



INTERNAL REGULATIONS

July 12th 2017

Approved by the Executive Committee on February 25th 2017 and the Delegates' Assembly of the CTIF at its meeting on July 12th 2017 in Villach, Austria. These Internal Regulations replace the previous version established by the Delegates Assembly on September 20th 2012 in Bratislava, Slovakia.

Preamble

- (1) The Statutes approved on July, 2017 define the fundamental principles of the activities of the CTIF and are designed to be valid for a long time. According to § 6 section 8 lit of the Statutes, the Delegates' Assembly is responsible for determining the Internal Regulations for the CTIF and in accordance with § 7 section 8 lit. i of the Statutes the Executive Committee is responsible for the standing orders of commissions and the Executive Committee.
- (2) The objective of the internal regulations is to define the methods of application of the Statutes. The aim is to
 - obtain a uniform interpretation of the Statutes,
 - settle questions of procedure,
 - establish rules for the organisation of events held by the CTIF.

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1. Seat of the Organisation (§ 1 sec. 2 of the statutes)

The official seat of the CTIF is situated at the moment in 32, rue Breguet, F-75011 PARIS.

2. Languages of the CTIF (§ 2 sec. 4 of the statutes)

2.1 Languages used in the deliberations

The President (chairman) determines the language to be used in the deliberations of the various meetings of statutory representative bodies. This will be announced when respective corresponding invitations are transmitted. It is the responsibility of the participants to ensure that they have translated and understood the deliberations.

2.2 Minutes

The minutes will be established in at least two official languages of the CTIF.

2.3 List of Members

The presentation will take place in alphabetical order according to the French denomination of member nations.

3. Membership applications (§ 3 of the statutes)

Applications for membership are to be forwarded by the General Secretary for examination by the Executive Committee. The Executive Committee will then submit the application for membership to the Delegates' Assembly to be decided if the result of the examination of the Executive Committee was positive.

4. The Delegates' Assembly (§ 6 of the statutes)

4.1 General information to the meetings

4.1.1 The Delegates' Assembly can be divided into a public and a non-public part according to the topics that are to be discussed.

4.1.2 The responsible National Committee determines three delegates, including the First Delegate (1st National Delegate), by name for the Delegates' Assembly. The nomination of delegates takes place at the time of the announcement for the Assembly.

4.1.3 Participation of third persons in public meetings
Beside the 3 National Delegates further representatives can participate as observers and guests in the Delegates' Assembly.

4.1.4 Alternate Representation

The 1st National Delegate can be represented in the Delegates' Assembly if he/she is unable to attend. The nomination takes place with the announcement to the meeting.

4.2 Languages used in the deliberations

The deliberations of the Delegates' Assembly will be translated into the three official languages of the CTIF. Russian language must be proposed by the organiser as an additional language translated during the deliberations. The organiser is responsible for precise translation arrangements.

5. The Executive Committee (§ 7 of the statutes)

5.1 Representation

The members of the Executive Committee cannot be represented by substitutes.

5.2 Election of the Executive Committee

5.2.1 The General Secretary will announce when new elections are required to the full membership (National Committees) at least 9 months before the planned election date.

5.2.2 Each National Committee is able at the very least until six months before the renewal of members of the Executive Committee, to propose candidates to the General Secretariat. The proposals will be communicated to all members at least three months before the meeting of the election committee.

5.2.3 The Executive Committee is enabled to present proposals for the renewal of mandates for the President, the Vice Presidents, the General Secretary, the Treasurer and the Auditors.

5.3 Technical Representatives (§ 7 sec. 4 of the statutes)

5.3.1 The Vice Presidents, as technical representatives, are required to actively conduct their technical activities and to annually present motions for the direction of policy appertaining to their own responsibilities, or to other technical fields. Technical representatives must transmit to the General Secretary in two languages of the CTIF and six months before the Delegates' Assembly meeting, their motions of topics for the Symposiums.

5.3.2 Technical Representatives must annually present a written report of their activities. This report will be transmitted to the General Secretary in two languages of the CTIF three months before the Delegates' Assembly meeting.

