

MINUTES

General Assembly Meeting

27 July 2017, 09.00-14.00

Palacio Foz, Lisbon, Portugal

In attendance:

For full list of attendees, please refer to Annex 2

Draft Minutes taken by Eddie Marshbaum, QUEST

1. Welcome and Introduction

Emanuel Macedo de Medeiros (EMM), SIGA Coordinator, welcomed all attendees and thanked the contributions from the Portuguese Olympic Committee, the Palacio Foz, PwC and the SIGA operations team for helping to make this meeting happen. EMM acknowledged the hard work that had gone on in the last 6 months in setting up the various democratic structures of SIGA including the General Assembly, the ad interim Council and the task forces, to drive SIGA's operational capacity and various other committees. He reminded attendees that the General Assembly is the supreme body of SIGA, entrusted to make the most important decisions which should drive the future direction of SIGA. He also explained to attendees that SIGA is an entirely independent organisation, with no political and commercial motivating factors, but an alliance of like-minded organisations, committed to providing leadership for the integrity of sport for the future.

The minutes of the previous meeting were approved and the agenda for the meeting was approved as presented.

EMM gave the floor to Lord John Stevens (LJS), who presented an update from the SIGA Nominations Committee (NC), charged to propose the nomination of candidates to the positions of Chair and CEO of SIGA. LJS explained that the initial focus is to nominate a Chair and that he/she should be involved in the process for nominating candidates for CEO. He then read the pertinent rules from the SIGA statutes which govern nominations, candidature, elections and ratification of the positions of Chair and CEO. In their search for a Chair, LJS explained that an ample and inclusive process had been developed and around 20 candidates had been considered, with one preferred candidate emerging, which would be presented later in the General Assembly Meeting.

EMM then gave the floor to Javier Tebas to provide some introductory remarks on the context of the discussion in view of LaLiga's priorities. He made reference to recent scandals in the Spanish FA relating to corruption charges against Ángel María Villar (long time Vice President of FIFA and UEFA and the Spanish Football Association), saying that the ongoing priority of LaLiga is to fight corruption at all levels, which puts the onus on clubs and leagues to comply and to lead by example. He advocated an inclusive environment to foster transparency and open governance in clubs, and for LaLiga to take the lead and provide a best in class model for the rest of Europe to admire.

EMM thanked JT and introduced the UEFA Executive Manager Communications Pedro Pinto (PP), complimenting the strides that UEFA has made in the first year of Aleksander Ceferin's presidency, having conducted a thorough governance review process, with meaningful results. PP thanked the invitation and gave an overview of UEFA's stance on the issues being discussed at the SIGA General Assembly. PP explained that governance issues in sport were particularly pertinent on this day when he was dealing with the media spill-out of issues surrounding the resignation of Ángel María Villar from his positions within UEFA pending corruption allegations. PP then went on to explain some of the reforms brought in by Aleksander Ceferin since taking post as President of UEFA, including 3 lots of 4-year term limits for positions on the Executive Committee, transparent bidding processes for electing hosts of Champions League finals for the years of 2018-2021 and the incorporation of all relevant stakeholders in the decisions-making process within UEFA. He expressed unanimity within the European football community on the priorities of preserving good governance and, on this note, looked forward to future discussions with SIGA to see how both organisations can work together.

2. Report from the SIGA Coordinator (EMM)

2.1 Institutional Relations and Stakeholder Outreach

EMM provided an update on institutional relations from the last 6 months. The highlights include the establishment of multiple cooperation agreements. EMM thanked Brian Lewis and CANOC for their pioneering spirit for governance reform, and Cindy McCain for helping SIGA have the vision to branch out into work on Youth Development. He mentioned the speaker platform given to SIGA at the recent MINEPS VI meeting of sports ministers in Kazan, Russia and the upcoming contribution to the next meeting of the CPLP (community of Lusophone countries) ministers.

EMM announced the formation of a sponsorship and media standing committee, spearheaded by Michael Robichaud of Mastercard. He also thanked David Luna for his support and for bringing in his expertise from U.S. government as well as the OECD.

