

# **First Report of the IAG Secretariat to the Inter-Agency Games Control Commission**

*As approved by the Control Commission in Badkleinkirchheim, October 2009*

Based on the work of

Peter Patak (Chairman, IAG Secretariat)

John Meehan (Vice-Chairman, IAG Secretariat)

Daniel Bridi (Information and Communications Officer, IAG Secretariat)

Marie-Odile Dorer (Secretary, IAG Secretariat)

## Table of Contents

■ INTRODUCTION .....	5
■ 1 — OFFICIAL PARTICIPATION LIST .....	6
Sample of comments and statements found in the minutes of the CC meetings:.....	6
Secretariat’s comments: .....	6
Secretariat’s recommendations:.....	7
■ 2 — ELIGIBILITY OF PARTICIPATION.....	7
Sample of comments and statements found in the minutes of the CC meetings:.....	7
Secretariat’s recommendations:.....	7
■ 3 — HOSTING THE INTER-AGENCY GAMES.....	8
Sample of comments and statements found in the minutes of the CC meetings:.....	8
Secretariat’s Recommendations: .....	9
■ 4 — ELIGIBILITY OF NEW ORGANIZATIONS: .....	10
Sample of comments and statements found in the minutes of the CC meetings:.....	10
Secretariat’s recommendation .....	10
■ 5 — ID CARDS.....	10
Sample of comments and statements found in the minutes of the CC meetings:.....	10
Secretariat’s recommendations.....	10
■ 6 — DISPUTES .....	11
Sample of comments and statements found in the minutes of the CC meetings:.....	11
Secretariat’s comment:.....	12
Secretariat’s recommendations:.....	12
■ 7 — ISSUES RELATING TO RULES IN GENERAL.....	13
Sample of comments and statements found in the minutes of the CC meetings:.....	13
Secretariat’s recommendations:.....	13
■ 8 — CONTROL COMMISSION .....	14
Sample of comments and statements found in the minutes of the CC meetings:.....	14
Secretariat’s comments: .....	16
Secretariat’s recommendations:.....	17
■ 9 — TRANSPORTATION .....	17
Sample of comments and statements found in the minutes of the CC meetings:.....	17
Secretariat’s recommendations:.....	18
■ 10 — PRIZES .....	18

Sample of comments and statements found in the minutes of the CC meetings:.....	18
Secretariat’s recommendations:.....	18
■ 11 — ACCOMMODATION .....	18
Sample of comments and statements found in the minutes of the CC meetings:.....	18
Secretariat’s recommendations:.....	19
■ 12 — INFORMATION CENTRE .....	19
Sample of comments and statements found in the minutes of the CC meetings:.....	19
Secretariat’s recommendations:.....	19
■ 13 — FINAL RESULTS.....	20
Sample of comments and statements found in the minutes of the CC meetings:.....	20
Secretariat’s recommendations:.....	20
■ 14 — GENERAL COMPLAINTS .....	20
Sample of comments and statements found in the minutes of the CC meetings:.....	20
Secretariat’s recommendation: .....	20
■ 15 — DISCIPLINES .....	20
Sample of comments and statements found in the minutes of the CC meetings:.....	20
Secretariat’s recommendations:.....	21
■ 16 — FINANCES.....	21
Sample of comments and statements found in the minutes of the CC meetings:.....	21
Secretariat’s recommendations:.....	21
■ 17 — REFEREES/UMPIRES.....	22
Sample of comments and statements found in the minutes of the CC meetings:.....	22
Secretariat’s recommendation: .....	22
■ 18 — DATES FOR THE IAG .....	22
Sample of comments and statements found in the minutes of the CC meetings:.....	22
Secretariat’s recommendations:.....	22
■ 19 — COMBINED TEAMS .....	22
Sample of comments and statements found in the minutes of the CC meetings:.....	22
Secretariat’s recommendations:.....	22
■ 20 — SECURITY .....	22
Secretariat’s recommendations:.....	23
■ 21 — LOGO.....	23
Sample of comments and statements found in the minutes of the CC meetings:.....	23
Secretariat’s recommendation: .....	23

■ 22 — ESTABLISHMENT OF A SECRETARIAT .....	23
Sample of comments and statements found in the minutes of the CC meetings:.....	23
Secretariat’s recommendations:.....	23
■ 23 — IAG-WEBSITES.....	24
Sample of comments and statements found in the minutes of the CC meetings:.....	24
Secretariat’s recommendations:.....	24
Annex 1 IAG GENERAL RULES .....	25
Annex 2 GUIDELINES FOR THE SUB-COMMITTEE ON APPEALS.....	29
Annex 3a TERMS OF REFERENCE FOR THE CONTROL COMMISSION .....	31
Annex 3b RULES OF PROCEDURE FOR THE CONTROL COMMISSION .....	33
Annex 4: TERMS OF REFERENCE FOR THE TEAM CAPTAINS.....	34
Annex 5 TERMS OF REFERENCE FOR THE DISCIPLINE COORDINATORS .....	35
Annex 6 TERMS OF REFERENCE FOR THE ORGANIZERS OF PARTICIPATING ORGANIZATIONS/AGENCIES .....	37
Annex 7 TERMS OF REFERENCE FOR THE POSITIONS OF THE SECRETARIAT OF THE INTER-AGENCY GAMES .....	38
Chairperson.....	38
Vice-Chairperson.....	38
Secretary .....	38
Treasurer.....	38
Information and Communication officer .....	39
Annex 8 TERMS OF REFERENCE FOR THE CHIEF SCORER .....	40
Annex 9 NAMING CONVENTION.....	41
Annex 10 TERMS OF REFERENCE FOR THE SECRETARY OF THE CONTROL COMMISSION .....	42

## ■ INTRODUCTION

The Secretariat decided that the best approach would be to examine the available minutes from all the previous Control Commission meetings. The minutes of the Control Commission meetings held in Alicante (2002) have never been made available.

The minutes were discussed and their contents grouped into the subjects listed hereunder. The composition of the Secretariat enabled them to view the minutes from all angles, namely from a Control Commission (CC), Participants, Organizer's, Coordinator's, Captain's and local community organizers' point of view since its members had experience in these functions.

Hereunder is the list of subjects, as organized by the Secretariat:

1. Official List of Participants
2. Eligibility of participants
3. Hosting the Inter-Agency Games
4. Admission of new Organizations/Participants
5. ID Cards
6. Disputes
7. Issues relating to Rules in general
8. Control Commission (CC)
9. Transportation
10. Prizes
11. Accommodation
12. Information Centre
13. Final Results
14. Complaints
15. Disciplines
16. Finances
17. Referees
18. Opening and Closing Ceremonies
19. Dates of Games
20. Combined Teams
21. Security
22. Logo
23. Secretariat
24. IAG Website

The Secretariat found that the CC had, over the years, taken many decisions which had not been followed up on and the General Rules (Annex 1) were therefore updated and now conform to all the decisions approved so far and could be formally adopted by the CC.

Each section of the report, which is structured to follow the above list of subjects, starts with a sample of issues reported on in the minutes of the CC meetings throughout the years. These are but a sample of comments made and the list is not exhaustive. The Secretariat's comments and findings are then explained throughout this report, as appropriate, followed by recommendations which were either found in the minutes of the meetings, or made by the Secretariat itself. It should be

noted that some recommendations will require action to be undertaken in the coming year, provided that the CC agrees to such action.

A detailed summary of the minutes of the CC meetings, arranged by subject, can be downloaded from the IAG website at [cc.interagencygames.org](http://cc.interagencygames.org).

## ■ 1 — OFFICIAL PARTICIPATION LIST

This topic has consistently been one of the great concerns of the Inter-Agency Games and has generated lengthy discussions in the CC.

### Sample of comments and statements found in the minutes of the CC meetings:

- Lists should be typed, certified and no alterations
- Lists when certified should be closed by drawing a line under the listed names, additions and changes should be on an additional sheet and initialed by the respective H.R. official.
- Problem with lists not being duly signed and/or stamped.
- The accuracy of the lists lies with the respective organizations
- Fax copies accepted only on loss of originals
- Advance copies either by fax or e-mail
- Last minute changes always a problem
- Zero Tolerance
- The rules should be clearly explained
- Mixed Teams – Players must be on their own organization’s players list
- Many problems can be solved if exceptions to the received list are sorted out prior to the commencement of any games being played
- To be functional one must have the cooperation of the organization concerned

### Secretariat’s comments:

The Secretariat did not conclude on this issue, it noted however, that the call for ‘zero tolerance’ had been reiterated over the years, without being applied.

