional Offices.

7.3.5 Directors – Board of Directors

- Receive special mandates from the Board of Directors, Executive Committee or President;
- Act as official representative on occasion, as required.

7.4 Governance Policies

A Code of Conduct for the Board of Directors and Executive Committee has been established:

Ref.: MILSET-2017-01-002-GOV_BD_Code_Conduct

Article 8: EXECUTIVE COMMITTEE

Remote Meetings

Directors may meet remotely using means of communication that permit each Director to communicate adequately with other Directors, provided that:

- The Board has passed a resolution addressing the mechanics of holding such a meeting and dealing specifically with how security issues will be handled, the procedure for establishing quorum, and the procedure for recording votes;
- Each Director has equal access to the specific means of communication to be used; and
- Each Director has consented in advance in using the specific means of communication proposed for the meeting.

Article 9: FINANCE

9.1 Management

With regard to the financial situation of the Organisation, it is the responsibility of the Treasurer to avoid creating a situation of financial risk and to identify to the Board of Directors priorities to be included in

the annual action plan. Accordingly, the Treasurer shall:

- spend only funds included in the annual budget;
- use the long term reserve only with the approval of the Executive Committee;
- pay invoices in a timely manner;
- actively pursue receivables after a reasonable grace period.

9.2 Reporting

Financial reports shall be on the agenda of each Executive Committee meeting. The annual financial report shall be approved by the Board of Directors. A two-year financial report shall be presented for information at the General Assembly meeting.

9.3 Authorisation of Payments

Either the President or Treasurer shall authorise the payment of all invoices; only one officer's authorisation is required.

9.4 Bank Accounts

The bank account is located at HSBC in Paris, France and shall be used for international deposits and transfers.

To facilitate financial operations, the *Universidad Popular Autónoma del Estado de Puebla (UPAEP)* in Puebla, Mexico account is used for daily management and is under the control of the UPAEP Treasurer, who submits monthly reports to the MILSET Treasurer.

9.5 Signature

The only Officers authorised to manage the HSBC accounts are the President and Treasurer. The Executive Committee may authorise an additional Executive Committee Officer.

9.6 Fundraising Policy

A Fundraising Policy has been established:

Ref.: MILSET-2015-04-017_GOV-Fundraising_Policy.

Article 10: AUDITING

The Board of Directors shall name two (2) external auditors to verify the financial reports with the support of the Treasurer.

External auditors shall not belong to an organisation represented on the Board of Directors.

Article 11: HONORARY PRESIDENT

The Organisation has the right to appoint an Honorary President.

The following rules govern consideration for a nomination:

- The appointment shall be approved by a unanimous vote of the Board of Directors;
- The Honorary President receives special mandates from the Board of Directors, Executive Committee or President;



- The Honorary President acts as a personal adviser to the President;
- The Honorary President may be invited to attend the General Assembly, Board of Directors or Executive Committee meetings as an ex-officio (non-voting) member;
- The Honorary President shall abide by the mission and vision of the Organisation.

Upon appointment, the Honorary President receives a certificate and a plaque.

An appointment can be terminated upon the approval of the Board of Directors.

Article 12: HONORARY MEMBERS

The Board of Directors may appoint, from time to time, Honorary Members to recognize individuals who have made outstanding contributions to the development or promotion of the mission and vision of the Organisation, or to the promotion of science and technology education. The term of appointment for an Honorary Member shall be four (4) years.

The following rules govern consideration for a nomination:

- The appointment shall be approved by a unanimous vote of the Board of Directors;
- No more than one (1) Honorary Member may be appointed in a given year;

Honorary Members may be invited to attend the General Assembly as ex-officio (non-voting) participants.

Upon appointment, the Honorary Member receives a certificate and a plaque.

An appointment can be terminated upon the approval of the Board of Directors.

Article 13: WORKING GROUPS AND COMMITTEES

Working Groups, Committees and Commissions may be established by the Board of Directors or the Executive Committee to generate recommendations to the establishing body, which shall define the group's mandate, composition, duration and leadership.

Article 14: HUMAN RESOURCES

14.1 Appointment

The Executive Committee is responsible for appointing resources to fulfil required positions, ensuring that their duties are clear, and defining the conditions of employment, in case of staff.

Conditions of employment shall be defined in a contract established at the time of hiring, under the signature of the President. Contracts shall be developed in accordance with employment legislation and relevant collective labour agreements of the applicable country.

14.2 MILSET Managing Director

Reporting to the President and General Secretary, the Managing Director supports the work of both the President and General Secretary, and carries out the mandate prescribed by the Executive Committee. The Managing Director collaborates on the planning and implementation of communications activities.

The Managing Director is responsible for the administration of the organisation and ensures the quality of services and resources.