EMM gave an overview of concerted stakeholder outreach that has taken place with each of the five SIGA stakeholder groups – sporting organisations, government, sports business, international organisations and government.

2.2 Structure, Governance, Administration, Funding

EMM said that SIGA is leading by example in terms of establishment of its governance model. EMM thanked JTA for their work in supporting the communications objectives of SIGA, highlighted the development of SIGA as an independent voice, and congratulated the SIGA operational team on a job well done. In terms of structure and development of operational objectives, EMM thanked the SIGA NC for their work in searching for nominations for Chair and CEO of SIGA and also thanked the IMMFAF for seconding Isobel Carnwath to the SIGA team to assist with operations. He also mentioned that the job description for SIGA operations manager is published on the SIGA website and numerous candidates are being considered.

EMM showed pictures of two pre-identified office spaces for SIGA in Geneva, adding that the Maison du Sport in Lausanne was full until 2018. In the meantime, the bank account for SIGA is set up and 99% of bills have been paid, with Pedro Machado and EMM the signatories to the bank account.

At the funding level, SIGA is still looking for more founding members to pledge funds in order to support SIGA operations. Information on who had paid and who had not paid yet financial contributions was disclosed. In the meantime, the sport integrity fund concept continues to be canvassed and supported by key stakeholders.

2.3 Upcoming priorities

EMM then presented the structural priorities for SIGA for the next 6 months, which is to elect Chair, CEO, Vice-Chairs and the SIGA Council, as well as the members of all SIGA internal organs. In terms of conferences for the coming months, SIGA will participate at the ACAMS World Congress, the International Lawyers Association conference and the OECD Task Force on Counter-Illlicit Trade, and separately will go to WADA headquarters for presentation of concept.

For SIGA, a Sport Integrity Forum and General Assembly is envisaged for the first quarter of 2018, in principle on 30 and 31 of January.

3. Admission of New Members and Committed Supporters

EMM introduced various organisations who had submitted application for membership and associate membership.

Eugene Minogue, interim CEO of Parkour Earth, presented his newly established international federation, citing various governance challenges they have experienced since their inception due to perceived issues of encroachment of their sport into the remit of gymnastics. Misha Sher, Vice President, Sport & Entertainment, on behalf of MediaCom Worldwide, reflected previous comments about the important role of media in the sports integrity debate. David Luna commended the leadership of SIGA for taking on such a challenging issue, and stressed the importance of tackling criminal infiltration of sport, something which will be continuously addressed by the OECD and US authorities. Shellie Pfohl then took the floor on behalf of Safe Sport USA, commenting that she was happy to be in an organisation which shares the same values as SIGA.

EMM then presented Shellie Pfohl with a silver salver to mark Shellie's contribution in the development of SIGA in her former capacity as Executive Director of the U.S. President's Council on Fitness, Sport and Nutrition. EMM confirmed that all the new SIGA Members and Committed Supporters would sign the Application for SIGA Membership at the of the GA.

All applications were approved by unanimity (Annex 1).

4. SIGA Internal Governance Model

Michael Pederson (MP) introduced the various codes forming part of the SIGA Internal Governance model, giving special thanks to Katie Simmonds, Ian Smith, Eddie Marshbaum and Chip Cottrell for their leading role in the drafting process. He explained that SIGA intends to lead by example and that the consultation process was multi-sectoral. It is intended to convene a workshop in the autumn to revisit the provisions to test that they are fit for purpose. EMM reiterated MP's words that the documents were living, thanked Gemma Aiolfi for her contributions too, and suggested the autumn workshop possibly to be hosted by the Greek government in Athens, as proposed by the Minister of Sport of Greece.

4.1 SIGA Code of Ethics

MP explained that the Code of Ethics exemplifies industry best practice, and adheres to 10 key principles which he read out.

4.2 SIGA Gift & Entertainment Policy

MP gave an overview of the SIGA Gifts & Entertainment Policy, which he said was an example of SIGA leading by example and setting a high bar. He gave the example of maintaining a publicly available register of gifts as a leading practice.

