

IFAA WORKGROUPS



BRIEFING ON THE CONCEPT



- Hi and welcome to this IFAA presentation on the concept of workgroups.

IS THIS APPROACH LEGITIMATE?

As per constitution, it is in the power of the President to appoint special committees.

Article XI C1f of the IFAA Constitution

WHAT IS THE PURPOSE OF WORKGROUPS?

The intent of this presentation is to provide you with an answer to this valid question.

HOW CAN MY ASSOCIATION BE INVOLVED?

All member associations are welcome to contribute by suggesting experts to the different workgroups and / or to nominate a representative to be directly involved and to receive regular updates.



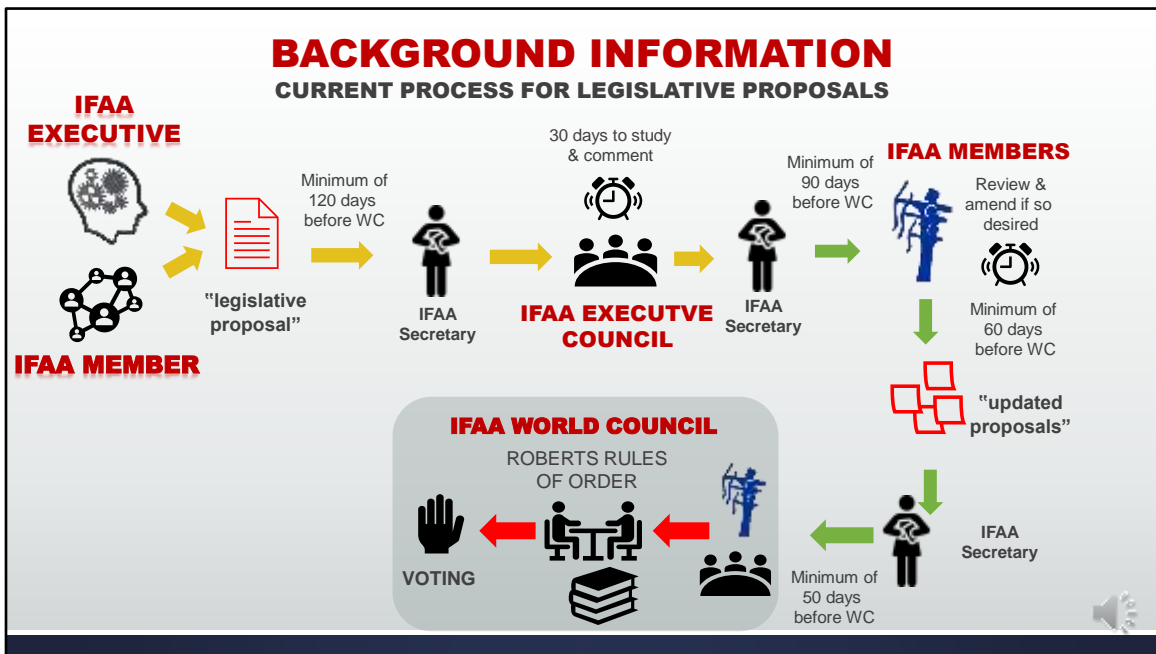
- The first question that comes to mind is whether this approach is legitimate.
- As per the Constitution it is within the power of the president to appoint special committees. You can read about this in Article 11 of the Constitution.
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- What is the purpose of the workgroups?
- The intent of this presentation is to provide you with an answer to this valid question.
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- Is there a possibility that your association can be involved in the workgroups?
- YES. All member associations are welcome to suggest experts to different workgroups or to nominate representatives to the workgroups who will be directly involved and who can provide you

with regular updates.

ASSISTANCE ON LEGISLATIVE PROPOSALS

INVOLVEMENT OF WORKGROUPS IN THE DEVELOPMENT PROCESS

- The primary purpose of these workgroups is to assist us with the legislative proposal process and the development of the proposals.



