

CISM PROTOCOL GUIDE



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CISM PROTOCOL GUIDE

1. Aim.

The aim of the « CISM Protocol Guide » is to provide to all the members of the CISM family all the necessary protocol rules and recommendations applied during the various CISM activities and events.

It is reminded that all CISM events have to bear a military character and include ceremonies destined to enhance its prestige.

2. Definition.

By « Protocol » CISM expects :

A set of rules governing the **etiquette** and **precedence** at CISM official events and ceremonies. By extension, it specifies the manner and respect to be observed at the time of said events and ceremonies.

The etiquette, also called politeness and formality, is a set of rules and criteria referred to as the « good manners » governing the acquaintances within CISM.

The order of precedence refers to the hierarchical order under which things or persons are placed in accordance with their status. It may also refer to the order of accommodation to persons at official ceremonies or to the usage of decorations and distinctions.

The position of a person or thing in accordance with the order of precedence observed within CISM displays her/his/its actual stand. However, it may likewise arise from a ceremonial, historical or sporting relevance.

3. Application.

Although the protocol and military traditions of the country hosting a CISM event, should be taken into consideration, the CISM protocol shall be strictly carried out on the following occasions:



3.1 Institutional events :

- a. General Assembly and Congress ;
- b. Board of Directors Meeting ;
- c. Meeting of Urgence Committee ;
- d. Continental Meetings ;
- e. Commission meetings ;
- f. Meetings of Presidents of CISM Sports Committees ;
- g. Symposia ;
- h. Forums ;
- i. Seminars.

3.2 Sporting Events :

- j. CISM World Games (summer, winter, cadets) ;
- k. World Championships ;
- l. Continental Games and Championships ;
- m. Regional Championships and Tournaments.

4. CISM Authorities order of precedence.

4.1 The order of precedence of the CISM authorities is:

- a. President,
- b. Vice-President of the host continent,
- c. Secretary General,
- d. Other Vice-Presidents in order of seniority (based on date of election to the Board of Directors or, in case of equal service, military rank,),
- e. Members of the Board of Directors, in order of seniority (based on date of election to the Board of Directors or, in case of equal service, military rank,)
- f. Treasurer General,
- g. Chief of Delegation of the organizing country,
- h. Chiefs of delegation, based on French alphabetical order of the nations they represent,
- i. President of CISM Sport Committee, based on the individuals' military rank,
- j. Presidents of Commissions (non Board members),
- k. Delegates, based on French alphabetical order of the nations they represent,
- l. Members of Commissions, CISM Sport Committees,
- m. Members of the General Secretariat and members of the Cabinet of the CISM President,

Remark: The Official CISM Representative takes precedence over all other CISM authorities, unless the President of CISM is present.



4.2. The highest CISM Authority in attendance along with the highest local Authority in attendance shall be automatically placed at the center of the dispositions, either side by side or face to face.

4.3 National/Local authorities will be placed according to a mutual decision taken by CISM and the Organizing Committee. The placement will be balanced amongst the latter and the CISM authorities.

4.4. CISM Special Guests will be placed according to their function on the International Scene.

4.5. When in attendance, the placement of the Honorary Presidents and Honorary Members will be mutually decided by CISM and the Organizing Committee. In any case, they will be placed amongst the highest authorities.

5. Hotel Rooms-Conditions of stay

5.1 When reserving hotel rooms for CISM authorities the hotel must be at least of an international three (***) stars international rating. The hotel must also be flexible in the management of unexpected participants or participants who are expected but do not show up.

Rooms must include a single or double bed, shower or bath, table and chair, telephone and the necessary comfort. It is advisable and common to foresee a suite for the President of CISM. That suite shall have one separate fully equipped Office room to receive guests.

If possible, it is advisable and common to foresee a suite for the CISM Secretary General, the Continental Vice President, and the OCR in the frame of a CISM World event.

5.2 For CISM Special Guests, it will be decided by the Secretary General on a case by case basis.

5.3. For Local Authorities, it will be decided by the Chief of the hosting Delegation.

All participants, including guests, must receive upon their arrival an information file, including all necessary information on their “rights and duties”, the program, and other relevant items (invitations to ceremonies and dinners, meal-tickets, tourist information, etc...). Help should be provided with the check-in and the transport of luggage.

