



INTERNATIONAL TABLE TENNIS FEDERATION

PARA-TABLE TENNIS DIVISION: 2/2009

Minutes of a meeting of the Para-Table Tennis Division held from 14h10 on 10 June and on 11 June 2009 in Genova, Italy.

PRESENT: Øivind Eriksen (Chairperson), Vincent Boury, Juraj Stefak, Teresa Morello, Barbara Talbot, Nico Verspeelt, Gorazd Vecko, Karol Ziduliak

CORRESPONDING MEMBERS: Lill Bhagwan, Silas Chiang, Jiri Danek, Ratko Kovačić, Edimilson Pinheiro

BY INVITATION: Alison Burchell, Neil Harwood (ITTF Vice-President), Aart Kruimer, Gaël Marziou (advisor), Leandro Olvech (ITTF Development Coordinator)

APOLOGIES: Tian Poh Chin, Jordi Serra (ITTF Executive Director), Lila de Soysa (ITTF Project Manager)

WELCOME AND INTRODUCTIONS: the Chairperson welcomed both outgoing and incoming members indicating that this was a handover meeting. Outgoing members may still receive correspondence in the interim which should be sent to the incoming members. The outgoing members should be kept on the relevant subcommittee to facilitate the transfer of knowledge. In the initial stages, both incoming and outgoing members should be copied on correspondence. The establishment of subcommittees was the prerogative of the committee chairperson. In the interim until an ITTF liaison person or secretary general was sourced, the Division requested Alison to continue to assist the Division.

1 CONFIRMATION OF MINUTES: minutes of the meeting held from 30 January to 1 February 2009 were confirmed and signed.

2 CHAIRPERSON'S REPORT: the Division noted the Chairperson's report including:

2.1 marketing of PTT and sponsorship:

- Schenker: the IPC did not have an agreement with CISM or Schenker for transport assistance but the ITTF made use of various companies which could assist with transport of equipment.
- sponsorship for the PTT pro tour and other marketing opportunities:
 - following a meeting with the ITTF Marketing Director during the ITTF World Championships in Yokohama, the ITTF was confident of raising sponsorship for PTT from a sports value perspective;
 - the ITTF Marketing Director would be in contact with the organisers of the ITTF PTT World Championships 2010;
 - the ITTF was working with a company to have videos on the website and images should be provided to them for PTT.

2.2 status of the PTT committee:

- succession planning and job descriptions for all portfolios including addressing women and those with high support needs: all job descriptions had been received but they needed to be updated following the new Division format.
- PTT members, corresponding members, co-opted members, advisors and voting rights, internal rules and working committee:
 - full PTT members (8) would attend 1 or 2 meetings per year, receive email correspondence and would have voting rights although votes were not often necessary;
 - the 2 corresponding members for the regions should have the same rights as the other 2 regional representatives who were full members;
 - the other 4 corresponding members would attend meetings upon invitation, would receive email correspondence, should be involved in the subcommittees and expenses to be incurred would be subject to the chairperson's approval;
 - co-opted members and advisors would attend meetings by invitation, would receive emails and expenses to be incurred would be subject to the chairperson's approval;
 - all PTT members should not reflect national interests while on duty as PTT members and, if at an event representing PTT, then to undertake PTT functions only;
 - correspondence, documents and files should be sent to the incoming PTT members as soon as possible;
 - standing orders committee to prepare on agendas for meetings, national integration and represent the Division at various meetings of the chairperson, vice-chairperson and ITTF liaison person should be formalised;
 - the technical, medical, tournament and athletes' committee chairpersons should propose to the standing orders committee their composition, terms of reference and job descriptions;
 - the technical committee should include representation from the URC, technical and rules committees;
 - the athletes' committee should consider regional representation via a corresponding member system;
 - all committees would operate by email;
 - the selection committee comprised the selection officer, TD of either the world championships or Paralympic Games, the ranking director, athletes' representative, an ITTF representative and an additional person if any member had a double function;
 - regional representatives should propose to the standing orders committee their composition, terms of reference and job descriptions:
 - make contact with the ITTF continental Vice-Presidents (currently 6 regions in ITTF and 4 in PTT);
 - establish a contact list of the national associations and NPCs in the region;
 - motivate candidates to host the regional championships and other tournaments;
 - prepare the awards for the best players in the regional championships;
 - prepare an award for the regional organisers;
 - liaise closely with Leandro for development initiatives.
- PTT members serving on other ITTF committees: this would be addressed in an ongoing way in preparation for the next elective AGM in 2011.
- incorporating PTT regions into the ITTF regions, links to the regional Paralympic committees:
 - meeting held during the ITTF World Championships: there was no time for this meeting;
 - continental agreements: were signed annually for development initiatives between each continental association and the ITTF.

