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# **WORLD ATHLETICS COMMISSIONS**

Information and  
Nominations Pack

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## Information and Nominations Pack

### 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.

In addition to these Commissions, there will be a number of Working Groups established by Council. These are not included in this Pack as they will be appointed only when required to undertake a specific task or project over a short period of time (no more than two years).

### 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, senior management/directors, and other Commissions and Working Groups. Commissions are advisory and have no authority to make decisions on behalf of Council or World Athletics. They are accountable to Council.

### 3. Scope of Commissions

The scope of each of the Commissions is set out below.

COMMISSION	SCOPE
<b>Competition</b>	<p>Advise on the format, qualifications, programme and organisation of all World Athletics International Competitions including new competitions and the Technical Rules of Athletics. The scope will include matters such as:</p> <ul style="list-style-type: none"> <li>– Competition programme, format and qualification system for World Athletics Series (WAS) events, Olympic and Youth Olympic Games</li> <li>– Annual and multi-year global calendar for International Competitions</li> <li>– Programme for One Day meeting circuits, Road Race Labels, Challenges and other World Athletics competitions</li> <li>– World Ranking system</li> <li>– Competition Rules and Regulations including eligibility, athlete representatives, prize money, etc</li> <li>– Bidding and venue selection for WAS events</li> <li>– Education, certification and appointment of relevant World Athletics Officials (e.g., Technical Delegates and International Technical Officials)</li> <li>– World Athletics Certifications Programme (for track facilities, track surface products, competition equipment)</li> <li>– World Athletics' partner organisations such as World Masters Athletics, World Mountain Running Association, International Association of Ultrarunners, International Trail Running Association and Association of International Marathons &amp; Distance Races</li> <li>– Policies related to sustainability, medical, health and science issues affecting athletes and events/ competitions.</li> </ul>

COMMISSION	SCOPE
<b>Development</b>	<p>Advise on the growth and development of Athletics worldwide to build skills and capacity, increase levels of participation from grassroots to elite and help address social issues such as health and wellbeing. The scope will include matters such as:</p> <ul style="list-style-type: none"> <li>– Measures and activities to increase participation across all age groups especially youth/ schools</li> <li>– Monitor and evaluate programmes and activities delivered by or on behalf of World Athletics including e-learning and development and high performance programmes in the Areas</li> <li>– Policy for grants and support to Member Federations and Area Associations for capacity building and development</li> <li>– Education and training programmes for coaches, officials and administrators including the Coaches Education &amp; Certification System</li> <li>– Partnerships with key organisations, institutions and government agencies</li> <li>– Promotion and protection of the values of athletics worldwide</li> <li>– Policies related to sustainability, safeguarding, gender equity, medical, health and science issues affecting development of athletics.</li> </ul>
<b>Governance</b>	<p>Monitor and embed good governance and ethical compliance practices in World Athletics and its members and to uphold the highest standards of integrity. The scope will include matters such as:</p> <ul style="list-style-type: none"> <li>– Constitution and all World Athletics Rules and Regulations including those related to governance, candidacy, vetting, ethical compliance, anti-doping and other integrity and disciplinary related rules</li> <li>– Governance structure and practices including those of the Council, Executive Board, appointment panels, commissions and the other World Athletics bodies</li> <li>– Governance issues affecting the Athletics Integrity Unit including its interface with Council, Executive Board and headquarters</li> <li>– Education and training programmes in governance, ethical compliance and integrity</li> <li>– Governance and integrity structures, rules, procedures and practices for Area Associations and Member Federations</li> <li>– Assessment and audit of governance and integrity</li> <li>– Gender equality and inclusion in governance and leadership.</li> </ul>

The detailed scope of each Commission will be set out in Terms of Reference for each Commission. These will be developed and finalised with the Commissions before being approved by Council.

In addition, each Commission will have a 4-year plan aligned with the IAAF Strategic Plan, setting out the work and specific outcomes to be achieved during their term. This may be adjusted annually to align with the work being undertaken by the relevant department at World Athletics' headquarters.

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 (all subject to the allocated budget) and reporting to Council.

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

#### 4. Membership

Each Commission will have between 8 and 12 members including at least 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 March 2020) until the conclusion of the 2023 Election Congress.

The members will be appointed by Council, on the recommendation of the Nominations Panel. Council Members do not need to apply or be assessed by the Nominations Panel.

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

Commission members will be appointed based on merit and will primarily be chosen taking into consideration the specific knowledge and expertise of the applicants in the subject matter of the relevant Commission. The secondary criteria for appointment are that each Commission should preferably comprise at least one person from each of the six Areas and at least 30% of each gender.

The Nominations Panel is made up of the following members, who were appointed by the World Athletics Council in December 2018:

- Gordon Orlikow (CAN) who is the Convenor
- Vijay Makhan (MRI)
- Chantal Brunner (NZL)
- Catherine Thyra Forde (TTO)
- World Athletics President, Sebastian Coe

#### 5. Meetings and Expectations

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

At least one of those meetings will be held in-person, usually in Monaco. The first meetings of the new Commissions are expected to be held in April 2020 (date to be confirmed). A second in-person meeting is also likely in 2020.

The other meetings of the Commissions will be held remotely using technology (e.g., video or audio conferencing, etc.).

Between meetings Commission members are expected to participate in all work of the Commission by email, and/ or video or audio conferencing, and/ or by communicating using other technology.

In addition to the Commission meetings, the Chairpersons of all the Commissions will meet once a year in person to be updated by the Chief Executive Officer and relevant Directors, as well as to align

ongoing and future work.

