

## AGENDA ITEM 14.1

### CIVA INTERNAL REGULATIONS

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.

Nevertheless 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.

What's next? The document has not evolved in 2024. 2025 will be a year of strong momentum to complement missing or partially elaborated sections, and make our "CIVA Internal Regulations" a full-fledged, complete and integral part of CIVA operations.

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 faithfully 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.

The way forward for these new items (and possibly others) is to go through specific deep-dives to reach a point where CIVA can confidently move forward with a mature text. Objective is that each individual new item is then subject to a vote at the Plenary Annual Meeting 2025 for implementation. The former two categories (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 #6 above), 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.

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 – people who share the vision of the value the document will bring to CIVA going forward. May they be warmly thanked in advance. 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.

***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.***

A handwritten signature in black ink, appearing to read 'M. Roulet', is positioned below the text.

Matthieu Roulet  
CIVA Vice-President