- areas of assistance from the ITTF:
 - a circuit, U14, U17 and U21 events: the numbers of younger players did not indicate a growth in number, the age profile of players was high and organising youth events U15 (cadets), U18 (juniors) and U21 with the age determined from 1 January each year may assist;
 - membership (NPC or NF): this was being addressed with the IPC;
 - the Czech Republic: was being addressed;
 - GBR: this discussion had begun with GBR representatives to ensure representation from each of the ITTF member associations but would take some time to achieve;
 - national association contact persons: the request for this information may not have been requested yet.
- ITTF grant from the IPC:
 - was €24 000 of which 50% should have been paid;
 - the 2008 activity report and 2009 proposed activities had been submitted in order for the first payment to be made.
- meeting with IPC:
 - the IPC was comfortable with the work done by ITTF;
 - increased funding was indicated for development projects;
 - there was some discussion about the status of class 11.
- AGM in Japan held on 30 April 2009: national associations expressed some uncertainty about the integration process.
- classification and selection documents to ITTF Headquarters, database development: this had not been addressed as historical documents were still required for daily use.

2.3 benefits of merger with ITTF:

- the Netherlands had initiated the concept of a promotional event to be held at the same time as the ITTF World Championships in 2011;
- other benefits had been discussed earlier at the informal European assembly;
- the process of integration was first discussed at the Sydney Paralympic Games, the IPC Assembly resolved to implement sports independence in 2003 and the ITTF resolved in 2005 to integrate with PTT.

The Division asked:

- a) the standing orders committee to revise the job descriptions once the incoming members had submitted them;
- b) Teresa to provide the ITTF with a full set of footage taken from the European Championships;
- c) all outgoing members to send relevant documents and files to the incoming members as soon as possible;
- d) Silas to check documents relating to his term as treasurer and send to the IPC if necessary;
- e) Alison to follow up the questionnaire to national associations and NPCs as well as the letter signed by both the IPC CEO and ITTF Executive Director;
- f) Karol to formulate composition, terms of reference and job descriptions for the technical committee by 1 August 2009;
- g) Goradz to formulate composition, terms of reference and job descriptions for the tournament committee by 1 August 2009;
- h) Juraj to formulate composition, terms of reference and job descriptions for the medical committee by 1 August 2009;
- i) Vincent to formulate composition, terms of reference and job descriptions for the athletes' committee by 1 August 2009;

- j) Goradz to investigate with the ITTF junior competition managers the possible establishment of junior tournaments;
- k) Neil to continue discussions with GBR reflecting the ITTF membership.

The Division resolved to:

- i) keep the costs of the Division as low as possible subject to the chairperson's approval;
- ii) establish the standing orders committee consisting of the chairperson, vice-chairperson and ITTF liaison person;
- iii) approve the rights of full, corresponding and co-opted members and advisors as reflected above;
- iv) request Nico to ensure selections for the world championships be done for GBR in the interim.

3 VICE-CHAIRPERSON'S REPORT: the Division to noted the Vice-Chairperson's report including:

3.1 use of Dr Wu's programme to 2012:

- the agreement had been signed by the ITTF;
- a small group had been established by the ITTF to investigate the purchase of the programme;
- the programme could also display the current match scores on the scoreboard through wireless technology.

3.2 IPC General Assembly Kuala Lumpur 18 to 23 November 2009: 2 persons would attend.

3.3 anti-doping control

- TUEs: if players were on the ITTF's RTP, the TUE application had to be sent to the ITTF, all other players' applications should be sent to the NADO and the outcome should be sent to the ITTF medical committee.
- RTP and whereabouts: since 1 January 2009, all IFs were required by WADA to establish a registered testing pool (RTP) and PTT identified the relevant players although this had not been implemented due to the workload.

The Division asked:

- a) Nico to send to Neil correspondence about Dr Wu's programme;
- b) the standing orders committee to decide who should attend the IPC Assembly;
- c) Neil to discuss with the ITTF Executive options for the management of the RTP, assessing possible liability issues.

4 TREASURER'S REPORT: the Division noted the Treasurer's report including:

4.1 sanction and capitation fees:

- African Championships and IWAS (2007): no progress had been made on payment from the African Championships, IWAS had applied for a sanction for their Games and had been told that they needed to pay the outstanding fees first;
- German Open (2008): has paid outstanding fees from 2008 and the 2009 sanction fee;
- Copa Tango (2008): €1 000 still to be paid;
- Madrid (2009): this had been paid.

4.2 insurance for legal fees: no information was available.

4.3 revision of the budget for 2009 and expenditure to end May 2009: the matter of the matching finance for the women's working group was raised.