5.3.3 After the Symposiums, the Technical Representatives involved are required to draw the necessary conclusions from their

respective subject areas. The National Committees must be accordingly informed.

6. President (§ 8 of the statutes)

- 6.1 In execution of § 8 section 2 of the Statutes and in the absences of any specific alternative ruling all definitive documents and sending have to be authorised and signed by the President.

- 6.2 The President chairs the meetings of the Executive Committee (§ 7 section 7 of Statutes) and the Delegates' Assembly (§ 6 section 4 of Statutes); he also has the authority to decide definitely on the participation of guests or experts in these meetings.

7. The General Secretary (§ 9 of the statutes)

- 7.1 Apart from the tasks which are already listed in the Statutes the General Secretary has to
 - 7.1.1 Prepare the meetings of the Executive Committee and the Delegates' Assembly and submit to the President proposals for the agendas of these meetings,
 - 7.1.2 Prepare attendance lists for the meetings of the Executive Committee and the Delegates' Assembly, and
 - 7.1.3 Make necessary preparations for due elections to the Executive Committee.

The President can authorize the General Secretary to sign those documents that are necessary to fulfil his tasks.

8. Commissions (§ 10 of the statutes)

- 8.1 At the present the CTIF includes the following commissions:
 - 1. CTIF International Competitions
 - 2. CTIF Youth Leaders
 - 3. CTIF Rescue and Fire Services on Airports
 - 4. CTIF Fire Brigades Health Services
 - 5. CTIF Forest Fires
 - 6. CTIF Hazardous Materials
 - 7. CTIF History of Fire Services and CTIF, Museums and Documentation
 - 8. CTIF Europe

9. CTIF Fire Prevention

If any further commissions are founded after June 9th 2010 these will be listed on the CTIF official website.

8.2 The chairmen of the commissions' annual reports to the Delegates' Assembly will be written in the three languages of the CTIF and sent to members at least three months before the date of the meeting.

8.3 The CTIF does not agree to pay costs of the meetings of the commissions.

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9. Working Groups (§ 11 of the statutes)

9.1 At the present the CTIF includes the following working groups:

1. CTIF Statistics Centre
2. CTIF Danube Countries
3. CTIF Volunteer Fire Fighters
4. CTIF Education and Training

If any further working groups are founded after June 9th 2010 these will be listed on the official CTIF website.

9.2 The chairmen of the working group annual reports to the Delegates' Assembly will be written in the three languages of CTIF and sent to the General Secretariat at least three months before the date of the meeting.

9.3 The CTIF does not agree to pay costs of the meetings of the working groups.

10. The National Committees (§ 12 of the statutes)

10.1 Change of Address

The National Committees are required to directly notify any change of address of their President and Secretary to the General Secretariat of the CTIF.

10.2 Address list

The addresses of all the members and functionaries have to be included in an address list by the General Secretariat. The renewed address list has to be sent twice a year to all the members.

11. Symposia of the CTIF (§ 13 of the statutes)

To fulfil the Statute related to the symposia at least every two years a symposium will be organised for members.

11.1 Planning and Execution of Symposiums

- 11.1.1 Any National Committee may propose to organise and manage symposia.
- 11.1.2 The designation for the responsibility of a Symposium is announced at the Delegates' Assembly at least two years before the planned date.
- 11.1.3 The responsibility includes the preparation and technical execution of the symposium.
 - 11.1.3.1 All measures must be taken for simultaneous translation into German, English, Russian and French as well as for the high quality reproduction of audio and visual presentations.
 - 11.1.3.2 The distribution of the papers is the responsibility of the organising National Committee.
- 11.1.4 One Vice President will be appointed the responsibility of promoting this activity and helping coordinate the programme and arrangements for agreed symposium with the organising National Committee.
- 11.1.5 The organising National Committee has the responsibility for all tasks associated with the symposium except deciding the programme, format and internal marketing.
- 11.1.6 The Vice President working closely with the National Committee will coordinate the programme, provide details on format and agree with the CTIF Secretariat internal marketing arrangements.
- 1.1.7 All costs for symposia, other than prescribed by the Statutes, are the responsibility of the organising National Committee who will set a suitable registration fee, which is inclusive of all documentation, meals and other costs associated with the symposia, in consultation with the Vice President and General Secretary.
- 11.1.8 Members of the Executive Committee, Honorary Members of the CTIF, presenters, lecturers and their assistants and journalists are exempt from registration fee.
- 11.1.9 Occasional variation to these regulations may be authorised by the Executive Committee after advice from the Vice President if this is judged necessary to improve or facilitate technical development.