6. Transport

The organizers of CISM events (World Games, World Championships, General Assembly, BoD meetings, symposia, etc) must provide modern cars and buses for the transportation of



CISM Authorities and other participants. The organizers make all arrangements for the transportation of all participants during the official events of the program. However, they are not obliged to provide transportation for the private use of the participants.

The following minimum transportation means must be provided, depending on the participation:

- One car for the President of CISM,
- One car for the OCR, (for World Games and World Championships),
- One car for each Vice-President,
- One car for the Secretary General of CISM,
- One mini bus for the Treasurer General and the Members of the Board,
- Buses for the rest of the participants,
- One minibus for Members of the General Secretariat (available at anytime)

For the World Games, it is advisable to provide a car for each Chief of Mission.

Complementary to this, some reserve cars must be foreseen for extra transport such as late arrivals, early departures, hospitalizations, etc. All vehicles used will, if possible, bear the CISM flag or logo.

7. Meeting rooms setup

During the different CISM meetings the organizers should provide modern rooms, properly equipped and spacious enough, according to the number of participants. The meeting rooms have to be set-up in close co-operation and detailed arrangement with the CISM Project Officer for the specific event. The decoration of the meeting rooms is left to the initiative of the organizing country.

In every meeting room and on every place the following must be foreseen:

- A large CISM and host country flags must be displayed in the session room,
- Identification plates or cards,
- A miniature flag to be placed in front of the delegations (for the General Assembly), or small CISM table flags (for other meetings),

It would be useful to have one special VIP room available for the President and one for the Secretary General, in case of an urgent restricted meeting being organized (depends on the venues of the hotel/convention centre).



The coffee break room must be close to the meeting room. Coffee, other refreshments and biscuits should be available in sufficient quantities.

Schematic presentations of the various meeting rooms in Annexes 1-4.

8. Opening and Closing Ceremonies

The host nation of a CISM event must organize opening and closing ceremonies. These ceremonies shall bear a formal military character. On various occasions (World Games, General Assemblies, for example), an artistic showcase complements the formal part of the ceremonies.

The use of English alongside the national language is mandatory during these ceremonies.

In order to lend CISM events a more official character and to encourage friendly relations between the governments of member nations, it is highly recommended that diplomatic representatives from all participating nations are invited to the opening and closing ceremonies. It is recommended that the following national personalities are also invited:

- Military dignitaries and former CISM delegates,
- The press,
- Athletes having participated in former CISM championships,
- Sports leaders, well known coaches, representatives of NOC and other national sports organizations.

With due respect to the CISM Ideals, the organization of any events associated with any kind of political, ethnical or religious propaganda is strictly forbidden in any official CISM Ceremony.

A. Duration of the Ceremonies:

- CISM World Games : Max 2 hours
- CISM World Championships : Max 1 an ½ hours
- Other ceremonies : Max 1 hour



B. Opening ceremony

The following points are compulsory during an opening ceremony:

- the CISM flag is hoisted to the sounds of the CISM anthem,
- the CISM President (or the OCR) and a dignitary of the host nation pronounce a welcome address,
- the event will be opened with the traditional phrase : **“I declare the ...(event) of the International Military Sports Council open”** pronounced by the highest local Authority present.

An example of an opening ceremony for a CISM Meeting is given hereunder:

#	Activity	Time (approx.)
1	Entering of authorities in the room,	2
2	Soldiers enter bringing the CISM flag and the flag of the hosting country to the sound of the CISM march,	2
3	National flag is hoisted and national anthem is played,	3
4	CISM flag is hoisted and CISM anthem is played,	3
5	Speech by the President of CISM,	10
6	Speech by a high authority of the host nation who shall end his speech by declaring the event open by using the sentence: : "I declare the ... (event)... of the International Military Sports Council open".	10
7	Military parade, eventual decoration ceremony and/or cultural and folkloric activity and/or video on the country,	30

Especially for the World Championships the sequence of the Opening Ceremony is as follows:

#	Activity	Time (approx.)
0	The flags of the participating nations are already hoisted in the French Alphabetical order (or they are carried by anyone leading each team);	



1	Missions, led by their team captains, assemble according to the same order;	15
2	Missions enter into the stadium and parade to the CISM march. The team of the host nation is the last to enter the stadium;	15
3	National flag is hoisted and national anthem is played,	3
4	CISM flag is hoisted to the sounds of the CISM anthem;	3
5	Welcome address by the OCR ;	7
6	Welcome address by a dignitary of the host nation who shall end his speech by declaring the event open by using the sentence: "I declare the ... (event)... of the International Military Sports Council open". ;	7
7	Military parade, eventual decoration ceremony and/or cultural and folkloric activity and/or video on the country,	40

C. Closing ceremony

The closing ceremony is performed in the same practical manner as the opening ceremony, but includes the distribution of CISM awards in the Order of Merit (if not already done).