The Division asked:

- a) Alison and Lill to follow up the payment of capitation fees for the African Championships from 2007;
- b) Alison and Gorazd to follow up with IWAS the outstanding capitation fees from 2007;
- c) Karol to confirm the outstanding payment from Copa Tango with the ITTF and follow up with the organisers;
- d) Alison to follow up insurance for legal fees with the ITTF.

The Division resolved to allocate €2 000 to the PTT women's working group and to adjust the budget accordingly.

5 SECRETARY GENERAL'S REPORT: the Division noted the Secretary General's report including:

5.1 communication deadlines for the submission of articles below:

- ITTF magazine: end August, October 2009;
- IPC newflash: 2nd and 4th Thursday of the month although no articles or information had been submitted;
- IPC bulletin: 1st Wednesday of the month although no articles or information had been submitted;
- Paralympian: 31 July; 9 October 2009 and an article on integration had been submitted and Jordi had been interviewed for the next edition;
- ITTF website: TDs would be responsible for submitting information and photos timeously to the ITTF.

5.2 review of the strategic plan: should be addressed at the next meeting.

5.3 code of conduct for ITTF for PTT to sign: this was to be considered by the ITTF Executive Committee.

5.4 PTT terms of reference: the draft would be considered by the Executive Committee.

5.5 standard communication format: a generic letterhead should be developed.

5.6 Skype account: all members should be on Skype as a cheap communication format.

5.7 business cards: the full members plus the additional regional representatives and outgoing medical officer should submit information for business cards.

The Division asked:

- a) Gorazd to ensure TDs send articles and photos through to Ian Marshall for the ITTF website;
- b) all to consider articles for the various publications to keep PTT top of mind;
- c) Neil to follow up on the draft code of conduct and terms of reference;
- d) Alison and Edimilson to devise a standard letterhead for use of the Division;
- e) new members to create a Skype account to facilitate communication;
- f) Alison to submit the information for business cards.

6 TD COORDINATOR'S REPORT: the Division noted the TD Coordinator's report including:

6.1 TD training:

- job descriptions for TDs, competition, deputy competition and FOP managers and full or part-time status: this was in process with an ideal of a full-time competition manager to be appointed.
- a competition manager for the world championships and Paralympic Games: the ITTF had agreed that a competition manager for the world championships would be appointed at the cost of LOCOG.

- the handbook (including a selection section, doping control, managing discipline, examination, application form, checklist with explanation of items on the checklist, use of Dr Wu's programme): was in process.
- update training system, trainers, application form, recruitment of trainees, examination, certification:
 - 12 candidates had been recruited but 4 had not been available for the course offered in Genova;
 - 5 were approved as trainee TDs;
 - another course should be offered during the world championships.

The Division asked:

- a) Gorazd to consider appointments of the 5 trainee TDs to be mentored at events where experienced TDs were present;
- b) Øivind to communicate with the 8 who attended the course explaining the next steps;
- c) Aart to send to Nico the classification part of the course for distribution;
- d) Gorazd to take over responsibility for TD training.

7 DEVELOPMENT OFFICER'S REPORT: the Division noted the Development Officer's report including a presentation on the work done by the ITTF development department and:

- 7.1 promotional DVD: had been included in the ITTF DVD, 1 000 burnt and 300 distributed in Yokohama.
- 7.2 new nations: had previously made contact with PTT and others had approached PTT subsequently.
- 7.3 courses: were being held in all continents covering coaching, course conductors, classification, TD and women coaches.
- 7.4 inclusion of PTT in Leandro's job description: this had been done.
- 7.5 promotional poster: had been designed, 1 000 printed and approximately 800 distributed in Yokohama while Spanish and French versions were available to be downloaded from the website.
- 7.6 PTT on facebook: had reached about 300 people and was used as a promotional tool.
- 7.7 women's report: a training camp for women was being planned during the IWAS Games together with a women's forum.

The Division asked:

- a) the regional representatives to propose countries to be supported with development courses to Leandro who would then follow up;
- b) Barbara to make contact Timor L'Este and Lill to contact Lesotho;
- c) Leandro to present the development department report at the Americas Championships and Nico in the Africa and Asia-Oceania Championships.

8 ATHLETE REPRESENTATIVE'S REPORT: the Division noted the Athlete Representative's report including:

- 8.1 brochure on player education on the rules translation: Spanish and Portuguese versions were available and Chinese, Arabic and other languages were being investigated.
- 8.2 hall of fame and merit award: this needed to be investigated further.
- 8.3 athletes' representation:
 - presence at ITTF meetings raised the visibility of PTT;
 - attending meeting in Yokohama: this did not happen;

- communication relating to changes to rules and regulations should be shared with players by their managers and coaches but this seemed not to happen.
- 8.4 museum: request on the forum for donations to the museum would be done.
- 8.5 improvements to tournaments:
- including access: recommendations would be submitted;
 - cheating in classification: recommendations would be submitted in due course;
 - increasing the number of events in Africa and Americas: this should be addressed by the Tournament Officer.