The IAG website was found to be a useful tool to make things easier, namely to produce a printout, by both discipline and function from those registered players with a clear indication to the HR Department about what they are certifying. If the Secretariat cannot get a clear definition of what constitutes a “staff member”, it may be able to get a clearer definition of what is not a “staff member”. This point should be clarified in the rules. The relevant revised rules will, as is now the case, be part of the form to be certified by the relevant HR departments.

The proposed form would make it obvious, by giving a break line between the listed participants sorted by disciplines and functions, thus not permitting unauthorized additions to the list. This same list, as generated by the IAG website would also be made available to the CC. The discipline coordinators should receive a copy of the list with the players in their discipline.

In the case of mixed teams, the Secretariat found that, irrespective of the team on which the person is playing, the HR verification should come from the person’s own HR Department. In the case of a

staff member who is on loan to another organization/agency then any of the two HR Departments may verify their eligibility to participate.

It was noted that some CC members/Organizers made claims that their organization was not cooperative in this matter.

**NOTE:** It may be helpful to put samples on the IAG website of model certified lists. These could be issued under the heading “help/assistance/guidance” or something appropriate to the subject matter. Copies of model certified lists could be added to a basic information package for organizers.

#### **Secretariat’s recommendations:**

- 1.1 To streamline the verification process the coordinators, at the initial captains’ meeting, will ask each captain to confirm the correctness of the names of the participants listed on their team. Any anomaly will be passed on to the CC representative at the meeting for a decision by the CC.
- 1.2 On the first day of play, prior to the commencement of competitions, each discipline Coordinator will check the verified names on the list against an official ID with a photograph presented by each player. A member of the CC should be present during this check and assist the Coordinator in the checking.
- 1.3 The representative of the CC will then report on the results of the name-checking process to the CC.
- 1.4 If there is any discrepancy in any of the listed players in points 1.1 and 1.2, those players concerned shall not participate until the CC has given its consent.
- 1.5 Coordinate these recommendations in the terms of reference of the Discipline Coordinators and the CC.

## **■ 2 — ELIGIBILITY OF PARTICIPATION**

#### **Sample of comments and statements found in the minutes of the CC meetings:**

- Participants should be staff members of any organization in the U.N. System
- One should adopt a tolerant attitude to short-term staff members on monthly contracts
- Medical certificates

#### **Secretariat’s recommendations:**

- 2.1 The Secretariat to check with all the main organizations what they consider a “staff member” and what they consider a “non-staff human resource”. This will then be incorporated into the rules or guidelines as a reference. It may be necessary to spell out what is meant by a non-staff human resource so that it is clear to the certifying officer what they are certifying. It may also transpire that the definition of non-staff human resources may vary from one organization to another.
- 2.2 In the long run it may be easier to amend the rules for participation so that any person serving in any capacity with an organization/agency within the United Nations system in the IAG subject to their contractual status as per new General Rule 14 or current rule 13.
- 2.3 According to the “UNESCO MANUAL” Item 2835.8 page 2 (Issue No. 1443 of 14 May 1996) it states that special leave (for the IAG) is given to “supernumeraries.” According to the Oxford

English dictionary a “supernumerary” is a person not belonging to regular staff but engaged for extra work.

2.4 In rule 1 of the General Rules delete the term “family” as this has never been defined and substitute it with “system.”

2.5 In rule 13 delete the term “employee” as this is deemed to be the same as staff member.

2.6 Create in the new rule 1 of the General Rules the single term for participation being the “staff and retirees of the agencies and organizations of the United Nations system”.

2.7 Following the decision of the CC, add to the General Rules a note on Medical Certificates. The proposed text for the new rule 20 is as follows:

*“If the host country or organization requires participants of any discipline to have a medical certificate then this must be complied with and is a prerequisite for participation. The format of the medical certificate shall comply with the requirements of the host country or organization. A note from a doctor or other medical practitioner stating that a person is fit for work does not constitute a medical certificate in the context of the IAG. The medical certificate must be checked by the Coordinators responsible for each discipline before the first encounter. Any person, at any time, whether planned or otherwise replacing a legitimate player in any discipline requiring a medical certificate must also have the same calibre of medical certificate in order to participate. If necessary the certificate should be obtained at the person’s own expense from a local qualified medical practitioner. This rule shall be strictly adhered to, there shall be no exceptions.”*

### ■ 3 — HOSTING THE INTER-AGENCY GAMES

#### Sample of comments and statements found in the minutes of the CC meetings:

- The location must: Have easy access, be inexpensive and take into account that many organizations don’t have young staff any more.
- Could be biannually but this may lose momentum, could ask FICSA via ACC to request the administrations to more actively support the IAG (1981)
- Late registrations and last minute changes means that expected hotel accommodation could be lost and at the same time giving extra work to the organizers
- N.Y comes to Europe = 20-30 persons, Europe goes to N.Y. = 1000 persons (massive visa problems)
- Games are organised for the participants and not the organisers or the CC
- The Games are getting bigger and getting out of the manageable abilities of amateurs, the work needs a professional approach
- A permanent group should organize the Games every year at a different location every year
- Deadlines are not being respected and thus creating extra problems
- Some Agencies’ attitude towards the Games is not altogether positive
- A double room only policy should be considered to alleviate the strain on hotel accommodation
- Each organization should be asked what they think of booking their own hotels, choosing their own category and price range as well as room type
- Cost are getting too high, cost is a major factor in participation

- The hosts should be prepared, in collaboration with the coordinators of each discipline, to produce, at short notice, a new playing schedule. This is to take into account the possibility that players or teams may not turn up or that the total number of teams is not correctly known
- It should be compulsory for all participants to take the package deal offered by the host organization. Participation in the package deal should be a pre-requisite to participation. This should be added to the General Rules. (2007 Seefeld)
- Simplify the verification process (2007 Seefeld)

### Secretariat's Recommendations:

- 3.1 Add to the General Rules the obligation participants have regarding acceptance of the package deal. This obligation has been incorporated in the new General Rules under point 10, see Annex 1.
- 3.2 Stress the importance of sticking to deadlines. On many occasions the host organization/agency has lost some of the hotel rooms that they thought they had at their disposal because of late registrations. Suggestions on how to enforce this are expected from the CC.
- 3.3 The location of the Games should only be in the geographic confines of Europe, or close to it, and be easily accessible from all the other duty stations.
- 3.4 The CC agreed that the Organizing Committee could design their own logo, however, the unified IAG official logo should be used as the basis for any design, this is a corporate identity and it should appear on anything produced by the IAG (website, correspondence, publications, official T-Shirts). This should be added in the Rules.
- 3.5 It should not be considered an option for participants or organizations/agencies to book their own hotels. This would cause chaos for the organizers in transport logistics.
- 3.6 The Secretariat would recommend adding to the General Rules that the host organization/agency shall not consider any location where the UNSSS has given the location a security level, regardless of the level. (Incorporated in the General Rules under point 2).
- 3.7 Recommend that single rooms should be an exception rather than the rule. Promote the double room policy.
- 3.8 The host organization should prioritize planning according to the following criteria:
  - 3.8.1 *Organizational priorities (Hosting the Games):*
    - Participants and supporters of the same discipline should be housed in either the same hotel or adjacent hotels
    - The sport facilities should be within easy reach of each other and the hotels in which participants in the discipline are housed
    - The package should be reasonably priced
    - The host location should be easily accessible for those coming from outside the area
    - All participants and supporters shall be obliged to accept the package deal offered by the host organization(s)
  - 3.8.2 *The host organization(s) shall:*
    - Provide transfer for participants and registered supporters arriving at approved airports or railway stations to their respective accommodations
    - Ensure that there is adequate free transport between the different sporting venues for both participants and registered supporters
    - Ensure that there are adequate first aid facilities at the sporting venues

- Ensure that doctors and ambulances are available for emergency calls
- Ensure adequate physical security for all participants and supporters
- Ensure that the organizers at the host venue take out adequate third party insurance to cover all participants and registered supporters
- Ensure that all playing facilities are of regulation size and quality
- Ensure that copies of the relevant international and IAG specific rules are available for each discipline in both English and French
- Ensure that there are trophies and medals for the first three winning teams
- Ensure that the accommodation for the participants and supporters is arranged on the best possible terms.
- Ensure that the CC has adequate office facilities to meet in a central location. Ensure that there are qualified discipline coordinators and referees for each discipline.

