

**CONSEIL INTERNATIONAL DU SPORT MILITAIRE**

**INTERNATIONAL MILITARY SPORTS COUNCIL**



**8<sup>th</sup> CISM MILITARY WORLD  
SUMMER GAMES 2027**

**CISM COORDINATION COMMITTEE**

**FORMATION**

**TASKS & RESPONSIBILITIES**

## **AIM**

To highlight the specific tasks and responsibilities of the 8<sup>th</sup> Summer Games CISM Coordination Committee during the Planning & Preparatory, the Conduct and After Conduct phases of the games.

## **SCOPE**

1. Establishment of the CISM World Games Coordination Committee (CISM CC).
2. General Responsibilities.
3. Specific Tasks and Responsibilities of CISM CC
  - i. During Pre-visit of Evaluation and Coordination.
  - ii. During the Conduct Phase
  - iii. After Conduct Phase
4. **CONCLUSION**
5. **Contact Details of the CISM CC & SUMOC**

**SEE ANNEX 1 & 2**

**1.0 Establishment of the CISM World Games Coordination Committee (CISM CC)**

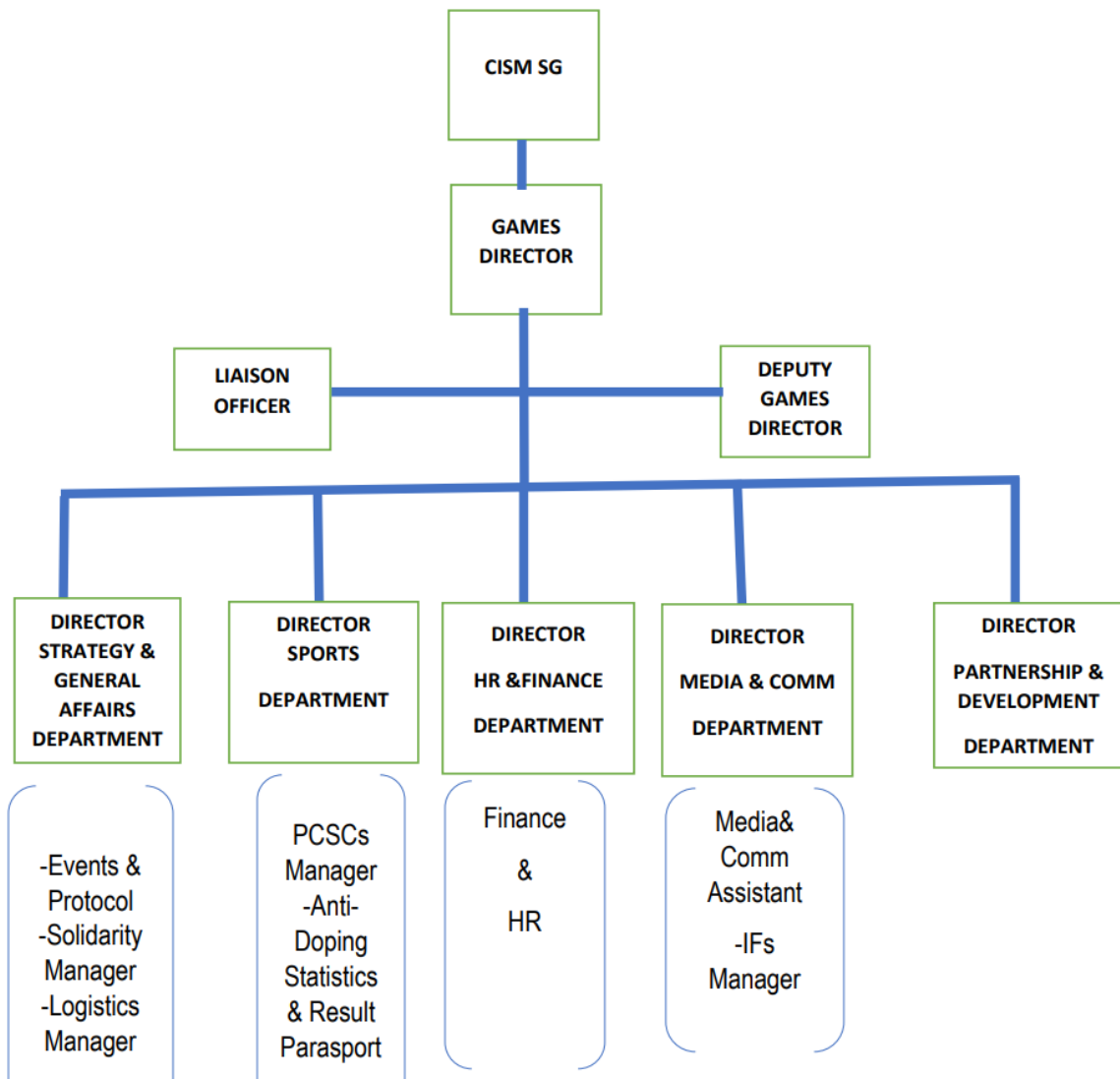
1.1 In view of the implementation of tasks (specific organization and execution of the games) as reflected in the signed contract (three (3) months after the signing of the contract) CISM HQ has established CISM Military World Summer Games Coordination Committee (CISM CC).

