

## **AGENDA ITEM 15.1**

## **CIVA INTERNAL REGULATIONS**

No change in the existing version of the CIVA Internal Regulations document this year, i.e. up-to-date version is 2025-0 effective 01/01/2025.

As a reminder, mature parts of the document, in plain black, were approved by CIVA in the 2022 Plenary Annual Meeting and entered into force right after.

However the other paragraphs remain under construction, and the document has not evolved in 2024 and 2025.

What's next? We need to regain momentum to complement missing or partially elaborated sections, and make our "CIVA Internal Regulations" a full-fledged, complete and integral part of CIVA operations.

In order to achieve this, feedback from the Plenary is requested on the following three elements:

- 1. Perceived **importance for CIVA** to equip itself with a reference document on Internal Regulations (in other words renewed push and enthusiasm to move forward).
- 2. Relevance and completeness of topics listed in Appendix A.
- **3.** Creation of a core team (i.e. **Working Group**) towards finalization of the document, with experience to cover topics listed in Appendix A -- on top of a more global understanding of CIVA operations so as to achieve a comprehensive, truthful, accurate and cohesive document.

Careful completion of this key document for CIVA operations will require dedication from a number of contributors, as was the case for the draft version. Provided the proposed way forward in #3 is agreed, **volunteers** to be part of this WG will be sought – people who share the vision of the value the document will bring to CIVA going forward. May they be warmly thanked in advance.

The WG will work together with relevant stakeholders, and the process to tackle items listed in Appendix A (and possibly other missing elements tbd) will be to go through specific deep-dives to reach a point where CIVA can confidently move forward with a mature text.

The objective is that each individual new item is then subject to a vote at the Plenary Annual Meeting 2026 for implementation (new text to describe existing CIVA operations are expected to be subject to a global vote, unless Plenary debates indicate that an area requires more work or a separate vote).

This is then also the time when a process for internal regulation changes can be structurally implemented (as per item #C.6 in Appendix A), with a call for proposals from NACs and CIVA Plenary Annual Meetings decisions on the submitted proposals.

In addition, new topics may also naturally flow down from any Plenary discussions or decisions relevant to internal regulations, with possible impacts from e.g. strategy developments.



I would also like to encourage Delegations to take on board item #D above, i.e. feed further development and improvement of this document with further feedback, remarks and ideas.

Final remarks: this set of internal regulations shall not be construed as a source of restrictions, but rather a tool for CIVA's conscious freedom to determine its own future – a framework for collaboration, transparency, ownership and discipline, which forms the basis from which novel ideas and a "future CIVA" can be continuously developed in a mindful and structured way.

Matthieu Roulet
CIVA Vice-President

## APPENDIX A: OUTSTANDING ITEMS

Identified topics for further developments and review are as follows:

- A. "Reserved" items not written or not complete yet but for which CIVA operations already exist. These items will need to be put in writing and faithully reflect current practice.
- B. Clarifications on written sections or paragraphs, adding any missing element resulting in a better reflection of existing CIVA operations.
- C. "Reserved" items related to topics not fully mature, i.e. related to new items deserving further attention and assessment. Key items identified so far include:
  - 1. Handling of complaints from Delegates and Handling of ethical / compliance issues.
  - 2. The *Information and Communication Technology Committee* (ICTC): Mandate given to ensure availability / sustainability of critical IT tools for CIVA operations (including dealing with intellectual property rights).
  - 3. The Safety Working Group: Working Group or a CIVA Committee (with appointments through votes by Delegates)? Advisory body or decision-making / enforcement body, and how?
  - 4. The Media Working Group: Development of objectives, outcomes and operations.
  - 5. Championship organisation revocation provisions.
  - 6. Detailed process for amendments or waivers to these *CIVA Internal Regulations*. e.g.Proposal process, handling and voting, with a) for elements under development or clarifications / missing items: simple majority. b) for new applicable elements: tbd
- D. Any other relevant topic gathered through feedback and suggestions from stakeholders. Many thanks to those who have done so already some responses are still to be provided in detail, but these feedbacks are nonetheless considered, and are very helpful to make progress collectively.



## APPENDIX B: BACKGROUND NOTES

The first draft issue of the "CIVA Governance" document was published in 2022 for discussion at the CIVA Plenary Annual Meeting. The document was structured to gather, for the first time, all regulations applicable to CIVA bodies, officers and delegations, in complement to the more general FAI applicable documents.

In that first draft, most paragraphs were meant to reflect in writing how CIVA was already operating, with some of them fully developed and some of them under construction or not yet written. In addition, the comprehensive document structure allowed to identify areas where CIVA operations were in fact not yet developed to a mature status (including for example procedures to modify how CIVA operates), or for which recent developments would lead to incorporate new elements (including for instance mandate and operations of the CIVA Safety Working Group). In order to benefit from the already developed paragraphs, and in view of the heavy task, a stepped approach was elaborated: the draft document included all mature parts in plain black, and parts under construction, not written yet, not mature yet or with new material subject to further debates, in grey italics – the CIVA Plenary was asked in the 2022 Annual Meeting to vote only on the plain black part of the document (with Delegates asked whether it was in line with how CIVA already operates), which then became effective after a majority approved its adoption (again: the plain black paragraphs only).

From that point and considering the reservations that had been expressed at the CIVA Plenary Annual Meeting 2022, the document has mostly not evolved, in a pause allowing everyone to reflect on its usage, and assess benefits and drawbacks that this new "tool" provides, before moving forward in the best possible way.

Neverthless two changes were made in the new draft published in 2023, adopted at the CIVA Plenary Annual Meeting that year:

- 1. The document name was changed from "CIVA Governance" to "CIVA Internal Regulations", a name used in some other FAI Commissions as well. Based on comments received during the CIVA Plenary Annual Meeting 2022, this new naming was considered clearer, better reflecting the scope of the document and allowing to better avoid possible confusion with a full-fledged "Governance", like what can be found in Corporations and embedding all ESG (Environmental, Social and Governance) topics. In that sense 'Governance' is more in the scope of FAI as a whole and would call for ESG experts to support further elaboration, while 'CIVA Internal Regulations' complements the FAI applicable standards with exactly what the title says. Therefore all corresponding references were changed. The word 'governance' can still be found in the document, but with a narrower meaning where it fits.
- 2. A correction on the interpretation of the FAI By-Laws was implemented in 11.5.3. Changes to Agenda: it was clarified that final decisions may be taken by the CIVA Plenary even on items not in the published agenda prior to the Plenary Annual Meeting, provided corresponding items are added to the agenda during the Plenary according to the By-Laws process (two third majority vote to add new items on the agenda). As provisioned in the yet-to-be-approved section 14 of the document (Amendments to CIVA Internal Regulations), flow-down from requirements in FAI applicable documents will necessarily be applied without the need for CIVA approval, nevertheless such amendments will be shown with a change bar – this was the case here.

END OF DOCUMENT