## ■ 4 — ELIGIBILITY OF NEW ORGANIZATIONS:

### Sample of comments and statements found in the minutes of the CC meetings:

- Small Organizations can participate in selective disciplines, teams from outside Europe may present a team to participate in the IAG subject to the consent of the CC
- The CC voted 13:1 to accept external/non-UN Agencies into the IAG. A definition of an acceptable external agency could not be agreed upon. After further discussions the decision was reversed 4 for, 9 against and one abstention (2000 Aix-les-Bains)
- The CC agreed that ITLOS had a relationship agreement with the UN and therefore would be allowed to participate in future IAG (2007 Seefeld)
- Criteria had to be defined (working group formed with Peter Patak, Imed Zabaar and Linda Harris etc.) (2008)

### Secretariat's recommendation

Create a new rule stating that “participating organizations/agencies must be listed in the United Nations System document which can be consulted at the following web address “[www.unsystem.org](http://www.unsystem.org)”. This has been reflected in the new General Rule 6 (Annex 1). Organizations/Agencies not appearing on the U.N. system document may also apply to participate in the IAG. The criterion for such an organization/agency shall be the participation in joint U.N. missions

## ■ 5 — ID CARDS

### Sample of comments and statements found in the minutes of the CC meetings:

All agree that official documents containing a photograph would suffice because not all UN organizations issue official ID cards with a photograph of the staff member.

### Secretariat's recommendations

- 5.1 Insist that all participants have an official ID card with picture with them. Such IDs can be any of the following: passport, driving licence, national ID card or organization/agency ID card

5.2 The discipline coordinators, in conjunction with a representative of the CC, will check the IDs before the commencement of the first game or match.

## ■ 6 — DISPUTES

### Sample of comments and statements found in the minutes of the CC meetings:

- Appeals Committee (Rejected in Altmünster in 1995)
- Time of appeal- objections to late appeals
- Rules must be adhered to
- Don't make a hasty decision
- Sanctions- not consistent
- Coordinators can minimize conflicts if they insist on the rules being adhered to
- 1992 Altmünster – A women's volleyball team fielded an illegal player. The result of the match was annulled in favour of the team fielding a correct team.
- 1994 Montecatini Terme – A football team played an illegal player. The whole team was disqualified from the rest of the competition.
- 2007 Seefeld – a volleyball team played an illegal player – the guilty team to forfeit only that particular game.
- 2007 Seefeld – Because of injury a football player played on two different teams with the coordinator's blessing. The CC sanctioned the coordinator's decision because if this was not done the playing schedule would have been disrupted.
- 2007 Seefeld – Athletics - because of injury swapped players between teams 1 and 2 with the consent of the coordinator. The CC sanctioned the swap because it was done in good faith.

What follows is the text of the guidelines, for the sub-committee on appeals as it was adopted. It should be noted that the reference to articles and paragraphs as well as Standing Orders of the CC are not clear. A revision incorporating suggested changes can be found in Annex 2:

#### *"GUIDELINES FOR THE SUB-COMMITTEE ON APPEALS*

- *A Sub-committee on Appeals shall be established in accordance with the provisions of Article 6, paragraph 5, of the Standing Orders of the CC.*
- *The Sub-committee shall be responsible for the arbitration of disputes arising within the competitions in the various disciplines during the course of the Games.*
- *The Sub-committee shall consist of three titular members and two substitute members.*
- *All five members of the Sub-committee must be members of the CC and shall be selected from different participating entities of the organizing duty stations (i.e. Geneva, Paris, Rome, Vienna and others to be included).*
- *As a rule, all recommendations of the Sub-committee shall be taken by its three titular members. However, one or both substitute members of the Sub-committee shall be called to replace a titular member if:*
  - *A titular member is for some reason not available;*
  - *One or two of the titular members belong to a participating organization involved in the dispute.*

- *On all submissions of disputes the following appeal procedures shall apply:*
  1. *For any dispute arising during an official match, the captain of the team which considers itself the injured party must file an appeal within four hours after the end of the match with the organizer of the discipline.*
  2. *All appeals must be submitted in writing and must be accompanied by the match report form, duly signed by the two captains of the opposing teams and by the organizer of the discipline.*
  3. *The organizer of the discipline shall transmit the appeal to the Chairperson of the CC, who shall immediately convene a meeting of the Sub-committee.*
  4. *The Sub-committee shall meet within two hours after the filing of the appeal and shall summon the organizer of the concerned discipline and the captains of the two teams in dispute.*
  5. *The Sub-committee shall base its recommendation on the corresponding match report form and the hearing of the organizer of the concerned discipline and the two captains of the teams in dispute.*
  6. *The Sub-committee shall communicate its recommendation to the organizer of the concerned discipline and to the two captains of the teams in dispute.*
  7. *It shall also communicate its recommendation to the Chairperson of the CC, who shall announce it at the following sitting for a decision and ensure its inclusion in the minutes of that sitting.*
  8. *The Chairperson of the CC shall communicate the decision of the CC to the discipline coordinator and the two captains of the teams.”*

#### **Secretariat’s comment:**

The minutes show that many of the disputes could have easily been avoided if the CC and the discipline coordinators had consistently insisted that the rules be adhered to. The Secretariat concluded that many of the “ineligible” players participating in some of the disciplines especially those requiring a great deal of physical effort normally do so because of injuries to existing team players.

#### **Secretariat’s recommendations:**

- 6.1 Rules should be, without exceptions, adhered to.
- 6.2 Increase the number of reserves/substitutes for disciplines requiring a great deal of physical effort
- 6.3 Ensure the discipline coordinator is competent to do the job. The coordinator should be familiar with the discipline concerned and know the international rules and any divergence of these rules as applied in the IAG for the specific discipline.
- 6.4 Draw up a list of past breaches of the rules and their consequent sanctions so that players and teams are aware of the consequences of their misdemeanour.
- 6.5 Replace the words “organizer of the discipline” with “discipline coordinator” in the Guidelines of the Sub-committee on Appeals. Changed, see annex 2.

- 6.6 The members of the sub-committee do not need to inform the discipline coordinator and the captains of their recommendation. At this point, a decision has yet to be taken by the CC on the recommendation of the Sub-committee. Changed, see annex 2.
- 6.7 Review the timing regarding appeals: point 3 states that the Chair of the CC shall immediately convene a meeting of the sub-committee, whereas rule 4 states that the sub-committee will meet within two hours. Changed, see annex 2.

## ■ 7 — ISSUES RELATING TO RULES IN GENERAL

### Sample of comments and statements found in the minutes of the CC meetings:

- Amendments/changes to the General Rules shall enter into force at the end of the Games in which the amendment/change was approved
- A review of all rules should be undertaken
- No swapping players between teams without prior authorization of the CC
- Rules should be strictly observed and respected
- The CC is the only body, during the Games, to decide on any amendment or change to the discipline rules
- Contradictions in rules between languages should be eliminated
- Different duty stations of the same organization may compete in their own right, based on residency (1990 Cervia Milano)
- 1991 Baden: Athletics: Organizers have the option of adding non-score events on the off day. Events may include 100 metres, 200 metres, high jump, long jump and other track and field events; or a distance race no longer than 21 k, open to all participants and supporters of the Games. Organizers should announce optional events well in advance through the CC
- 1993 Cervia Milano Maritima and 1995 Altmünster – Changes to rules adopted by the CC have to be incorporated into the official rules for the next Games
- 2000 Aix-les-Bains – ILO proposed that because of practical issues such as distance working groups and sub-committees formed to report back to the CC should be from the same duty station
- The captains of each discipline may submit a written request to the CC proposing rule or procedural changes, signed by the majority of the team captains in that discipline
- 2005, Crete – The captains are to decide on seeding from the previous year's results

### Secretariat's recommendations:

- 7.1 In the concept of fairness and expediency it is recommended that the CC can approve a rule change in the current Games as long as there has not been any match or game played in that

particular discipline. This recommendation was included in the revised General Rules (New Rule 4), see Annex 1

7.2 Review all the rules for consistency

7.3 No swapping of players (new General Rule 17)

7.4 Contradictions between the English and French Rules have previously caused confusion. In an effort to reduce this type of confusion in the future, the Secretariat would recommend that only the English rules be published. Furthermore, the cost and time involved in translating changes to rules in both languages can be avoided. In the case of a problem/discrepancy, the English version prevails.