As a rule, the CISM anthem is played and the CISM flag is lowered. The chief of the Organizing Committee presents the CISM flag to the President of CISM (or the OCR) who hands it over, in front of everyone, to the representative of the next country hosting the event. The flag of the hosting country then is lowered and the national anthem is played.

- The closing ceremony ends with the traditional phrase: **“I declare the ... (event) of the International Military Sports Council closed”** pronounced by the highest CISM Authority in attendance.

Especially for the World Military Championships the Closing Ceremony is performed in the same practical manner as the Opening Ceremony, but it includes the distribution of medal and awards. For more details, please refer to Chapter 13 of the present guide.

9. Information (Press) conference on CISM

During all CISM events an information (press) conference devoted to CISM and its activities should be included in the program by the host nation. The purpose of this meeting is to promote CISM on a wide scale. It is intended for the benefit of all dignitaries and authorities present, as well as for the press.

The Press conference is conducted jointly by:



- The President of CISM who chairs the meeting (the OCR in World Championships),
- The Continental Vice-President (if present),
- The Secretary General of CISM (if present),
- The Chief of Delegation of the host country and/or the chairman of the organizing committee,
- The organizing committee's public relations officer or the CISM Master of Ceremony,
- Military athletes from the host country,
- Interpreters, if necessary,

The Press conference should aim at considerable impact and may be preferably followed by a drink or cocktail party. It is only one of the many ways of promoting CISM and should be preceded and followed by a proper public relations campaign, including press articles, television spots, radio broadcasts, posters, panels, photographs.

10. Protocol visits

The Host nation shall organize some protocol visits to the highest national dignitaries from political, military and sports spheres. The choice of protocol visits shall be commonly decided between the host country and CISM prior to the start of the event. It usually includes:

- An audience by the Head of State (restricted to the CISM President),
- A visit to military authorities (Minister of Defense, Chief of Staff, etc...),
- A visit to the Mayor,
- Other eventual visit (NOC, National Sports Federations, etc).

The Secretary General and the authorities of the Host nation are responsible for the coordination of the visits. During these visits, an exchange of official souvenirs (small commemorative plaques) is commonly organized between CISM and the host country.

11. Homage rendered by CISM (wreath-laying ceremony)

A commemorative ceremony may be conducted at a national monument, during the various CISM events. The Highest CISM Authority present (CISM President, OCR) will lead the missions, or the participants on this occasion. The host nation is expected to provide flowers or a wreath and to organize the ceremony following the national rules. All necessary information concerning the ceremony will be spoken about prior to the ceremony.

12. Decoration Ceremony

CISM traditionally confers decorations to anyone who, by his or her actions, has contributed to the ideals and goals of CISM.



The decoration is bestowed by the President of CISM (Grand Master of the Order of Merit) or his appointed representative. An officer of the CISM HQ or a protocol master and an Master of Ceremony assist him. The awarding of decorations follows a strict military decoration procedure and the CISM protocol should be followed as much as possible.

The procedure is as follows:

- The Master of Ceremony announces the decoration ceremony and requests the audience to stand-up
- The audience stands up,
- The Master of Ceremony calls the President to take the floor,
- The CISM President must wear his Grand Cordon from that moment onwards,
- The Master of Ceremony calls the nominee to the floor and gives an overview of his services to the cause of CISM,
- The President, pronounces the official statement **"Mr. (Rank, or title), in the name of CISM, in recognition of your devotion to the cause of sport, and to the ideals of CISM, I make you in the Meritorious Order of CISM"**,
- The protocol master gives the decoration to the CISM President or his representative,
- The decoration is made on,
- The recipient and the CISM President exchange a military salute (when applicable),
- A hand shaking and applause end the ceremony.