- Here is some background on the current process for legislative proposals.
- When we generate a legislative proposal it comes from two sources.
- It could be from the Executives or it could be from an IFAA Member.
- The proposal needs to reach the Secretary within 120 days before the World Council meeting.
- The Secretary distributes the proposal to the Executives.
- The Executive Council has 30 days to study and comment on the proposal.
- The Secretary distributes the proposal to all the IFAA Members for review. That is about 90 days before the World Council meeting.
- The IFAA Members then have a limited time of 30 days to review or amend the proposal if required or deemed necessary. All these amended proposals or alternative proposals are then sent back to the Secretary with 60 days to go before the World Council meeting.
- The Secretary then again distributes all the proposals collected together with the agenda to the members of the World Council. The World Council consists of the Executives and the members or delegates of the different member associations.
- At the World Council meeting when the topic is tabled and discussed the proposal will most likely be amended or changed and then the voting process takes place.

BACKGROUND INFORMATION

WEAKNESSES OF THE CURRENT PROCESS:

- **Involvement** of Member Associations in the Process is **too limited** (in worst case only 30 days). This is not enough time for a serious consideration process / translation / discussions with membership, consultations with experts etc. There is **no Clarification Process** for potential questions by members.
- Feedback from the Member Associations is not provided to the creator of the proposal but rather stands as alternative proposal.
- The **review time** of all the alternative proposals / the modified original proposal, that might have been created is **too limited** (only 50 days). **No formal Clarification Process** for Questions included.
- The effects of the alternative proposals cannot be commented on by the Executives / Officers. Their feedback will only be presented at the World Council.

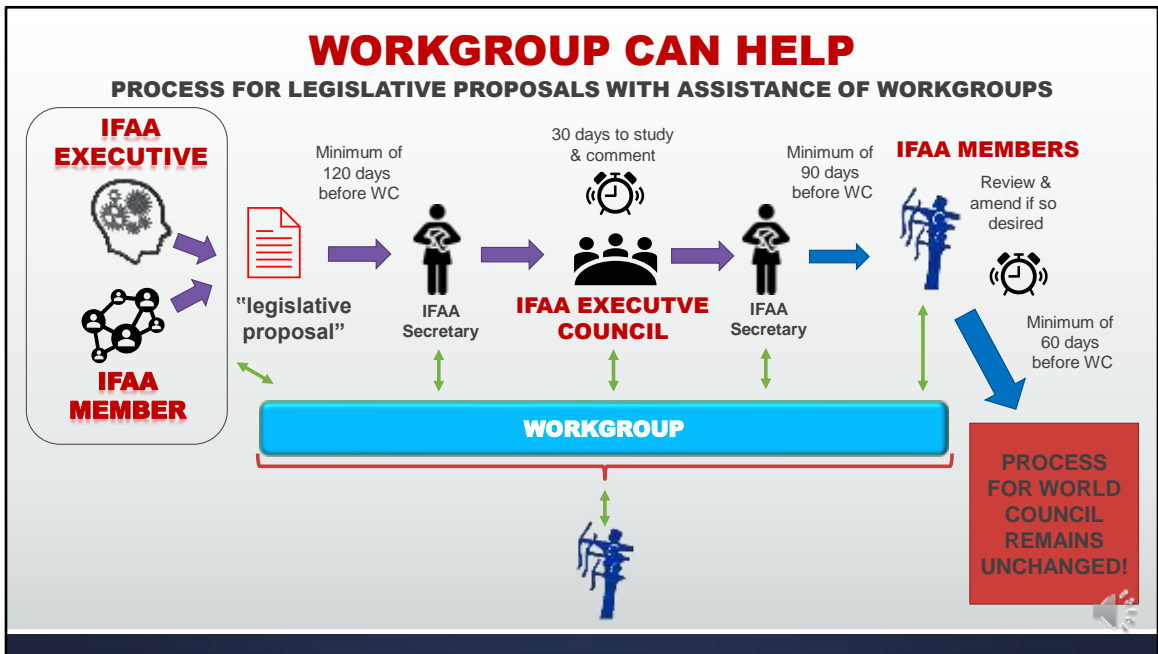
In the worst case, multiple views / opinions / ideas that might be misleading due to language issues cause confusion at the World Council. This results in long discussions aimed at clarifying the proposal. Ultimately, Delegates are made responsible for voting on a modified proposal that may be quite different from what was originally presented.