7.5 Different duty stations of the same organization/agency may participate in their own right, included in the revised General Rules (new rule 15).

7.6 The Secretariat shall modify the rules as approved by the CC in the General Rules to be published for the next Games.

7.7 ILO's proposal (2000 Aix-les-Bains) that all committees, working groups etc, because of practical issues, should be from the same duty station. (Included in revised General Rules; new rule 4).

7.8 The captains may submit issues of rule changes to the CC. To do so, a two-thirds majority of the captains present is recommended. This would be added to the terms of reference of the team captains. (See Annex 4, point 10)

7.9 Seeding – the Secretariat recommends that the host organization, in cooperation with the discipline coordinator, do the seeding based on the results of the previous Games.

## ■ 8 — CONTROL COMMISSION

### Sample of comments and statements found in the minutes of the CC meetings:

- Internal rules of procedure/Rules of procedure for the CC should be established
- A welcome package with instruction of what is expected of them should be prepared for new organizations
- The CC should follow established rules and agenda
- 1986 Caorle – With the number of participating organizations increasing and each organization entitled to have two representatives the concept needs rethinking.

Proposal:

1. The traditionally participating organizations (FAO, UNESCO, IMO, UN N.Y., 3 x Geneva, 3 x Vienna) to discuss on all matters

2. Those participating for the first time should have a vote on items referring to the disciplines they are participating in only

Note: In the published United Nations Organizational chart [www.unsystem.org](http://www.unsystem.org) there are the following number of UN Agencies:

• Europe	• 57 UN agencies
• USA	• 27 UN agencies
• Africa	• 5 UN agencies
• Asia	• 2 UN agencies
• Middle East	• 2 UN agencies
• Latin America	• 1 UN agency
• <b>Total number of agencies</b>	• <b>94 UN AGENCIES</b>

The CC format: a) All Organizations; b) Regional Representation or c) a combination of both A and B

- Need a clear definition of a Staff Member versus PSA, Consultants, Volunteers and Interns (see point 2 for further clarification)
- Some decisions of the CC should be incorporated into the General Rules
- The difference between the Organizing Committee and the CC was highlighted
- A CC member should not be an IAG participant in order to participate in all meetings
- Restrict CC meetings to 90 minutes
- Minutes of the meeting should be circulated as soon as possible
- The chair stated that yesterday the CC agreed to have new guidelines and Rules and
- Procedures for the CC. At close of session yesterday night the chair requested to have proposals for sanctions.
- Agreed upon new Guidelines and Rules and Procedures for CC

**NOTE by the Secretariat: What follows is the text as available today. The Secretariat's proposal can be found in Annex 3b.**

*"CONTROL COMMISSION*

*Terms of reference and rules of procedures for the CC of the United Nations Inter Agency Games:*

1. *Responsibility for the Games shall be with the Control Commission (CC).*
2. *According to art. 2 of the General Rules the CC shall be composed of up to two representatives of each participating Organization.*
3. *Before the opening of the Games the CC shall meet and elect the chair from the host organization and a vice chair from the following host organization.*
4. *The host Organization shall designate a secretary.*
5. *Each Organization shall have the right to ONE vote. In case of a tie the chair will ask for one participant to speak in favour of the proposal and another against. In case of yet another tie the proposal will be considered defeated.*
6. *The CC shall establish the General Rules and the Competition Rules and ensure that these rules are observed. The adoption and any modification of the Competition Rules shall require a single majority. Any modification of the General Rules requires a two third majority of the Organizations present at the CC.*
7. *Working language for the meetings shall be English and French.*
8. *Participation of any Entity shall be subject to approval by the CC.*
9. *Designation of a Subcommittee for Appeals.*
10. *The Games shall be organized on a predetermined cycle established at the end of each cycle. The sequence may be altered by the CC.*
11. *No individual may participate in more than one discipline (according to the General Rules). This rule may be waived in case of illness or accident, subject to the approval of the CC.*
12. *Before the prize giving ceremony the final results of each discipline shall be verified by the CC.*
13. *Members of the CC are not entitled to participate in any of the disciplines.”*

#### **Secretariat's comments:**

The Secretariat found that these rules should be re-examined because they do not always comply with the new recommendations and there are errors in both concept and syntax in the texts.

Examples of parts that need clarifying are:

- Point 3 in the procedures for the CC states that “Before the opening of the Games the CC shall meet and elect the chair from the host organization and a vice chair from the following host organization”. This is not an election but a choosing. The revised rules of procedure for the CC can be found in Annex 3b where these changes have been incorporated.

- Point 5 states that “Each Organization shall have the right to ONE vote. In case of a tie the chair will ask for one participant to speak in favour of the proposal and another against. In case of yet another tie the proposal will be considered defeated”. No reference is made to a second vote or any reference that the chair, in the case of a tie, should exercise his /her right to pass a decisive vote. Incorporated in the revised rules of procedure of the CC, see Annex 3b.
- In rule 6 change “single majority” to “simple majority”. Changed, see Annex 3b. Points 5.1 and 5.3

#### **Secretariat’s recommendations:**

- 8.1 The rules of procedure were revised to also include the Secretariat’s comments above, see Annex 3b.
- 8.2 The CC and all its sub-committees should follow the approved rules, be they the General Rules or individual discipline rules.
- 8.3 A package providing the objectives of the IAG and the various terms of reference should be prepared for distribution to all staff involved in the organization of the IAG (be it as hosts, or as local organizer of their own organization). Such a package would clarify the responsibilities of all involved.
- 8.4 Bearing in mind that, according to the UN chart there are some 94 UN organizations, agencies and programmes (see table above), the composition of the CC should be reviewed in terms of numbers of participants.
- 8.5 Minutes of the CC with all annexes should be distributed to all, at the latest, within 6 months after the close of the Games
- 8.6 Establish rules for the IAG cycle, bearing in mind the exceptions, i.e. when one duty station cannot or will not host the Games when its turn is due
- 8.7 The invitation to participate in the IAG should be sent to all eligible UN System Organizations/Agencies. New Organizations will seek initial approval for their participation from the Secretariat.
- 8.8 Emphasize the difference between the functions of the CC representatives and those of the Organizations/Agencies representatives (See Annexes 3a and 6)

## **■ 9 — TRANSPORTATION**

#### **Sample of comments and statements found in the minutes of the CC meetings:**

- Local transport must be adequate (as per rules)
- Pick-ups from airports etc. must be subsidised
- Adequate notice of departure times to be provided in hotels

### Secretariat's recommendations:

No specific recommendations here but the items listed above should be ensured by the host organization/agency

## ■ 10 — PRIZES

### Sample of comments and statements found in the minutes of the CC meetings:

- 1995 Altmünster – Complaint by ILO that chess players were receiving too many prizes
- 2006 - Why doesn't tennis have a fair play cup
- 2007 – Prizes should be unified
- 2008 – Chess, cups and prizes should be updated

### Secretariat's recommendations:

- 10.1 In line with the principles of the IAG it is recommended that only overall winning teams in each discipline be awarded prizes. Individual team prizes based on preliminary events should be eliminated
- 10.2 To keep things consistent it is recommended that individual trophies and/or medals be eliminated
- 10.3 Medals as well as trophies should be provided for first, second and third placed teams
- 10.4 Exceptional prizes or presentations may be undertaken at the discretion of the host organization/agency or on the insistence of any sponsor
- 10.5 The Secretariat took into consideration the aims of the IAG and especially rule 5 of the General Rules, as well as the need to standardize the prize award ceremony. In those disciplines where there are multiple team competitions it is felt that these should not be awarded an individual team prize but only the overall team winners. However, depending on the host organization some exceptional individual prizes may be awarded if external bodies or sponsors provide for such awards.
- 10.6 All listed in rule 12.9 of the new General Rules

## ■ 11 — ACCOMMODATION

### Sample of comments and statements found in the minutes of the CC meetings:

- Accommodation should be equal quality for all
- The number of single rooms means that more hotels have to be booked, should consider a double room policy
- Disciplines should be grouped by hotel or adjacent hotels

- Some participants with children under 5 years of age complained that they booked the hotel on the understanding that the child was free. They complained that the hotel was charging for the meals for their child.
- Booked accommodation should be expected
- Accommodation may be a criterion for limiting the number of teams
- Original plan by the organizers was to put all participants in 4 star hotels but because of last minute registrations and requests for single rooms this was no longer possible.