4.3 SIGA Conflicts of Interest Policy

MP explained that conflicts of interest are not necessarily a bad thing; they just have to be managed. This is the spirit that is reflected in the SIGA Conflicts of Interest Policy. The measure should be that any potential conflict of interest cannot have the risk of bringing SIGA into disrepute.

4.4 SIGA Anti-Bribery and Anti-Corruption Policy

MP presented the SIGA Anti-Bribery and Anti-Corruption Policy which strictly prohibits and outlaws any form of bribery or corruption. Like the other policies, it is an exemplary policy drawing from best practice from multiple sectors.

4.5 SIGA Audit & Compliance Committee Charter

Eddie Marshbaum (EM) provided an overview of the drafting process for the SIGA Audit & Compliance Committee Charter. He explained that the document draws from best international practice and from the commercial and not-for-profit sectors. He thanked the members of the drafting sub-committee for their contributions and welcomed further feedback from the SIGA GA.

4.6 SIGA Electoral Regulations

Ian Smith (IS) gave an overview of the SIGA Electoral Regulations. He explained that the regulations cover all the different posts to SIGA, whether administrative, leadership or committee positions. In the meantime, temporary regulations are in place to take the organisation through until the next General Assembly. All candidates for leadership positions in the organisation will be subject to rigorous integrity checks and no proxy voting is accepted within SIGA organs.

Richard Caborn (RC) asked clarity on term limits for the role of Chair to which IS explained that it reflected best practice to have a maximum of two 4-year terms, without the possibility of serving consecutive terms.

Dr Jan Dauman, Head of Strategy Consultancy Practice of CET (attending in an observer capacity) asked if there were vetting checks on external organisation wishing to become members of SIGA, to which IS responded that there are specific membership criteria and therefore, at this stage, no due diligence per se on organisations wishing to attend a General Assembly, but rather only on individuals proposing to serve on SIGA committees or in the leadership or administration.

4.7 Terms of Reference for the SIGA Standing Committees

EMM gave an overview of the terms of reference for the SIGA Standing Committees which would cover SIGA's areas of expertise, being good governance, financial integrity and sports betting integrity. He requested the General Assembly to come forward with names for suggested members of the committees.

The proposed SIGA Regulations and Policies were approved by unanimity. EMM thanked the General Assembly, the Task Force members and KS for her hard work in coordinating the output of all the working groups.

5. Update by the Chairman of the SIGA Nominations Committee (NC)

LJS announced the unanimous decision of the SIGA NC to nominate Franco Frattini as Chair of SIGA. He then displayed a video from Franco Frattini explaining his dedication to the SIGA mission. LJS explained that the nomination had been presented to the SIGA *a.i.* Council and EMM reported that the nomination had been accepted and unanimously approved by the *a.i.* Council. He then tabled this for consideration to the General Assembly, which was ratified by unanimity by show of hands.

Having elected a Chair, LJS explained that the next steps were to build out the membership group of SIGA and to involve the Chairman in the nomination of candidates for CEO of SIGA. EMM reminded that there were provisions in the SIGA statutes for five Vice-Chairs, to be appointed once elections for the Council had been conducted.

6. SIGA Training, Education and Capacity Building Task Force

KS provided an overview of the developments achieved by the SIGA Training, Education and Capacity Building Task Force. Six early adopters of the SIGA Universal Standards have been identified – ESIC, EPFL, CANOC, LEN, IMMAF and Special Olympics and she welcomed the last two as the newest agreed early adopters and thanked each of the organisations for their commitment, both in time and resources. KS outlined the composition of the Task Force and reported that real and demonstrable progress has been made with visible results. KS explained, for example, that ESIC is committed to a programme which should see the organisation achieve bronze standard by the end of the year. *The Trinidad and Tobago National Olympic Committee is going to be the first NOC member to adopt the standards in the Caribbean region.* KS then explained to the General Assembly the framework and the practical process that each early adopter will go through in order to adopt the SIGA Universal Standards, including electing their ambition level (in the first instance bronze standard) timeframe, completing a questionnaire to identify the gaps and the development of a customised implementation plan. KS explained next steps in 2018 and left the members of the General Assembly with a challenge, asking them to consider whether their organisation would benefit from getting involved with the Task Force.