The Division asked:

- a) Vincent to liaise with Teresa in the first instance and then Leandro about quotes for translation of the brochure;
- b) Vincent to liaise with the ITTF athletes' commission;
- c) Neil to address the representation of the athletes' representative or nominee at the ITTF AGM;
- d) Division members to send to Alison questions that they were asked at events, Alison to compile simple answers that could be distributed via ITTF and IPC and Neil and Alison to discuss mechanisms of communication with Jordi;
- e) all Division members to respond to issues on the forum when it affected their area of responsibility;
- f) Vincent and Alison to discuss the merit award;
- g) Vincent to put the request for donations to the museum on the website;
- h) Vincent to submit proposals for improving access to Gorazd and on cheating to Juraj.

9 TOURNAMENT OFFICER'S REPORT: the Division noted the Tournament Officer's report including:

- 9.1 shorter questionnaire on the organisation of tournaments, review and feedback: a draft was presented.
- 9.2 PTT Tour: as 2009 was a test year, 2010 would be the official start of the Tour.
- 9.3 tournament organiser's handbook and education: no progress had been made.
- 9.4 tournaments organised during regional, world championships and Paralympic Games: this had been updated in the regulations.
- 9.5 signature of contracts for all events:
 - inclusion of clause about cancellation of travel costs before the second entry still had to be addressed;
 - a more detailed contract could be developed or the tournament organisers handbook included as an attachment to the contract.
- 9.6 distribution of players' education brochure by TDs at events: this was being distributed by TDs and should be distributed on the first day of the event.
- 9.7 assistant TD for African championships: Alison was not available due to work commitments.
- 9.8 status of the German Open 2008 and 2009: the outstanding fees from 2008 had been paid but other issues remained to be addressed.
- 9.9 tournament status 2009:
 - including first 2 Fa40 events: both events went well although some complaints had been received from players about the Slovak Open;
 - education seminars: a TD seminar had been held in Genova, classification seminars had been held in the Arafura Games and would be held in the regional championships;

- playing system for regionals: 2 players from each group of 3 would proceed to the next round and a review would be held in time for the next Division meeting;
 - tables for the Asia-Oceania Championships: the referee had indicated that the colour of the tables being the same as the floor did not pose a problem;
 - African Championships: a decision had to be made urgently.
- 9.10 status of 2nd Islamic Countries Solidarity Games 16 to 30 October 2009:
- this tournament was scheduled at the same time as the regional championships;
 - the event could thus not be supported nor the date of the regional championships moved as requested;
 - the organisers should be encouraged to support both women and men's participation.
- 9.11 tournament status 2010:
- world championships, site inspection and test event: the site inspection report had been published on the website and the test event scheduled for October 2009 with Nico as TD;
 - Commonwealth Games: 2 women sitting players per country;
 - 4 Fa 40 events had been approved following Taipei's withdrawal.
- 9.12 regional championships 2011: deadline was 31 July 2009 and applications had been received from Hong Kong and Croatia.
- 9.13 differentiated capitation fees for each Fa tournament were proposed:
- €25,00 for Fa 20 and Fa 40 was proposed starting 1 January 2010;
 - €40,00 for Fa50 from 1 January 2010;
 - €40,00 for Fa80 from 1 January 2011.
- 9.14 limit to entry fees and number of competition days:
- a full service should be offered to players;
 - more options for accommodation should be available;
 - having a maximum entry fee would ensure predictability and planning for players and national associations;
 - ensuring a well organised event may address perceptions of lack of value for money;
 - different standards of hotels may not accommodate wheelchair players;
 - the costs of entry fees should be included in the application submitted to host an event.
- 9.15 proposed changes to regulations including deadlines, screening organisers and players, first entry:
- 2.3.1.1 should be changed to 31 July (previously June) as the deadline for applications to host regional championships and that the decision on the host of the regional championships would be announced on the ITTF website by October 31 two years prior to the championships;
 - 2.4.4.2 should be changed to end February (previously March) each preceding year for the tournament committee to approve tournaments;
 - 2.4.4.5 should be changed to read that possible dates for Fa40 tournaments would be announced by October 31 two years prior to the year in which the tournaments would take place and that decisions about Fa 40 tournaments approved would be published on the ITTF website by the end of February one year prior to the tournament year;
 - 2.5.2 should be changed to the July 31 the year before the events were to take place for the tournament committee to publish Fa20 tournaments approved;
 - 2.7.2.1 should be changed to read that the entry fee would be forfeited if participation was cancelled up to the second entry deadline for the event;
 - 2.7.2.2 should be changed to a player will pay an additional 30% of the entry fee if he or she cancelled their participation after the second entry deadline where no exceptional

circumstances existed, failing payment of such penalties, the association and/or player/s information would be published on the ITTF website;

