

Development Commission

1. Establishment and Commencement

- 1.1. The World Athletics Development Commission (“Development Commission”) is established by Council in accordance with Article 47.2(n) of the World Athletics Constitution.
- 1.2. These Terms of Reference for the Development Commission are made in accordance with Rule 5.12 of the Governance Rules. They apply in addition to the Constitution and the applicable rules and regulations of World Athletics, including in particular the Governance Rules.
- 1.3. These Terms of Reference were approved by the Council on 30 July 2020 and are effective from that date. They replace any previous terms of reference for this Commission.

2. Role

- 2.1. The role of the Development Commission is to provide expertise and advice to the Council on matters necessary:
 - 2.1.1. To support the growth, development and administration of Athletics at global, area and national level; and,
 - 2.1.2. To develop partnerships and uphold the role and relationship between sport and social responsibility.

3. Composition

- 3.1. The members of the Development Commission, who were appointed by Council on 12 March 2020 for a term expiring at the conclusion of the next ordinary Election Congress to be held in 2023, are:
 - Geoff Gardner, Norfolk Island, Chairperson
 - Beatrice Ayikoru, Uganda, Council Member
 - Sergey Bubka, Ukraine, Council Member
 - Adille Sumariwalla, India, Council Member
 - Nick Bitel, GBR, Member
 - Carlos Cavalheiro, Brazil, Member
 - Kim Collins, St Kitts & Nevis, Member (Athletes’ Commission representative)
 - Frank Hensel, Germany, Member
 - Annette Purvis, New Zealand, Member
 - Donna Raynor, Bermuda, Member
 - Edith Skippings, Turks & Caicos Islands, Member
 - Tendai Tagara, Zimbabwe, Member
 - Sebastian Coe, President (ex officio)

- 3.2. The Development Commission is supported by the World Athletics Director (“Director”) responsible for development within World Athletics (decided by the Chief Executive Officer) who is assisted by a “*Staff Lead*” and a “*Coordinator*” for the Commission (both appointed by the Director).

4. Responsibilities

- 4.1. The responsibilities of the Development Commission are set out below.
- 4.2. To review and formulate recommendations to Council on the following, among other things:
- 4.2.1. 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, wellbeing, crime and social inclusion;
 - 4.2.2. The development and delivery of programmes and activities to increase and retain levels of participation across all age groups especially youth and school-aged children;
 - 4.2.3. The programmes and activities delivered by or on behalf of World Athletics, including the eLearning education programmes and development and high-performance programmes at the Area Development Centres;
 - 4.2.4. The principles and policies for the provision of grants, services and support to Member Federations and Area Associations (through the decentralisation model) for capacity building, growth and development;
 - 4.2.5. The education, leadership and training programmes for the development and retention of coaches, officials, administrators and other key stakeholders including the Coaches Education & Certification System and the Technical Officials Education & Certification System;
 - 4.2.6. The identification of new opportunities to strengthen World Athletics’ key relationships and partnerships including with other organisations, institutions and government agencies;
 - 4.2.7. The promotion and protection of the values of Athletics worldwide; and
 - 4.2.8. The policies related to developing including but not limited to sustainability, safeguarding, gender equity, research, medical, health and science issues affecting the development of Athletics.
- 4.3. To approve a four-year plan for recommendation to Council for approval, in accordance with Rule 5.13 of the Governance Rules, which:
- 4.3.1. aligns with the World Athletics Strategic Plan, and the plan sets out specified outcomes for the Development Commission for the duration of its mandate; and,
 - 4.3.2. will be reviewed, and updated as appropriate, by the Development Commission at least twice a year to ensure its continuing alignment with the World Athletics Strategic Plan and to measure progress against the specified outcomes.
- 4.4. With respect to Rules and Regulations where the subject matter relates to matters within the Development Commission’s roles and responsibilities:

- 4.4.1. To develop and submit to Council proposed principles and policy positions to be incorporated into the adoption, amendment or repeal of Rules and Regulations, including drafts of any such Rules or Regulations; and
- 4.4.2. To review any such Rules and Regulations and report its views and recommendations to Council before their adoption, amendment or repeal.
- 4.5. To carry out such other tasks and activities relating to the Development Commission's roles and responsibilities as may be requested by Council.
- 4.6. The Chairperson of the Development Commission is ultimately responsible for the work and outcomes of the Commission. Should any issues or differences arise between the Chairperson and the Director, these shall be referred to the Chief Executive Officer.

5. Duties of Commission Members

- 5.1. **World Athletics Interests:** In undertaking any work in connection with the Development Commission, each Commission member will act for the benefit of and in the best interests of World Athletics.
- 5.2. **Participation:** Commission members will attend each meeting of the Development Commission (in person or using technology) unless excused by the Chairperson. Each Commission member shall actively participate in Development Commission meetings and in matters undertaken by the Development Commission between meetings. Commission members must be adequately prepared for each Commission meeting in order to participate effectively and constructively.
- 5.3. **World Athletics Officials:** Commission members are World Athletics Officials, who are bound by the Integrity Code of Conduct, as well as the Constitution, Rules and Regulations of World Athletics. This includes abiding by principles of conduct related to integrity, equality, dignity, good faith, conflicts of interest, benefits, and neutrality.