#### **Secretariat's recommendations:**

- 11.1 A double-room policy should be promoted to reduce the number of hotels required. Fewer hotels the more likely the standards will be similar
- 11.2 The host organization should ensure that basics such as water and a limited amount of other drinks are available free in the hotels at meal times
- 11.3 Aligned with the standard of accommodation is the need for the organizations/agencies to register their participation along with their participation list in good time so as to maintain reserved rooms. As has been mentioned before the hoteliers are not operating as a charity nor are they doing their job for the benefit of the United Nations
- 11.4 Participants and supporters of the same discipline should be accommodated either in the same hotel or adjacent hotels

## **■ 12 — INFORMATION CENTRE**

#### **Sample of comments and statements found in the minutes of the CC meetings:**

Only in 1983 was the need for an information centre expressed.

#### **Secretariat's recommendations:**

It is recommended that a central place be made known to all where results and IAG as well as local information may be obtained.

Experience has shown that the information displayed in various hotels was not the same and that generally the information tended to apply to the disciplines in that specific hotel only. Thus, an "Information Centre" in a central location would serve the following purposes:

- Serve as a place where the various organizations could display information on their work;
- Centre of information on all matters relating to the IAG, the disciplines, accompanying events, etc...
- Display of the results;
- Meeting place of the CC

## ■ 13 — FINAL RESULTS

### Sample of comments and statements found in the minutes of the CC meetings:

- Results should be recorded centrally on a daily basis to make the final classification
- Team names should be correctly known before the closing ceremony
- Before the closing or prize-giving ceremony the CC shall verify the final results

### Secretariat's recommendations:

- 13.1 The discipline coordinator to establish the team names prior to the commencement of the Games
- 13.2 The discipline coordinator to bring the daily results to the chief scorer after each day's matches
- 13.3 The chief scorer will present the final results to the CC as soon as the last result comes in from the discipline coordinator
- 13.4 All to be added to the chief scorers terms of reference

## ■ 14 — GENERAL COMPLAINTS

### Sample of comments and statements found in the minutes of the CC meetings:

- Many complaints about the quality of the hotels
- Lack of information about times and location of events and even the distance of events in the athletics
- No adequate time keepers and referees
- Facilities for playing the games were not always ready

### Secretariat's recommendation:

No specific recommendations, but the host organization/agency should endeavour to make sure the hotels and the facilities are up to a minimum standard and the quality of the local sporting officials are competent enough to do a good job according to each discipline's requirements.

## ■ 15 — DISCIPLINES

### Sample of comments and statements found in the minutes of the CC meetings:

- 1985 Altmünster – Limit the number of teams to make scheduling easier – this was rejected as the purpose of the Games was to encourage participation
- More people more costs and more hotel accommodation needed
- Some organizations had problems with the number of disciplines – more disciplines more there is to organize

- The organizers can determine the number of teams per discipline unless this is already stipulated in the rules
- Seefeld 2007 – There shall be no more concepts of fixed and ad hoc disciplines. Each host organization/agency may choose as many disciplines as it wishes.
- 2008 Biarritz - Each organization may enter up to two teams

#### Secretariat's recommendations:

- 15.1 Enter the Seefeld decision into the new rules (New General Rule 9)
- 15.2 In order to make the participation the same for each discipline there shall no longer be a rule stipulating the number of teams per discipline. This shall be open to the host organization/agency depending on available facilities (New General Rule 9).

## ■ 16 — FINANCES

#### Sample of comments and statements found in the minutes of the CC meetings:

- Payments to be made by the requested date. Those dropping out at the last minute should pay 30% of their fee
- Some organizations had great difficulty in getting unpaid bills paid. Possibly add to the General Rules “Any organization having outstanding bills shall not participate in the next Games”
- All payments should be made before the end of the Games and final accounts closed within 3 months of the closing of the Games
- Late registration causes financial and logistic problems
- 2007 Seefeld – unanimous Control Commission decision that audited accounts be provided to all CC members
- Possibly make single rooms more expensive to reduce demand
- We need a balanced financial statement
- 2008 – UNESCO read out a long list of unpaid accounts naming the Agencies concerned

#### Secretariat's recommendations:

- 16.1 Stress the importance of paying on time (New General Rule 10, Annex 1)
- 16.2 Stress the importance of the payer paying all the costs of money transfers (ditto, 16.1)
- 16.3 The concept of “Any organization having outstanding bills shall not participate in the next Games.”
- 16.4 Payments shall be made by the requested date. Those dropping out at the last minute should pay 30% of their fee

## ■ 17 — REFEREES/UMPIRES

### Sample of comments and statements found in the minutes of the CC meetings:

- Impartial referees should be provided for the sake of fairness and they should be provided by the organization free of charge
- What happens when the umpire/referee doesn't turn up?

### Secretariat's recommendation:

The CC's decision of 1991 (Baden) should be emphasized to the host organization/agency that the Gala Dinner and prize giving ceremonies should be covered in the overall costs.

## ■ 18 — DATES FOR THE IAG

### Sample of comments and statements found in the minutes of the CC meetings:

At the request of the ILO the last week of May should be avoided because of the ILO Conference - the CC decided that the following should be entered into the General Rules: "The IAG shall take place at any date between 15 April and 15 May" (1993 Cervia Milano Maritima).

### Secretariat's recommendations:

The above statement has been added to rule number 2 in the revised General Rules.

## ■ 19 — COMBINED TEAMS

### Sample of comments and statements found in the minutes of the CC meetings:

- To encourage small organizations to participate, teams may be combined with players from other organizations
- Players from combined teams should be registered by the organization which they are serving under contract

### Secretariat's recommendations:

- 19.1 Encourage the smaller organizations/agencies to participate by helping them find or form a team
- 19.2 Add to the discipline coordinator's terms of reference a function of bringing together individual players without a team
- 19.3 Add to the discipline coordinator's terms of reference a function of determining the names of such mixed teams
- 19.4 A naming convention has been formulated to make things easier (see Annex 8)

## ■ 20 — SECURITY

Adequate physical security must be provided for all participants and supporters. (2002).

### **Secretariat's recommendations:**

This should be emphasized to the host organization, enter this on their requirements.

## **■ 21 — LOGO**

### **Sample of comments and statements found in the minutes of the CC meetings:**

2007 Seefeld - The CC agreed that the Organizing Committee could design their own logo, however, the IAG official logo should be used as the basis for any design, this is a corporate identity and it should appear on anything produced by the IAG (website, correspondence, publications, official T-Shirts).

### **Secretariat's recommendation:**

The above should be emphasized to the host organization, enter this on their requirements.

## **■ 22 — ESTABLISHMENT OF A SECRETARIAT**

### **Sample of comments and statements found in the minutes of the CC meetings:**

- They will keep a black-list of players
- 6 months before the IAG they shall meet with the CC
- It should be "Effective, Efficient and Voluntary"
- Continuity of organizational skills is very important
- They shall maintain and own the IAG website

### **Secretariat's recommendations:**

- 22.1 ILO's proposal (2000 Aix-les-Bains) that all committees, working groups etc because of practical issues should be from the same duty station. To be added to the revised general rules as point 4.
- 22.2 Although it is hard on the French speaking participants we recommend that the working language of the Secretariat be English. This will save both time and money having to translate from one language to another.
- 22.3 The Secretariat can undertake many of the functions presently being done by the CC, especially during the majority of the time the IAG is not taking place
- 22.4 Ensure that the web site is up-to-date regarding discipline rules and other organizational matters
- 22.5 The budget issue still has to be resolved

## ■ 23 — IAG-WEBSITES

### Sample of comments and statements found in the minutes of the CC meetings:

- The Secretariat would be responsible for the cost and maintenance of the website. Ownership should rest with the Secretariat.
- It should be used as a means of communication

### Secretariat's recommendations:

- 23.1 Make the IAG-Website a tool for all regarding the IAG
- 23.2 Develop the website to improve such things as registration and most of all for IAG information
- 23.3 The maintenance cost should come from the mark-up on IAG participation

