

IBU Technical Committee
Terms of Reference
Version December 2023

1. Status and role

- 1.1 The *Technical Committee* is established in accordance with Article 26 of the *Constitution*. The role of the Technical Committee is to develop the technical rules for the sport of Biathlon and for its clothing, equipment, and competition facilities, and to carry out the other functions assigned to it in the Event and Competition Rules.
- 1.2 The business of the *Technical Committee* will be conducted, and decisions will be made, in accordance with these Terms of Reference, which are issued by the *Executive Board* in accordance with Article 26.4 of the *Constitution*.
- 1.3 This version of the Terms of Reference replaces any prior documents pertaining to its subject-matter and is effective as from 21 June 2022. These Terms of Reference may be amended from time to time by the *Executive Board*, as proposed by the *Technical Committee*.
- 1.4 Unless otherwise stated, defined words and terms used in these Terms of Reference (denoted by italicised text) have the meaning given to them in the *Constitution*.
- 1.5 In the case of any conflict between these Terms of Reference and the *Constitution*, the *Constitution* will prevail.
- 1.6 Where a matter arises that is not otherwise provided for in these Terms of Reference, the *Constitution* or other *IBU Rules*, the *Chair* will address the matter as they see fit.

2. Composition

- 2.1 The *Technical Committee* consists of twelve (12) members, who are elected/appointed in accordance with Article 26.2 of the *Constitution*. In particular:
 - 2.1.1 There will be ten elected members, who will be nominated by full IBU Members and elected by Congress in accordance with Article 13.2.7, with such election to be conducted in accordance with the Rules of Congress.
 - 2.1.2 There will be one member appointed by the Athletes' Committee in accordance with Article 25.3
 - 2.1.3 There will be one member appointed by WC Coaches in accordance with Article 26.2
 - 2.1.4 Nominees for election to the Technical Committee must have a valid IBU International Referee licence, or significant proven practical experience in the sport of Biathlon, and/or be active coaches or Athletes or have been coaches or

Athletes in the previous four years. They must be Eligible in accordance with Article 27.

- 2.1.5 The ten members elected by Congress must all be Citizens of different Countries, and there must be at least two members of the male gender and at least two members of the female gender among them (provided that there are at least two from each gender among the candidates for election). The appointed members must be Citizens of different Countries but can be Citizens of Countries of elected members.

3. Term

- 3.1 Their term of office will be approximately four years, commencing at the close of the Election Congress at which they are elected and ending at the close of the next Election Congress.

4. Powers and responsibilities

- 4.1 Members of the *Technical Committee* qualify as *IBU Officials* within the meaning of Article 26.1 of the *Constitution*. As such, they are bound by and must comply at all times with all the rules and regulations of the *IBU* (including the *Integrity Code*) and these Terms of Reference.
- 4.2 Persons elected to the *Technical Committee* hold such position in their personal capacity and not as representatives of any *IBU Member* or any other organisation and must act accordingly.
- 4.3 The *Technical Committee* has all the powers that are necessary or helpful to carry out its mandate under Article 26 of the *Constitution*, in detail the power to:
- 4.3.1 amend, rescind, or add to the Technical Rules (sport-technical, clothing, equipment and competition facilities) with such changes to come into effect immediately or on such other date as the Technical Committee may specify, subject always to
- (a) the power of the Executive Board to amend or annul such Technical Rules by motion passed by Absolute Majority; and
- (b) the power of Congress to amend or annul such Technical Rules in accordance with Article 13.2.6.;
- 4.3.2 submit proposals to issue, amend or annul other Rules to the Executive Board or (in the case of Reserved Rules) ask the Executive Board to submit such proposals to Congress;
- 4.3.3 appoint TDs/IBU Rs to IBU events or for other events on request;