11.2 Determining and distribution of topics

- 11.2.1 Every National Committee has an invitation and a duty to suggest to the Executive Committee or Vice President topics for discussion. In addition CTIF Commissions and individual members may suggest topics to advance the technical improvement of members. One of the Vice Presidents is program co-ordinator for the Symposiums. The Vice President responsible for overseeing this activity will consult the Executive Committee and announce chosen topics and symposia, whenever possible one year in advance of any symposia dates, at a Delegates' Assembly.
- 11.2.2 The suggestions must be registered at least six months before the meeting of the Delegates' Assembly. When sending invitations to the meeting, the General Secretary must draw attention to this duty.
- 11.2.3 The Vice President submits the suggestions to the choice of the Executive Committee. The topics selected by the Executive Committee are presented to the Delegates' Assembly for their decision.

11.3 Documentation

- 11.3.1 Documentation will be delivered to all delegates at the Symposium. Cost for the documentation is to be included in the registration fee.
- 11.3.2 Presentations, papers and speeches delivered at symposia will assign copyright to allow publication on the CTIF web site and for member use.
- 11.3.3 The style and format to be used at any symposia, which is a Symposium workshop or technical conference, will be that most appropriate to facilitate learning opportunities and technical exchanges
- 11.3.4 The format of presentations and papers will conform to a described standard decided by the Vice President.

11.4 CTIF-Workshops and Technical Conferences

For the preparation and execution of workshops and technical conferences of the CTIF the above mentioned Internal Regulations are also valid except that in isolated cases other decisions are made by the Executive Committee or the Delegates' Assembly.

- 11.4.1 The dates of the different events held by the CTIF including the meetings of the commissions and working groups must be co-ordinated in a chronological order.

11.4.2 Frequency

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|-----------------------|---------------------------|
| - Executive Committee | Twice, three times a year |
| - Delegates' Assembly | Once a year |
| - Symposiums | Every two years |

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- Symposiums for Junior Fire-fighters Every two years
- Workshops Every two years
- Special Conferences On demand
- Competitions for Fire-fighters Every four years
- Competitions for Junior Fire-fighters Every two years
- Every four years in conjunction with the International Competitions

11.4.3 Subsidies please refer to §12 Finances

11.4.4 The National Committee responsible for the organisation of an event sets up a list of participants, whose supervision is ensured by the General Secretary.

11.4.5 Each formally registered member will receive a badge with his/her name and the appropriate national-pennant according to his/her role that is:

- Members of the Executive Committee,
- Interpreters
- Full Members
- Associated Members and
- Guests

The necessary equipment is put at the disposal of the organising National Committee by the General Secretary.

12. Finances (§ 14 and § 14a of the statutes)

12.1 Currency of Reference

The finances of CTIF are to be managed in accordance with its Financial Regulations.

13. Administration (§ 15 of the statutes)

13.1. The expense allowance for the President, the General Secretary, the Treasurer and the employees of the General Secretariat respectively shall be identified in a budget, which will be submitted for approval annually by the Delegates' Assembly.

13.2. If a functionary of the CTIF (member of the Executive Committee, chairmen of commissions and working groups or similar) is employed by the President to represent the CTIF in international organizations (e.g. UN) or unions, the travelling expenses are borne by the CTIF.

14. Ceasing of membership (§ 16 of the statutes)

Applications as exclusion of the membership or resignations have to be forwarded by the General Secretary to the Executive Committee for examination or for the attention. The Executive Committee has to submit applications for exclusion to the Delegates' Assembly for final decision.