The organizers shall foresee an audio system (microphone) so that the whole attendance can hear the solemn statement.

Schematic presentation of the decoration ceremony as in Annex 5.

13. Awards during Competitions

The presentation of awards to the winners must be generally done in public during the closing ceremony (see chapter VI of CISM Regulations). Wearing of uniform is mandatory on this occasion. Exceptions may occur, in which case it takes place during the championship.

The organizers must take care that the ceremony is carried out in a formal military manner.

Awards are presented by the national dignitary chairing the event and by the Official CISM Representative, as well as by any high-ranking authority (civilian or military) present. The selection of the authorities who will hand the awards should be done by the Highest CISM Authority present (CISM President, Secretary General, OCR) and the Chief of the Organizing Committee of the event. The authorities chosen should be informed and briefed prior to beginning of the ceremony. The military authorities chosen must be in uniform.

As a rule, the national anthem is played and the national flag is hoisted only when medals (individual and team rankings) are awarded. At that time everybody present must rise (the announcer asks the public to rise). In some sports, the best team does not receive a medal



but a specific trophy or a cup; in that case, the national flag of the awarded country is hoisted at the sound of its national anthem.

When specific awards or trophies are awarded, such as fair-play cup or best athlete, the anthem is not played.

Forbidden actions:

In conformity with the statutes and traditions of CISM, any political or religious propaganda during a CISM event, in particular the dissemination of documents, pictures, brochures, reviews, etc. is strictly forbidden.

Displaying the national flag on the podium by the recipient (athlete or team) at a medal awarding ceremony is forbidden. Individuals failing to respect these prescriptions shall not receive their medal(s) during the official ceremonies.

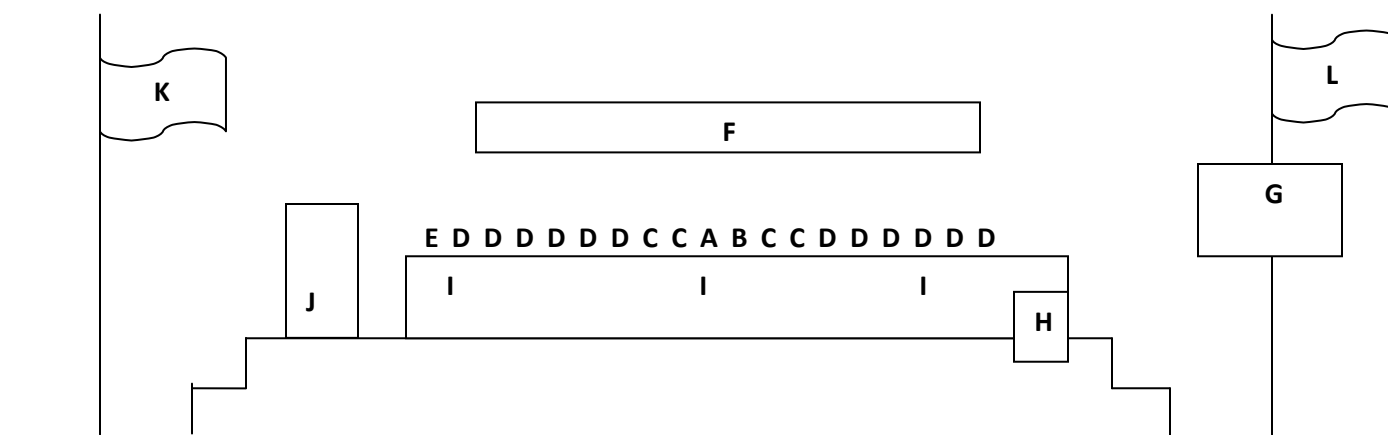
Any contravention shall result in the exclusion of the mission from further competition and may result in additional sanctions (Regulations Art. 1.12).



Annex 1. Proposal of schematic presentation of the podium of the Congress and General Assembly

The members of the Board of Directors shall be seated on a raised platform (podium), in easy view of all delegates. The podium must be at least 15 m width and 6 m deep. The table of honour must be at least 13 m long and at least 21 people (CISM President, 4 Vice-presidents, 14 BoD members, Secretary General, Treasurer General) must be able to sit on it at a comfortable way. Sitting arrangements for BoD members are made according to article 4.1. On one side of the table a rostrum or speakers platform is installed for official speeches and work during the sessions.