- 4.3.4 review the event schedule and program of the WCH, OWG;
 - 4.3.5 recommend the annual number of events and approve the proposal of the respective RD for the event calendar for WC, IBU Cup (incl. OECH) and Junior Cup (incl. YJWCH and JOECH);
 - 4.3.6 approve the proposal of the IBU Regional event structure, guidelines and the event calendar
 - 4.3.7 approve new material/equipment in accordance with Annex A IBU Event and Competition Rules (ECR);
 - 4.3.8 handle all aspects of selection, training, testing, assessing and licensing of biathlon technical officials at international level in accordance with Annex C ECR;
 - 4.3.9 propose approvals and/or prolongations of IBU venue licenses in accordance with the venue license rules and based on documentation of inspections/reports;
 - 4.3.10 Appoint a liaison to the Para Biathlon Working Group and confirm alignment of the Rules for Para Biathlon (Annex E IBU Event and Competition Rules) with Technical Rules;
 - 4.3.11 propose directions for the development of biathlon sport in terms of future needs and innovations
 - 4.3.12 propose persons to represent the *Technical Committee* on other *Committees* within the *IBU*, as required; and
 - 4.3.13 carry out any other specific responsibilities that are within the scope of the role and responsibilities of the *Technical Committee*.
- 4.4 Within the *Technical Committee* there can be dedicated persons and/or working groups implemented to cover specific tasks, as for example (but not exclusively):
- 4.4.1 The *Technical Committee member in charge of referees* is responsible for the tasks in relation to 4.3.3 and 4.3.7
 - 4.4.2 The *Technical Committee member in charge of venue license* issues is responsible for the tasks in relation to 4.3.8
 - 4.4.3 The *Rules Working Group (RWG)* will propose changes in relation to 4.3.1 to be decided on by the whole *Technical Committee*
 - 4.4.4 The *Working Group Material* is responsible for all new developments of Equipment
 - 4.4.5 The working groups will be founded at the first TC Meeting after the election

4.4.6 The Para Biathlon Working Group (PWG) will propose changes in relation to 4.3.10 to be confirmed for alignment by the TC and decided on by the Executive Board. Unlike the other working groups, the PWG will include expert members from outside the elected and appointed members of the Technical Committee. These expert members, who will be no more than seven (7) in total and principally a minimum of three (3) of each gender. The members will be nominated by full IBU Members and are subject to approval by the Executive Board for a Term according to Article 3.1. The TC will select one of its elected members to serve as a liaison to the PWG.

4.5 For the avoidance of doubt, the *Technical Committee* has no authority to represent or to bind the *IBU*.

4.6 The *Technical Committee* must host at least one meeting per year, but generally will host two meetings per (spring and fall). Such meetings are generally to be hosted in-person but can also be hosted virtually.

5. **Chair**

5.1 The *Technical Committee* members will elect one of their number to chair the *Technical Committee*. The chairperson will have the right to attend and speak on behalf of the *Technical Committee* at meetings of Congress.

5.2 The *Chair* also has the power and/or responsibility to:

5.2.1 prepare the agenda/papers for and chair all meetings of the *Technical Committee*;

5.2.2 be the spokesperson for the *Technical Committee*, including to the media;

5.2.3 liaise with the *President* and *Secretary General* as required or requested;

5.2.4 liaise with the *Athletes' Committee* appointee and the appointee of the WC coaches to the *Technical Committee* (the **Technical Committee Representatives**);

5.2.5 liaise with the other members of the *Technical Committee* and other persons to identify issues for the *Technical Committee* to consider;

5.2.6 prepare reports on the work of the *Technical Committee* to the *Executive Board* and/or (by a date specified by the *Secretary General*) to Congress; and

5.3 The *Chair* will circulate copies of the *Technical Committee* reports to all members of the *Technical Committee*.

5.4 The *Technical Committee* may remove the *Chair* (with or without removing him/her as members of the *Technical Committee*) by unanimous decision of all other members of the

Technical Committee.

6. Conduct of the business of the *Technical Committee*

- 6.1 The *Technical Committee* shall undertake its work at meetings of the committee and in between meetings by telephone, email, and other means of communication specified by the *Chair*, in order to keep members apprised of relevant matters.
- 6.2 The *Technical Committee* will meet at least one time each calendar year (generally two times) on such dates and at such times and places as the *Chair* decides, either in person or (if the *Chair* so permits) via telephone or video conference (**Virtual Attendance**). For cost purposes, the location of in-person meetings, including the meeting referred to in Article 4.5, will be agreed in advance by the *Chair* and the *President* and/or the *Secretary General*.
- 6.3 The agenda for a meeting of the *Technical Committee* shall be set by the *Chair*. Any other member may request the inclusion of items on the agenda at any time, including during the meeting.
- 6.4 Notice of *Technical Committee* meetings should ordinarily be provided at least 21 days before they are held, and an agenda should be provided at least 7 days before. However, where more urgent action is required, the *Chair* may call a meeting on shorter notice (of not less than 12 hours), which may be attended by members by *Virtual Attendance*.
- 6.5 No business may be validly conducted at a *Technical Committee* meeting unless a quorum is present (either in person or, if permitted, by *Virtual Attendance*). For these purposes, a quorum is at least 7 of the members of the *Technical Committee*.
- 6.6 Each member shall actively participate in *Technical Committee* meetings and in matters undertaken by the *Technical Committee* between meetings. Each member must be adequately prepared for each meeting (including by reviewing all materials when circulated) to participate effectively and constructively.
- 6.7 Meetings of the *Technical Committee* are not public, but the *Chair* may invite third parties to attend all or part of such meetings, subject to such confidentiality protections as the *Chair* may deem appropriate. EB members may attend all *Technical Committee* meetings along with IBU staff as involved in TC's mandate. The *Chair* may invite others to attend as needed
- 6.8 Voting at meetings:
- 6.8.1 Each *Technical Committee* member present (in person or by *Virtual Attendance*) at a *Technical Committee* meeting will have one vote on each motion, save that *Technical Committee* members may not cast a vote on any matter in respect of which they have a conflict of interest. A conflict of interest does not apply with regards to calendar/schedule votings. Voting by proxy or by letter is not permitted.

