

TERMS of REFERENCE of the SIGA STANDING COMMITTEES

This document presents the terms of reference for the work of the SIGA Standing Committees, in accordance with Article 21 of the SIGA Statutes as approved on 31 January 2017.

The terms of reference of the Standing Committees, including their composition, representation criteria and term, were approved by the Council, in accordance with the SIGA Statutes, on 27 July 2017.

Part I

General rules

Article 1

Nature and objectives

1. In accordance with the SIGA Constitution, the Standing Committees have an advisory nature.
2. The primary objectives of the committees are to address matters pertaining to the respective strategic areas, fostering exchange of knowledge and information, advising the Council and the CEO on relevant matters by means of recommendations.
3. Recommendations issued by the Standing Committees shall be submitted to the Council and/or CEO for final consideration and decision.

Article 2

Composition and representation

1. As a rule, each Standing Committee shall be composed of up to 15 members of recognised expertise in relevant fields.
2. Unless stipulated otherwise in the following provisions, the SIGA Standing Committees are composed of:
 - a) A chairperson (or joint chair persons);
 - b) A deputy chairperson (or joint deputy chair persons); and
 - c) Up to thirteen ordinary members who should be recognised experts in relevant fields.
3. The Council will appoint the members to a Standing Committee, including the chair person and deputy chair person, based on proposals submitted by the SIGA CEO.
4. The Council may co-opt additional members as observers (without voting rights) to a Standing Committee, if necessary.

Article 3

Appointment and re-appointment of members

1. The members of SIGA Standing Committees are appointed by the Council from the candidates proposed by the CEO in writing. The appointment shall take into account the candidates' expertise in the relevant areas of competence of the specific Standing Committee and role within the respective SIGA Member organisations, among other criteria. The SIGA Administration will set an appropriate deadline for the submission of candidatures.
2. The members of the SIGA Standing Committees are appointed for a three year term.
3. A member of the SIGA Standing Committees can be re-appointed to that position upon the expiry of the three year term.

Article 4

Co-operation, external experts and working groups

1. Each SIGA Standing Committee co-operates, if necessary, with the other SIGA Standing Committees.
2. Each SIGA Standing Committee may be supported in its work by external experts. If these are paid experts their engagement should be done in accordance with the applicable procurement guidelines.
3. Each SIGA Standing Committee may set up *ad hoc* sub-groups, such as working groups or task forces, to conduct specific tasks or deal with specific topics. Such sub-groups are composed of a limited number of members of the relevant committee. External experts may be invited to take part in a sub-group. Sub-groups report to the relevant SIGA Standing Committee.

Article 5

Tasks of the chair person

1. The chairperson of a SIGA Standing Committee:
 - a) Coordinates with the CEO, following possible consultation with the other members of the respective SIGA Standing Committee, the priorities for the work programme of the SIGA Standing Committee;
 - b) Prepares meetings of the Standing Committee (agenda, invitation, etc.) with the secretary appointed by the CEO among the Administration staff;
 - c) Chairs the meetings of the Standing Committee;
 - d) Exercises the casting vote in the event of a tie;
 - e) Approves the action list;
 - f) Informs the members of the Standing Committee immediately about any special matters;
 - g) Acts as the primary spokespersons on behalf of the respective committee;
 - h) Upon previous coordination with the CEO, makes a direct presentation and introduces regular reports to the SIGA Council and SIGA General Assembly on the work in progress of the advisory body.

2. In the absence of the chair person, or in the event that he/she is not entitled to participate in a meeting or part of a meeting due to a conflict of interest, the deputy chairperson replaces him/ her.

