

# **COMMONWEALTH ADVISORY BODY ON SPORT**

## **MANDATE AND TERMS OF REFERENCE**

### **Background & guiding principles:**

At the Commonwealth Heads of Government Meeting (CHOGM) in Abuja in December 2003, leaders endorsed, through the Report of the Committee of the Whole, the recommendation to form a new Advisory Body to report to Commonwealth Sports Ministers through the Secretary-General in order to promote sport as a positive part of nation building and human development, particularly youth development.

Heads of Government further endorsed the establishment of regular meetings of Commonwealth Ministers of Sport on the margins of the Commonwealth Games and summer Olympic Games as a collaborative means to address important issues in sport in the Commonwealth, and recognised the importance of sport as an effective instrument for development and emphasised the benefits of sport, particularly as it relates to youth in general and youth at risk.

The mandates of the Commonwealth Advisory Body on Sport (CABOS) were endorsed by Commonwealth Ministers for Sport at their meeting in Athens in 12 August 2004.

### **Mandate of CABOS:**

1. CABOS will promote the value of sport as a tool for economic and social development to Commonwealth governments, through Ministers of Sport and the Commonwealth Secretariat, and other key policy-makers and relevant bodies through advocacy and information dissemination.
2. Reflecting the core values and principles of the Commonwealth, CABOS will identify and provide advice on specific sports policies which help Sports Ministers deliver wider policy objectives. It will promote and help to develop wider governmental linkages in areas related to sport, such as, but not limited to, youth, health, education and gender.
3. In collaboration with the Commonwealth Games Federation and other non-governmental organisations, CABOS will highlight and promote sports partnerships and networks as well as regional activities and projects.
4. CABOS will identify opportunities and advise the Commonwealth Secretariat on how the value of sport can be integrated into programme delivery within the Secretariat.

5. CABOS will provide input and advice on the agenda and subsequent action plan of Commonwealth Sports Ministers meetings, and will take forward any recommendations from the action plan agreed by Ministers.
6. CABOS is not mandated to deliver programmes or run projects, but will advocate in the above-mentioned areas and propose issues to Commonwealth Sports Ministers for consideration. Ministers through their meetings may identify issues for consideration by CABOS and could mandate CABOS to carry out specific activities. In this instance, Ministers would be required to provide CABOS with the necessary resources in relation to those activities.

### **Chair of CABOS**

1. The Chairperson of CABOS will be appointed by the Commonwealth Secretary-General following appropriate consultations.
2. The Chair of CABOS will be appointed for one four-year term only.
3. To ensure rotation of this position throughout the Commonwealth, the Chair may not be succeeded by an individual from the same country.
4. The Chairperson will continue to act as a regional representative on CABOS.
5. The Chair will be the representative head of CABOS and will be responsible for ensuring that the body functions effectively throughout the course of the year and that all members actively participate and carry out tasks and liaison as set out in the CABOS Work Plan and envisaged in point 7 of the membership criteria.

### **Membership of CABOS**

1. The Secretary-General will appoint CABOS members, in consultation with member governments, sports bodies and existing members.
2. CABOS membership will not exceed 12 in number, including the Chair, and will include government officials, sports experts and athletes.
3. CABOS should aspire to a 50-50 gender balance with each of the Commonwealth regions represented. The President of the Commonwealth Games Federation should be invited to participate as a member and a representative from disability sport will also be invited.

4. The membership will also include a representative from both the current Commonwealth Games host country and the immediately preceding Games host country.
5. The first 12 members of CABOS will be appointed for an initial two year term. Subsequent members will be appointed for two year terms, renewable once, with half the membership changing every two years.
6. The main characteristics of members is that they are experts in a field or fields deemed useful to the achievement of CABOS objectives, interested and enthusiastic about participating, are well connected within the Commonwealth and other sport milieus, and they have practical experience in areas covered by CABOS.
7. Members will be regional representatives and will maintain an effective communication network with governments, sports bodies and other appropriate parties within their respective regions. They will ensure that other members are kept informed about their activities and will carry out their tasks as set out in the Work Plan effectively and within the appropriate timescales.

### **CABOS Meetings**

1. CABOS will meet once a year. Every other year, the meeting will be held on the eve of the Commonwealth Sports Ministers meetings in the margins of the Commonwealth and summer Olympic Games.
2. Members will be required to attend each CABOS meeting with future meeting dates being fixed at the previous meeting.
3. Members' attendance at meetings will be funded by their respective organisation or government.
4. Advisers and observers will be invited to meetings at the discretion and invitation of the Chair.
5. Outside of the annual meeting, the on-going work of CABOS will be conducted via electronic and other communication mediums.

### **CABOS Work Plan and Reports**

1. CABOS will produce a Work Plan following each meeting which will identify and set out specific measurable activities over the course of the next 12 months for members to undertake in order to help the body achieve its mandate.

2. CABOS will report annually, through the Secretary-General, to Commonwealth Sports Ministers.
3. CABOS will, through the Commonwealth Secretariat, provide input and present reports to relevant Commonwealth meetings, including Sport, Health, Education, Youth and Gender Ministerial meetings as well as CHOGM Sports Breakfasts, and other relevant meetings, and make formal presentations as requested.

### **CABOS Secretariat**

1. The Commonwealth Secretariat, through its Sports Adviser, will act as secretariat to CABOS.
2. The Sports Adviser will be responsible for co-ordinating CABOS activities and will report to the body through the Chair. These responsibilities will include:
  - Maintaining effective communication with the CABOS Chair and members on matters of relevance to CABOS's work;
  - Preparing the draft agenda and meeting papers in consultation with the Chair for CABOS meetings;
  - Producing minutes of CABOS meetings in consultation with the Chair and distributing them to members and other interested parties on a timely basis;
  - Preparing documents and reports as requested by the Chair for presentation at meetings;
  - Participating actively in CABOS meetings and representing CABOS at other meetings at the request of the Chair;
  - Monitoring progress of the CABOS Work Plan agreed at the meeting in consultation with the Chair.
3. The Sports Adviser may employ appropriate resources as and when required to carry out CABOS functions and activities.

### **CABOS budget**

1. CABOS operates on a financial year of 1 July to 30 June annually.
2. The Commonwealth Secretariat will be responsible for the provisions and management of the budget and will produce and present to the Chair an annual budget report at the end of each financial year.
3. The CABOS budget will cover the work of the Sports Adviser and his/her expenses incurred on CABOS related activities. These will include: the preparation and distribution of meeting papers and CABOS annual report;

travel costs for attendance at CABOS and other meetings and; CABOS related administration and communication expenses.

4. CABOS budget will not cover members' participation at CABOS meetings; these will be funded by their respective organisation or government.