## Annex 1

### IAG GENERAL RULES

1. The purpose of the United Nations Inter-Agency Games (IAG) shall be to enable current and retired members of the agencies and organizations of the United Nations system and other eligible organizations to get to know each other through sports and other recreational activities and thereby to improve mutual understanding and work relations. The departments of Human Resources (HR) and the various staff bodies accept that staff participating in social and sporting activities contribute to the well-being of themselves as well as to both the organization and staff relations. Sports and other recreational activities develop team building and drive motivation, attributes which are conducive to forming future leaders who will be better able to fulfil the urgent jobs in times of stress.
2. The IAG shall be held yearly, preferably between 15 April and 31 May. The host organization, in consultation with the other organizations from the four main European duty stations, shall decide on the venue and dates of the IAG. The host organization shall choose the disciplines, bearing in mind the number of teams participating from each organization, in each of the disciplines. Disciplines should only be included if at least four teams representing four different organizations are represented. No location for the IAG shall be considered if the UNSSS has designated the country, or any area within that country, a security risk regardless of the phase level. The venue of the Games shall be in the geographic confines of Europe or in the vicinity thereof.
3. Responsibility for the IAG during the tournament shall ultimately lie with the CC, which shall be preferably composed of one non-competing representative of each participating organization. Each competing organization may also nominate an alternate CC member who may also be a competitor. The CC should hold its first meeting before the opening of the IAG. It shall address any business put forward to it by the organizations' representatives, the participating captains or the Secretariat. They may also pass on to the Secretariat any specific issue or group of issues to be worked on for them to report back to the CC before the next IAG. Each participating organization shall have the right to one vote. In the case of a tie the chairperson shall have the deciding vote. In such a case the organization of the chairperson shall have two votes.
4. The CC shall approve, amend or reject any proposals put forward to it regarding the General or the Competition Rules or any modifications thereof. Any change or amendment to any rule or rules shall only enter into force at the beginning of the next IAG or immediately if the rule change(s) is/are approved before any games have commenced in that particular discipline. The adoption of any rule change or amendment shall require a simple majority of those CC members present at the time of the vote. The working language of the CC's meetings and correspondence shall be English and/or French. The composition of any working group or committee, including the Secretariat, which should meet outside the actual IAG should all come from the same duty station. This is to ensure that they can meet on a regular basis and at the same time shall not incur any avoidable expenses.

5. As one of the purposes of the IAG is to promote sporting competition between the staff of the organizations and agencies of the United Nations system it would be desirable that each organization or agency provides a complete team from among their own staff members. However, in cases where this is not feasible, combined teams are permitted. The naming of such teams shall follow the principles of the "naming convention." The creation of mixed teams, however, should not lead to the deliberate creation of a strong team.
6. Participating organizations/agencies must normally be listed on the United Nations System document [www.unsystem.org](http://www.unsystem.org) or if not listed therein then have the approval of the Secretariat to participate. Such approval shall depend on any such organization having joint missions with the UN.
7. The Games shall be organized on a four-year cycle. They shall be hosted by an organization or combination of organizations from the four main duty stations in Europe. They shall be hosted in the following order of duty station: Paris, Geneva, Rome and Vienna. The CC shall solicit the commitment of the host organization(s) two years in advance. This is to ensure that if the intended organization is unable to honour its commitment, then an alternate organization can be sought, giving it enough time to properly organize and secure the necessary hotel accommodation.
8. The IAG official logo shall be used in all IAG matters, be it website, letterhead, publications, or other. The Organizing Committee may, if it so wishes, design its own logo to identify the year of the Games, and use it in addition to the official logo.
9. The host organization will send out invitations to participate in the IAG to all eligible Organizations and Agencies at the latest four months prior to their commencement. The invitation shall include the location, date, list of disciplines and the various costs of participation with all the requisite deadlines for registration and payment. The host organization may stipulate the number of teams an organization may send per discipline taking into consideration factors such as availability of acceptable accommodation, sporting facilities available and costs. They will also ensure that any Organization/Agency with any outstanding bills is not invited to participate in any future Games until their arrears have been resolved.
10. All cost of money transfers to the host organization must be covered by the payer. The host organization(s) may refuse to accept any registration after the specified deadline. Participants are obliged to accept the conditions of any package deal made by the host organization/agency, this shall be a pre-requisite of participation. It must also be stressed that the IAG is organized by volunteers without any financial reserves so the timely payment of all dues cannot be overemphasized.
11. Each organization wishing to participate in the IAG shall inform the host organization of the nominated disciplines it wishes to take part in at least two months prior to the start of the IAG. Seeding, when applicable, is done by the host organization based on the results of the previous IAG.
12. The host Organization shall ensure that:

- 12.1 participants and registered supporters arriving at the venue will be met and transported to their respective accommodations
  - 12.2 there is adequate free transport between the different sporting venues for both participants and registered supporters
  - 12.3 there is adequate first aid facilities at the sporting venues
  - 12.4 doctors and ambulances are available for emergency calls
  - 12.5 adequate physical security for all participants and supporters
  - 12.6 the organizers at the host venue take out adequate third party insurance to cover all participants and registered supporters
  - 12.7 all playing facilities are of regulation size and quality
  - 12.8 copies of the relevant international and IAG specific rules are available for each discipline in English and French-
  - 12.9 there are trophies and medals for the first three winning teams only<sup>1</sup> (any discipline taking place with less than four teams will forfeit their right to a prize). The host organization may decide on a few exceptional individual prizes as deemed necessary.
  - 12.10 the IAG package for the participants and supporters is arranged on the best terms possible, the payment of which shall be the responsibility of each organizing body
  - 12.11 the CC has adequate office facilities to meet situated in a central location
  - 12.12 there are qualified coordinators and referees for each discipline
  - 12.13 there is an opening and a closing ceremony ~~and~~ with the official prize giving taking place at the closing ceremony
13. Each organization or agency shall draw up a legible list of its officials and players by discipline. The list shall be certified by the respective HR department, thereby verifying and confirming that all the participants named are eligible to participate according to the rules of participation. The original list shall be presented to the host organization on arrival at the IAG.
  14. Any person of a participating organization or agency who has served under contract, including supernumeraries, for at least three months or who holds a contract of at least three months duration and, in either case, holds a contract effective at least one month before the IAG open and during their entire duration, is eligible for selection as a member of a team. Any person who has retired from any participating organization or agency is also eligible to participate in the IAG.

---

<sup>1</sup> The Control Commission has no problems with individual disciplines awarding their own peers with individual achievement awards. However, these awards must be done within each discipline's confines and the awards must be self financed.

15. Staff from different duty stations of the same organization may compete in their own right, based on residency
16. No individual may participate in more than one discipline. However, in order not to leave a team undermanned the Control Commission may waive this rule in the event of illness or accident. In the case of separate competitions for men and for women, no woman may play in the competition for men or vice versa unless prior approval has been obtained from the Control Commission
17. Players may not swap teams, within the same discipline, without prior authorization from the Control Commission.
18. If an organization, for whatever reason, is disqualified then this should not affect the results of any mixed teams which may have players on their team from the disqualified organization. In this context the disqualified organizations' name shall not be mentioned in any mixed team should they win a prize.
19. Anyone participating in a competition must hold an identity card with a photograph issued by an official body such as an organizational grounds pass, passport or national ID card or a driving licence. This identity card must be checked by the Coordinators responsible for each discipline before the first encounter. In case of dispute, the issue will be presented to the Control Commission for decision.
20. MEDICAL CERTIFICATES: If the host country or organization requires participants of any discipline to have a medical certificate then this must be complied with and is a prerequisite for participation. The format of the medical certificate shall comply with the requirements of the host country or organization. A note from a doctor or other medical practitioner stating that a person is fit for work does not constitute a medical certificate in the context of the IAG. The medical certificate must be checked by the Coordinators responsible for each discipline before the first encounter. Any person, at any time, whether planned or otherwise replacing a legitimate player in any discipline requiring a medical certificate must also have the same calibre of medical certificate in order to participate. If necessary the certificate should be obtained at the person's own expense from a local qualified medical practitioner. This rule shall be strictly adhered to, there shall be no exceptions.
21. The final ranking of each team shall be determined in accordance with the procedures laid down in the relevant Competition Rules.