6. Reporting

- 6.1. The Chairperson of the Development Commission will report to Council on progress against its four-year plan at least twice each year, either orally or in writing, including using technology, as requested by the President.
- 6.2. The Chairperson of the Development Commission will provide a report on the work and activities of the Commission as part of the Annual Council Report to Congress, as requested by the President or the Chief Executive Officer.
- 6.3. The content of the reports mentioned above must be prior approved by the members of the Development Commission.
- 6.4. The Chairperson of the Development Commission will otherwise report on the work and activities of the Commission at such times as requested by the Council or the President.

7. Meetings and Procedure

- 7.1. **Meetings:** The Development Commission will undertake its work at meetings of the Development Commission and in between meetings as is necessary to fulfil its responsibilities.

- 7.1.1. The Development Commissions should meet at least three times each year. At least once in person and otherwise using technology (e.g. video conferencing, etc.).
- 7.1.2. The Director will, in consultation with the Chairperson of the Development Commission set the meeting schedule and agendas (subject to budget).
- 7.1.3. The date(s) and venue(s) of the in-person meeting(s) will be agreed with the Director responsible for overseeing the governance budget.
- 7.1.4. The Chairperson of the Development Commission will, at a time and place decided by the Chief Executive Officer, meet in person at least once a year, and at other times using technology as required, with the Chairpersons of all the other Commissions to discuss matters of commonality between the Commissions.
- 7.1.5. Commission members will be given at least 3 months' notice of the date and venue of meetings to be held in person, and at least 14 days' notice for meetings using technology, unless exceptional circumstances and/ or an urgent matter arise(s).
- 7.2. **Organisation:** The agenda, together with relevant papers, will be distributed will be distributed by email or such other form of electronic delivery or platform to all Development Commission members by the "Staff Lead" to the Development Commission at least one week prior to the meeting.
- 7.3. **Attendance:** In addition to Development Commission members:
- 7.3.1. The Chief Executive Officer will be invited to attend every meeting of the Development Commission.
- 7.3.2. The relevant World Athletics Director and "Staff Lead" will attend all meetings of the Development Commission and will be included in all work of the Development Commission undertaken between meetings.
- 7.3.3. Other persons may be invited by the Chairperson to attend meetings to provide information or advice on a specific item of business at a meeting, with the prior consent of the Director and/ or the "Staff Lead", and the Director responsible for overseeing the governance budget.
- 7.4. **Chairperson:** The Chairperson will chair all meetings unless they are unavailable or recused in which case the Chairperson may appoint another member of the Commission to chair the meeting or part of the meeting.
- 7.5. **Quorum:** The quorum for meetings and decisions of the Development Commission will be a majority of the total number of members, including the Chairperson, of the Commission.
- 7.6. **Decisions:** The decisions of the Development Commission should generally be made by consensus. If a consensus cannot be reached and a vote is required, each Development Commission member will have one vote. Voting by proxy is not permitted. A majority of votes in favour of an action by those Development Commission members present at a meeting, is required for it to be passed. In the event of an equality of votes, the Chairperson will have both a deliberative and a casting vote.

- 7.7. **Minutes:** Minutes for each meeting of the Development Commission will be taken. The “*Staff Lead*” will be responsible for taking the minutes during the meeting. The minutes will be finalised in consultation with the Chairperson and relevant World Athletics Director and sent to Development Commission members within a maximum of one (1) month of the meeting. Any amendments to the Minutes will be agreed at the next meeting of the Commission and will be noted accordingly.
- 7.8. **Confidentiality:** All meetings and the work of the Development Commission are confidential. No documents, information, discussion and decisions made at a Commission meeting or otherwise exchanged or agreed in connection with the work of the Commission, shall be disclosed to any other person (other than the President, Council Members, Chief Executive Officer, Chief Operating Officer, and Director and “*Staff Lead*” for the Development Commission) unless:
- 7.8.1. the President or the Chief Executive Officer and the Development Commission Chairperson authorises such disclosure;
 - 7.8.2. the matter is in the public domain; or
 - 7.8.3. such disclosure is required by law or any applicable authority, including the Constitution and Rules of World Athletics.
- 7.9. **Consultants:** Only the Chief Executive Officer may engage advisors to provide particular expertise or advice to the Development Commission, following consultation with the Chairperson, the Director and the Director responsible for the governance budget. The role and responsibilities of any advisor should be advised to the members of the Development Commission and should not duplicate or conflict with the role of the Development Commission. Such advisors are not members of the Development Commission.

8. Authority

- 8.1. The Development Commission is an advisory body to the Council, has no authority to make decisions for or on behalf of Council or World Athletics, and has no authority to incur any expense or bind World Athletics to any financial or other commitments.
- 8.2. The Development Commission, and its members, shall neither represent World Athletics (unless they do so in another World Athletics official capacity such as the President, Vice-Presidents, Council Members or Athletes’ Commission members), nor engage any person on behalf of World Athletics, unless in accordance with these Terms of Reference or as prior approved by the Council.
- 8.3. The Development Commission, and its members shall not make public statements about the Development Commission or any aspect of its work, unless:
- 8.3.1. the member does so in another World Athletics official capacity such as the President, Vice-Presidents or Council Members; or,
 - 8.3.2. it is expressly permitted in these Terms of Reference; or,
 - 8.3.3. it is prior approved by the Council.

9. Administration

- 9.1. **Fees and Expenses:** For each Commission member, World Athletics will reimburse expenses, and provide any other allowances or service fees, in accordance with World Athletics policy.
- 9.2. **Administration:** World Athletics will organise and make logistical arrangements for travel, accommodation and insurance for Commission meetings in accordance with World Athletics policy.
- 9.3. **Documents:** World Athletics will provide the Commission with all documents relevant to the work of the Commission.