
MEMBERS OF THE IAAF SCREENING PANEL POSITION DESCRIPTION

ROLE

As part of its programme of governance and integrity reforms, the International Association of Athletics Federations (“IAAF”) established a Vetting Panel in 2017, whose role it is to decide whether persons seeking to be, or who are, IAAF Officials are eligible to take office.

To ensure that members of the Vetting Panel also meet the same high standards of conduct and integrity as all other IAAF Officials, the IAAF established a Screening Panel whose role it is to determine the eligibility of the prospective and existing Members of the Vetting Panel.

The IAAF is currently recruiting two members for its Screening Panel to serve for a 4-year period from October 2019 to 2023.

COMPOSITION

The Screening Panel comprises two persons who are independent of the IAAF.

CRITERIA

The members of the Screening Panel must have significant legal experience, as well as experience in the vetting or screening of applicants and candidates to official positions.

The specific attributes of persons seeking to apply for these positions are:

- A person of impeccable integrity
- Significant governance experience, or experience in the vetting or screening of applicants or candidates to official positions
- Strong legal knowledge, preferably in the context of sport
- Experience of the Court of Arbitration for Sport an asset
- Fluency in written and spoken English is required, and French desirable.

APPOINTMENT AND TERM

The term of office is 4 years commencing after the 2019 Congress and expiring 4 years later after the 2023 Congress. Members can be reappointed for further terms of office.

The IAAF Nominations Panel is responsible for recommending to the IAAF Council the preferred candidates for appointment to the Screening Panel following completion of the search and selection process.

The inaugural Screening Panel was appointed in 2017 and its term expires at the 2019 IAAF Congress. Both incumbents of the inaugural Screening Panel have indicated an intention to seek reappointment to the Screening Panel for the next 4-year period.

RESPONSIBILITIES

The Screening Panel has the same duties, powers and responsibilities as the Vetting Panel, and follows the same procedures for conducting the Vetting. These responsibilities include:

- To act at all times independently of the IAAF, for the sole purpose of conducting a full and fair assessment of the Eligibility of each Applicant and Existing Vetting Panel Member.
- To instruct and oversee review by the Ethical Compliance Officer of the information disclosed by Applicants and Existing IAAF Vetting Panel Members in accordance with the Rules.
- To instruct and oversee the gathering of additional information by the Ethical Compliance Officer from publicly available sources and external business intelligence agencies as deemed necessary by the Panel for a proper determination of Eligibility.
- To make decisions on Eligibility in a timely and efficient manner in accordance with the timeframes set out in the Rules, and to report to Council accordingly.
- To report issues and matters of concern to the Head of the Integrity Unit where considered to be potentially relevant to the work of the Integrity Unit.

Further details about the Screening Panel and Vetting Panel are set out the IAAF Vetting Rules at [IAAF Rules and Regulations](#).

PROCEDURES/ ADMINISTRATION

The Screening Panel works on an ad hoc basis as necessary to respond to the need to conduct vetting in accordance with the IAAF Vetting Rules. The Panel largely conducts its work by conference calls and emails to fulfil its responsibilities. However, occasionally in-person meetings are necessary.

The Screening Panel is assisted in its work by the IAAF's Ethical Compliance Officer.

As the Vetting Panel is appointed 4 yearly, reviewing the applications of prospective candidates for the Vetting Panel is expected to take place principally in the second quarter of 2023, and at any other time during the 4 year period if any vacancy arises in the membership of the Vetting Panel or if the removal of a member of the Vetting Panel is required due to a Panel Member ceasing to be Eligible.

The positions on the Screening Panel are voluntary, however the IAAF reimburses any travel or other expenses incurred in the role and provide a nominal allowance.

HOW TO APPLY

Applications to the email address panel-candidates@iaaf.org must include the following:

- A full **Curriculum Vitae**
- **Confidential contact details** including address (work and home), telephone numbers (including mobile) and confidential email address
- **Referees**: full contact details of three referees. Please note that referees will only be contacted after prior consultation with you. It is the applicant's responsibility to ensure that referees are willing to provide a reference when contacted by any member of the selection team.

Applications close at 18:00 CEST on **13 May 2019**.

The IAAF is an equal opportunities employer and welcomes applications from a full diverse range of candidates, regardless of age, gender, ethnicity, sexual orientation, faith or disability.