1.2 The CISM CC is composed of the CISM Secretary General, President Sports Commission, the Games Director, the Sports Director, the Project Manager, Media & Communication Director, the Director Strategy & General Affairs, the Director HR & Finance and Director Partnership & Development and PCSCs.

Head of the CISM CC is CISM Secretary General, advised by the Games Department Director and the Summer Games Project Manager. The CISM CC shall be supported by the Liaison Officers from the Host Nation attached at the CISM HQ.

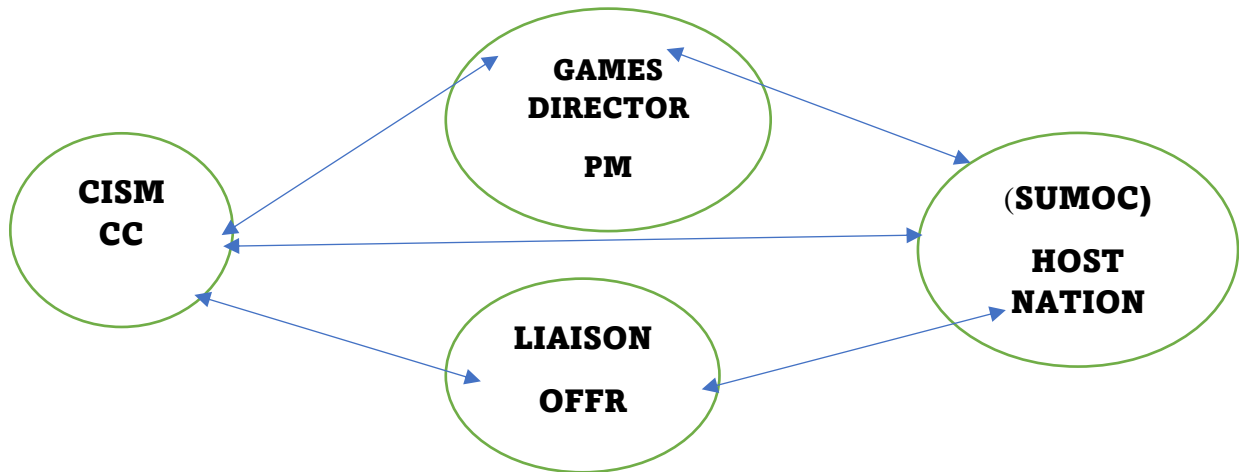
1.3 The CISM CC’s main responsibility is to provide to SUMOC (Summer Organization Committee) knowledge, expertise and all kinds of guidance concerning overall planning and organization of the CISM Cadet Games as well as ensuring proper implementation of signed contract.

