



INTERNATIONAL ADVISORY BOARD

TERMS OF REFERENCE

OVERVIEW

Sport can educate and empower children facing adversity. It can help children build essential life skills and better futures, while driving sustainable social change in their communities.

Sport can improve educational quality, including improved academic achievement, school readiness and attendance.

Sport can transform health practices about disease priorities including HIV, malaria and immunization. Sport can promote healthy behaviours, increase knowledge and change beliefs about the prevention and treatment of diseases.

Sport can help build peaceful communities by teaching conflict resolution and peace building skills, while helping heal children and communities affected by war.

But, sport can only do this if it is delivered in a safe and supportive environment.

In 2012, a group of organisations working in sport, sport for development, child protection, and international development, came together to explore how to make sport safer for children around the world.

As a result of these initial discussions, a coalition of more than 60 organisations are now working together at international, national and local levels, aiming to make all sport safer for children.

Together, these organisations make up the International Safeguarding Children in Sport Initiative.

VISION: All children, everywhere, safe in sport

MISSION: To support and influence organisations and Governments responsible for the policy environment in sport, and organisations involved in the delivery of sport, to develop their policies and practice to make sport safer for children

The initiative has produced 3 key resources to support safeguarding in sport:

- [The International Safeguards for Children in Sport](#)
- [A Guide for Organisations working with Children in Sport](#)
- [A Guide for Organisations responsible for the Governance of Sport](#)

Now these resources have been developed, the initiative is moving on to a new phase of work, aiming to support as many organisations as possible to embark on their own journey to strengthen safeguarding within their organisation.

STRUCTURE OF THE INTERNATIONAL SAFEGUARDING CHILDREN IN SPORT INITIATIVE

The International Advisory Board is responsible for overseeing the implementation of the International Safeguarding Children in Sport strategy, supported by the secretariat.

The strategy covers 3 core areas, supported by 3 Working Groups:

- Advocacy and communications on policy and practice: to ensure relevant organisations know about the International Safeguards and are encouraged to strengthen safeguarding
- Quality assurance and access to training and support: to ensure organisations know where to go for quality support and advice as they make their way on their safeguarding journey
- Research, MEL and improvement of resources: to ensure the resources stay up to date and relevant, and that we measure their impact

COMPOSITION OF THE INTERNATIONAL ADVISORY BOARD

The International Advisory Board of Twelve members plus a chair and two ex officio members from SSI and the IOC, with at a minimum, one representative per continent (excluding Antarctica) is made up as follows:

- 1 x Chair
- 2 x ex officio members (SSI and IOC)
- 1 x youth member
- 3 x Nominated Working Group Member
- 1 x Communications and IT
- 2 x International Development
- 2 x International Sports
- 1 x Advocacy/Diplomacy Sport/NGO
- 2 x Advocacy/Diplomacy Government

The Advisory board will be supported by a secretariat made up of the lead agency for each of the 3 core strategic area Working Groups and Unicef UK.

MEETINGS

The International Advisory Board is initially expected to meet virtually, once every quarter.

QUORUM

The Quorum for meetings of the International Advisory Board shall be half the number of the full Advisory Board (six) provided that the Chair is present.

ROLE/RESPONSIBILITIES OF ADVISORY BOARD MEMBERS

All International Advisory Board members must:

- Comply with these terms of reference, and ensure they understand their duties, rights and responsibilities, and that they are familiar with the function of the International Safeguarding Children in Sport Initiative;

- Engage fully in collective consideration of the issues, contributing insights and opinions and taking account of the full range of relevant factors, including any guidance available;
- Attend at least 50% of advisory board meetings each year (dates for advisory board meetings will be arranged taking into account member's availability);
- Represent the International Safeguarding Children in Sport Initiative on international and national platforms, where appropriate.

The International Advisory Board is responsible for:

- Overseeing progress towards the vision and mission of the International Safeguarding Children in Sport Initiative
- Overseeing the implementation of the International Safeguarding Children in Sport strategy, including operational plans for the 3 core areas
- Overseeing final approval of all resources, guidance documents, policies and procedures and communications unless otherwise delegated to a person or working group by the Advisory Board
- Overseeing the development of proposals and the management of funds by a member organisation on behalf of the Initiative, and having final approval of all relevant proposals and accompanying budgets
- Maintaining oversight and management of risk in relation to the initiative

ROLE/RESPONSIBILITIES OF THE CHAIR

- Appointed by the International Advisory Board through an open and transparent recruitment process
- May have a casting vote at meetings
- Approve International Advisory Board Agenda
- Controls International Advisory Board Meetings
- Ensure the International Advisory Board set the frequency, purpose, conduct and direction of meetings
- Ensure the International Advisory Board assign appropriate tasks and objectives to individual members and agree working relationships
- Ensure the Secretariat develops and implements an overall strategy
- Ensure the International Advisory Board received the timely information it needs
- Maintain proper focus on the International Advisory Board's key role and tasks and allow time for important matters to be discussed thoroughly
- Encourage all members to make a full contribution
- Ensure adequate minutes are kept by the secretariat
- Review and monitor the effectiveness of the International Advisory Board
- Attend at least 75% of advisory board meetings each year (dates for advisory board meetings will be arranged taking into account member's availability);

ROLE/RESPONSIBILITIES OF THE SECRETARIAT

In addition to the Advisory Board member roles outlined above, members of the secretariat will be responsible for planning, coordinating and providing other administrative support to the Advisory Board as follows:

Unicef UK (coordination):

- Arranging agendas and briefing materials and providing logistical support for Advisory Board meetings
- Assisting the Chair to produce meeting documents, including minutes and decision documents
- Establishing and maintaining records of Advisory Board and Secretariat meetings and correspondence
- Ensuring synergies and effective working between the 3 Working Groups
- Attending quarterly secretariat meetings
- Coordinating the work of the Working Group lead agencies

Working Group Lead Agencies:

- Designing and developing the strategy and structure of the International Safeguarding Children in Sport Initiative on behalf of the Advisory Board
- Monitoring and evaluating the overall strategy and operational plans for the 3 core areas
- Developing and making recommendations to the Advisory Board in relation to resources, guidance documents, policies and procedures and communications
- Attending quarterly secretariat meetings

ORGANOGRAM

International Advisory Board

- > oversight
- > governance
- > strategic direction

Secretariat

composition as follows: Unicef UK, Lead agency WG1, WG2 and WG3

- > Strategy and workplan development
- > Advisory Board support

1. Advocacy and Communication on Policy and Practice

Aim: Undertake coordinated advocacy and communication efforts

- > Raising awareness and advocating on the need for changes in policy and practice
- > Promoting the Safeguards to key stakeholders
- > Developing a feedback mechanism
- > Ensuring the Safeguards are accessible

Champions

2. Quality Assurance and Access to Training and Support

Aim: Supporting access to quality resources and support

- > Mapping and quality assuring existing training providers
- > Developing in house training
- > Mapping and quality assuring existing resources
- > Developing a network of subject experts
- > Developing a network of mentors

Mentors

3. Research, MEL and Improvement of Resources

Aim: Supporting ongoing improvement and learning

- > Piloting and revising guidance
- > Developing new safeguards
 - > Annual revision and improvement of resources
 - > MEL
- > Learning and research

ILS pilot groups