

World Para Sport Unit Board

Terms of reference

These terms of reference for the World Para Sport Unit Board (**Unit Board**), and any amendments thereto, will be approved by the IPC Governing Board.

These terms of reference are subject to the provisions of the IPC Constitution and the IPC Sports Regulations. In the event of any conflict or dispute, the terms of the IPC Constitution and the IPC Sport Regulations shall prevail.

Unless specified otherwise, defined terms used in these terms of reference (denoted by initial capital letters) have the meaning given to them in the IPC Constitution.

1. Authority

- 1.1 The Unit Board is appointed by and is accountable to the IPC Governing Board. The IPC Governing Board has the sole power to grant authority to the Unit Board, and the Unit Board has no authority that does not come from the IPC Governing Board. The Unit Board may, however, carry out such tasks as delegated to it by the IPC Governing Board.
- 1.2 Subject to Articles 23 and 24 of the IPC Constitution, the IPC Governing Board delegates authority to the Unit Board to (a) govern the IPC Sports pending their separation from the IPC, and (b) monitor each IPC Sport's progress towards separation from the IPC.

2. Role

- 2.1 The Unit Board will be responsible for the following:
 - (a) Approving, monitoring, and (if necessary) adjusting the 'leaving plan' of each IPC Sport (setting a target date for separation from the IPC and identifying specific steps to be taken by that date) for recommendation to the IPC Governing Board, which has final approval of such plan and any amendments thereto.
 - (b) Approving competition calendars, qualification criteria of relevant competitions, sport technical rules and regulations, and classification rules and regulations.
 - (c) Recommending to the IPC Governing Board the technical delegates to be appointed for the IPC Sports for the Paralympic Games.
 - (d) Recommending to the IPC Governing Board the terms of agreements with third parties (such as international federations) into which the IPC Sports will transfer and therefore separate from the IPC.

- (e) Providing an annual written report (subject to prior approval by the IPC Governing Board) to the NPCs and national federations for that sport, covering the items required under 6.1.2 to 6.1.6 of the IPC Sports Regulations.
- (f) Holding a forum, at least annually, (which may be held remotely using virtual technologies) for all of the Sport Committee Chairpersons.
- (g) Providing a written report on all IPC Sports and their progress toward separation at each Ordinary General Assembly and in the year between Ordinary General Assembly meetings. Such reports are subject to approval by the IPC Governing Board.
- (h) Advising on such other matters within its area of responsibility as the IPC Governing Board may request.

3. Membership

3.1 The Unit Board will ordinarily consist of five members, including

- (a) two members of the IPC Governing Board chosen by the IPC Governing Board.
- (b) One independent member with significant governance experience in sport.
- (c) One member (who must not be a Governing Board member) with prior governance experience in an international federation (other than one to which any of the IPC Sports may transfer).
- (d) One Para athlete who is a member of an IPC Sport Athletes' Committee, elected by all of the members of the IPC Sports' Athletes' Committees (except that for the inaugural WPS Unit Board the Para athlete member will be appointed by the Governing Board on the recommendation of the Nominations Panel).

3.2 One such member will be appointed as chairperson of the Unit Board (but who may not be a member of the IPC Governing Board).

3.3 Subject to Article 3.1, the Unit Board will be appointed by the IPC Governing Board on the recommendation of the Nominations Panel (except for the members of the IPC Governing Board, who will be appointed by the IPC Governing Board on the recommendation of the IPC President).

3.4 The process for appointment of members (other than the IPC Governing Board member and IPC Sport Athletes' Committee member) will be as follows:

- (a) All Unit Board positions will be publicly advertised and will be appointed through an open recruitment process. The IPC will also invite IPC members to suggest candidates for membership of the Unit Board.
- (b) The Nominations Panel will be responsible for assessing the applications and recommending Unit Board members (including the chairperson) for appointment by the IPC Governing Board, taking into account the following factors:
- Skills, expertise and experience in the subject matter of the Unit Board.
 - For the chairperson, the requisite skills, expertise and experience in chairing bodies and meetings.
 - At least two members of different genders.
 - Geographical spread across IPC regions and countries.
 - At least one member of the Unit Board must be an athlete who has competed in the Paralympic Games in the 12 years preceding their appointment.
- (c) The IPC Governing Board will appoint the members of the Unit Board (including the chairperson) as soon as reasonably practicable after its election.
- (d) A member's appointment to the Unit Board is subject to the member agreeing to the obligations, expectations and commitments set out in the letter of appointment.
- 3.5 Any vacancies on the Unit Board (occurring through resignation, removal, death or any other reason) will be filled in accordance with the appointment process set out above.
- 3.6 No substitutes are allowed for members of the Unit Board. Members are appointed in their personal capacity and are not representatives of any member or stakeholder within the Paralympic Movement, including those they may be employed by or otherwise associated with.
- 4. Term of office**
- 4.1 Membership of the Unit Board will begin on the date of appointment and, subject to Article 4.2, will end on the appointment of a new Unit Board by the incoming IPC Governing Board i.e. a term of office of approximately four years (corresponding broadly to the term of office of the members of the IPC Governing Board).