**1.4 The Structure of the CISM Coordination Committee**



## 1.5 Coordination and interaction structure

The coordination and interaction between CISM CC and SUMOC can be managed as indicated below: -



**2.0 Responsibilities.** The CISM CC's responsibilities is departmentalised in accordance with Games Functional Areas.

### 2.1 General & Current Affairs Department

- Reinforced by Regulations Commission.
- Responsible for the FA Protocol, Logistics and Administration.

#### a. Functional Area Protocol

- (1) **Protocol Department:** responsible for providing protocol services to senior national and international dignitaries and ensuring that protocol is complied with at all ceremonies, special events, activities, and locations.
- (2) **CISM Relations Department:** responsible for coordinating the services and activities for the CISM Family, including CISM meetings and events, administrative support, running the CISM hotels, and so on.
- (3) **International & Governmental Relations Department:** responsible for coordinating interaction with local, regional, national, and international authorities in order to support the running of the CISM Military World Games.
- (4) **Cultural Activities Department:** responsible for planning, managing and implementing all the cultural activities and related actions undertaken as part of the CISM Military World Games, before and during the event.

#### b. Functional Area Logistics

- (1) **Accommodation Department:** responsible for the planning and management of the accommodation services for various client groups before and during the CISM Military World Games.
- (2) **Catering Department:** responsible for planning, managing and providing meal, food and drinks services to the client groups during the CISM Military World Games.

(3) **Transport Department:** responsible for planning, managing and providing safe and reliable transport services to the various client groups, as well as public transport to the CISM Military World Games venues.

(4) **Venues and infrastructure Department:** responsible for planning, coordinating and communicating all the activities relating to the venues, facilities and for the design and construction of the infrastructures of the CISM Military World Games to ensure their timely delivery.

### c. **Functional Area Administration**

(1) **Administration and Management Department:** The Administration and Management Department is responsible for the operation of the headquarters of the OC and support services remain under its responsibility before, during and after the event

(2) **Legal Services Department:** responsible for providing legal support in relation to the various agreements and contracts, to carry out a legal review of all the documents and ensure that the OC complies with the award contract, the CISM's regulations and the CISM's minimal requirements.

(3) **Accreditation Department:** responsible for the registration, production, distribution, and approval of the accreditation cards, which permit card holders to have access to the rights and other privileges of the CISM Military World Games.

(4) **Volunteers Department:** responsible for planning, recruiting, training, coordinating, and managing all the volunteers required for the CISM Military World Games.

## 2.2 **Finance Department**

Reinforced by Budget Commission.

-Responsible for the FA Finance.

### a. **Functional Area Finance**

(1) **Finance Department:** responsible for establishing and managing financial plans and planning and delivering purchases and/or acquiring goods and services for the OC. It manages and supervises the CISM Military World Games' budget to ensure that it meets all obligations and requirements.

## 2.3 **Games Department**

-Reinforced by the Appeal Commission, Discipline Commission, Sport Science Commission, Sports Commission, TUE Committee.

-Responsible for the general coordination and for the FA Discipline & Security and Medical.

### a. **Functional Discipline & Security**

(1) **Discipline Department:** responsible for analysis and decisions on disciplinary matters. It is also related to the integrity of the CISM Military World Games assuring compliance with the Code of Conduct of the Olympic Movement Unit on the Prevention of the Manipulation of Competitions.

(2) **Security Department:** responsible for ensuring that the environment is safe and secure for the CISM Military World Games and related activities before, during and after the event, by managing all security aspects, including protection, safety, security, disaster response.

(3) **Risk management Department:** responsible for assessing and identifying the risks that have an impact on the running of the CISM Military World Games, developing methods and strategies for minimising risks and managing eventual incidents.

## **b. Functional Area Medical**

(1) **Medical Services Department:** responsible for planning, managing and providing medical services to all the client groups during the CISM Military World Games.