## **Annex 2**

### **GUIDELINES FOR THE SUB-COMMITTEE ON APPEALS**

#### **1. INTRODUCTION**

1.1 A Sub-committee on Appeals shall be established by the CC.

1.2 The Sub-committee shall be responsible for the arbitration of disputes arising within the competitions in the various disciplines during the course of the Games.

#### **2. MEMBERSHIP**

2.1 The Sub-committee shall consist of three titular members and two substitute members.

2.2 All five members of the Sub-committee must be members of the CC and shall be selected from different participating organizations/agencies.

#### **3. RECOMMENDATIONS**

As a rule, all recommendations of the Sub-committee shall be taken by its three titular members. However, one or both substitute members of the Sub-committee shall be called upon to replace a titular member if:

- A titular member is for some reason not available;
- One or two of the titular members belong to a participating organization/discipline involved in the dispute.

#### **4. PROCEDURES**

On all submissions of disputes, the following appeal procedures shall apply:

4.1 For any dispute arising during an official match, the captain of the team which considers itself the injured party must file an appeal within four hours after the end of the match with the discipline coordinator.

4.2 All appeals must be submitted in writing and must be accompanied by a match report, duly signed by the two captains of the opposing teams and by the discipline coordinator.

4.3 The discipline coordinator shall transmit the appeal to the Chairperson of the CC, who shall immediately convene a meeting of the Sub-committee.

4.4 The Sub-committee shall summon the coordinator of the concerned discipline and the captains of the two teams in dispute.

4.5 The Sub-committee shall base its recommendation on the corresponding match report as well as on the hearing of the coordinator of the concerned discipline and the two captains of the teams in dispute.

- 4.6 The Sub-committee shall communicate its recommendation to the Chairperson of the CC, who shall announce it at the following sitting for a decision and ensure the decision is included in the minutes of that sitting.
- 4.7 The Chairperson of the CC shall communicate the decision of the CC to the discipline coordinator and the two captains of the teams in dispute.
- 4.8 There shall be no appeal against a decision of the CC.

## Annex 3a

### TERMS OF REFERENCE FOR THE CONTROL COMMISSION

1. Responsibility for the Games shall be with the Control Commission (CC), whose aim is to serve the needs of the participants, to ensure that all approved rules are upheld by all. The CC shall be the only body to impose sanctions on teams, individuals or organizations/agencies. The CC shall also guide the Secretariat in policy matters relating to the running of the IAG. The CC's decisions shall be based on supporting the IAG's ideals and shall encourage participation from as many United Nations organizations/agencies as possible.
2. According to art. 2 of the General Rules the CC shall be composed of up to two representatives of each participating Organization, who shall be familiar with the IAG rules and procedures.
3. Before the opening of the Games the CC shall meet and appoint the chair from the host organization and a vice-chair from the organization hosting the next Games.
4. The Control Commission shall provide one member to attend the first captains' meeting in each discipline.
5. The Control Commission shall provide one member to assist and supervise the ID checking on the first day of play for each discipline
6. The host Organization shall designate a secretary.
7. Each Organization shall have the right to ONE vote. In the case of a tie, the Chair shall have the deciding vote. In such a case, the organization/agency of the Chair shall have two votes.
8. The CC shall establish the General Rules and the Competition Rules and ensure that these rules are observed. The adoption and any modification of the Competition Rules shall require a simple majority. Any modification of the General Rules requires a two third majority of the Organizations present at the CC.
9. Working language for the meetings shall be English and/or French. The minutes of the meetings shall, however, be in English.
10. Designation of a Subcommittee for Appeals.
11. The Games shall be organized on a predetermined cycle, the sequence of which may be altered by the CC.
12. Before the prize giving ceremony the final results of each discipline shall be verified by the CC.
13. Primary members of the CC should not participate in any of the disciplines. Organizations might wish to nominate alternates who may be allowed to participate in the disciplines
14. The CC appoints the Secretariat for a period of one cycle.

15. The Secretariat may be re-elected if so desired at the beginning of the new cycle.

## Annex 3b

### RULES OF PROCEDURE FOR THE CONTROL COMMISSION

1. At the first meeting the CC should appoint a Chair person from the non-participating members of the host organization and a vice-chair from a non-participating member from the next host organization.
2. At the same meeting the CC should elect, from the non-participating members, the Appeals Sub-Committee.
3. Immediately after dealing with urgent matters, the CC should establish the organizers for the Games after next. The organizers of the next Games should have already been established the previous year.
4. In the case of a Duty Station/Organization not being able to fulfil their scheduled turn to organize the Games then the CC can request volunteers to organize them. The possibilities would be:
  - 4.1 Straight swap – which may mean that the same duty station organizes the Games two years running and the other 6 or 7 years later
  - 4.2 A Duty Station does it instead of another duty station and keeps their normal position on the roster, this means that one duty station does not organize during the current roster period – which may also mean that the same duty station organizes the Games two years running and the other 6 or 7 years later
  - 4.3 A Duty Station cannot do it and no other duty station is prepared to take over the organization -- just means that there are no Games that year and the cycle just continues.

Whichever decision is made resulting in a break from the traditional cycle this decision must be recorded in the minutes, namely decision 4.1, 4.2 or 4.3.

5. Decisions and votes shall be taken as follows:
  - 5.1 All decisions shall be taken on a simple majority basis, except decisions pertaining to the General Rules.
  - 5.2 Changes to the General Rules shall need a two thirds majority of those CC members present.
  - 5.3 In the case of a tie, pursuant to point 7 of the CC's TORs, then the Chair person shall have the deciding vote thus giving the Chair's organization/agency two votes
6. Members not present during a meeting where all are invited shall have no right to request a subject to be re-discussed. Once a decision has been taken it will be final for the current term of the CC. However, this will not apply to decisions based on issues sent to the Appeals Sub-Committee because clarifications and more information may need to be examined.
7. Control Commission members of participating organizations may pass on their proxy votes to another Control Commission member for any specific meeting. The proxy vote is valid for one meeting only. A written statement to the Secretary for the handling of proxy votes should be made. The Secretary will notify the Chairperson of the situation regarding proxy voting for each meeting.
8. The working language of the CC shall be English and/or French but recorded minutes will only be done in English.

## **Annex 4:**

### **TERMS OF REFERENCE FOR THE TEAM CAPTAINS**

The Captains of each team shall be responsible for the following:

1. Abiding by the officially published rules unless prior consent to deviate from them has been received from the CC.
2. Confirming to the coordinator of the discipline at the first captains' meeting that the list of players on the official team list, as verified by the Human Resources Department, is as listed. If there is a change to this list, however, it should be mentioned to the coordinator at this first captains' meeting and the CC representative at the meeting will report the change to the CC for their decision. No player subject to a change ruling shall participate in the Games until the CC has so ruled that he/she may play.
3. Ensuring that on the first day of play all those registered to play, including reserves and/or substitutes present themselves, with an official ID with a picture, to the coordinator for the verification of eligibility. For those disciplines requiring a medical certificate this must also be shown to the coordinator at the same time.
4. The listing of his/her players for each game/match and where necessary the order of play.
5. Ensuring that only eligible players are listed to play.
6. Conducting him/herself in a controlled and dignified manner throughout the whole of the Games.
7. Maintaining discipline among his/her players throughout the whole period of the Games.
8. Attending any captains' meetings.
9. Attending any CC meeting when requested.
10. Discussing rule changes and if they feel that a change in any specific rule is desirable either because the international rules have changed or there are options in the interpretation of the international rules or that the proposed change is practical for the IAG then the required change(s) should be submitted in writing to the CC with an explanation of why their request is submitted along with the signatures of at least two thirds of the captains indicating their consent to the proposed change(s). The application of any approved rule change, however, will only come into effect at the next IAG unless the rule change has been approved by the CC prior to the start of any games or matches in that discipline in the current IAG.

