

2023
WORLD ATHLETICS
COMMISSIONS
INFORMATION &
NOMINATIONS PACK



WORLD
ATHLETICS

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1. INTRODUCTION

This Information and Nominations Pack sets out the steps and requirements for all persons wishing to be considered for appointment as a member of one of the following World Athletics Commissions:

- Competition Commission
- Development Commission
- Governance Commission

There is also an Athletes' Commission, for which the members are either elected by the athletes or appointed by Council under a different process, so is not included in this Pack.

The role of the Nominations Panel is to advertise, assess, and make recommendations to the Council on the proposed appointments to the three Commissions.

Please email nominations.panel@worldathletics.org if you have any enquires concerning the information contained in this pack.

2. ROLE OF COMMISSIONS

The role of the Commissions is to provide expertise and to advise Council, but if requested, they may also advise the President, Executive Board, Chief Executive Officer and Directors, and other Commissions and Working Groups. Commissions are advisory and accountable to Council; they have no authority to make decisions on behalf of Council or World Athletics.

3. SCOPE OF COMMISSIONS

Commission members will be involved in discussions at the forefront of developing, innovating and growing the sport in the specific role of each Commission. The role of each of the Competition, Development and Governance Commissions is summarised overleaf.

The detailed roles and responsibilities for each Commission are set out in their respective Terms of Reference which are available on the website [here](#).

Commission	Scope
Competition	<p>Members of the Competition Commission will be at the centre of discussions to develop athletics events worldwide. Members will be directly involved in topics such as, competition programme formats, new events, innovation within events to make them more appealing, developing the skills of officials and much more. Members play a pivotal role in advising, formulating and voicing its expertise on and within the multiverse of athletics on all competition related matters across its many stakeholders such as with the Athletes' Commission, and accredited professionals etc. Standard items requiring Members input and expertise include informing the competition programme, the format and qualification systems of World Athletics Championships and the Olympic Games, the global calendar of competition circuits, races and events, world rankings, certification of equipment programme and Competition & Technical Rules and related regulations.</p>
Development	<p>Members of the Development Commission have a crucial role in supporting the growth, development, and administration of athletics at all levels of the sport aligned to the World Plan for Athletics 2022-2030. Members will be involved in topics centred around World Athletics development and education programmes such as informing the content on the eLearning platform (the Education Hub) and determining the best strategy to use this tool in conjunction with in-person courses and training to recruit, retain and reward more people in Athletics, notably our coaches, officials and administrators including ensuring gender equity is embedded in our approach. Alongside the educational strategy, Members will be involved in the continuous review and enhancement of our coaching and officiating programmes. Members will also be advising on the implementation of our Kids' Athletics programme and the ambitious targets we have set to engage children in physical activity across the globe as well as to engage with governments and include Athletics in schools worldwide. In addition, Members' experience and insight will inform how World Athletics can best support and provide services and assistance to our Member Federations (MFs) and Areas.</p>
Governance	<p>Members of the Governance Commission will be involved in a wide variety of governance related initiatives. They will be passionate about governance and improving and upholding the highest integrity, promoting better governance and ethical compliance standards, including through the development of educational materials, and ensuring that these are implementable, aligned, and embedded in World Athletics, Area Associations and its Members. Recently Members of the Governance Commission have been central to assisting World Athletics (in co-ordination with the other Commissions) and its stakeholders in working through complex governance issues facing the sport of athletics; for example in 2023 the Commission worked on the roll out of a global eLearning course on integrity and ethical standards, the implementation of a safeguarding policy and standards to be implemented by Member Federations and, as it is Congress year, the review of the Constitution. As standard the work of the Commission also covers reviewing new and proposed rules and regulations, audit work (whether internal or audits of World Athletics (e.g. ASOIF), and identifying improvements to and refining World Athletics' own governance structure.</p>

As detailed above, each Commission operates under Terms of Reference which set out roles and responsibilities. The current Terms of References ([here](#)) will be reviewed and updated for 2023-2027 with input from the Commissions before being approved by Council.

In addition, each Commission will develop a four-year plan aligned with both the World Athletics Strategic Plan 2024–2027 (to be approved by the World Athletics Council in late 2023) and the World Plan for Athletics 2022-2030. Each Commission’s four-year plan sets out the work and specific outcomes to be achieved during its term. The four-year plan is reviewed and revised annually to ensure alignment with the work being undertaken by the relevant World Athletics Department(s). For reference, the current four-year plan for each of the Commissions are available on the website [here](#).

The Chairperson of each Commission is ultimately responsible for the work of the Commission, which includes but is not limited to setting the agenda (with the relevant World Athletics Director), leading and coordinating progress of the work, chairing meetings, agreeing on meeting schedules and reporting to Council. Chairpersons will be required to report at least twice each year on the Commission’s progress against its four-year plan and to make any recommendations to it.