15. Ending of functions (§ 17 of the statutes)

- 15.1 The Executive Committee will make an application under § 17 section 3 of Statutes to the Delegates' Assembly for removing someone from his/her function.
- 15.2 The respective commission or working group has to make an application under § 17 section 4 of Statutes to the Executive Committee for removing someone from his/her function.

16. Working Practices

16.1 General information regarding meetings

- 16.1.1 Meetings of Statutory Public Representative Bodies in private
The meetings of advisory bodies of the CTIF, commissions and working groups can be held, according to the matters in debate, in one public session and one in private.
- 16.1.2 Participation of third parties to public meetings
In addition to the three National Delegates other representatives are allowed to be present at the Delegates' Assembly in the capacity of observers or guests.
- 16.1.3 Attendance list
All participants to a meeting must register on the attendance list with their full address and must mention their CTIF function.
- 16.1.4 Approval of the Minutes
The approval of the minutes of the meetings of the advisory bodies of the CTIF, the commissions and working groups should generally take place in the following meeting or in exceptional cases in the meeting after next.

16.2 Examination of Motions & Resolutions

- 16.2.1 Approval of the Voting Procedure
Before voting takes place, the President (chairman) will collect and classify the proposals and resolutions that have been submitted, and determine their order in the ballot. In case of objections, the President's (chairman's) proposal will be subject to a vote.
- 16.2.2 Clauses regarding the Order of Business
These clauses relate to the business process, to:
1. close or adjourn the meeting,
 2. deal with the agenda,
 3. conclude the deliberations,

4. adjourn a question to a fixed or undetermined date,
5. refer a question for further information to the Executive Committee,
6. refer to a commission or a working group a question for study.

Once the process of standing orders has commenced, the deliberations on the question concerned are suspended until a decision has been reached.

16.3 Votes

16.3.1 Use of the right to vote

A full member's right to vote must be used by the First Delegate in office. In case of an alternate representation the chairman must be informed by letter in each case before the respective meeting.

16.3.2 Kinds of voting

Normally votes and elections are done by open ballot. Proposals are carried or refused by a majority of the votes of the full members. Votes and elections by secret ballot can be demanded by a majority of 2/3 of the ordinary members present.

16.3.3 Abstentions

Abstentions are allowed but are regarded as denial of the propositions.

16.3.4 Tied vote

In event of a tied vote the proposal is deemed as refused.

16.3.5 Agenda Item "Miscellaneous"

No vote on fundamental questions can take place under the Agenda item "Miscellaneous".

16.3.6 Scrutinisers (vote counters)

For each ballot, there is a need to elect at least two scrutinisers.

16.3.7 Passing a resolution by letter

In exceptional cases the members of the Executive Committee and the full members can be questioned on precisely described matters or can vote by letter, on matters where the Executive Committee or the Delegates' Assembly has competency.

16.4 Elections

16.4.1 Ordinary members are allowed to take part in elections.

16.4.2 General note on elections

Elections are secret and envelopes and ballots papers are needed.

16.4.3 Scrutinisers:

For all elections there must to be at least two independent scrutinisers.

16.4.4 Election process

- a) Prior to the election the chairman of the voting committee announces the candidates. Each candidate is then invited to address the Assembly.
- b) Following the presentations a discussion of each candidate is allowed. Only persons eligible to vote are allowed to participate in this discussion. The candidates are allowed to be present during this discussion .

16.4.5 Valid completion of ballots

A ballot is valid and complete only when the intention of the vote is discernible without any doubt. Empty envelopes or such with more than one ballot are invalid .

16.4.6 Counting of votes

- a) After the election process the vote counters shall count the following:
 - 1. Total number of valid and invalid votes
 - 2. Valid votes which have been given to each candidate
- b) Elected is this candidate who received more than half of the valid votes.
- c) If no candidate receives more than half the valid votes, a new election will be held without the candidate(s) that obtained the lowest number of votes
- d) The process described in c) will be repeated until a decision is obtained.

16.4.7 Announcement of the votes

- a) After the counting of the votes the chairman of the voting committee shall announce the results, including the names of those elected.
- b) After announcing the results, the chairman of the voting committee will ask the candidate whether he/she accepts the vote.

16.4.8 Votes in written form (e-mail, letter) are not allowed.

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