## Annex 5

### TERMS OF REFERENCE FOR THE DISCIPLINE COORDINATORS

1. Discipline Coordinators shall normally not be an active participant.
2. Each discipline coordinator shall be familiar with the discipline's international rules and any variations to these rules approved by the IAG CC or the Secretariat.
3. They shall, as necessary, prior to and during the Games liaise with the local discipline coordinator.
4. They shall liaise with the other participating organizations prior to the commencement of the Games to help facilitate the participation of players, in their discipline, from different organizations wishing to participate in a team when their own organization does not have enough players to make a complete team. Teams may be compiled from those organizations having an excess of players and those not having enough for a complete team or any combination thereof.
5. They shall assist in determining the names of any mixed teams in accordance with the IAG team naming convention.
6. Depending on the number of teams participating, draw up a playing schedule prior to the commencement of the Games for inclusion in the official Games programme.
7. They shall liaise with the CC during the Games, as required.
8. They shall officiate at the initial and any subsequent captains' meetings and oversee all the scheduled games in their discipline. At this initial captains' meeting the Coordinator will verify with the captains or their representative that the players registered on each team in their discipline are the same players which have been verified by their organization's HR department. If there is an anomaly in any list this information should be urgently passed on to the CC representative present at the meeting for a referral to the CC for their decision about the player's eligibility to participate in the Games.
9. At the first day of play each captain shall present all their players, including registered substitutes or reserves, to the discipline coordinator who will check their names on the list of registered players against an official ID card with a picture and in the case of those disciplines requiring a medical certificate the coordinator will also check this. No participant will be permitted to play without having their ID verified and where applicable their medical certificate.
10. Any player not registered by their HR department will not be permitted to participate in any game or match until their status as a contracted member has been verified or until such time as the Control Commission has given its approval for the player to participate.
11. They shall submit to the CC any proposed changes to the rules made by the majority of the participating team captains. The coordinator will have no vote in any captains' meeting, they may however, advise them in their discussions.

12. They shall not endorse the implementation of any rule changes proposed by the captains until they have been sanctioned by the CC or the Secretariat with the date and/or time of their application.
13. They shall promptly provide a written report of any violation of the rules to the CC for them to take any further action.
14. In the case of a designated umpire or referee not turning up the coordinator may either find a non playing participant in their discipline to supervise the match or game, provided both captains agree to the person chosen, or if no agreement can be reached between the two captains then the coordinator will invigilate the match or game. The captains concerned cannot object to the discipline coordinator supervising this particular match or game.
15. In the case of a registered player leaving the Games for reasons beyond their control the Coordinator, in exceptional circumstances, can give permission for another eligible participant to take the place of the missing person in order to facilitate the smooth running of the playing schedule. This replacement person shall fulfil all the requirements of any normal IAG participant. The Coordinator will immediately inform the CC of their decision for their information and for their verification. One of the CC representatives from the organization concerned or one of their Organizers may verify that the substituted person is a bone fide staff member.
16. Provide the daily results to the chief scorer.

## **Annex 6**

### **TERMS OF REFERENCE FOR THE ORGANIZERS OF PARTICIPATING ORGANIZATIONS/AGENCIES**

1. They shall guard and support the interests of their Organization's/Agency's participants and supporters at all times during the Games.
2. Bring with them to the Games a current list of the names of all their Organization's/Agency's participants in the Games, verified by their Human Resources Department, confirming their status as bone fide participants, pursuant to the rules 13 and 14 of the General Rules of the Games.
3. Ensure that if their Organization/Agency can provide a unique team in any discipline then this is done<sup>1</sup>.
4. Arrange in advance with the host organization room allocations as requested by their participants and registered supporters.
5. Organize transport to and from the Games' location for all their participants and registered supporters taking into consideration the following:
  - 5.1 Special offers made by the host organization for extra nights
  - 5.2 Participants or supporters wishing to make their own transport arrangement
6. Ensure that participants from their Organization/Agency requiring medical certificates obtain them before departure to the Games.
7. Notify participants and registered supporters of the existence of any travel restrictions or regulations, especially any visa requirements
8. Ensure that participants from their Organization/Agency comply with any specific insurance requirements as notified by the host organization.

---

<sup>1</sup> To prohibit the deliberate creation of a joint strong team when this, in principle, is not necessary.

## **Annex 7**

# **TERMS OF REFERENCE FOR THE POSITIONS OF THE SECRETARIAT OF THE INTER-AGENCY GAMES**

### **Chairperson**

1. The Chairperson shall lead the Secretariat in all matters.
2. He/she shall be the spokesperson for the Secretariat and represent the Secretariat to outside bodies.
3. He/she shall work with the secretary to produce the agenda for each meeting.
4. He/she shall delegate the various jobs of the Secretariat to the appropriate persons.

### **Vice-Chairperson**

1. The Vice-Chairperson shall represent the Chairperson in his/her absence.
2. His/her functions shall be to support the work of the Chairperson and to undertake any assigned task as appointed to him/her by the Chairperson.

### **Secretary**

1. The Secretary will work with the Chairperson to produce an agenda for each meeting.
2. He/she shall keep a record of all the Secretariat's meetings.
3. He/she shall especially keep a record of all decisions and also an additional list of outstanding issues for further action.
4. He/she shall carry out any additional tasks as delegated by the Chairperson.
5. Two months prior to the commencement of the IAG, the Secretary shall request the Organizations from the duty station responsible for the scheduled hosting of the IAG in two years time to prepare a response to the coming CC on their acceptance or not to host the Games according to the official schedule.

### **Treasurer**

1. The Treasurer shall keep the accounts of the Secretariat in a transparent form.
2. He/she shall, with the assistance of the other members of the Secretariat, produce an annual budget.
3. The funds or assets of the Secretariat should normally be kept in the same location as the seat of the Secretariat.
4. The movement of the Secretariat's funds and assets shall require at least two signatures, normally the Chairperson and the Treasurer.
5. He/she shall prepare a summary of accounts for the CC as needed.

## **Information and Communication officer**

The Information and Communication officer shall, under the guidance of the Chairperson, keep the IAG website, [www.interagencygames.org](http://www.interagencygames.org), up to date. The website shall contain, among other things deemed useful, the following:

- The latest approved rules for each discipline in the IAG
- The historical results of each IAG
- The approved minutes of each of the Control Commission meetings
- The basic rules of the IAG
- The rules of procedure for the CC
- Forms for the registration of players for the IAG
- Forms for the organizations' HR Departments to sign to verify the eligibility of the players and officials
- Rules and procedures for the IAG Secretariat
- Minutes of the Secretariat

He/she shall carry out any additional tasks as delegated by the Chairperson.

## **Annex 8**

### **TERMS OF REFERENCE FOR THE CHIEF SCORER**

1. The Chief Scorer shall receive the results of each discipline daily, with a tabulated summary, from each discipline coordinator.
2. He/she shall record these results in both hard copy and electronically
3. He/she shall enter the daily results and the compilation of the results onto the IAG website.
4. He/she shall maintain both a hard copy and an electronic copy of the cumulative results of each discipline as per their individual scoring systems.
5. He/she shall not enter any disputed results until the CC has decided upon the results of the dispute.
6. On the last day of the IAG the Chief Scorer, after all the results have been received, will hand all the tabulated results to the Control Commission for verification and for preparation of the prize-giving ceremony.

## **Annex 9**

### **NAMING CONVENTION**

1. One of the purposes of the Inter-Agency Games is to encourage staff members to get to know each other and to this purpose it is good to encourage as many Organizations as possible to participate.
2. An Organization or team not having sufficient players may ask another Organization or Organizations to help out in order to make up a team.
3. Taking these basic facts into consideration and irrespective of the constituent make-up of the different organizations in the team, the name can bear only the name of the requesting Organization provided this is in agreement with all the other participants and organizations making up the team. If necessary, and only upon the insistence of each constituent team member or Organization the team name shall consist of the acronym of each of their organizational names. In the case of any "mixed" team the discipline coordinator will assist in determining the team name for the purposes of the Games. If possible the names should be kept as short as possible.
4. A mixed team may also take the name of their duty station. If there is more than one such team from the same duty station then they shall be named after the duty station plus a consecutive number.

## **Annex 10**

### **TERMS OF REFERENCE FOR THE SECRETARY OF THE CONTROL COMMISSION**

1. The Secretary will work with the Chairperson to produce an agenda for each meeting, pointing out specific issues which were deferred from previous meetings and which still have to be resolved.
2. He/she shall keep a record of all Control Commission meetings.
3. He/she shall especially keep a record of all decisions taken and also a record of outstanding issues for further action (See point 1).
4. He/she will receive written authorization for proxy voting and inform the Chairperson of the proxy voting status. Proxy voting will only be valid for one meeting at a time and only for participating organizations/agencies.
5. He/she will produce minutes of the meetings at the conclusion of the IAG, these minutes, listed by meeting number, will summarise the general discussions of each meeting with all their conclusions.