



## **Terms of Reference**

### **- Working Groups -**

#### **1. Background**

The following paper sets out how the IPC Swimming Working Groups will function and details its scope and accountabilities. These terms of reference can only be altered if agreed by IPC Swimming and will be done so in consultation with working group members.

#### **2. IPC Swimming Working Group**

- a. Purpose and Function - The group is established as an advisory group to support the work of the IPC Swimming Technical Committee (STC) and IPC Management. The group will look to propose appropriate processes and strategies with the key focus of the group to align their proposals with the IPC Sport business plan and greater IPC Strategic Plan.
- b. Reporting and Recommendations - Appropriate reports and proposals arising from the work of the group shall be presented to the STC and IPC Management through the nominated group 'coordinator'. Reports and proposals timelines should be defined.
- c. Commitment and Meeting frequency - The group members shall undertake to be available at least twice monthly by phone and at least twice weekly by e-mail as a minimum commitment to the group. It will be the responsibility of the group 'coordinator' to ensure the meetings are effectively staged, through liaising with all group members.
- d. Responsibilities of the Working Group are as follows:
  - i. Formulate and propose a credible and workable course of action for the sport of Swimming within the scope of the group's topic area as well as identifying key opportunities and sustainable outcomes for the sport;

- e. The Working Group shall comprise and operate as follows:
  - i. The group shall be comprised of a maximum of ten people, one of whom shall be a member of the STC or IPC Management, one of whom shall be identified as the group 'coordinator';
  - ii. The members of the group shall be representative of the IPC Swimming community. The selection process of group members will follow a process of receiving an expression of interest and consideration of their individual skills and experience;
  - iii. Members of the group shall be selected for a defined term according to the topic scope and agreed timeline.
  - iv. The STC and IPC Management may liaise with the group 'coordinator' to receive progress reports from time to time;
- f. The role of group 'coordinator' involves the following responsibilities:
  - i. Leading the group meetings in order to achieve productive outcomes;
  - ii. Ensuring fairness and even-handedness in all meeting process matters;
  - iii. Ensuring that the group stays within its advisory role at all meetings;
  - iv. Present to the STC and IPC Management the group's achievement of objectives and similarly report to the group with relevant feedback.

### **3. General Principles for the Working Group**

- g. Principles of operation for the working group shall be as follows:
  - i. The group shall respect the IPC Code of Ethics of which is set out in the IPC Handbook and identifies the group shall always act in the best interests of the sport of IPC Swimming and the athletes and coaches;

- ii. The working group speaks with one voice through the group 'coordinator';
- iii. The group should formulate proposals by determining the broadest values before progressing to more narrow ones;