



## Minutes

### Kick Off Meeting

“Sport 4 Good Governance” (S4GG)

Wednesday, **February 15, 12:00-18:00**

Thursday, **February 16, 9:00-13:00**

**Conference venue:** Kleiner Saal der Geschäftsstelle Bau/ WKÖ,  
Schaumburggasse 20/8, A-1040 Vienna

### 1. Opening of the meeting and welcome

Folker Hellmund, director of the EOC EU Office, welcomes the participants to the kickoff event. He reports that the issue of good governance increased in importance over the last 3 years. Therefore, the EOC EU Office decided to run a project which promotes good governance in Europe.

Marcello Corrado, civil servant of the European Commission, welcomes the participants and informs that the European Commission has set up an expert group on good governance. MC deals with financial aspects of the preparatory actions and offered his support to the project consortium.

Michael Trinker, EOC EU Office and S4GG project manager, reports on the objectives of the kickoff:

- Get to know each other (person, organization, your expertise, eventually: your role in the project)
- Common understanding on the S4GG by reviewing it
- Distribute tasks and responsibilities

### 2. Adoption of the agenda

No remarks. Agenda has been adopted

### 3. Introductions

#### 3.1. Introduction of participants/ organizations

Participants introduce themselves and the organizations they represent.

Summary of introductions:

- 14 organisations participate in the project which are
  - Sport organizations (national and European umbrellas)
  - Educational institutions
  - Specialized sport organizations (EOSE)

- Sport authority (regional, EU)

### 3.2. Expectations of participants

Participants discussed three questions:

- What do I expect to get from this event?
- What can/ my organization do in my sphere of influence for S4GG?
- What do I need other to do?

Ad a) Participants expect

- clarity about
  - objectives
  - tasks
  - responsibilities
  - good governance (guide, toolkit)
- Information on
  - Principles of good governaces
  - Dissemination of results
- Use of good governance toolkit for sport federations
- Set up benchmarks for good governance principles

Ad b) Participants contribute to

- Take on responsibilities
- Dissemination (!)
- Evaluation

Ad c) Participants want colleagues to

- Share information, good practices (!)
- Why sharing good practices
- Research about the gg situation in other countries
- Example of training programmes

## 4. The project S4GG

See also the project guidelines for further information about S4GG

### 4.1. Objectives and prioritization

Objectives of S4GG are enumerated in the S4GG guidelines in point 2.

Participants discussed in groups the following questions:

- Are the specific objectives achievable? Is it necessary to fine-tune the objectives?
- How can the objectives be best achieved?
- Prioritize

The discussions revolved around the following topics:

- Collection of data crucial in identifying good practices (bad practice)
  - Ask about Basic Universal Principles of Good Governance in the Olympic and Sport Movement → if not question on whether they approached GG from a different perspective

- Efficiency, effectiveness and ethics → enable sport organizations to be so
- Set up benchmarks for good governance
- Obligation to receive management training
- Challenge: different systems in different countries → what is regulated by law
- Toolkit
  - definition of good governance
  - assessment first step

## 4.2. Products

Products of S4GG guidelines have been presented as they are described in point 5 of the S4GG guidelines.

(This point was not discussed in detail.)

## 4.3. Work packages

### 4.3.1. Project management

- 4.3.1.1. Administration
- 4.3.1.2. Coordination
- 4.3.1.3. Timeline
- 4.3.1.4. Midterm conference
- 4.3.1.5. Final conference

Issues around the work package project management have been discussed. The timeline of the project has been send out and is also in the dropbox. The midterm conference is scheduled to take place either before or after the EU Sport Forum on 19-20 September in Cyprus.

#### Decisions:

- The EOC EU Office as leader of the project is also the main responsible for the project management and general coordination of the project.
- The midterm conference is planned to take place either shortly after or before the EU Sport Forum taking place on the 19-20 September 2012.

### 4.3.2. Collection of data

- 4.3.2.1. desk research
- 4.3.2.2. questionnaire

The discussions on the questionnaire focused on the following:

#### a. Objective

Provide information

- How good governance principles are implemented and
- Which support is needed to implement good governance principles

#### b. Target groups and subgroups:

- National federations
  - Olympic
  - Non-Olympic

- NOC/ national umbrella organizations
- European Federations
  - Olympic
  - Non-Olympic

What is the minimum number of respondents for each target groups?

The participation of which sport disciplines in the questionnaire shall be sought?

- Athletics, swimming, basketball, handball, boxing, tennis

### **c. Focus of the questionnaire**

#### **c.1 Structures, regulations and democratic process**

- Clear regulations
- Power structure/ balance of (who is in which role for which task)
- Professionals in the boards in/ decreasing, good or bad
- Decision making (process, who is involved)
- Conflict of interest
  - How do avoid it
- Decisions and appeals
  - How do you appeal regulations of federations
- Role of public, sponsors, media on federations
- How important is good governance for your organizations?