Main duties and responsibilities

- Prepare and implement an Annual Action Plan.
- Advise and support the President in the realisation of the MILSET mission.
- Support the General Secretary in the administration of the organisation.
- Support the management, implementation, and evaluation of the Strategic Plan.
- Manage the follow-up of tasks assigned to and by the Executive Committee or Board of Directors.
- Support the work of the Programs Coordinators.
- Support the work of any committees assigned to a special task by the Executive Committee.
- Ensure regular engagement and collaboration with the MILSET Regional Offices.
- Coordinate the preparation of the MILSET Activities Report.
- Collaborate with the Communication Manager to ensure effective communication with the Executive Committee, Board of Directors, Regional Offices, and member organisations.
- Identify potential partners aligned with MILSET, including possible sponsorships.
- Monitor and evaluate MILSET's position amongst global youth STEAM organisations; make strategic recommendations.
- Maintain the documents library/archives in collaboration with the Communication Manager.

Level of authority

The Director holds the power of recommendation to the President, General Secretary and Executive Committee. The director must obtain the permission of the Treasurer for any financial commitment involving the organisation which is not already approved by the Executive Committee.

Evaluation

An annual evaluation process is conducted by the President and the General Secretary.

14.3 MILSET Communication Manager

Reporting to the President and General Secretary, the Communication Manager supports the work of both the President and General Secretary and carries out the mandate prescribed by the Executive Committee. The Communications Manager ensures effective development, availability, and distribution of information to MILSET members and regions. He/she develops, implements and monitors the communication strategy, including the promotion of programs and activities and use of the MILSET brand. He/she ensures the coordination and implementation of all printed and digital materials and oversees all MILSET websites and social media accounts.

Main duties and responsibilities

- Prepare, for the approval of the Executive Committee, and implement an Annual Communication Strategy and Plan.
- Prepare and implement an Annual Action Plan.

- Advise and support the President in the realization of his/her communications activities.
- Support the General Secretary in the application of his/her activities.
- Coordinate the realisation of all printed and digital materials.
- Oversee the communication aspects of ESI and related MILSET activities.
- Manage the corporate websites, develop and add content and insure promotion of MILSET on social media.
- Manage the members' lists, including all contact information.
- Supervise the implementation of any Communication Policies.
- Implement the Archives Policy.
- Manage the regular updating of official documents.

Level of authority

The Communication Manager holds the power of recommendation to the President and General Secretary. He/she must obtain the permission of the Treasurer for any financial commitment involving the organization which is not already approved by the Executive Committee.

Evaluation

An annual evaluation process is conducted by the President and the General Secretary.

Article 15: DOCUMENT MANAGEMENT

15.1 Documents

All documents (Word, Excel, and PowerPoint) shall use the official templates provided by the Communication Manager and have document reference identification.

Document references are defined according to a set of rules under the direction of the General Secretary.

15.2 Archives Policy

An Archives Policy has been established:

Ref.: MILSET-2014-08-021_ADM-Archives_Policy

Article 16: COMMUNICATION MANAGEMENT

Policies

A MILSET Account Acceptable Use Policy has been established:

Ref.: MILSET-2017-06-005-GOV-Policy_Account_Acceptable_Use

A MILSET Account Policy has been established:

Ref.: MILSET-2017-06-004-GOV-Policy_Account

A MILSET Website Ownership and Administration Policy has been established:

Ref.: MILSET-2017-11-003-GOV-Policy_Website_Ownership_Administration

Article 17: AWARDS

Every year, MILSET recognizes volunteers, members and partners who have made outstanding contributions to the organisation or its programs at the regional, national, or international level. The MILSET awards are defined in the following documents:

- MILSET Volunteer Award (Ref.: MILSET-2017-03-010-AW_Volunteer_Criteria)
- Derek Gray Medal (Ref.: MILSET-2013-09-022-AW_Derek_Gray_Criteria)
- Enrique Padilla Award (Ref.: MILSET-2013-09-024-AW_Enrique_Padilla_Criteria_EN)
- ESI Best Delegation Award (Ref.: MILSET-2013-09-026-AW_Best_Delegation_Criteria)
- ESI Young Scientists Award (Ref.: MILSET-2013-10-010-AW_Young_Scientist_Criteria)
- ESI Cultural Award (Ref.: MILSET-2013-10-011-AW_Culture_Criteria)
- MILSET Award (Ref.:MILSET-2014-06-002-AW_MILSET_Criteria)

A list of Award Winners is maintained in the following document:

Ref.: MILSET-2013-11-001-AW_List_Winners

Article 18: ACTIVITIES

18.1 Activities targeted to more than two regions

18.1.1 Agreement

An activity developed by a Region may become a MILSET activity, subject to approval by the Executive Committee or Board of Directors. Activities to be considered should target more than two regions. A written agreement shall be established with each concerned Regional Offices.