Article 6

Secretary

1. For each SIGA Standing Committee, the CEO shall appoint a member of the SIGA staff to act as secretary.
2. The secretary:
 - a) Prepares and organises meetings of the committee with the chair person;
 - b) Issues invitations to attend meetings on behalf of the chair person;
 - c) Prepares and dispatches meeting documents (including the final agenda), which, as a rule, have to be sent to the participants seven (7) days before the meeting;
 - d) Drafts the action list and dispatches it to the participants, as a rule, within fifteen (15) working days of the meeting;
 - e) Keeps the members' records up to date;
 - f) Acts as contact person for the members;

Article 7

Attendance and frequency of meetings

1. Members of a SIGA Standing Committee must attend meetings in person to the extent possible, otherwise by teleconference or agreed means.
2. Committee membership shall cease in the event of absence of 75% of the meetings by the member (or substitute) during the respective three years term of the mandate or the non-attendance of two or more meetings in a row without just cause.
3. Members of a SIGA Standing Committee may appoint a substitute at the beginning of the mandate. Such substitute must fulfil the same requirements and undergo the same appointment process set out in Article 3.
4. The CEO may attend meetings of the SIGA Standing Committees. Meetings are always attended by its secretaries and other members of the SIGA administration depending on the needs.
5. Meetings of SIGA Standing Committees are not open to the public. The chair person may, however, invite third parties to attend meetings if he/her deems it necessary on account of the agenda.
6. The frequency of meetings is determined by the chairperson according to the needs and the urgency of matters to be dealt with. As a rule, each Standing Committee holds two ordinary meetings per year according to a plan to be presented to the members. Extraordinary meetings shall be agreed by the chairperson of the Standing Committee and communicated 15 days in advance to all the members of the Standing Committee.

Article 8

Agenda

1. The chair person, in collaboration with the secretary, prepares the draft agenda for meetings of the corresponding SIGA Standing Committee.
2. The following items must be included on the agenda for a meeting.
 - a) Welcome by the chair person;
 - b) Report on the follow-up to the action list from the last meeting;
 - c) Agenda topics;
 - d) Other business;
 - e) Next meeting.
3. As a rule, the draft agenda must be sent to the members of the corresponding SIGA Standing Committee with the invitation at least fourteen days before the meeting.
4. Members may propose agenda items to the secretary. As a rule, such proposals must reach the secretary at least ten days before the meeting. They must be submitted in writing in English, stating the reasons and, if available, include supporting documents.
5. The schedule for issues to be considered by the SIGA Standing Committees is set by the chair person under coordination with the CEO and after consultation with the respective members.
6. As a rule, the secretary must send the final agenda agreed by the chair person and any supporting documentation to the members at least seven days before the meeting.
7. Generally, amendments cannot be made to the agenda during the meeting. However, the chair person may adapt the agenda if the matter in question is deemed urgent.

Article 9

Role of the Standing Committees

1. SIGA Standing Committees do not have the power to take final decisions. They have an advisory role, as set out in Article 1 of the present Terms of Reference.
2. Recommendations issued by a Standing Committee are only valid if more than half of all the members of the Standing Committee have participated in the meeting.
3. Decisions require a simple majority. In the event of a tie, the chair person has the casting vote. Voting is by a show of hands, unless the SIGA Standing Committee decides to proceed otherwise.

Article 10

Documents and meeting language

1. All documents will be created in English.
2. All documents are for internal use if not marked as confidential. Internal use means that the documents may be forwarded to the SIGA Member the member represents for feedback and may only be forwarded to third parties with the prior approval of the secretary. Confidential is for personal use only and may not be forwarded to anyone else.
3. For meetings, as a rule, English shall be the working language. Simultaneous interpretation in other languages may be organised by the secretary, as long as such a request is made in good

time and the associated costs are assumed by the member and/or his represented SIGA Member.

Article 11

Action lists

1. Action lists of each meeting are kept and sent to all members of the committee, the CEO and any other recipients designated by the chair person (e.g. members of the Council).
2. The action lists shall be drawn by the secretary appointed by the CEO.
3. The action lists include the date, place, and composition of the meeting of the committee, the agenda, the deliberations and the agreed recommendations and actions, as well as the date and place of the next meeting.
4. The action lists are signed and dated by both the chair person and the secretary and sent within fourteen (14) working days of the meeting.