4.2 The membership of any individual on the Unit Board may be terminated by the IPC Governing Board at any time, at the absolute discretion of the IPC Governing Board.

4.3 Individuals may serve a maximum of two consecutive terms on the Unit Board or until the Unit Board is disestablished (as decided by the IPC Governing Board).

5. Organisation

5.1 The Unit Board will receive its direction from the IPC Governing Board.

5.2 The Unit Board will be assigned a member of the IPC management team to act as liaison to the Unit Board.

5.3 Ordinarily, the Unit Board will meet in person once per year, and by telephone, teleconference or similar as determined by the chairperson. Any additional meetings in person must be approved by the IPC Governing Board.

5.4 Telephone, teleconference and similar facilities may be used for a meeting.

5.5 The IPC President, the WPS Management Director and such member(s) of the IPC management team as determined by the WPS Managing= Director are entitled to attend meetings of the Unit Board, with speaking rights only.

5.6 Decisions of the Unit Board will ordinarily be made by consensus. If a consensus cannot be reached there will be a vote with each member having one vote. A majority of votes in favour of a decision by those members present at the meeting is required for it to be passed. In the event of a tie in votes the chairperson will have the right to a casting vote.

5.7 The quorum for meetings and decisions of the Unit Board will be a majority of the total number of members on the Unit Board.

5.8 Minutes of Unit Board meetings will be produced and circulated to the Unit Board, and any amendments agreed by the Unit Board. The final minutes will then be archived by the IPC.

5.9 Subject to the approval of the IPC Governing Board, the Unit Board may decide to allocate specific responsibilities of the Unit Board to a smaller group or groups of members within the Unit Board with the necessary expertise for the task (in which case, the quorum and voting requirements will be adapted and read accordingly).

5.10 The WPS Managing Director may engage advisors to provide particular expertise or advice to the Unit Board (including any sub-groups of the Unit Board), following consultation with the chairperson and the IPC Governing

Board. The role of any adviser should not duplicate or conflict with the role of the Unit Board. Such advisers are not members of the Unit Board.

- 5.11 In undertaking any work in connection with the Unit Board, each Unit Board member must act for the benefit of and in the best interests of the IPC.
- 5.12 All meetings and work of the Unit Board are confidential. No documents, information, discussion or decisions made at a Unit Board meeting or otherwise exchanged or agreed in connection with the work of the Unit Board may be disclosed (other than, through the chairperson or the World Para Sports Managing Director, to the IPC Governing Board, IPC CEO and relevant members of the IPC management team) unless:
- (a) the World Para Sports Managing Director and the chairperson of the Unit Board authorise such disclosure;
 - (b) the matter is in the public domain; or
 - (c) such disclosure is required by law or any applicable authority, including the IPC Constitution and regulations.
- 5.13 The Unit Board and its members may not make any public statements (including on social media) about the Unit Board or any aspect of its work unless approved in advance by the chairperson of the Unit Board and the World Para Sports Managing Director.
- 5.14 The chairperson of the Unit Board will ordinarily provide an annual report to the IPC Governing Board (written and/or verbal), as requested by the IPC Governing Board. The chairperson will otherwise report on the work of the Unit Board at such times as requested by the IPC Governing Board. The chairperson of the Unit Board (or their designee) may be invited to attend meetings of the IPC Governing Board and/or may be invited to provide a written and/or verbal report at a meeting of the IPC Governing Board on a specific topic.

6. Finances

- 6.1 The IPC will produce a budget for the World Para Sport Unit (including a budget for the Unit Board). The budget will be included in the overall IPC budget and submitted for approval to the IPC Governing Board in accordance with IPC financial policies.
- 6.2 For each Unit Board member, expenses will be paid in accordance with the IPC's financial policies, as amended from time to time.

7. Evaluation process

- 7.1 During the last year of the term of office, the chairperson of the Unit Board will ordinarily submit to the IPC Governing Board a summary report on the work conducted by the Unit Board during the term, along with any recommendations for the next term of office, unless not required by the IPC Governing Board.
- 7.2 At the end of the IPC Governing Board's term of office, the outgoing IPC Governing Board may (during an in-camera meeting) evaluate the overall work of the Unit Board and may make recommendations to the incoming IPC Governing Board, including on the mandate, structure and/or membership of the Unit Board.