Schematic presentation of a front view of the podium:

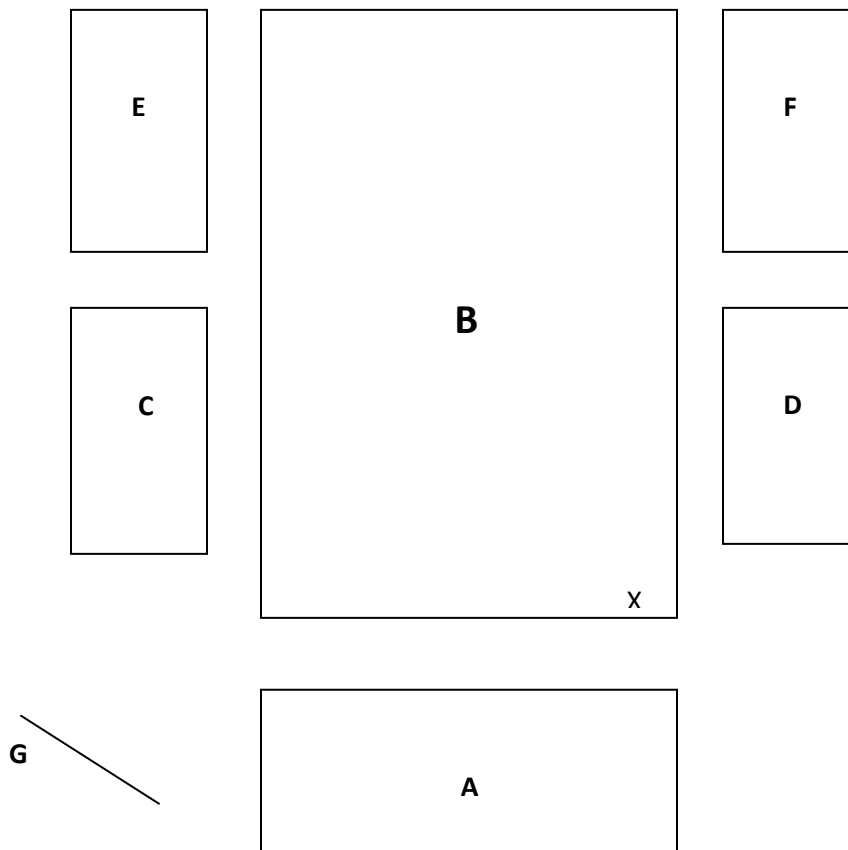


- A : President
- B : Secretary General
- C : Vice-Presidents
- D : Members of the Board
- E : Treasurer General
- F : Members of General Secretariat and President's cabinet

- G : Screen (2m x 3m)
- H : Overhead projector, Video, VHS, TV set
- I : Flowers
- J : Lecturer
- K : CISM flag
- L : Host Country flag