- 2.7.3 to read that fines for cancellation of the tournament by the organisers would be covered in the contract signed with the ITTF and if an organiser failed to pay refunds due to players/associations, the organisation's details would also be published on the ITTF website;
 - following the world championships, the remaining tournaments in 2010 would count towards points on the ranking list and so 3.2.4 should be amended such that ranking points gained at tournaments organised in the year of the world championships and of the Paralympic Games, but after those tournaments, would count as ranking points until 31 December the year after i.e. tournaments organised after 1 November 2010 would remain on the ranking list until 31 December 2011.
- 9.16 media during tournaments: trainee journalists had contributed to media coverage in Brazil and were able to supply information for ITTF publications.
- 9.17 results on line: organisers should have a website for the event to ensure that results were available immediately.
- 9.18 quality assurance for Fa40 tournaments, penalties: this should be covered by the contract signed between the organising committee and ITTF.
- 9.19 TD reports submitted within 2 weeks: reports seemed not to be issued, particularly when the tournament was not well organised.
- 9.20 gifts for the regional championships: had been organised and had to be distributed.

The Division asked:

- a) Gorazd to update the questionnaire once comments had been submitted;
- b) Gorazd to investigate the tournament organisers handbook and seminars with Leandro and Karol to assist with the technical resources existing within ITTF;
- c) Nico to send out the draft contract to be updated including cancellation by players and organisers, penalties to Gorazd, Alison and Edimilson;
- d) Edimilson to reformat the players' education brochure to 2 pages and send to Gorazd;
- e) the standing orders committee, in consultation with Gorazd, to appoint the deputy TD for the world championships;
- f) Gorazd and Alison to discuss with the organiser for the German Open the outstanding issues to be addressed and follow up in writing copied to the German NPC and German association;
- g) Gorazd, Jiri, Øivind, Nico and Vincent to meet the organisers of the Slovak Open as soon as possible;
- h) Gorazd to investigate the limit on entry fees and the number of competition days;
- i) Gorazd to ensure that TDs submitted reports within 2 weeks of the event;
- j) Jiri to submit the outstanding TD report from the Slovak Open within 2 weeks;
- k) Gorazd to suggest to tournament organisers that they use trainee journalists to provide information to the ITTF and have a website for results perhaps via the national association.

The Division resolved to:

- i) appoint Edimilson as assistant TD for the African Championships;
- ii) appoint Nico as TD for the world championships and the test event;
- iii) approve the capitation fees as follows:
 - €25,00 for Fa 20 and Fa 40 with effect from 1 January 2010;
 - €40,00 for Fa50 from 1 January 2010;
 - €40,00 for Fa80 from 1 January 2011.

- iv) approve the changes to the Handbook with effect from 1 January 2010 as reflected in 9.15 above.

10 TECHNICAL OFFICER'S REPORT: the Division noted the Technical Officer's report including:

- 10.1 update of the handbook effective 1 January 2009: was done in February 2009.
- 10.2 translation of the handbook and the integration with the ITTF handbook:
- the integration with the ITTF handbook would take some time to achieve;
 - a first draft of the rules should be available by end August 2009 with a final proposal to be submitted to the ITTF AGM in 2010;
 - a first draft incorporating regulations for Paralympic Games, world championships and other tournaments would be incorporated into leaflets (published by PTT) and/or the Handbook for Match Officials (published by the URC) by end August 2009 with the final draft available by the end of 2009;
 - the classification handbook should be issued as a leaflet;
 - ranking handbook should also be issued as a leaflet;
 - translations of the current Handbook could continue in the interim;
 - in the meantime, the PTT Handbook would still apply.
- 10.3 discussions with the URC including IU refresher course and referee course covering PTT matters:
- the refresher examination for white badge umpires was being developed and would include PTT questions;
 - a 3 day referee training course had been developed and therefore "hands on" training of PTT referees should continue;
 - referees who had officiated at a minimum of 2 tournaments would be considered as PTT referees;
 - in the development department, PTT training had been included in appropriate courses.
- 10.4 glue testing and purchase of racket control equipment:
- racket control should be done at all regional championships;
 - racket control at other events would be the referee's responsibility;
 - national associations would hopefully assist with racket control for PTT tournaments.
- 10.5 the change to the wheelchair serve tested in Romania and Copa Tango:
- there was no consistent application by umpires;
 - the briefing by referees should properly address the proposed rule change;
 - bad behaviour of players was not always addressed strongly at the time;
 - several players and umpires had given positive feedback while a minority had been in evidence in Romania;
 - a report on the test in Copa Tango should be submitted to the next meeting;
 - as this was a proposed rule change, it would have to go to the ITTF AGM.
- 10.6 knock out system in team events: this had been raised as a concern as the number of matches played had been reduced for some players.
- 10.7 combination of players from different countries in team event: was not discussed so the status quo remained.
- 10.8 singles event at world championships and Paralympic Games with 2 players proceeding to the next round: this would be implemented for both world championships and Paralympic Games from groups of 3.