(2) **Anti-doping Control Department:** responsible for planning and implementing all the anti-doping operations, including taking, transporting and storing samples, laboratory analyses, managing the results, reporting to the CISM, and so on.

## **2.4 Communications Department**

-Responsible for the FA Communication.

### **a. Functional Area Communication**

(1) **Communication Department:** responsible for planning and managing the communication activities and tools (social media, official website, press releases and conferences, and so on), to protect and promote the image of the CISM Military World Games and its partners.

(2) **Broadcasting Department:** responsible for the supply of broadcasting services (mainly television production) to the CISM and to the partners of the CISM who hold the necessary rights, and for the operation of the International Broadcasting Centre (IBC).

(3) **Media Services Department:** responsible for coordinating and providing services to accredited media personnel and running the press centres.

(4) **Publications Department:** responsible for planning, managing and publishing all the reports, management publications and practical manuals in order to provide the necessary information to the client groups.

(5) **Technology Department:** responsible for planning, managing and implementing all the technologies required in order to run the CISM Military World Games, including telecommunications, systems for management (such as the accreditation system), timing and marking, the results, the provisions of equipment and software, IT services, and so on, and for integrating the technological systems and technological services.

(6) **Marketing Department:** responsible for researching, exploring and receiving income gained from interacting with the marketing partners, and providing services to the marketing partners, as set out in the marketing agreements.

## **2.5 Sports Department**

-Reinforced by the Sport Commission and by the Presidents of CISM Sports Committees (PCSC).

-Responsible for the FA Sports.

### **Functional Area Sports**

(1) **Internal and external relations department:** responsible of the management of the sports committees and relations with IF/NFS in collaboration with the CISM coordinator of International relations.

(2) **Planning department:** responsible for workforce and training, for policies and procedures, for management of the sports operations centre, for sports publications in collaboration with the FA communication and for meteorological services.

(3) **Competition department:** responsible for competitions management, for sport program, competition schedule, training program and sport equipment.

(4) **Sport services department:** responsible for sport entries, sport information's services, sports presentation, and sport results. He is also responsible for technical official's management.

### 3.0 SPECIFIC TASKS OF THE CISM CC

The CISM CC shall be obliged to execute specific tasks as are defined in accordance with Planning and Preparation, Conduct and the After Conduct Phases of the games. For proper planning, the following preliminary activities: -

- a. Searching for potential and eligible host nations
- b. Submission of documents to facilitate planning, organization of the games.
- c. Initial pre-visit of evaluation, to engage the host nation and to raise awareness.
- d. Contract preparations, signing and implementation.

3.1 The CISM CC is also responsible to coordinate the following preparatory activities with proposed deadline:

- (1) Submission of General regulations & Invitation File.
- (2) Registration (Preliminary, Second Agreement and Final Agreement).
- (3) Completion of Venues and facilities.
- (4) Date of the Test Events.
- (5) Solidarity Travel Plan.

### 4.0 PREPARATORY PHASE

#### PRE-VISITS OF EVALUATION AND COORDINATION

As elaborated in the signed contract the CISM CC and LOC shall organize a maximum of two pre-visits of evaluation and coordination each year to assess the level of preparedness. The participation (number of participants) will be on the needy and significancy basis.

#### 4.1 Tasks During the Pre-Visits

The main tasks during the pre-visits include onsite visits (venues and facilities), discussions on the technical standards of the venues and functional rooms, as well as all matters relating to Games Functional Areas and Operation systems. The signing of the Convention of Collaboration between PCSCs and SUMOC shall be done if necessary. Reports of the pre-visit shall be submitted to the CISM HQ (SG) after each pre-visit.