This was already a concern in the past, but with a Virtual World Council, we know the time required for clarification processes will dramatically increase.



- As you may have sensed that process has its weaknesses.
- From our perspective the most critical weakness is the limited involvement of the Member Associations.
- When you look at the timeline you only have 30 days to review and provide input on the proposal except later on at the World Council meeting.
- This time frame does not allow for any communication and other processes necessary within your own association.
- For example, you need to translate the proposal and distribute it to your members seeking their opinions and coming to a conclusion. This can be a time-consuming process and most likely not achievable within the 30 days given.
- If you managed to come up with an alternative proposal or suggestions to amend it there is no review time because when it reaches the Secretary, it is compiled and distributed with the Agenda to the World Council members.
- There is no process that allows for streamlining, for coordinating or for sorting out questions which will only be addressed when the topic is tabled at the World Council.

- The worst case is when differing opinions, misunderstandings, misinterpretations or translation errors lead to lengthy discussions at the World Council meeting which at times require some discipline.
- In the past we have experienced these issues at the World Council meetings and the fear exists that with a virtual World Council, as agreed on, this will be even worse. That is why we were looking for a process that both fits the Constitutional requirements and also the virtual World Council concept.



We believe that the Workgroup concept can help. We established workgroups that are involved from the beginning.

Once an idea or a draft proposal is created the Executives and the IFAA members can consult the workgroups, seek their expertise and feedback, and update their proposal to be more meaningful.

When this proposal is sent to the Secretary within 120 days before the World Council, the Secretary can then distribute it in parallel to the workgroup and the Executives. They can then review it, exchange opinions, and provide feedback to the Secretary.

The Executives give their comments. The Workgroup gives recommendations on how to deal with this proposal. The Secretary then

distributes it to the IFAA Members within 90 days before the World Council meeting.

Let's not forget that the members have been involved with the workgroup because they have had the opportunity to nominate representatives to the workgroup. These representatives have been involved from the start in the reviewing process and can communicate with their committees and their members.

The feedback that we are receiving from the workgroup is much more comprehensive than we could get from the delegates and involvement from committees only. This process allows us to get a lot of clarifications in place before the World Council. The quality of the proposals being tabled at the World Council meeting will be of a much higher standard. The remaining process of the World Council and the preparation remains the same.

ASSISTANCE ON ADMINISTRATIVE DEVELOPMENTS

INVOLVEMENT OF WORKGROUPS IN DAY-TO-DAY ADMINISTRATION



There is another aspect associated with the workgroups which you should be aware of. Workgroups could be a very meaningful tool in the day-to-day administration of the association.

Key Objectives

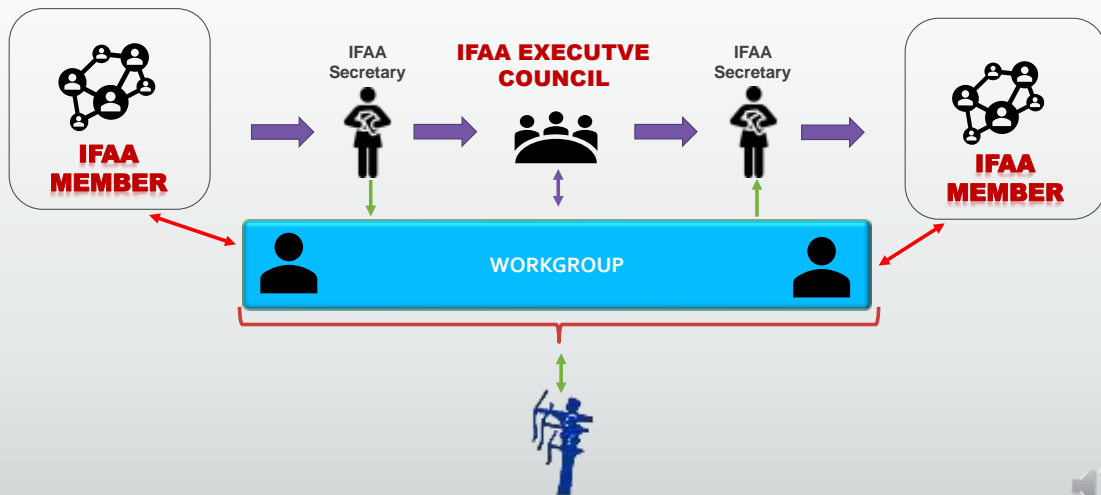
How Workgroups can assist in
administrating the Association