10.9 world ranking points for team events: this had been discussed previously but not formally approved.

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|-----------|-----------|-----------|-----------|------------|
| Class 1/6 | Class 2/7 | Class 3/8 | Class 4/9 | Class 5/10 |
| 0.5 WRP | 0.75 WRP | 1 WRP | 1.25 WRP | 1.5 WRP |

10.10 selection of referee and deputy referees for the world championships: the URC selection panel with the addition of the Technical Officer would select the referee and deputy referees.

10.11 selecting umpires for world championships: national associations should be invited to nominate up to 2 umpires on the basis of required expertise and gender representation who would be selected by the URC selection panel with the addition of the Technical Officer.

The Division asked:

- a) Juraj to prepare the classification handbook as a leaflet by the end of 2009;
- b) Karol to prepare the ranking handbook as a leaflet by the end of 2009 once the content had been submitted by Gaël;
- c) Neil to discuss with the URC the inclusion of PTT in referees training;
- d) Nico to contact Dr Wu to include provision for disqualification in his programme for racket control misdemeanours;
- e) Karol to ensure that referees took responsibility for racket control;
- f) Karol to liaise with the URC selection panel to approve the appointments for the referee and deputy referee for the world championships with the standing orders committee to ratify the appointments;
- g) Karol to liaise with the URC to appoint umpires for the world championships.

The Division resolved to implement the world ranking point system as proposed with effect from 1 January 2010.

11 MEDICAL OFFICER'S REPORT: the Division noted the Medical Officer's report including:

11.1 classification handbook and consistent terminology (with coaching committee), definition of severe disability, Nanism, need for a newsletter: all were in process.

11.2 INAS-FID classification update:

- a meeting was held in February 2009 with the IPC and other relevant sports;
- exercises and tests would be developed specific to table tennis;
- classifiers would be present at the Global Games and a technical classifier should be present;
- the protest system was equally important;
- the IQ should be 70 rather than 75 and IQ could only be confirmed by a psychologist;
- letter about Asian Para Youth Games had been sent by Jordi to the IPC.

11.3 classifier education:

- those who could offer seminars on the website: senior classifiers (level C) could offer seminars, they would be trained and the Medical Committee would consider the information being put on the website.
- format of seminars:
 - every 2 years, regular seminars were offered at the regional championships and an advanced seminar at world championships;
 - a DVD would be developed for the basic seminar;
 - medical and technical information was covered in the basic seminar;
 - the seminar included ensuring classifiers could play table tennis;

- observation of players was also incorporated;
 - trainee classifiers had to attend the basic seminar on 3 occasions before they were recognised as international classifiers, having done classifications between seminars;
 - the advanced seminar was to improve the classification system and the standard of classifiers;
 - level C classifiers were invited to the advanced seminar;
 - to support progress from level B to C, mentors were being considered;
 - seminar costs may increase but would include a CD and/or DVD for the first seminar;
 - the committee included Aart Kruimer, Shahram Akrami, Sheng Wu, Eric Kullingsjoe, Norma Patina Marquez, Sandra Sonn and Juraj Stefak.
 - classification training within the ITTF development programme: would be at level A but should be combined with a tournament.
- 11.4 classification seminar and outstanding information from Poland had been sent to Nico and no fees had been charged for seminars in Americas.
- 11.5 implementation of the new system for sitting classes for 2009:
- this was in process, should be implemented immediately after the world championships in 2010 and an additional classification panel would be necessary at the world championships;
 - information would be published on the website when approved.
- 11.6 update of Handbook and classification code:
- requests for reviews, protests in tournaments and championships, procedures: these were being addressed;
 - cheating: this was covered in the code;
 - cheating discussion in the forum: there had been no progress;
 - review and protest forms on the website and checked with Rules and Executive Committees: these had to be submitted to the Rules and Executive Committees;
 - code of ethics from the IPC: would be discussed.
- 11.7 multiple sub-minimal disability: proposals had been submitted and would be discussed by the Committee.
- 11.8 technical classification issues: this had become part of the seminar.
- 11.9 classification code, update with re-evaluation and protest procedures: this was close to finality.
- 11.10 outstanding payment for Rafael Martinez Cayere's refund from Brazil (Rio) for airfare: there had been no contact possible with Rafael.
- 11.11 classification cards: these would remain with Nico until the ITTF was able to manage this process.
- 11.12 implementation of classification changes immediately:
- the possibility of a change in class was not always cheating and therefore not similar to doping;
 - in the case of cheating, which was conscious, the player should be disqualified immediately;
 - the change of class also could have major implications on the viability of a class as well as the change in ranking points;
 - classifiers as well as participating managers were able to submit protests.