18.1.2 Criteria and Guidelines

Criteria and guidelines for participation in multi-Region activities shall be approved by the MILSET Executive Committee.

18.2 Activities organised by one region and offered to another region

A Region has the right to make an agreement with another region to offer a joint activity or to offer the activity in that region.

A copy of the agreement shall be sent, for information, to the Executive Committee.

18.3 MILSET Expo-Sciences International (ESI)

18.3.1 Candidature

The Executive Committee receives applications for ESI candidature and selects the successful host.

The relevant documents are available as follows:

Procedure (Ref.: MILSET-2017-01-007-ESI_Candidature_Process)

Declaration of interest (Ref.: MILSET-2013-08-002-ESI_Declaration_Interest)

Application form (Ref.: MILSET-2013-08-003-ESI_Application_Form)

18.3.2 Agreement

An Agreement is signed between the Organisation and the selected Host Committee.

18.3.3 Follow up

The Executive Committee shall name at least one representative to sit on the ESI Executive Committee.

Responsibilities:

- Act as a full capacity member on the MILSET ESI Board of Directors;
- Represent and ensure compliance with the MILSET mission and values;
- Represent and ensure compliance with MILSET policies, standards, and best practices;
- Advise the MILSET ESI Board of Directors and provide guidance throughout the organisation process;
- Ensure that the Agreement is followed by both parties;
- Follow up on actions and activities managed by the Host Organising Committee and receive regular reports or minutes of meetings;
- Present regular reports and recommendations to the MILSET Executive Committee;
- Ensure the follow-up of actions to be taken by the President's Office, the General Secretary, the MILSET Director, and the MILSET Communication Manager;
- In collaboration with the Host Organising Committee and the MILSET General Secretary, plan and ensure appropriate arrangements for all MILSET activities during the ESI, including official meetings;
- Represent and ensure compliance with MILSET requirements related to organisation of the Leaders Congress and the Young Citizens Conference;
- Ensure that the MILSET ESI final schedule is approved by the MILSET Executive Committee;
- Approve the scenarios of the Opening and Closing Ceremonies, Cultural Night and Gala Dinner;
- Ensure the visibility of MILSET in the Host Organization's media campaign;
- Ensure, in collaboration with the MILSET Communication Manager, compliance with the MILSET Branding Policy and international promotion through MILSET communication channels;
- Have full access to the Registration system;
- Coordinate, with the Regional Offices, the accreditation of non-member organisations (except for those from the host country);
- Make weekly regional reports (during the high period of registration) and follow up on special cases;
- In collaboration with the MILSET ESI director, ensure compliance with the rules related to ratio and quota per country;
- In collaboration with the Host Organising Committee and the MILSET Treasurer, ensure the collection of all outstanding registration fees during the ESI;
- In collaboration with the MILSET Treasurer, follow-up on the registration fee payment process and approve the final report related to the registration fees collected, including the portion allocated to MILSET;
- Regularly monitor the financial situation and alignment with the MILSET ESI budget.

18.3.4 Guidelines

Resource documents available are:

- Organiser Manual (Ref: MILSET-2013-08-004-ESI_Organizer_Manual_EN);
- ESI Standards (in preparation);
- Reports from previous ESI events.

18.4 MILSET Regional Expo-Sciences

18.4.1 Regional Offices Responsibilities

- Decide if they accept projects from other regions.
- Determine the number of participants and projects they agree to receive.
- Ensure that the number of participants and projects from other regions is not greater than the number from the hosting region.
- Request the authorization of the applicable Regional Office before issuing any accreditation.

18.4.2 Member

- A member shall not participate in a Regional Expo-Sciences outside its region, until it has participated in at least one (1) of its own Regional Expo-Sciences, if there is such an event in its region.

18.4.2 New member

- A new member shall be allowed, upon the approval of its Regional Office, to participate in a Regional Expo-Sciences outside its region, if his own Regional Expo-Sciences is held after the event he wants to register.
- The registration fee should then be the one of a non-member.

18.4.3 Non-member

- A non-member must count with the approval of its own region to participate at Regional Expo-Sciences outside from its region.
- A non-member cannot receive an accreditation to participate to a Regional Expo-Sciences outside from its region, if he had not participated at least to one (1) of its own Regional Expo-Sciences, if there is such an event in its region.
- Individual application from student(s) presenting one (1) solo or duo project and not being part of an official delegation, is not permitted.

18.5 Other MILSET activities

Other MILSET activities include:

- MILSET Young Citizens Conference (YCC);
- MILSET Leaders Congress;
- MILSET Science Photo Contest (starting with the 2018 edition).