#### 4.2 The Matrix of the Tasks During Pre-visits according to Functional Areas

Under supervision and coordination of the Games Department the responsibilities during pre-visit are:-

Function area	Responsible	Remarks
1) <b>Functional Area Logistics</b> (Accommodation, Catering, Transport, Venues, and Infrastructure)	Director Strategy & General Affairs Project Manager, PCSCs and CSCs Development & Partnership Director	- Planning accommodation, catering and transport services -- Define AAR/minutes after each pre-visit with actions and deadlines.
<b>Functional Area Protocol</b> (Protocol, CISM Relations International & Governmental Relations Cultural Activities).	Director Strategy & General Affairs Events & protocol Manager Development & Partnership Director	Discussions and coordination on the execution of all protocol issues relating to ceremonies, Medals and awards. -Planning cultural activities. -Confirm medal table and awards - Define AAR/minutes after each pre-visit with actions and deadlines.
<b>Functional Area Administration</b> (Administration &	Director Strategy & General Affairs, Project Manager LOs	-Assessing the suitability of the related functional areas.

Management, Legal Services, Accreditation and Volunteers).		-Coordination on issues related to Registration and accreditation, volunteers, legal services - Define AAR/minutes after each pre-visit with actions and deadlines.
<b>Functional Area Finance</b> (Solidarity Travel Plan, Budget & Marketing)	Director of Finance Development & Partnership Director Solidarity Manager	-Planning Games' budget —Coordination on the funding and implementation of the joint CISM/SUMOC Games solidarity plan (travel plan).
<b>Functional Area Development &amp; Partnership (Marketing, Partners)</b>	Development & Partnership Director	- Collaboration for prospection of national potential partners - Discussion about the presence of CISM partners - Implementation of marketing actions
<b>Functional Area Discipline &amp; Security</b> (Discipline, Security and Risk management)	Games Director	-Planning and analysing decisions on disciplinary matters. -Planning security aspects and risk management aspects.
<b>Functional Area Medical</b> (Medical services and Anti-doping control)	Games Director Anti-Doping manager	-Planning medical services & anti-doping operation issues - Define AAR/minutes after each pre-visit with actions and deadlines.
<b>Functional Area Communication</b> (Communication, Broadcasting, Media Services, Publications Technology and Marketing)	CISM President, SG, Media and Communication Director Development & Partnership Director	-Planning all issues related to Communication, Broadcasting, Media Services, Synergy about Publications Technology (Website and Social Networks) during the games. - Define AAR/minutes after each pre-visit with actions and deadlines.
3) <b>Functional Area Sports</b> (Internal and external relations, Planning, Competition, Sport services & Paraspport operations).	President Sports Commission, Sport Director, PCSCs, CSCs, Paraspport Manager Development & Partnership Director	- Discussions on technical standards of the venues, facilities, and functional rooms. -Planning all issues related to Internal and external relations, Planning, Competition and Sport services. - Contact and partnership with the International Federations - Coordination on the choice of Paraspport events, rules and regulations. - Define AAR/minutes after each pre-visit with actions and deadlines.



## 5.0 THE CONDUCT PHASE

### 5.1 The Matrix of the Tasks During the Conduct according to Functional Areas

Under supervision and coordination of the Games Department the responsibilities during conduct are:-