Each Commission will work closely with, and be supported by, the relevant World Athletics Director(s) and other staff, as required.

4. MEMBERSHIP

Each Commission will have between eight (8) and twelve (12) members including at least two (2) Council Members. The President will be an ex-officio member of each Commission.

A person cannot be a member of more than two Commissions at the same time, unless the Nominations Panel considers there are exceptional reasons for doing so.

The term of appointment is for approximately 4 years from the date of appointment (expected to be late September 2023) until the conclusion of the 2027 Election Congress. Current members of each Commission may apply for reappointment for a further term of office.

The members will be appointed by Council, on the recommendation of the Nominations Panel.

Commission members will be appointed based on merit taking into consideration the individual’s knowledge, skills and expertise in the subject matter of the relevant Commission. Additional secondary criteria for appointment are that each Commission should preferably comprise at least one person from each of the six Areas; at least 40% of each sex; and a member to represent the Athletes’ Commission.

The Convenor of the Nominations Panel is Gord Orlikow (CAN) and the full members of the panel can be found [here](#).

5. MEETINGS AND EXPECTATIONS

Each Commission will meet at least three times in each year of their four-year term.

At least one of the three meetings annually will be held in-person, usually in Monaco. The other meetings of the Commissions will be held remotely using video conferencing.

The first meetings of the new Commissions are expected to be held in late October 2023 (date to be confirmed).

Due to the important role of the Commissions, there is a steady flow of work throughout the year. The Commissions typically have small sub-groups of members working on specific workstreams and projects between meetings, and additional time commitments may also be required when dealing with urgent matters or if a Commission member is appointed to a working group or panel to ensure connectivity back to the Commission. Commission members are therefore expected to participate in Commission related work between meetings by email, and/ or remotely.

In addition to the Commission meetings, the Chairpersons of all the Commissions meet at least once a year to collaborate on shared initiatives as well as to be updated by the Chief Executive Officer and relevant Directors, and to align ongoing and future work.

Membership of Commissions is voluntary; however, World Athletics will pay a per diem of USD150 per day for each in-person meeting of the Commission together with travel, accommodation and meals, in accordance with World Athletics policy.

6. STEPS TO APPOINTMENT

There are 4 steps in the process to be appointed as a Commission Member:

- Step 1 - Application
- Step 2 - Assessment by Nominations Panel
- Step 3 - Vetting of Shortlisted Applicants
- Step 4 - Recommendation & Decision

6.1. STEP 1 – Application

Persons wishing to apply to be a Commission Member must complete the following and submit it to the Convenor of the Nominations Panel, by no later than **11 June 2023 (23:59 CEST)**, by email to nominations.panel@worldathletics.org.

- a. the completed Application Form. The Application Form is available for download on the World Athletics website [[click here](#)] and by Circular;
- b. a letter detailing the Applicant's suitability for one of the Commission Member positions (against the criteria listed in section 6.2 of this Pack below), outlining their skills and experience, how they will contribute to the Commission and the reasons for applying; and,
- c. a CV and names of two referees.

Applicants should seek the endorsement of their application from the Member Federation or an Area Association, of which they are a member or otherwise associated. If an expert wishes to apply to a Commission, they may either seek the endorsement of the World Athletics Chief Executive (jon.ridgeon@worldathletics.org) or apply directly.

The Nominations Panel must first consider Applicants who have been endorsed by Member Federations and Area Associations. If the Nominations Panel considers the skills, expertise knowledge and secondary criteria of the Applicants are insufficient for the Commission, it may consider applications from experts recommended by the Chief Executive Officer.

A Member Federation or Area Association can endorse more than one Applicant. If a Member Federation or Area Association endorses an application, the Member Federation's or Area Association's board, executive committee or equivalent body should pass a resolution approving its endorsement of the Applicant/s.

If the Applicant obtains an endorsement, the Application Form must be signed by the Applicant and the most senior officer (e.g., President, the Secretary General or the Chief Executive) of the Applicant's Member Federation or Area Association. If the Applicant is the most senior officer of the Member Federation or Area Association, the form must be signed by the next most senior officer of the Member Federation or Area Association, as applicable.

Applicants:

- must be 18 years or older
- cannot be members of World Athletics Staff (which also includes the Athletics Integrity Unit)
- cannot be members (unless a Council Member) of any World Athletics independent body (i.e. the independent bodies listed on [this link](#))
- must be declared Eligible as set out in Article 65.2 of the World Athletics Constitution in accordance with the Vetting Rules.

Applicants should be able to speak and understand English reasonably well.

6.2. STEP 2 - Assessment by Nominations Panel

The Nominations Panel will review and assess all the applications. It may hold interviews and undertake such other enquires as it sees fit including contacting referees.