- The general objective of this Concept is to have workgroups independently observing development in their field of responsibility and expertise.
- With this, developments can be better monitored and our reaction time should be reduced by being informed at an early stage.
- Furthermore, our responses to developments will be more educated as we have the findings of the workgroup to base our decisions on.
- They can provide us with expertise on certain topics that are tabled, giving us help and assistance in the execution of our tasks within the Executive Council.
- Last but not least – the workgroups will be part of our feedback mechanism as they monitor the impact of decisions made and with their connection to the membership, they will be a valuable component in our communication strategy.

WORKGROUPS AS SOURCE OF EXPERTISE AND KNOWLEDGE

ASSISTANCE & CONSULTANCY TO MEMBER ASSOCIATIONS AND THE EXECUTIVES



- For example, workgroups can assist us when we receive an inquiry from a member association:
- There can be both an informal and an official process. The member could simply use their representative within the workgroup to pose a question and get an informal response from the workgroup. Or, the formal process can be followed where the member raises a **REQUEST FOR CLARIFICATION** towards the Secretary.
- Once the formal inquiry has been received, the Secretary distributes it to the applicable workgroup and the Executives.
- In the following step, both the workgroup and the executives will deal with the subject and exchange options with the goal to agree on an official position. The member is an active part of the debate via their representative in the workgroup.
- On the informal discussion within the workgroup, the representative returns to the member with the expressed **OPINION** of the workgroup whereas on the formal raised **REQUEST FOR CLARIFICATION**, the secretary will provide feedback on the official position.
- If legislative consequences arises therefrom, the Executives will indicate whether the subject is considered a housekeeping item to be

addressed with a simple update of the regulation concerned or if a formal legislative proposal needs to be tabled by the Member to the World Council.

- This whole process aligns with the legislative proposal process as it can be done prior to the World Council meeting.

OVERVIEW OF WORKGROUPS

**SUMMARY OF THE WORKGROUPS CURRENTLY ESTABLISHED
AND THEIR OBJECTIVES**



Let me give you an overview of the workgroups.

OVERVIEW OF WORKGROUPS

Legislative Items Workgroups / Internal units of the IFAA

WORKGROUP	OBJECTIVE	STATUS
Constitution related topics	Expertise on Constitutional queries / proposals	Establishing Phase
By-law related topics	Expertise on By-laws related queries / proposals	Establishing Phase
Policies related topics	Expertise on Policy-related queries / proposals	Establishing Phase
Financial topics	Expertise on Finance - related queries / proposals	Establishing Phase
Technical Rules	Expertise on Technical – related queries / proposals	Establishing Phase
World Council	General Assembly of IFAA / Formal & Informal Meetings	Establishing Phase
Executive Council	Assembly of Elected Officers	Active

We have two types of workgroups.

The one deals with the legislative items and represents the internal units of the IFAA. These units are the World Council, the Executive Council and the Auditors.

The Auditors are involved in financial topics.

When we are looking at the workgroups that are in place now we have the Constitutional, the By-laws, the Policies and the Technical workgroups.

The technical workgroup is the previous technical committee which has now increased in the number of persons involved.

OVERVIEW OF WORKGROUPS

Administrative Assistance / Consultancy

WORKGROUP	OBJECTIVE	STATUS
Regional Council	Management of Regional matters	Active
Administrative Management	Efficiency & Transparency of Admin. processes	Active
Webpage Management	Content Management / Development of content	Active
Pandemic	Expertise on COVID Management	Active
Information Technology	Expertise on IT Topics	Active
Women in IFAA	Equal opportunities	Active
Public Relation	Concepts on Communication	Active
Events	Expertise on Events / Guidance for bidding process	Active
Event Management	Expert group to assist on Event supervision	Establishing Phase
Sport Education	Expertise in Adult Education	Active
Legal Advisory	Experts to assist on Legal Questions	Establishing Phase