Function area	Responsible	Remarks
<b>Functional Area Logistics</b> (Accommodation, Catering, Transport, Venues, and Infrastructure)	Director Strategy & General Affairs Project Manager, PCSCs and CSCs	- Attending preliminary meetings & debriefings - Ensuring the proper provision and execution of the related services. - Timely responding to queries from Member nations on the implementation issues.
<b>Functional Area Protocol</b> (Protocol, CISM Relations International & Governmental Relations Cultural Activities).	Director Strategy & General Affairs Events & protocol Manager	- Attending preliminary meetings & debriefings - Ensuring the proper provision and execution of the related services. - Timely responding to queries from Member nations on the implementation issues.
<b>Functional Area Administration</b> (Administration & Management, Legal Services, Accreditation and Volunteers).	Director Strategy & General Affairs, Project Manager, LOs	- Attending preliminary meetings & debriefings - Ensuring the proper provision and execution of the related services. - Timely responding to queries from Member nations on the implementation issues.
<b>Functional Area Finance</b> (Solidarity Travel Plan, Budget & Marketing)	Finance Manager Solidarity Manager Development & Partnership Director	- Attending preliminary meetings & debriefings - Ensuring proper execution of Games budget, Marketing and CISM Solidarity plan.
<b>Functional Area Development &amp; Partnership (Marketing, Partners)</b>	Development & Partnership Director	- Attending preliminary meetings & debriefings - Ensuring proper execution and coordination of all the planned activities.
<b>Functional Area Discipline &amp; Security</b> (Discipline, Security and Risk management)	Games Director PCSCs, OCRs	- Attending preliminary meetings & debriefings - Ensuring proper execution and strict adherence Issues against CISM Values of Fair Play and Integrity, handling of protests and final decisions
<b>Functional Area Medical</b> (Medical services and Anti-doping control)	Games Director, PCSCs, OCRs, Anti-Doping manager	- Attending preliminary meetings & debriefings - Ensuring proper execution and coordination of Anti-Doping activities in collaboration with Laboratoire Suisse d'Analyse du Dopage (LAD) as governed by WADA.
<b>Functional Area Communication</b>	CISM President, SG, Media and Communication Director	- Attending preliminary meetings & debriefings - Ensuring proper execution and coordination of all the planned activities.

(Communication, Broadcasting, Media Services, Publications Technology and Marketing)	Development & Partnership Director	
3) <b>Functional Area Sports</b> (Internal and external relations, Planning, Competition, Sport services & Parasport operations).	President Sports Commission, Sport Director, PCSCs, CSCs, Parasport Manager Development & Partnership Director	- Attending preliminary meetings & debriefings. -Ensuring proper execution and coordination of all planned activities including Sports Operation (Competitions Rules and Regulations sports by sports).

## 6.0 . TASKS AFTER-CONDUCT PHASE

The After-Conduct Phase will involve departures, reports, appreciation letters, CISM CC Evaluation Report (Joint Report) and Final Report of the Games.

### 6.1 The Matrix of the Tasks of the CISM CC During After Action Phase

Under supervision and coordination of the Games Department the responsibilities After Action Phase are as follows

<b>Implies Tasks</b>	<b>Responsible</b>	<b>Remarks</b>
1) Departures	Games Director	-Ensuring the proper execution.
2) Submission of reports	PCSCs and OCRs.	- Ensuring timely and proper submission of reports (15 days after the games).
3) Letters of Appreciation	Project Manager	- Ensuring timely submission of the letters to all designated individuals (not more than 30 days after the games).
4) CISM CC Evaluation Report.	Project Manager	-Compilation of the Report (Joint Report) and submission to CISM BOD and later next CISM GA. (up to 6 months after the games).
5) Final Report of the Games and games photos Album.	LOC/SUMOC Games Director	-Ensuring submission of the Final Report, games photo album to CISM HQ not more than 6 months after the completion of the games and give presentation at the next CISM GA.
6) Implementation of CISM CC Evaluation Report and Games Final Report.	Games Director	-Ensuring proper implementation of all recommendations pointed out in CISM CC Evaluation Report and Games Final Report. -On going

#### 4.0 CONCLUSION

CISM Coordination Committee believes that through the cooperation and continued support with SUMOC as well as the active participation and the concerted efforts of all missions, proper implementation of these tasks will facilitate the 8<sup>th</sup> CISM Military World Summer Games 2027 to be organised in an excellent sporting event that will add the new glory and triumph to the history of CISM Military World Games as enshrined in CISM Motto **Friendship Through Sport**, thereby implementing CISM ideals of using sporting activities as a vector to spread peace in the globe.

*FRIENDSHIP THROUGH SPORT*

**CONTACT DETAILS OF CISM COORDINATION COMMITTEE- ANNEX 1-TBC**

**CONTACT DETAILS OF REPRESENTATIVE OF SUMOC -ANNEX 2-TBC**