

# IPACS Benchmark Guidelines

Updated 7 November 2021

## **IPACS Benchmark A9 – The organisation makes public the agenda of its General Assembly with relevant documents (before) and minutes (after) with procedure for members to add items to agenda**

### Definitions

- General Assembly – a meeting of the members (or shareholders) of an organisation, often held annually or biennially, which is the highest decision-making body with powers that may include voting on changes to statutes and electing individuals to the governing body; other names often used include Congress and Annual General Meeting (AGM)
- Agenda – the order of business for a meeting
- Minutes – a written record of the discussion at a meeting and decisions made, which those who attended are generally asked to approve as a true record
- General Assembly documents may include the notification to members about the meeting, proposals for statute and rule changes, reports from individuals, committees and departments, financial accounts, profiles of candidates for election and a wide range of other information

### Introduction to this Benchmark and its significance

- As the General Assembly is the highest decision-making body, publication of the relevant documents enables stakeholders as well as the members to understand the key business of the organisation
- Members of the General Assembly need proper access to the documents in order to take informed decisions
- Publication of documents also provides a useful archive, which may be easier to access than internal filing that is available only to a small number of people

### Commentary on the action to be taken

- The most practical procedure is to publish the documents in phases: the notification of the General Assembly in the timeframe stipulated by the organisation's Statutes, followed by the full set of documents before the meeting takes place, a news article/press release about key decisions made and then minutes when they are available at a later date
- The same principles apply for an Extraordinary General Assembly

### Investment requirement – limited – publication of existing information

### Guidance according to stage of organisation

#### Early stage

- The notification about the General Assembly includes the date, time and location of the meeting, information for participants, and relevant procedures for submitting proposals and candidates for election (if applicable)
- A news article/press release listing the key decisions made is published promptly afterwards

#### Developing

- In addition to the notification, the agenda (indicating decisions to take), minutes from the previous meeting and most or all of the General Assembly documents are published when they are available, in good time before the meeting
- A news article/press release listing the key decisions made is published promptly afterwards

#### Advanced

- A complete set of documents is published to a timetable defined by regulations, preferably in a designated area/page of the website with a news article/press release afterwards

- Minutes are published promptly and according to an agreed timetable after the meeting, if necessary in draft form as they may be awaiting ratification by the members (rather than delaying publication until after approval at a later meeting)
- An archive is available including at least the minutes from previous General Assemblies
- The organisation provides ways for members to follow proceedings remotely, such as a live and recorded video stream

### Good practice examples

#### International Federations (from June 2020)

- FISA: [Full Congress papers](#) are published with an extensive archive and links to livestreams
- ITF: Full agenda and minutes published from [Annual General Meetings](#), dating back several years
- FEI: Extensive information is available from previous [General Assemblies](#)
- FIS: Document library includes [Congress documents](#)
- World Flying Disc Federation: Minutes and reports from [Congresses](#) published, including archive

#### Overall standard among International Federations:

- 23 out of 31 members of ASOIF performed well on this topic in the 2019-20 review
- This topic was one of 20 covered in the 2018-19 GAISF assessment for non-Olympic sports (compared to 50 topics for Olympic sports) as it was judged to be important and feasible for small organisations to work on

#### Continental Bodies

- European Athletics: Full documents from [2021 Congress](#)
- European Rowing Confederation: Full documents from several [General Assemblies](#)

#### National Olympic Committees

- German Olympic Sports Confederation (DOSB): Full publication of [General Meeting documents](#), including agenda and minutes of previous meeting
- Australian Olympic Committee (AOC): Full publication of [AGM documents and minutes](#)
- Belgian Olympic Committee: [General Assembly report](#)

#### National Federation

- Cycling New Zealand: [Minutes](#) of Annual General Meetings

#### Remote meetings

- In 2020 and 2021 many organisations held their General Assembly as a remote meeting for the first time; while many people have a natural preference for meeting face to face, remote meetings have been observed to offer some benefits, including lower costs (in most cases), a smaller time commitment due to the absence of travel, and increased attendance

### Selected references

- [ASOIF GTF Questionnaire 2019-20](#), indicator 2.9
- [SIGGS](#): See SIGGS Roadmap Principle 3, Headline 3: Availability of documents
- European Commission Expert Group on Good Governance, [Principles of Good Governance in Sport](#), Principles 4.a (Clear organisational framework) and 4.e(9) (Minimum democratic principles for appointment to decision making bodies – Where appropriate making public the decisions reached)
- Parliamentary Assembly of the Council of Europe, [Addendum to the report “Working towards a framework for modern sports governance”](#), Criterion 1.4 (Open the activity of legislative body to the public – The Organisation publishes the agenda and minutes of its general assembly)
- Geeraert, A. (2018). [Sports Governance Observer 2018](#). An assessment of good governance in five international sports federations, Principle 2: The organisation publishes the agenda and minutes of its general assembly meeting on its website (pp. 11-15)
- IOC’s [“Consolidated Minimum Requirements for Implementation of the Basic Principles of Good Governance for NOCs”](#):

*Theme 2.7 “Decision-making” – Principle 1: All members of the sports organisations shall have the right to express their opinion on the issues on the agenda through appropriate channels.*

*“In principle, the agenda of the meetings of the GA and the EB should be established respectively by the EB and by the President/Secretary General and circulated to all members within a reasonable deadline before the meeting (together with the notice of the meeting and relevant documentation). This is to ensure that decision-making bodies of the NOC are in a position to make informed decisions. A member should also be able to propose to add an item to the agenda within a reasonable deadline before the meeting and before the definitive version of the agenda is circulated among members.”*

ASOIF indicator 2.9 - scoring definitions used in the 2019-20 assessment

- 0 – No
- 1 – Some information published on General Assembly
- 2 – General Assembly agenda published in advance, minutes afterwards or live streaming which is recorded
- 3 – General Assembly full details published with minutes, easy to find on organisation website
- 4 – Full publication, with most recent minutes no more than a year old, easy to find on organisation website, extra data or information (such as livestreaming), minutes archive