

**INTERNATIONAL SKATING UNION – FOUR YEAR PLAN 2014/15 – 2017/18**

**Project/Function/Area of activity:**

**General Administration**

**Committee/Commission/internal ISU body:**

**Council /  
Director General / Secretariat**

**Statement of specific results & benefits to be obtained:**

- To ensure timely and high quality processing/servicing of all central administrative tasks with up to date technical tools. Smooth cooperation and integration with ISU Office Holders and Members

**Recommended activities to obtain benefits:**

**2014/15 2015/16 2016/17 2017/18**

	2014/15	2015/16	2016/17	2017/18
The ISU Director General/ Secretariat will perform the following tasks:				
1. Organization of Congresses, Council and other meetings as required including preparation and distribution of agendas, budgets, Four-Year-Plans, minutes and regulations.	X	X	X	X
2. Preparation and dispatch of ISU Communications and Circular Letters.	X	X	X	X
3. Negotiation, finalization and monitoring of commercial agreements by the Director General and Marketing Coordinator as directed by the President.	X	X	X	X
4. Negotiation, finalization and monitoring of technical maintenance agreements (e.g. timing scoring suppliers etc).	X	X	X	X
5. Administrative assistance to ISU Council, Sports Directors, Committees and Commissions and Advisors:				
o Maintenance of databases, activity books and statistics	X	X	X	X
o Correspondence	X	X	X	X
o Preparation of ISU Communications and Circular Letters	X	X	X	X
o Preparation of annual budgets and Four Year Plans	X	X	X	X
o Attendance of Committee/Commission meetings if required	X	X	X	X
o Preparation and administrative follow-up of courses and seminars.	X	X	X	X
6. Participation in Event Management in cooperation with the ISU Representatives, Event Coordinators and/or Regional Event Coordination Assistants and organizing Members:				
o Invitation, scrutinizing, summarizing and distribution of applications for ISU Events	X	X	X	X
o Periodic update of Memorandum for holding ISU Events	X	X	X	X
o Control of ISU Event Announcements	X	X	X	X
o Ordering/dispatch of ISU medals for ISU Championships	X	X	X	X
o Follow-up of appointment of Officials for ISU Events	X	X	X	X
o Dispatch of various forms and materials to ISU Event organizers	X	X	X	X
o Event attendance as required to support the Event Coordinators in organizational matters or to overview commercial agreements	X	X	X	X
o Monitoring of ISU contributions to ISU Event organizers	X	X	X	X
o Monitoring Prize Money payments and control	X	X	X	X
o Update and publication of results and rankings of ISU Events.	X	X	X	X

**Recommended activities to obtain benefits:**

2014/15    2015/16    2016/17    2017/18

7. Administrative support to the Medical Commission (see separate Four Year Plan).	X	X	X	X
8. Providing media/Public Relation services under the direction of the President (see separate Four Year Plan).	X	X	X	X
9. Coordination of administrative and logistical matters related to the Olympic Winter Games (OWG) and Winter Youth Olympic Games (YOG)	X	X	X	X
10. Maintenance of Office equipment/information systems/material/archives including up to date technology.	X	X	X	X
11. Maintenance of insurance policies.	X	X	X	X
12. Production and dispatch of ISU publications.	X	X	X	X
13. Preparation and dispatch of Certificates (World Records etc).	X	X	X	X
14. Update and reprint of ISU publications and forms.	X	X	X	X
15. Liaison to Honorary Members including providing administrative support for preparation of Honorary Members meetings.	X	X	X	X
Lausanne, April 2014				

## **Status Report to the 2016 ISU Congress on the Four Year Plan 2014/15-2017/18**

**Committee/Commission:** ISU Council/ISU Secretariat

**Project/Function/Area of Activity:** General Administration

The ISU Council and ISU Secretariat have performed activities according to plan and have achieved the results and benefits forecast in the 2014/15-2017/18 Four Year Plan.

Subsequent to the 2014 Congress the following areas required specific attention:

The ISU Council mandated the Secretariat, and in particular the media team, to pursue, besides the regular ongoing activities, the social media initiative, details of which can be found in the Four Year Plan “Media/Communications”.

The ISU Secretariat continued to cooperate in the issuing of the necessary Communications prepared by the Council, Technical Committees and Sports Directorate as well as in the ongoing monitoring of the Figure Skating Officials Evaluation.

The Sports Coordinators and related staff continued to cooperate with the Technical Committees, the Sports Manager Figure Skating, and Sports Directors in the administration of their activities. In the area of Event Coordination the Secretariat continued its assistance in ensuring a proper coordination among all stakeholders with an emphasis on ensuring the proper implementation and protection of the ISU’s commercial agreements. Finally, the ISU Secretariat cooperated with the ISU President and ISU Vice President Speed Skating in the finalization of commercial agreements that now cover almost all ISU disciplines world-wide.

The Anti-Doping administration continued to represent a significant workload and remains a heavy burden on the administrative staff due to the increased involvement of WADA, often including complicated and labor-intensive procedures. Furthermore, a number of doping cases required the daily and labor-intensive attention of the ISU Secretariat, in particular the ISU Anti-Doping Administrator and the Legal Advisors.

Based on new Swiss legislation, the ISU Secretariat continues to maintain and update an Internal Control System which is subject to review by the External Auditors, who formally confirmed that appropriate ISU Internal Control Systems are indeed in place and continuously being updated.

In the area of travel services for ISU Office Holders and appointed ISU Officials, the ISU in-house travel coordinator handles an ever-increasing number of travel arrangements. Taking into account the savings on travel agent commissions and increased efficiency thanks to a proactive approach, this ISU Secretariat position ensures overall cost savings in this area.

Further to the adoption by the 2010 Congress of a proposal relating to Rule 131 (entries), the monitoring of Declaration forms for Competitors and Officials is now handled by the ISU Secretariat, which has created a substantial additional workload.

Despite the continuously increasing workload, the staffing of the ISU Secretariat remained stable. The Secretariat Budget now includes 11 full-time employees and 6 part-time employees and the Director General. This remains a low head-count compared to other similar organizations. The limited turnover of staff, with the advantage of acquiring and

maintaining valuable expertise in the specialized area of sports administration, will remain a key factor for the continued smooth running of the ISU administration.

One staff position still to be filled during 2016 refers to an Internal Controller who shall probe each proposed Development Project budget for its value and rational. The Council believes that a sound test of each proposed project and related budget is more effective than costly audits of completed projects mandated by the ISU. Such random audits on specific completed projects merely can confirm whether the approved project has been implemented within the approved limits. Such audits however fall short of evaluating whether the different expense items were actually necessary and/or whether more cost effective options might have been available.

For the year 2017, the proposed budget includes an increase of CHF 250'000. The reason for this increase refers to the uncertainty surrounding the Figure Skating Event Coordination for ISU Events. As a matter of fact, two key members of the Figure Skating Event Coordination team (Peter Krick and Mario Meinel) will not be available anymore as of the season 2016/17. While the training and involvement of the current Assistant Event Coordinators and Regional Event Coordination Assistants (RECAs) as well as the ISU Secretariat has been intensified, it remains unclear how much of the tremendous work-load previously accomplished by Peter Krick and Mario Meinel will fall back to the ISU Secretariat.

May 2016