

INTERNATIONAL SKATING UNION – FOUR YEAR PLAN 2022/23 – 2025/26

Project/Function/Area of activity:

General Administration

Committee/Commission/internal ISU body:

**Council /
Director General / Secretariat**

Statement of specific results & benefits to be obtained:

- To ensure timely and high quality processing/servicing of all central administrative tasks with up to date technical tools. Smooth cooperation and integration with ISU Office Holders and ISU Members

Recommended activities to obtain benefits:

2022/23 2023/24 2024/25 2025/26

	2022/23	2023/24	2024/25	2025/26
The ISU Director General/ Secretariat will perform the following tasks:				
1. Organization of Congresses, Council and other meetings as required including preparation and distribution of agendas, budgets, Four-Year-Plans, minutes and regulations.	X	X	X	X
2. Preparation and dispatch of ISU Communications and Circular Letters.	X	X	X	X
3. Negotiation, finalization and monitoring of commercial agreements by the Director General and Marketing & Media Rights Director as directed by the President.	X	X	X	X
4. Negotiation, finalization and monitoring of technical maintenance agreements (e.g. timing scoring suppliers etc.).	X	X	X	X
5. Administrative assistance to ISU Council, Committees and Commissions and Advisors:				
o Maintenance of databases, activity books and statistics	X	X	X	X
o Correspondence	X	X	X	X
o Preparation of ISU Communications and Circular Letters	X	X	X	X
o Preparation of annual budgets and Four Year Plans	X	X	X	X
o Attendance of Committee/Commission meetings if required	X	X	X	X
o Preparation and administrative follow-up of courses and seminars	X	X	X	X
o Monitoring of legal cases in cooperation with the Legal Advisors and outside legal counsel	X	X	X	X
6. Participation in Event Management in cooperation with the ISU Representatives, Event Managers and/or Regional Assistant Event Managers and organizing ISU Members:				
o Invitation, scrutinizing, summarizing and distribution of applications for ISU Events	X	X	X	X
o Periodic update of Memorandum for holding ISU Events	X	X	X	X
o Control of ISU Event Announcements	X	X	X	X
o Ordering/dispatch of ISU medals for ISU Championships	X	X	X	X
o Follow-up of appointment of Officials for ISU Events	X	X	X	X
o Dispatch of various forms and materials to ISU Event organizers	X	X	X	X
o Event attendance as required to support the Event Coordinators in organizational matters or to overview commercial agreements	X	X	X	X
o Monitoring of ISU contributions to ISU Event organizers	X	X	X	X
o Monitoring Prize Money payments and control	X	X	X	X
o Update and publication of results and rankings of ISU Events	X	X	X	X
7. Administrative support to the Medical Commission (see separate Four Year Plan).	X	X	X	X
8. Providing media/Public Relation services under the direction of the President (see separate Four Year Plan).	X	X	X	X
9. Developing an ISU corporate brand identity and guidelines and cooperation with organizing ISU Members to create branded materials for use during ISU Events.	X	X	X	X
10. Coordination of administrative and logistical matters related to the Olympic Winter Games (OWG) and Winter Youth Olympic Games (YOG).	X	X	X	X
11. Maintenance of Office equipment/information systems/material/ archives including up-to-date technology.	X	X	X	X

Recommended activities to obtain benefits:

2022/23 2023/24 2024/25 2025/26

12. Providing travel services for ISU Office Holders, Officials and staff	X	X	X	X
13. Maintenance of insurance policies.	X	X	X	X
14. Production and dispatch of ISU publications.	X	X	X	X
15. Preparation and dispatch of Certificates (World Records etc.).	X	X	X	X
16. Update and reprint of ISU publications and forms.	X	X	X	X
17. Liaison with Honorary Members including providing administrative support for preparation of Honorary Member meetings.	X	X	X	X
18. Evaluation of the area of data protection and implementation of necessary measures.	X	X	X	X
19. In cooperation with the appointed Working Group, completion of the annual/biennial AIOWF Good Governance Survey and working to improve the ISU's scores.	X	X	X	X
20. In cooperation with the appointed Working Group, development of the ISU's sustainability strategy and monitoring progress towards the ISU's sustainability goals.	X	X	X	X
Lausanne, April 2022				