#### **c.2 Highest level of Competence, integrity and ethical standards**

- Competence of members of Exec body
  - How do you ensure continuity of GG?
  - Q1 board: is it comprised of volunteers or professionals?
  - Q2 What does your organization do to ensure the competence of the board members?
    - E.g.: induction programme, job description, (scale 1-5)
  - Q3 What difficulties do you face in delivering the elements of the standards?
    - Lack of resources
    - Lack of influence on selection
    - Few applicants
    - Poor quality applicants
- Integrity management, communication, coordination

- Q1: Is this function carried out by volunteers or pros?
  - Q2: What do you do to ensure good internal communication
    - E.g. staff meetings, newsletter, employee forum etc.
  - Q3: What difficulties do you encounter?
- Appointment of management
  - Vol or pros
  - Who is involved in the appointment?
  - External open ads?
  - Job des. / Personal characteristics
  - Qualification requirements
- Is there a code of ethics, gg?
  - What do you do to ensure that this code is implemented?
    - E.g.: external review

### **c.3 Accountability, transparency and control**

Structure of question

- A. Take elements to be considered
- B. Questions:
  - What : Proposals with boxes to tick
  - How: Open questions (good/ bad practices)
  - Who: Proposals with boxes to tick
  - What: What is needed to implement good governance principles/ mainstream good governance?
- C. 2 open boxes
  - Good example
  - Bad example

Accountability A+B+C  
 Processes+mechanism A+B+C  
 Transparency+communication A+B+C  
 Financial matters A+B+C

#### **4.3.2.2.1. analysis**

Decisions:

- The University Catholique de Louvain La Neuve is responsible for the implementation of the work package Collection of Data.

### **4.3.3. Peer reviews (3)**

#### **4.3.3.1. Guidelines and programme**

#### **4.3.3.2. Distribution of peer reviews**

#### **4.3.3.3. Timeline**

Guidelines of the Peer Reviews have been distributed.

#### Declarations:

- The Netherlands would be willing to host peer review.
- Denmark would be willing to host a peer review.

### **4.3.4. Communication and dissemination**

All partners involved shall contribute to the communicational activities of the S4GG. E.g. partners can put press articles on their website and disseminate information on S4GG.

Reference point of the project communication is a website which is designed to include multimedia contents and social media such as twitter and facebook.

#### Decision

- The EOC EU Office and all project partners actively contribute to the communication and dissemination of S4GG activities.

### **4.3.5. Educational material**

#### **4.3.5.1. Toolkit**

The toolkit has not been discussed in detail due to time constraints.

The toolkit on good governance shall train and guide stakeholders in implementing good governance principles.

#### Decision

- The Leadership Academy of the DOSB is responsible for the work package Educational Material

### **4.3.6. Training sessions (2)**

There are 2 training sessions planned with stakeholders, in which this toolkit on good governance shall be tested.

### **4.3.7. Evaluation**

The project S4GG shall be continuously evaluated with regards to achieving its objectives and effective performance.

#### Decision:

- EOSE is responsible for the work package evaluation

## **4.4. Administrative and financial aspects**

Relevant documents have been distributed via email and during the meeting.

## **4.5. S4GG guidelines**

Decision

- The S4GG guidelines have been adopted.

**5. Any other business**

No points have been raised.

**6. Next meeting**

The next meeting of all partners will be the midterm conference around the EU Sport Forum on the 19-20 September.

**7. Closing**

The organizers thanked the participants for their active and constructive contributions.

## Annex: Participant List

1	Bovis	Matteo	CONI	<a href="mailto:matteo.bovis@coni.it">matteo.bovis@coni.it</a>
2	Brands	Huibert	NOC*NSF	<a href="mailto:Huibert.Brands@noc-nsf.nl">Huibert.Brands@noc-nsf.nl</a>
3	Corrado	Marcello	European Commission	
4	Favre	Aurelien	EOSE	<a href="mailto:aurelien.favre@eose.org">aurelien.favre@eose.org</a>
5	Freytag	Gabi	Führungs-Akademie DOSB	<a href="mailto:freytag@fuehrungs-akademie.de">freytag@fuehrungs-akademie.de</a>
6	Gantnerova	Petra	NOC Slovakia	<a href="mailto:gantnerova@olympic.sk">gantnerova@olympic.sk</a>
7	Hallmann	Kirstin	DSHS Cologne	<a href="mailto:k.hallmann@dshs-koeln.de">k.hallmann@dshs-koeln.de</a>
8	Hellmund	Folker	EOC EU Office	<a href="mailto:hellmund@euoffice.eurolympic.org">hellmund@euoffice.eurolympic.org</a>
9	Hirschböck	Thomas	Government of Styria	<a href="mailto:thomas.hirschboeck@stmk.gv.at">thomas.hirschboeck@stmk.gv.at</a>
10	Ibsen	Rasmus	DIF	<a href="mailto:rli@dif.dk">rli@dif.dk</a>
11	Kadnárová	Petra	NOC Slovakia	<a href="mailto:Kadnarova@olympic.sk">Kadnarova@olympic.sk</a>
12	Korellis	Georgios	Cyprus Olympic Committee	<a href="mailto:ol.edu@cytanet.com.cy">ol.edu@cytanet.com.cy</a>
13	Papic	Alma	NOC Croatia	<a href="mailto:Alma.Papic@hoo.hr">Alma.Papic@hoo.hr</a>
14	Pekkola	Heidi	EOC EU Office	<a href="mailto:pekkola@euoffice.eurolympic.org">pekkola@euoffice.eurolympic.org</a>
15	Piperidou	Olga	Cyprus Olympic Committee	<a href="mailto:ol.edu@cytanet.com.cy">ol.edu@cytanet.com.cy</a>
16	Studd	Stephen	EOSE	
17	Trinker	Michael	EOC EU Office	<a href="mailto:trinker@euoffice.eurolympic.org">trinker@euoffice.eurolympic.org</a>
18	Vene	Priit	NOC Estonia	<a href="mailto:priit@eok.ee">priit@eok.ee</a>
19	Zintz	Thierry	UCL	<a href="mailto:Thierry.Zintz@uclouvain.be">Thierry.Zintz@uclouvain.be</a>