Chairpersons will also be required to report to Council, at least twice yearly on the Commission's progress against its four-year plan and to make any recommendations to it.

Membership of Commissions is voluntary; however, World Athletics will pay a per diem of USD 50 per day for each 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 seeking 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 1 November 2019 (23:59 CET), by email to [nominations.panel@iaaf.org](mailto:nominations.panel@iaaf.org).**

- a. the completed Nomination Form. The Nomination Form is available for download on the [World website](#) 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 by a World Athletics Member Federation or an Area Association, of which they are a member or otherwise associated. If an expert wishes to apply for a Commission, they may either seek the endorsement of the World Athletics Chief Executive ([jon.ridgeon@iaaf.org](mailto:jon.ridgeon@iaaf.org)) or apply directly.

The Nominations Panel must first consider Applicants who have been endorsed by Member Federations and Area Associations. If the Panel considers those Applicants do not have sufficient skills, expertise and experience for the Commission, applications by experts can be considered.

A Member Federation or Area Association can endorse more than one Applicant.

If a Member Federation or Area Association endorses an application, the relevant board, executive committee or equivalent body should pass a resolution approving the applicant/s to be nominated.

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 Candidate'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, cannot be members (unless Council Member) of any World Athletics body (e.g., Athletics Integrity Unit, Vetting Panel,

Election Oversight Panel, Nominations Panel or Disciplinary Tribunal), and must not otherwise be Ineligible as set out in Article 65.4 of the World Athletics Constitution.

Applicants must 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 contacting referees.

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

- a. consider the specific knowledge and expertise of the Applicants in the subject matter of the Commission;
- b. ensure each Commission preferably comprises of at least one person from each Area and at least 30% of each gender.

The Nominations Panel will decide on a short list of Applicants and request they complete vetting, before any further steps are taken.

## **6.3 STEP 3 – VETTING OF SHORTLISTED APPLICANTS**

All shortlisted Applicants must be declared Eligible by the Vetting Panel. The Vetting Panel is a separate and independent body of World Athletics.

The vetting process involves completing a form and the Vetting Panel undertaking 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.

No shortlisted Applicant may be recommended for appointment until they are declared Eligible by the Vetting Panel.

This also applies to persons who have been vetted by the Vetting Panel previously, although in this case they will benefit from a “fast track” vetting process.

Applicants who pass the vetting will be sent a letter confirming their Eligibility.

## **6.4 STEP 4 – RECOMMENDATION & DECISION**

Following the completion of Vetting of the shortlisted Applicants, the Nominations Panel will make its recommendations for the Commission members, including proposing Commission chairs, to the Council.

This is expected to occur at a meeting of the Council in mid-March 2020.

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

All Commission members of 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 with links to the full rules.

### **7.1 Governance Rules**

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, including their role, composition, term of office, vacancies, suspension and removal of a Commission member; and powers; meetings and procedure, and the Nominations Panel.

Part 8 sets out the process for the appointment of the Commission members; t; the nature and scope of work of the Commissions; the meeting procedures; and relevant authority.

[Click here](#)

### **7.2 Integrity Code of Conduct**

This Code was an integral part of the reforms to World Athletics. It sets out the high standards of conduct expected of all World Athletics Officials or persons seeking to be World Athletics Officials. Members of Commissions are World Athletics Officials.

[Click here](#)

### **7.3 Vetting Rules**

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.

[Click here](#)

### **7.1 WORLD ATHLETICS CONSTITUTION**

The World Athletics Constitution is the founding document of World Athletics under the law of Monaco. Part 8 covers the authority of Council to establish Commissions and appoints their members (Article 47.2).

[Click here](#)

## 8. Timeline

Step	Date	Activity	Contact Details
	<b>9 October 2019</b>	Advertisement for Commission Members published  All MFs/Areas informed by Circular Applicant Pack available on the World Athletics website  Any questions about the IAAF can be asked of the World Athletics CEO  Any questions about the application process can be asked of the Nominations Panel Convenor, Gordon Orlikow	World Athletics <a href="#">website</a>  Jon Ridgeon, CEO <a href="mailto:Jon.ridgeon@iaaf.org">Jon.ridgeon@iaaf.org</a>  <a href="mailto:nominations.panel@iaaf.org">nominations.panel@iaaf.org</a>
	October to 1 November 2019	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) All Applicants to prepare their Applications	The Member Federations and Area Associations are listed with contact details on the World Athletics <a href="#">website</a>
<b>1</b>	<b>By no later than 1 November 2019</b>	Submission of Nomination Form by Member Federations or Area Associations <i>(or applicant)</i>	<a href="mailto:nominations.panel@iaaf.org">nominations.panel@iaaf.org</a>
<b>2</b>	November 2019 to January 2020	Review of Candidate Nomination Form by the Nominations Panel	
<b>3</b>	January 2020	Nominations Panel establishes candidates who are shortlisted and informs them	
<b>4</b>	January to February 2020	Shortlisted applicants contacted by the Ethical Compliance team Vetting Panel undertakes vetting of shortlisted nominees and sends outcome of vetting to eligible applicants <i>All shortlisted nominees must be Eligible under the Vetting Rules</i>	<a href="mailto:Compliance@iaaf.org">Compliance@iaaf.org</a>
<b>5</b>	February 2020	Nominations Panel makes recommendations to Council of proposed Commission members, including proposed Chairs	
<b>6</b>	<b>16/17 March 2020</b>	Council appoints the Chair and members of the Commissions All applicants informed of the outcome of the process List of Commission Members published	World Athletics <a href="#">website</a>
<b>7</b>	April 2020	First meeting of the Commissions (date tbc)	