In deciding on the recommended applicants to be Commission Members, the Nominations Panel is required to:

- a. consider the specific skills, expertise and knowledge of the Applicants in the subject matter of the Commission;
- b. ensure each Commission preferably comprises of at least one person from each Area, at least 40% of each sex; and a member to represent the Athletes' Commission.

The Nominations Panel will decide on a shortlist of Applicants and request they complete Step 3 below.

6.3. STEP 3 – Vetting of Shortlisted Applicants

All shortlisted Applicants will be subject to an Integrity Check by the Vetting Panel in accordance with the Vetting Rules. No shortlisted Applicant may be recommended for appointment until they are declared Eligible by the Vetting Panel.

The Vetting Panel is a separate and independent body of World Athletics.

The process involves completing a form and the Vetting Panel carrying out an Integrity Check.

The Integrity Check requires the Vetting Panel to be satisfied that the Applicant is able to meet the high standards of conduct and integrity required and is of good character and reputation (i.e. being declared Eligible).

Applicants who have been previously declared Eligible by the Vetting Panel still need to go through the process, although depending on when they were last declared Eligible may benefit from faster processing times.

Applicants will be sent a letter confirming whether they are Eligible or not.

6.4. STEP 4 – Recommendation and Decision

Following the completion of Step 3, the Nominations Panel will make its recommendations for the Commission members, including proposing Commission chairs, to the Council. This is expected to occur at the end of September 2023.

Once the Council has approved the recommendation, all Applicants will be advised of the outcome.

All Commission members will be required to sign a Letter of Appointment.

7. APPLICABLE RULES

There are a number of World Athletics Rules and Regulations which specifically apply to Applicants and will apply to the successful appointed Commission Members. All Applicants should review these prior to submitting their Application. They are summarised below and each document can be found in the Book of Rules available [here](#).

7.1. Governance Rules (Book B3.1)

These Rules set out the procedures for the Commissions, as well as the Council, Executive Board and other bodies within the World Athletics governance structure.

Rule 5 sets out the process for the appointment of the Commission Members; the nature and scope of work of the Commissions; the meeting procedures; and relevant authority.

7.2. Vetting Rules (Book B3.2)

These Rules set out the role, composition and responsibilities of the Vetting Panel and the criteria and process for Vetting including for the Integrity Check.

7.3. Integrity Code of Conduct (Book D1.1)

This Code is central to World Athletics' integrity standards. It sets out the high standards of conduct expected of all World Athletics Officials or persons seeking to be a World Athletics Official. Members of Commissions are World Athletics Officials.

8. TIMELINE

DATES	ACTIVITY	CONTACT / WHERE TO FIND INFORMATION
4 May 2023	<p>Advertisement for Commission Members published.</p> <p>All Member Federations/ Area Associations informed by Circular.</p> <p>Information and Nomination Pack available on the World Athletics website.</p> <p>Any questions about the application process can be asked of the Nominations Panel Convenor, Gord Orlikow.</p>	<p>https://www.worldathletics.org/about-iaaf/documents/2023-elections-appointments</p> <p>nominations.panel@worldathletics.org</p>
4 May to 11 June 2023	<p>Applicants who wish to do so, to obtain support from a Member Federation or Area Association (or for experts, the World Athletics CEO as applicable).</p> <p>All Applicants to prepare their Applications.</p> <p>Member Federations and Area Associations contact details are listed on the World Athletics website.</p>	<p>https://www.worldathletics.org/about-iaaf/structure/member-federations</p>
11 June (23.59 CET) 2023	<p>Submission of Candidate Nomination Form by Member Federations or Area Associations.</p>	<p>nominations.panel@worldathletics.org</p>
11 June to 30 June 2023	<p>Review of Candidate Nomination Forms by the Nominations Panel.</p>	
July 2023	<p>Nominations Panel establishes candidates who are shortlisted and informs them.</p>	

DATES	ACTIVITY	CONTACT / WHERE TO FIND INFORMATION
Late July to August 2023	<p>Shortlisted applicants contacted by the Compliance & Risk Officer.</p> <p>Vetting Panel undertakes Vetting of shortlisted nominees and sends outcome to applicant.</p> <p>All shortlisted nominees must be declared Eligible by the Vetting Panel.</p>	compliance@worldathletics.org
Late August/ early September 2023	<p>Process to call for nominations of Council Members and Athletes' Commission members (or representatives) following the Congress and elections.</p>	
Mid-late September 2023	<p>Nominations Panel makes recommendations to Council of proposed Commission Members, including proposed Chairs.</p>	
Late September 2023	<p>Council appoints the Chair and members of the Commissions.</p> <p>All applicants informed of the outcome of the process List of Commission Members published on the World Athletics website.</p>	https://www.worldathletics.org/about-iaaf/structure/commissions
Late October 2023	<p>First meeting of the Commissions (date tbc).</p>	