Annex 2. Proposal of schematic presentation of the General Assembly hall

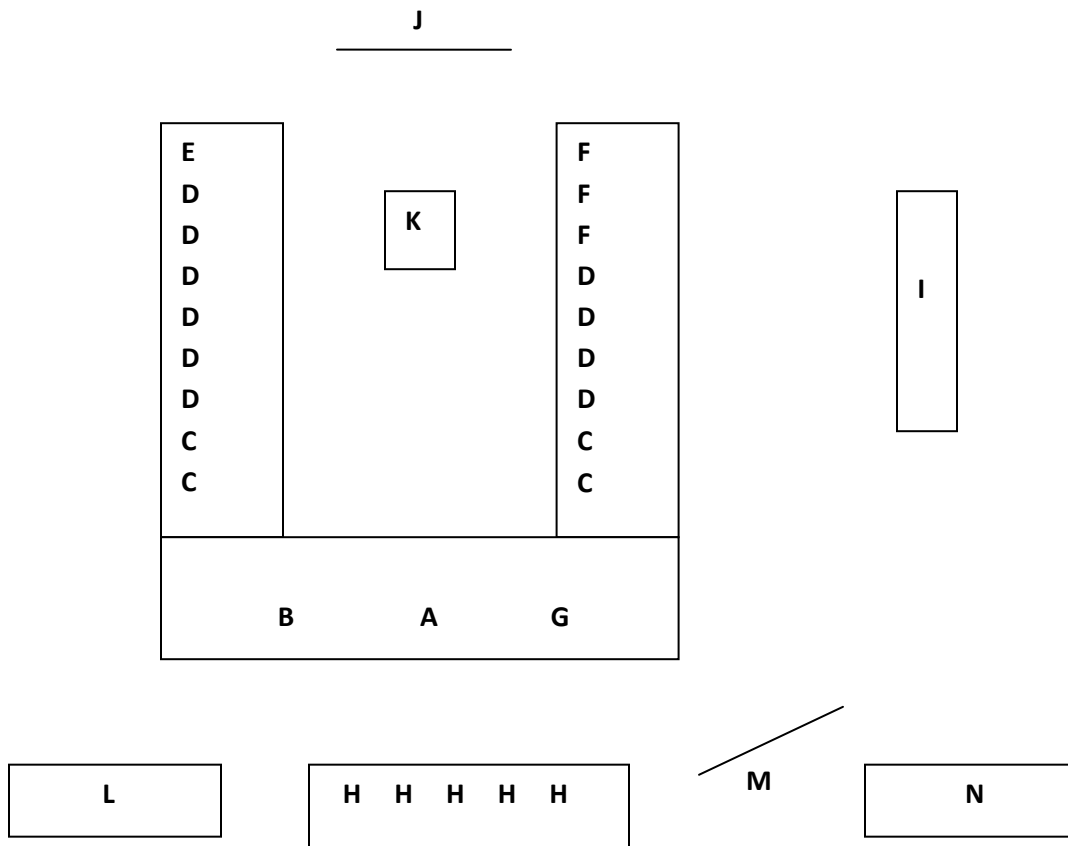


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|--|--------------------|
| A : Podium | E : Partners firms |
| B : Delegations (order starting at X) | F : Observers |
| C : Special Guests | G : Screen |
| D : PCSCs | |

Delegations are placed following the French alphabetical order from A to Z. For a correct alphabetical order list see the current CISM directory.