7. SIGA Independent Assessment and Rating System

Ty Francis (TF) presented the mission, purpose and scope of the SIGA Independent Rating and Verification System (SIRVS), focussing on the importance of having SIGA itself as the body to provide the functionality of the system, as the arbiter of the SIGA Universal Standards. He explained the advantage of SIGA performing this function since it would provide consistency and intuitive understanding of the SIGA standards. He then took the delegates through the SIRVS assessment process, which involves first filling out a questionnaire related to the SIGA Universal Standards, then SIGA independently verifying the answers to these questions and finally an independent assessment of the level of compliance with the standards.

He expressed that the resourcing implications of performing this function are major and proposed the launch of service for July 2018.

Dr Jan Dauman, Head of Strategy Consultancy Practice of CET (attending in an observer capacity) asked how SIGA could take into account local cultures and standards when performing the assessment, to which TF answered that organisations would be assessed against the standards only, and so the assessment would be objective and transparent.

Ivi-Triin Odrats (ITO) made a brief presentation on the issue of independence and presented an ecosystem whereby an independent organisation would perform the assessment process. She said the service could be expanded to encapsulate rating around CSR compliance and cultural change and other issues. Furthermore, by use of an algorithm, the service could be digitised and hence made more efficient.

EMM thanked TF and ITO for their contributions and reiterated the importance of independence in the rating process, whoever carries it out.

8. Communications Update

Jon Tibbs (JT) started by providing some context for the SIGA General Assembly and Sport Integrity Forum. While the delegates were sitting here this morning, police were at the Maison du Sport in Geneva intervening in an attempted palace coup at the AIBA. Whilst this was going on, SIGA elected as independent Chair a mafia-busting judge. JT commended Michael Payne's contribution, stressed the importance of his role and influence within the industry and highlighted his positive views about the role of SIGA and support to our reform agenda. He presented the continually impressive figures regarding SIGA's social media following and called on all organisations present to continue to support SIGA.

9. Financial Matters

Pedro Machado (PM) presented the spreadsheet that was circulated in advance of the meeting covering SIGA's accounts for the first half of 2017, the interim budget for the second half of 2017 and the 2018 budget forecast. He explained the breakdown of the figures in the spreadsheet, taking delegates through the various assumptions made, and the distinction between direct and indirect costs.

The SIGA accounts related to the first semester of 2017 were unanimously approved by the General Assembly, as well as the interim budget for the second semester of 2017, including the proposed membership fees, and the 2018 financial outlook.

10. AOB

EMM thanked all participants for their attention and time, the hosts for their generosity, Rosa Mota for her presence and everyone involved for their commitment to SIGA. David Evangelista thanked the SIGA team for allowing the Special Olympics to have a voice at the drinks function the night before the SIGA General Assembly.

No other business was raised and the meeting concluded at 2:00pm.

ANNEX 1

(General Assembly – 27.July.2017)

NEW SIGA MEMBERS

- Alliance of European Football Coaches Associations (Walter Gagg, President)
- Mediacom (Misha Sher, Vice-President, Sport & Entertainment)
- Parkour Earth (Eugene Minogue, interim CEO)
- U.S. Center for SafeSport (Shellie Pfohl, CEO)

NEW COMMITTED SUPPORTERS

- CNID (Artur Madeira, Vice-President)
- JCIC International (Jeannie Cameron, Managing Director)
- Luna Global Networks & Convergence (David Luna, President and CEO)

