

**INTERNATIONAL SKATING UNION – FOUR YEAR PLAN 2018/19 – 2021/22**

**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:**

2018/19 2019/20 2020/21 2021/22

	2018/19	2019/20	2020/21	2021/22
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 Coordinator 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, Sports Directors, 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				
6. Participation in Event Management in cooperation with the ISU Representatives, Event Coordinators and/or Regional Event Coordination Assistants 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				
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				
o Update and publication of results and rankings of ISU Events				

**Recommended activities to obtain benefits:**

2018/19 2019/20 2020/21 2021/22

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. Coordination of administrative and logistical matters related to the Olympic Winter Games (OWG) and Winter Youth Olympic Games (YOG).	X	X	X	X
10. Maintenance of Office equipment/information systems/material/archives including up-to-date technology.	X	X	X	X
11. Maintenance of insurance policies.	X	X	X	X
12. Production and dispatch of ISU publications.	X	X	X	X
13. Preparation and dispatch of Certificates (World Records etc.).	X	X	X	X
14. Update and reprint of ISU publications and forms.	X	X	X	X
15. Liaison with Honorary Members including providing administrative support for preparation of Honorary Member meetings.	X	X	X	X
16. Support to Working Groups monitoring Sustainability and Good Governance initiatives.	X	X	X	X
17. Evaluation of the area of data protection and implementation of necessary measures.	X	X	X	X
Lausanne, April 2018				