Article 13

Ethical conduct, professional conduct and other duties

1. Before entering office, members of SIGA Standing Committees are required to:
 - a) Inform the CEO in writing of any positions they have held or currently hold which could conflict with their SIGA activities, whether or not in sport and/or connections with persons or companies;
 - b) Undertake to immediately inform the CEO in writing of any change occurring in this respect during their term of office.
2. During their term of office, members of SIGA Standing Committees are required to observe the principles of loyalty, integrity and sportsmanship in accordance with the principles of fair play, which includes, in particular, the obligation to refrain from any activities that endanger the integrity of SIGA or bring the fight for sports integrity into disrepute.
3. Members of SIGA Standing Committees are required to:
 - a) Perform all tasks with the highest professional skill and care, in accordance with the SIGA Constitution and associated documents;
 - b) Undertake reasonable steps to acquire and maintain all the skills needed to perform any SIGA appointment, including knowledge of the SIGA Statutes and associated documents, instructions and manuals issued by SIGA from time to time.
4. Moreover, members of SIGA Standing Committees are required to:
 - a) Confirm in writing at the beginning of their term of office that they undertake to respect the SIGA Statutes and associated documents;
 - b) Submit their personal details to the secretary and notify him/her of any changes by phone, email or letter;
 - c) Participate actively in meetings and exercise due professionalism in preparations for meetings;
 - d) Carry out assigned tasks within the set deadlines;
 - e) Contribute to the achievement of the set objectives.

Part II

INDIVIDUAL STANDING COMMITTEES

Part II sets out the sphere of competences of the following Standing Committees:

- Standing Committee on Good Governance in Sport;
- Standing Committee on Financial Integrity in Sport;
- Standing Committee on Sports Betting Integrity;
- Standing Committee on Protection of Children and Young People in Sport; and
- Standing Committee on Sponsorship, Media and Sport Integrity.

Article 1

Standing Committee on Good Governance in Sport;

The Standing Committee on Good Governance advises and supports the SIGA Council and CEO on the way to advance the highest level of good governance in sporting organisations, in particular, but not limited to, in the following fields:

- a) To analyse (current and future) issues related to good governance in sport on an on-going basis;
- b) To make recommendations and proposals to be submitted to the Council and the CEO concerning good governance of sport;
- c) To make proposals to revise or complete SIGA Universal Standards on Good Governance and Implementation Guidelines as and when necessary;
- d) To advise on the improvement of SIGA Independent Rating System and of SIGA Training, Education and Capacity Building System in the field of good governance; and
- e) To promote good governance in sport, underpinned by the guiding concepts of democracy, transparency, accountability and stakeholder representation;

Article 2

Standing Committee on Financial Integrity

1. The Standing Committee on Financial Integrity advises and supports the SIGA Council and CEO on the way to advance the highest level of financial integrity in Sporting Organisations, in particular, but not limited to the following fields:
 - a) To analyse (current and future) issues related to financial integrity in sport on an on-going basis, such as cases related to the ownership of clubs and players' economic rights, financial transactions (notably with transfers and agents' dealings), club licensing, tax evasion, money laundering, embezzlement in procurement and contracting and in the bidding processes for sports events, media rights and sponsorship;

- b) To foster dialogue and cooperation, as well as knowledge and information sharing amongst the members and, as appropriate for the pursuance of the SIGA vision and mission in this field, with relevant third parties;
- c) To make recommendations and proposals to be submitted to the Council and the CEO concerning financial integrity in sport;
- d) To make proposals to revise or complete SIGA Universal Standards on Financial Integrity and Implementation Guidelines as and when necessary;
- e) To advise on the improvement of SIGA Independent Rating System and of SIGA Training, Education and Capacity Building System in the field of financial integrity; and
- f) To promote financial integrity in sport, underpinned by the three pillars of financial transparency, financial sustainability and fiscal responsibility.