- The other type of workgroup relates to the administrative assistance and consultancy to the World Council and the Executives.
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- We have the Regional Councils consisting of all the chairman's and secretaries of the region.
- We have the administrative management that organise conference calls and deal with administrative matters.
- The Webpage management group deals with the content of the IFAA website and the Pandemic management workgroup assists in preparing concepts to manage events under pandemic restriction conditions.
- The IT workgroup helps us select the right software and solution to suit our communication concept.
- One workgroup focuses on Women in the IFAA. They deal with issues related to creating equal opportunities within the association and encouraging more women to become active participants in all of the association's processes.
- We have a group that deals with public relation matters. They suggest concepts and approaches to the IFAA on how to communicate with the different stakeholder groups that we have identified.
- On the Events we have two different groups: One group represents the organisers and hosts and the other group assists the Vice President in supervising the events.
- Our Instructor Forum is also represented in the Sport Education workgroup. This workgroup not only deals with the training and education of instructors and coaches, but is also looking into the training of officers and other official representatives.

- We need legal advice quite regularly and for this we have a workgroup that deals with legal topics.
- This workgroup approach allows us to be more flexible in inviting experts to provide their expertise and professional opinion.

COMMUNICATION PLATFORM FOR THE WORKGROUPS

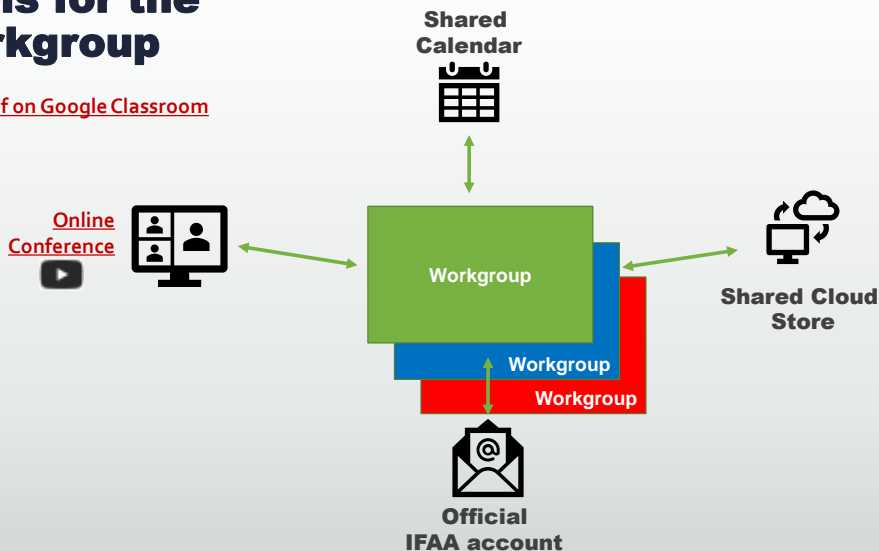
**A BRIEF INTRODUCTION TO THE ADOPTED
WORKSPACE SOLUTION**



To communicate within the workgroups our concept is to adopt a workspace solution.

Tools for the workgroup

 [Brief on Google Classroom](#)



- To allow workgroups to function effectively, we have an IT platform that provides the workgroups with a lot of tools.
- The most important ones are the Online Conference facility and the shared calendar for scheduling meetings and communications.
- We also have a shared Cloud store that allow us to store documents and video clips from discussions to access individually.
- The members of the workgroup receive official IFAA accounts.
- They have e-mail addresses that allow them to communicate and also access other workgroups if necessary.
- It is an IT support concept that is not only based on video conferencing but also offers various options to communicate with each other and to organise ourselves.

Do you have more specific questions?

**CONTACT US FOR FURTHER INFORMATION OR
SCHEDULE A VIRTUAL MEETING**



Thank you for listening to this briefing on the Workgroup Concept.

Please share it with your fellow officers and feel free to make translations for a better communication.

Should you have questions please feel free to contact us.

We are hoping for your strong support of this concept for the betterment of our association.