Annex 3. Proposal of schematic presentation of the BoD meeting room

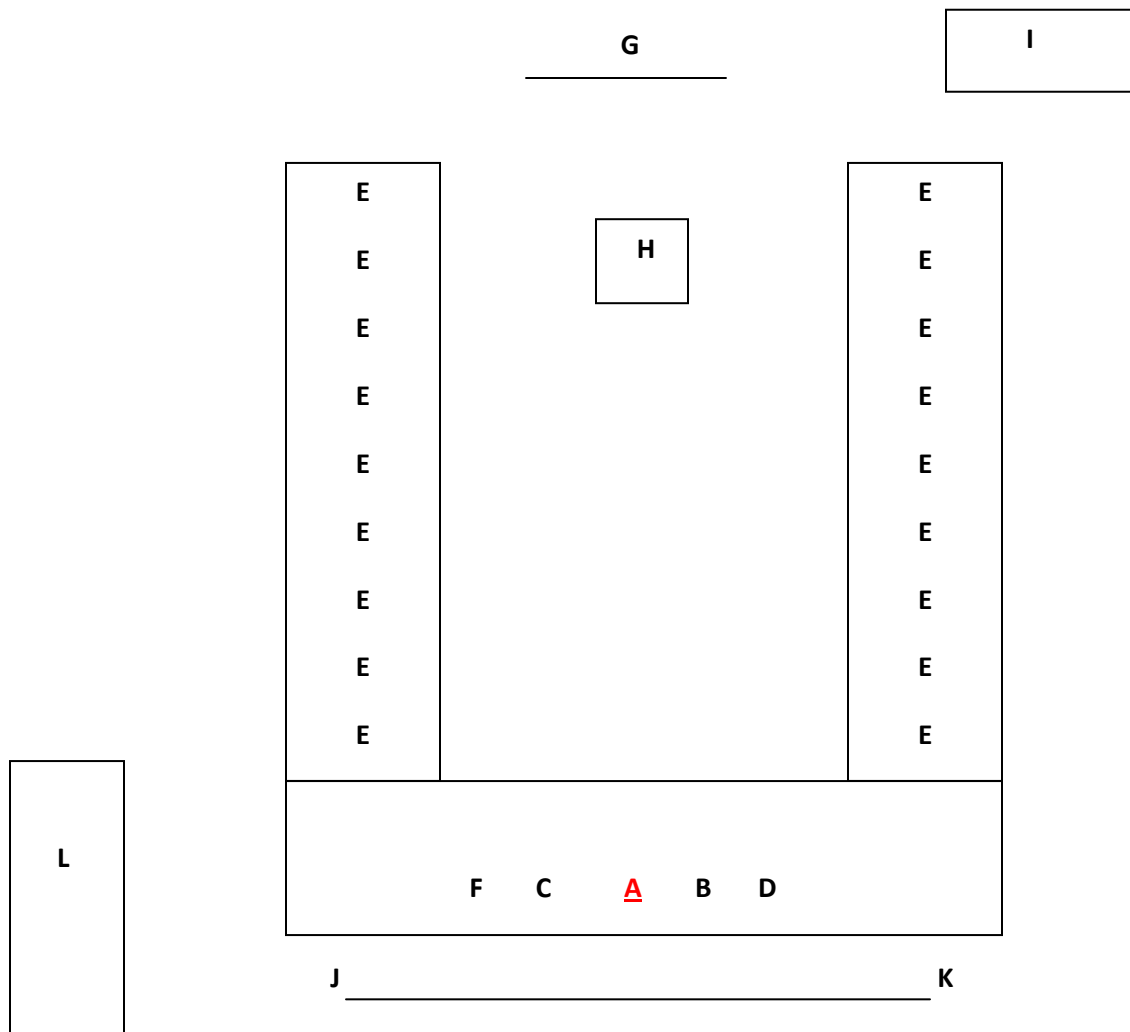


A : President
 B : Secretary General
 C : Vice-Presidents
 D : Members of the Board
 E : Treasurer General
 F : Commission Presidents
 G : Chief of the hosting Delegation

H : Members of General Secretariat and President's cabinet
 I : Documents
 J : Screen (2m x 3m)
 K : Overhead projector, Video, VHS, TV set
 L : Simultaneous interpretation
 M : CISM and Host Country flags
 N : Computer, Printer, Internet



Annex 4. Proposal of schematic presentation of the PCSC meeting room



A : CISM President

B : Secretary General

C : Sports Director

D : President of Sports Commission

E : PCSCs

F : Chief of the hosting Delegation

G : Screen

H : Overhead Projector

I : Observers

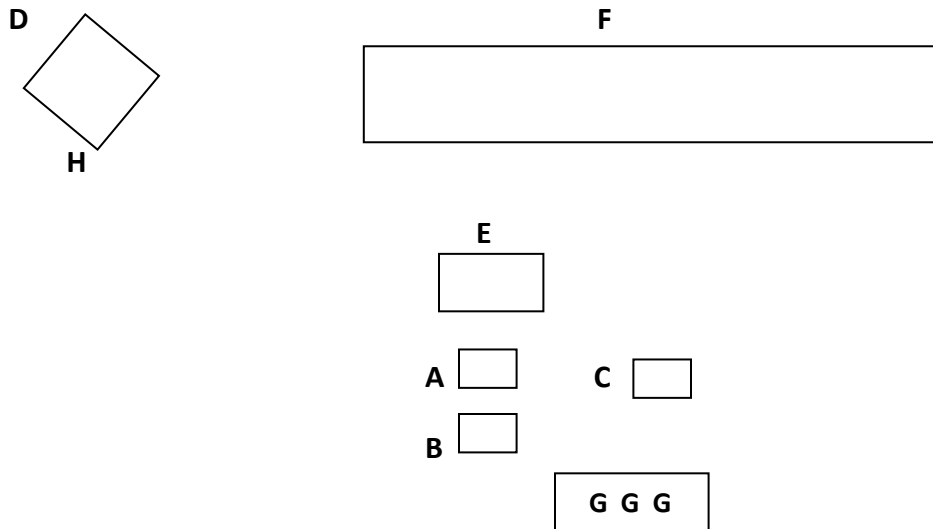
J : CISM Flag

K : Host Country Flag

L : Documents



Annex 5. Proposal of schematic presentation of the decoration ceremony



A : President of CISM
B : CISM Protocol Officer
C : Nominee
D : Announcer

E : Table
F : Secretary General, Treasurer General, BoD members
G : Press
H : Lecturer