Article 3

Standing Committee on Sports Betting Integrity

1. The Standing Committee on Sports Betting Integrity advises and supports the SIGA Council and CEO on the way to advance the highest level of sports betting integrity in Sporting Organisations, in particular, but not limited to the following fields:
 - a) To analyse (current and future) issues related to sports betting integrity on an on-going basis, such as legal cases, sports betting legislation and regulations, prevention of and fight against illegal betting and sports betting fraud, educational initiatives, best practice on investigations and exchange of knowledge and information;
 - b) To foster dialogue and cooperation, as well as knowledge and information sharing amongst the members and, as appropriate for the pursuance of the SIGA vision and mission in this field, with relevant third parties;
 - c) To make recommendations and proposals to be submitted to the Council and the CEO concerning sports betting financial integrity in sport;
 - d) To make proposals to amend the SIGA Universal Standards on Sports Betting Integrity and Implementation Guidelines, as and when necessary;
 - e) To advise on the improvement of SIGA Independent Rating System and of SIGA Training, Education and Capacity Building System, in the field of sports betting integrity; and
 - f) To promote sports betting integrity in sport, underpinned by adequate regulation of the sports betting market worldwide, criminalisation of the manipulation of sports events, multi-stakeholder cooperation, consumers' protection and information-sharing at national and international levels, fair play, education and strong and appropriately enforced sanctions system.

Article 4

Standing Committee on Protection of Children and Young People in Sport

The Standing Committee on Protection of Children and Young People in Sport advises and supports the SIGA Council and CEO on matters related to the development and protection of children and young people in youth sports. Within this framework, the Standing Committee will carry out the following activities:

- a) To monitor and analyse (current and future) issues related to the training, education and general safeguarding of minors in sport on an on-going basis;
- b) To foster dialogue and cooperation, as well as knowledge and information sharing amongst the members and, as appropriate in the pursuance of the SIGA vision and mission in this filed, with relevant third parties;
- c) To make recommendations and proposals to be submitted to the Council and the CEO concerning the protection of minors in sport from all forms of abuse, harm, exploitation (including smuggling and trafficking) and discrimination of any nature;
- d) To identify and promote best practices with regards to the training, education and general safeguarding of minors in sport;
- e) To consider and propose policy reforms, projects and initiatives on countering the smuggling and trafficking of children and young people in and through sport; and
- f) To promote protection of minors in sport, underpinned by the guiding concepts of children's rights (including, but not limited to, human identity and dignity, right to play, right to education and right to physical protection, security, right to care), respect, freedom from discrimination and youth empowerment.

Article 5

Standing Committee on Sponsorship, Media and Sport Integrity

The Standing Committee on Sponsorship, Media and Sport Integrity advises and supports the SIGA Council and CEO on matters concerning the relationship between the sports business sector, with focus on sponsors, broadcasters and other key stakeholders, and sport integrity. Within this framework, the Standing Committee will carry out the following activities:

- a) To provide an independent platform for dialogue and cooperation amongst the key stakeholders in the sporting industry, including sponsors and broadcasters, to promote the necessary cultural change and reforms in the areas of good governance, sports integrity and youth protection.
- b) To analyse (current and future) issues regarding the relationships between sponsorship, broadcasting/media, hospitality and the integrity of sports organisations and events on an on-going basis;
- c) To share experiences and good practices as well as define the needs of the sports business sector with regards to the implementation of its anti-corruption policies in the field of sport;
- d) To make recommendations and proposals to be submitted to the Council and the CEO to enshrine SIGA Universal Principles and Implementation Guidelines in commercial contracts between sports organisations and their business partners (notably broadcasters/media, sponsors, suppliers and licensees); and
- e) To provide strategic input and devise outreach plans on how SIGA can engage and collaborate with other stakeholders and the sport-interested business community outside of SIGA membership to collectively act against corruption.