The Division asked:

- a) Juraj, Aart, Nico and Edimilson to discuss charging fees for seminars in Americas;

- b) Juraj and Aart to implement the minimum eligibility for sitting classes to take effect from immediately after the world championships 2010;
- c) Aart to raise the discussion about cheating on the forum;
- d) Edimilson to give Aart the contact details for Rafael.

12 SELECTION OFFICER'S REPORT: the Division noted the Selection Officer's report including:

- 12.1 selections 1 January 2010 and seeding 1 October 2010 for the WC 2010: this had been published.
- 12.2 validity of points for selections for world championships and Paralympic Games: this had been dealt with under item 9 above.
- 12.3 proposals for the Parapan American Games 2011: the slots had to be determined and the same system probably would applied as for Rio.
- 12.4 world championships: the ITTF rules for display of the player's name and country on the back of shirts would apply from the world championships 2010 and regional championships in 2011.

The Division asked Nico to publish on the website the requirements for the player's name and country to be displayed on shirts.

13 COACHING COMMITTEE SECRETARY'S REPORT: the Division noted the Coaching Committee Secretary's report including:

- 13.1 ITTF level 1 coaching manual in French and Spanish: these manuals would be printed with the PTT component included;
- 13.2 coaches' education, seminars:
 - 11 coaching courses would be held in 2009;
 - 2 course conductors' courses would be held in 2009.
- 13.3 integration with the ITTF, certification as well as level 2 and 3:
 - certification processes were in place for level 1;
 - the level 2 would be developed during the year;
 - integration was ongoing.

14 RANKING OFFICER AND WEBMASTER'S REPORT: the Division noted the Ranking Director and Webmaster's report including:

- 14.1 integration with the ITTF website: no progress had been made and the meeting with Mo had not taken place;
- 14.2 migration of the website and creation of an online database on a Microsoft platform: was an alternative solution.
- 14.3 calendar management with ITTF database and phasing out all references to IPTTC: was pending the meeting with Mo.
- 14.4 rating and ranking: no progress had been made.
- 14.5 ittf email addresses: no progress had been made.
- 14.6 online entries: was already in place with the ITTF and should be adapted for PTT events.

The Division asked:

- a) Neil and Leandro to discuss with Jordi the integration of the website and inform Gaël of the outcome;

- b) Jiri to send to Gorazd all application forms to ensure consistency in information on the website for arrival and departure days as well as competition days;
- c) Neil and Alison to contact Khalid via Jordi to include Fa 40, regionals and world championships on the ITTF calendar;

The Division resolved to authorise Gaël to purchase the software following the meeting about the website integration if necessary.

15 REGIONAL REPORTS: the Division noted the regional representatives' reports including:

15.1 Americas:

- the new website had been launched;
- Brazilian Fa40 had been moved to Brasilia and TD inspection done;
- contact with the Argentina organisers had been implemented to address weak points in the Copa Tango;
- Costa Rico had applied to host an event in 2010;
- the possibility of a coaching course in either Costa Rico or Venezuela in 2009 was being explored;
- the possibility of a classification seminar in El Salvador in 2010 was being investigated;
- no progress had been made on the classification manual but this would be pursued;
- Guadalajara had been contacted about applying to host the 2011 regional championships as part of the ParapanAm Games;
- invitations to events were sent to both the NPCs and national associations.

15.2 Africa:

- the African Championships for 2009 still had to be finalised as Egypt had not yet paid capitation fees from 2007;
- the African Championships for 2011 would probably be part of the All Africa Games in Mozambique and liaison with the ATTF and ASCOD would be necessary;
- liaison with ATTF to promote the inclusion process would be necessary.
- there had been contact from the NPC of Zambia about development;
- development of Lesotho would be beneficial.

15.3 Europe:

- the informal assembly had been held during the regional championships;
- invitations should be sent to national associations to attend tournaments and to continental presidents to attend the regional championships should be considered by the organisers;
- the development of eastern European countries was a priority.