- 6.8.2 In the event of a dispute as to whether a *Technical Committee* member has a conflict of interest, if the dispute arises before a *Technical Committee* meeting it will be resolved as set out in the *IBU Integrity Code*. If the dispute arises at the meeting, it will be resolved by decision of the *Technical Committee*.
- 6.8.3 Voting will be conducted by voice, or (if requested by any *Technical Committee* member) by a show of hands. Elections or other sensitive topics may be conducted by secret paper ballots.
- 6.8.4 Unless otherwise specified in the *Constitution* or these Terms of Reference, motions require a majority of votes cast by those present at the meeting to be in favour of the motion for the motion to be passed. In such cases, in the event of a tie in votes, the *Chair* will have a deciding vote.
- 6.9 The *Chair* or their delegate will take minutes of each meeting of the *Technical Committee*, noting the names of the persons present and all motions considered, and all motions passed at the meeting. The minutes will be finalised by the *Chair* and sent to *Technical Committee* members within one month of the meeting and discussed and agreed at the next meeting.
- 6.10 Conducting business outside of meetings:
- 6.10.1 If all members of the *Technical Committee*, then in office and entitled to vote agree unanimously, any business that could have been conducted at a *Technical Committee* meeting may be considered and voted upon by email, or other available form of electronic communication, without a meeting of the *Technical Committee* having to be convened.
- 6.10.2 A motion in writing that is signed or consented to by email, or other forms of electronic communication by all the members of the *Technical Committee* then in office and entitled to vote will be valid as if it had been passed at a meeting of the *Technical Committee*. Any such motion may consist of several documents in the same form, each signed or consented to by one or more of the *Technical Committee* members.
- 6.11 Subject to Article 6.9, no documents, information, discussion, recommendations, or decisions made at a *Technical Committee* meeting or otherwise exchanged or agreed in connection with the work of the *Technical Committee* shall be disclosed to any other person (other than the *President*, *Secretary General*, and/or the *Biathlon Integrity Unit*) unless:
- 6.11.1 the *Chair* authorises such disclosure;
- 6.11.2 the *Technical Committee* agrees that such disclosure is necessary or desirable to advance its work;

6.11.3 the matter is in the public domain; or

6.11.4 such disclosure is required by law or any applicable authority, including the *Biathlon Integrity Unit*.

7. Administration

7.1 *Technical Committee* members act as such in a voluntary capacity and will not be compensated for their work as a *Committee* member. The *IBU* will reimburse expenses for each *Technical Committee* member in accordance with *IBU* policy.

7.2 Subject to Article 6.2, the *IBU* will arrange travel, accommodation and insurance for *Technical Committee* members when they are conducting business of the *Technical Committee* in accordance with *IBU* policy.

8. Resignation or removal

8.1 A member of the *Technical Committee* may resign prior to the expiry of their term of office by giving not less than one month's notice in writing to the *Chair* and *President*.

8.2 The *Chair* may resign prior to the expiry of their term of office by giving not less than one month's notice in writing to the *President* and the other members of the *Technical Committee*.

8.3 A member of the *Technical Committee* may be removed from the *Technical Committee* prior to the expiry of their term of office:

8.3.1 if they are no longer *Eligible* under Article 27 of the *Constitution*;

8.3.2 as a sanction imposed pursuant to the *Constitution* and/or the *IBU Rules*, including the *IBU Integrity Code*; and/or

8.3.3 where they have failed to attend two or more meetings of the *Technical Committee* without valid excuse, by the unanimous decision of all of the other members of the *Technical Committee*.

8.4 Vacancies in the *Technical Committee* shall be filled at the next Congress according to Article 2.1.1. In extreme cases of urgency, the *Executive Board* can provisionally appoint a member.