ANNEX 2

Attendance list

SIGA Members & Committed Supporters

- AGUILAR, Teresa - CEO, Pivot Sport
- ALMEIDA, João Paulo - Director General, National Olympic Committee of Portugal
- BAGANHA, Augusto – Director, Institute of Sport and Youth of Portugal
- BERNAL - QUIROS, Esperanza – Compliance Manager, La Liga
- CABORN, Richard - Senior Advisor, QUEST
- CAMERON, Jeannie –Managing Director, JCIC
- CHOLEVAS, Alexadros – Legal Counselor, Ministry of Culture and Sport of Greece
- COLOMBO, Alberto – Deputy Secretary General, EPFL
- CONSTANTINO, José Manuel – President, National Olympic Committee of Portugal
- EVANGELISTA, David - President, Special Olympics
- FRANCIS, Ty - Executive Vice President & Group Publisher, Ethisphere
- GAGG, Walter – President, Alliance of European Football Coaches Association
- GEORGIADES, Kleanthis – Chairman, Cyprus Sport Organisation
- GUIA, Diogo - Director, ICSS INSIGHT
- HANZAB, Mohammed - Chairman, ICSS & ICSS INSIGHT
- HASANOV, Ramil – Secretary General, Turkic Council
- HERSHMAN, Michael - Group CEO, ICSS
- KOUTSIOUNDAS, Vassos – Head of Finance, Cyprus Sport Organisation
- KRANSIKI, Memli – First Vice President, Kosovo Olympic Committee
- LEWIS, Brian - President, CANOC and President, Trinidad & Tobago National Olympic Committee
- LIMA, José Carlos - Coordinator, National Plan for Ethics in Sport of Portugal
- LORENZO, Alfredo - Integrity and Security Director, La Liga
- LUNA, David - President and CEO, Luna Global Networks & Convergence Strategies, LLC; Departing Chair of the OECD Task Force on Countering Illicit Trade
- MACEDO DE MEDEIROS, Emanuel – SIGA, Coordinator / CEO, ICSS INSIGHT
- MACHADO, Pedro - Partner, PwC
- MADEIRA, Artur – Vice-President, CNID
- MARSHBAUM, Eddie - Director, QUEST
- MINOGUE, Eugene – Interim CEO, Parkour Earth
- MOTA, Rosa – Olympic Gold Medallist/SIGA Ambassador
- NESSI, Giulio - Junior Policy Analyst, Public Sector Integrity, OECD
- PEDERSEN, Michael - Founder, M INC – CHANGE THE GAME
- PFOHL, Shellie – CEO, U.S. Center for SafeSport
- ROBICHAUD, Michael – Senior Vice President, MasterCard
- SHER, Misha – Vice-President Sport & Entertainment, Mediacom
- SIMMONDS, Katie, Director of Sports Governance and Financial Integrity, ICSS INSIGHT
- SMITH, Ian – Founder and Commissioner, ESIC
- STEVENS, Lord John - Chairman, QUEST
- TEBAS, Javier – President, La Liga
- TIBBS, Jon - Chairman, JTA
- VASSILIADIS George, Deputy Minister of Culture and Sport of Greece
- VIDAL, Laurent - Professor, Sorbonne
- WHITE, Densign - CEO, IMMAF
- YURDAKUL Emre – Chief of Protocol, Turkic Council

- ÇIVILER, Ali – Project Director, Turkic Council

Guests/ Observers

- CHICAN, Philippe – Representative in France, Standard in Ethics
- DAUMAN, Jan - Head of CET's Strategy Consultancy Practice, CET
- HINZAB, Nasser Hamad – Legal Adviser, Qatari Delegation to UNESCO
- HOPLEY, John – CFO, ICSS
- LICHTENHEIN, Mark – Chairman, Sports Rights Owners Coalition
- MCCARTHY, Shaun – CEO, ICSS Enterprise
- O'LAOIRE, Ronan - Associate Crime Prevention and Criminal Justice Officer, UNODC
- ODRATS, Ivi-Triin - Secretary to the Committee on Culture, Science, Education and Media, Parliamentary Assembly of Council of Europe
- PINTO, Pedro – Managing Director of Communications, UEFA
- REBORADO, Luis – Founder & Director, Responsible Gambling
- SOTO, Daniel – Euroleague Basketball
- TUOHEY, Brendan – Co-Founder & Executive Director, Peaceplayers International
- WEBB-MOSS Karen - Executive Director Communications, ICSS