15.4 Asia-Oceania:

- the China Disabled Persons Federation had indicated an interest in hosting a training base for the Asian region;
- the dates of the Asia-Oceania Championships had been moved to 21 to 29 October 2009 to enable some players to attend another event;
- Hong Kong had submitted a bid to host the 2011 regional championships in December 2011 with a YMCA hostel being considered to reduce costs;
- a workshop to promote women players would be organised linked to the IPC General Assembly in Kuala Lumpur and ITTF had an active member of its women's working group in Malaysia who should be involved;
- several players had been classified at the Arafura Games.

The Division asked:

- a) Lill to respond on the host for the African Championships to Gorazd and Nico by end June 2009 if possible;
- b) Lill to follow up with Leandro and the NPC of Zambia in relation to possible development assistance;
- c) Gorazd and TDs to suggest to organisers to invite national associations to tournaments;
- d) regional representatives to consider inviting continental presidents to the regional championships;
- e) regional representatives to discuss with regional members the change to entries being submitted by the national associations from 1 January 2010;
- f) Leandro to provide Silas with the contact details of the women's working group member in Malaysia.

16 LONDON 2012: the Division noted a report from the TD designate including:

16.1 the number of events (24) and player slots (264) depending on slot allocation by IPC:

- if class 11 were to be included, an increase in the number of slots (24) would be necessary;
- ideally that the number of events should be decided by the Division;
- as a minimum, the number of slots from Beijing should be maintained;
- an increase in slots was not likely given the limits on number of players at the Games.

16.2 a joint working group for Olympic and Paralympic Games for 2012:

- Nico had been appointed to the Olympic and Paralympic Commission in Yokohama;
- Nico Verspeelt had been appointed TD for the Paralympic Games by the ITTF;
- single contract with 2 parts had been proposed to LOCOG;
- 2 TDs with T1 cars was not possible as this contradicted IPC rules so there would be a TD and assistant TD with one T1 car;
- a technical operations manager for both Games would be appointed by the ITTF Competition Department;
- all officials to stay for the full period, attending both opening and closing ceremonies, would be discussed with LOCOG and IPC;
- access for 2 ITTF photographers would be discussed with LOCOG;
- an increase in the number of umpires to 18 NTOs and 18 ITOs as umpires for 8 tables would be discussed with LOCOG and IPC;
- accessibility to be discussed with LOCOG;
- the nuances of table and umpire allocations in the start lists should be considered by LOCOG;
- the content and ordering system for packed lunches to be discussed with LOCOG;
- access to images of the table tennis event to be ordered from LOCOG during the Games, to be immediately available for the jury should be discussed with LOCOG;
- inclusion of a jury to be added to the number of officials to be discussed with the IPC and LOCOG to separate operational from appeal systems;
- the need for a test event in London in the year before the Paralympic Games would be addressed with LOCOG.

16.3 equipment discussions including the athletes' committee:

- the equipment would be procured through the ITTF rather than LOCOG;
- the tables would be special Olympic tables which met PTT rules;

- the surface of the table would be confidential as it was linked to marketing opportunities;
 - the quality of table would be of the highest standard;
 - if possible, an athlete would be involved in the decision on the surface.
- 16.4 nomination of an assistant TD: would be decided by the Olympic and Paralympic Commission in December 2009.
- 16.5 referee, 3 deputy referee and umpire recommendations: nominations should be submitted by the extended URC selection panel to the Olympic and Paralympic Commission.

The Division asked:

- a) Gaël to provide Juraj and Aart the statistics from the rating system for class 4 and 5;
- b) Neil and Nico to address various issues identified with the LOCOG and IPC;
- c) the standing orders committee plus Gorazd to nominate an assistant TD for consideration by the Olympic and Paralympic Commission in December 2009;
- d) Karol to discuss the nomination of the referee, 3 deputy referees and umpires with the URC selection panel for recommendation to the Olympic and Paralympic Commission.

The Division resolved to maintain the number of slots and events as in Beijing for London as a minimum but to propose an increase in the number of slots.

17 GENERAL: the Division noted the following reports:

- 17.1 liaison with IWAS including a development course and sanction: the development course was in process and no sanction would be allocated.
- 17.2 liaison with CP-ISRA and sanction: the matter had been communicated to CP-ISRA.

The Division asked Aart to follow up the issue of sanction and liaison with CP-ISRA.

18 NEXT MEETING: the Division agreed to meet in Lausanne from 22 to 24 January 2010.

There being no further business, the meeting ended at 17h50.

READ AND CONFIRMED AT THE MEETING

HELD ON

CHAIRPERSON

AMB/

12 June 2009