

Nominations Panel

Terms of reference

These terms of reference for the Nominations Panel (**Panel**), and any amendments thereto, will be approved by the IPC Governing Board.

1. Authority

- 1.1 The Panel is appointed by and is accountable to the IPC Governing Board. The IPC Governing Board has the sole power to grant authority to the Panel, and the Panel has no authority that does not come from the IPC Governing Board. The Panel may, however, carry out such tasks as delegated to it by the IPC Governing Board.
- 1.2 The Panel has no authority to make decisions for or on behalf of the IPC, or to incur any expense or bind the IPC to any financial or other commitments. The Panel is advisory only and can only make recommendations to the IPC Governing Board (if within its mandate to do so).

2. Role

- 2.1 The Panel will be responsible for the following:
 - (a) Identifying and documenting the skills, expertise, and experience that are required for the vacant positions of the following IPC bodies, and producing position descriptions for each vacancy:
 - (i) Committees;
 - (ii) the appointed members of the Athletes' Council;
 - (iii) the Judicial Tribunal;
 - (iv) the Appeals Tribunal;
 - (v) the Anti-Doping Tribunal;
 - (vi) the Board of Appeal of Classification;
 - (vii) the Elections Oversight Panel; and
 - (viii) the independent member of the WPS Unit Board; the member of the WPS Unit Board appointed for their prior governance experience in an international federation; and the inaugural Para athlete member of the WPS Unit Board.
 - (b) Identifying and inviting suitable candidates to apply for the vacancies in Article 2.1(a), and publicly advertising all positions and notifying all IPC members of the vacancies.

- (c) Receiving and assessing applications from candidates, including undertaking such enquiries, and holding such interviews and meetings as it sees fit.
- (d) Making written recommendations to the IPC Governing Board on the most suitable candidate for each of the vacancies in Article 2.1(a).
- (e) Determining whether or not an IPC official (other than a Panel member) is eligible as set out in the IPC Constitution and Vetting Regulations, and carrying out such other roles as given to the Panel in the IPC Constitution.

2.2 Assessing applications:

- (a) In assessing applications, the Panel will recommend persons based on merit and against the documented criteria, and will, in particular, consider the following factors:
 - (i) Skill, expertise, and experience in the subject matter of the body.
 - (ii) Where the vacancy is for a chairperson, the requisite skill, expertise, and experience in chairing bodies and meetings.
 - (iii) The need to minimise conflicts of interest.
 - (iv) The need to ensure the body has a proportionate balance of skills, experience, gender, diversity, and global perspective.
- (b) In relation to Committees the Panel will, in particular, consider the following factors:
 - (i) A non-mandatory target of at least 50% female members.
 - (ii) Geographical spread across IPC regions and countries.
 - (iii) At least one in every five members of a Committee must be an athlete who has competed in the Paralympic Games in the 12 years preceding their appointment.
- (c) In relation to the appointed members of the Athletes' Council, following the elections at each edition of the Paralympic Games the Panel will assess the gaps in the Athletes' Council's needs (including skills, experience, gender, country/territory, and diversity of impairments) and call for applications accordingly.

3. Membership

3.1 As set out in the IPC Constitution, the Panel will be comprised of:

- (a) two independent persons appointed by the IPC Governing Board, who between them have expertise in the appointment of non-executive directors and in the appointment of members for legal or hearing panels;
 - (b) the IPC President, but solely for the purposes of the appointment of the WPS Unit Board and the Committees and not for appointment of any other IPC bodies; and
 - (c) the chairperson of the Athletes' Council and one other member of the Athletes' Council (appointed by the Athletes' Council), but solely for consideration of Athletes' Council appointments and appointment of the athlete representative for the WPS Unit Board.
- 3.2 The IPC Governing Board must ensure that there are members of both genders on the Panel.
- 3.3 The IPC Governing Board will appoint one of the two independent members (Article 3.1(a)) to act as chairperson of the Panel.
- 3.4 The process for appointment of the two independent members (Article 3.1(a)) will be as follows:
- (a) The positions will be publicly advertised and will be appointed through an open recruitment process. The IPC will also invite IPC members to suggest candidates.
 - (b) The IPC Governing Board will be responsible for assessing the applications and appointing the members, considering the following factors:
 - (i) Skill, expertise, and experience in the appointment of non-executive directors and in the appointment of members for legal or hearing panels.
 - (ii) For the chairperson, the requisite skill, expertise, and experience in chairing bodies and meetings.
 - (c) The IPC Governing Board will appoint the members (including the chairperson) as soon as reasonably practicable after its election.
- 3.5 A member's appointment to the Panel is subject to the member agreeing to the obligations, expectations and commitments set out in the letter of appointment.
- 3.6 Any vacancies on the Panel (occurring through resignation, death or any other reason) will be filled in accordance with the appointment process set out above.

3.7 No substitutes are allowed for members of the Panel. 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 Panel will begin on the date of appointment and, subject to Article 4.2, will end on the appointment of a new Panel 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 the independent members on the Panel may be terminated by the IPC Governing Board at any time, at the absolute discretion of the IPC Governing Board. The membership of the Athletes' Council member on the Panel (but not the Athletes' Council chairperson) may be terminated by the Athletes' Council at any time, at the absolute discretion of the Athletes' Council.

4.3 Individuals may be re-appointed to serve a maximum of three terms of office on the Panel (consecutive or otherwise, and including any part terms served).

5. Organisation

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

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

5.3 The Panel will meet as required to fulfil its role.

5.4 Telephone, teleconference and similar facilities may be used for a meeting. Any meetings in person must be approved by the IPC Governing Board.

5.5 The IPC CEO and assigned member(s) of the IPC management team are entitled to attend meetings of the Panel, with speaking rights only.

5.6 Recommendations of the Panel will generally 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 recommendation 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 Panel will be a majority of the total number of members on the Panel, dependent upon which body is under review (as per the Panel composition).

- 5.8 Recommendations of the Panel will be circulated to the Panel, and any amendments agreed by the Panel.
- 5.9 In undertaking any work in connection with the Panel, each Panel member must act for the benefit of and in the best interests of the IPC.
- 5.10 All meetings and work of the Panel are confidential. No documents, information, discussion or decisions made at a Panel meeting or otherwise exchanged or agreed in connection with the work of the Panel may be disclosed (other than, through the chairperson, to the IPC Governing Board, IPC CEO and relevant members of the IPC management team) unless:
- (a) the IPC President or IPC CEO and the chairperson of the Panel authorises 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.
- 5.11 The Panel and its members may not make any public statements (including on social media) about the Panel or any aspect of its work unless approved in advance by the IPC President or IPC CEO and the chairperson of the Panel.
- 5.12 The chairperson of the Panel will report on the work of the Panel at such times as requested by the IPC Governing Board. The chairperson of the Panel (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 Panel. The Panel 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 Panel 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 four-year term of office, the chairperson of the Panel will ordinarily submit to the IPC Governing Board a summary report on the work conducted by the Panel during the four-year period, along with any recommendations for the next term of office.
- 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 Panel and may make recommendations to the incoming IPC Governing Board, including on the mandate, structure and/or membership of the Panel.