

IPACS Benchmark Guidelines

Updated 1 February 2022

IPACS Benchmark A10 – The organisation makes public a summary of reports/decisions taken during meetings of governing body and commissions, as well as all other important decisions of the organisation

Definitions

- Governing body – the most significant decision-making body below the General Assembly, usually including some individuals who are elected by the General Assembly; it may be known as the Executive Board, Board, Council or by another name; when there is both a Board and a larger Council that have different powers, there may be a judgement to make about whether one or both can be regarded as the governing body
- Commissions – committees and commissions with defined scope of activity/terms of reference that report to the governing body
- Summary of reports/decisions taken - meeting minutes and/or a summary of key decisions from the meetings, plus information on any other important decisions taken by the organisation

Introduction to this Benchmark and its significance

- It is important that key decisions made by the organisation are recorded and available to stakeholders, both internally and externally, with certain limited exclusions (see below); stakeholders and third parties will be directly affected by decisions in some cases
- Maintaining a transparent record of decisions taken enables the decision-makers to be accountable to stakeholders and can help build trust

Commentary on the action to be taken

- The organisation should publish minutes and/or a summary of key decisions from meetings; this should include relevant decisions not made in meetings (e.g. agreed by the Board by e-mail)
- Information should be published on a regular basis and as quickly as is practical
- Where the topic is of wider interest, a news article/press release may also be published (it is recognised that this will not always be the case)
- It may sometimes be necessary to wait until minutes have been approved at the following meeting before they can be published; however, this should not prevent the prompt communication of key decisions
- Note on confidentiality: it is understood that certain items will need to remain confidential (e.g. personnel issues and commercially sensitive information); rules should define what items are confidential and specific laws may also apply; the minutes should record that a confidential item was discussed
- While it is reasonable and legitimate to exclude certain details from publication, the discussion of a confidential item should not be used as a reason to withhold information on other topics covered at the meeting

Investment requirement – limited – publication of existing information; some minor editing may be required regarding confidential items

Guidance according to stage of organisation

Early stage

- Brief news articles on key decisions made at governing body meetings

Developing

- Dedicated section on the website where minutes and/or a summary of key decisions from the governing body are published, plus some information on other commission meetings

Advanced

- Minutes from the governing body meetings are systematically published in a timely manner, no more two months after the meeting
- Further information on commission meetings is published, which might comprise minutes or a summary of decisions

Good practice examples

International Federations (from June 2020)

- ITF: A [summary of Board meetings and decisions made is published](#), dating back several years
- UCI: Agendas are available for [Management Committee meetings](#) that have taken place and [press releases](#) are issued summarising meeting decisions
- UIPM: [Executive Board meeting schedule and a summary of decisions taken](#) are published

Overall standard among International Federations:

- 29 out of 31 members of ASOIF systematically publish at least some information following Board/Council meetings

Continental Bodies

- No relevant examples seen

National Olympic Committees

- No relevant examples seen

National Federation

- Hungarian Swimming Association (MUSZ): [Decisions of the Bureau](#) published

Selected references

- [ASOIF GTF Questionnaire 2019-20](#), Indicator 2.10
- [SIGGS](#): Roadmap Principle 3 Headline 3, Availability of documents
- European Commission Expert Group on Good Governance, [“Principles of Good Governance in Sport”](#), Principle 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 1.5: Make public reports/decisions taken by executive bodies and commissions
- Geeraert, A. (2018). [Sports Governance Observer 2018](#). An assessment of good governance in five international sports federations (Principle 3: The organisation publishes board and standing committee decisions on its website)

ASOIF indicator 2.10 – scoring definitions used in the 2019-20 assessment

- 0 – No
- 1 – Some decisions from board and commission meetings published
- 2 – All major reports/decisions from board and commission meetings are published on IF website
- 3 – All major decisions are published appropriately promptly, easy to find on IF website in a designated section
- 4 – All major decisions published appropriately promptly, easy to find on IF website in a designated section, extra detail or information