



INTERNATIONAL TABLE TENNIS COMMITTEE FOR DISABLED

SPORTS ASSEMBLY EXECUTIVE COMMITTEE: 1/2002

Minutes of a meeting of the ITTC SAEC held on Saturday 26 and Sunday 27 January 2002 in Roermond, the Netherlands

PRESENT (members): Christian Lillieroos (Chairperson), Vincent Boury (Athletes' Representative, Development Officer), Jiri Danek (Tournament Officer, Europe), Øivind Eriksen (Vice-Chairperson), Hong-Jae Lee (FESPIC), Leandro Olvech (Americas - late), Nico Verspeelt (Selection Officer)

ALSO PRESENT (co-opted members): Alison Burchell (Secretary General), Dr Aart Kruimer (Medical Officer), Raúl Calín (Technical Officer)

BY INVITATION: Margita Homolova (Secretary, Tournament Committee)

WELCOME: in welcoming the Executive to its first meeting of the year, the Chairperson referred to the increase in activity as evidenced by the paperwork distributed. There had been an email conversation about who was on the Executive and subcommittees and for clarity, the Executive was made up of elected and some appointed people. In 2004, everyone would be elected except the Secretary General and a paid administrative person. It may be possible in future to pay the Secretary General if sufficient income was generated. The subcommittees would be doing more specialised work with the Executive approving recommendations from the subcommittees or referring them back to the subcommittee.

This meeting was essentially to do planning for 2002 with particular emphasis on the world team cup and the world championships. 2002 would properly establish the two-year cycle of decision-making and elections so part of the meeting would also plan the motions to go to the Table Tennis Assembly from the Executive. NPCs would be asked separately to submit motions for the Assembly. The elections would be for the positions of medical, selection, technical officers and Vice-Chairperson.

The Chairperson thanked Nico for the high level of organisation for the meeting and outlined the time schedule for the weekend.

APOLOGIES: Silas Chiang (Treasurer), Gaël Marziou (Ranking Director). The Executive noted that Silas was now concentrating on the treasurer's function and doing a good job. Gaël was essentially invited to meetings although he was not formally part of the Executive and was an appointed person to manage the rankings specifically.

1 CONFIRMATION OF MINUTES: of the meeting held in Frankfurt 21 to 23 July 2001 were confirmed and signed.

2 CHAIRPERSON'S REPORT: the Executive noted a report from the Chairperson on:

2.1 contact with the IPC Headquarters on marketing/sponsorship: no progress had been made;

2.2 "independence" from the IPC:

- in general, "championship sports" could become independent or be linked closely to the relevant international (able-bodied) federation;

- the IPC Handbook indicated that the IPC would “foster integration”;
- all motions for the Assembly would be reviewed by the IPC Legal Committee to ensure they complied with the IPC Handbook;
- different models of integration were International Wheelchair Basketball Federation which was a free-standing federation with links to, rather than direct affiliation, the Fédération Internationale de Basketball Association or the International Wheelchair Tennis Federation which was affiliated directly to the International Tennis Federation, operated from the ITF offices and was funded in part by the ITF. The International Foundation for Disabled Sailing was similarly affiliated to the International Sailing Federation;

2.3 contact with the ITTF:

- he had been invited by USATT to attend the ITTF Pro Tour Championship Final in China where he met Adham Sharara (President - CAN), Jordi Sierra (Executive Director – ESP) and discussed the future relationship between the ITTC and ITTF;
- the response was – yes, they would like to get closer to the ITTC;
- in several multi-sport events, table tennis for persons with a disability was included in the programme such as the ParaPanAmerican, All Africa, Commonwealth Games;
- the ITTF agreed in principle that the ITTC specific rules be included in their rules and the ITTF umpires certification and that since Zagreb in April 2002 was too early, this proposal should be submitted to the ITTF meeting taking place in 2003 during the world championships in Paris;
- Colin Clemett and Raúl would be in contact on the additions to the ITTF rules including the serve rule where no part of the body may be in front of the ball – including the legs of a wheelchair player;
- Glenn Tepper, the ITTF development manager from Australia was developing material to train development coaches and would include areas specific to Paralympic table tennis as submitted by the ITTC;
- the ITTF would recognise the ITTC as being responsible for Paralympic table tennis and this would be included in the ITTF handbook;
- pages in the ITTF Illustrated had been allocated to the ITTC but not taken up;
- the ITTF was 100% cooperative;
- the ITTF had adopted in April 2001 the ITTC standard for tables.

During lengthy discussion, the Executive heard that:

- the integration of the able-bodied and disabled should be promoted as outlined in the IPC Handbook;
- the reality in many nations was that integration was already taking place;
- this move would enable the confirmation of a sports rather than disability model;
- the capacity of the ITTC to maintain an independent organisation would have to be assessed;
- the model followed for integration could be that the ITTC become a subcommittee of the ITTF or that ITTC specialists be appointed to each subcommittee of the ITTF;
- affiliation to the IPC should be set out in the constitution and should perhaps remain as an ITTC responsibility;
- the continued use of the ITTC logo may need to be discussed.

The Executive agreed on the following process:

- to continue discussions with the ITTF with a view to becoming one organisation;
 - support for this process from the IPC would be important and the IPC Technical Officer and Director of Sport should be kept informed of developments;
 - a motion be prepared for the Table Tennis Assembly, in line with the process set out by the IPC Sports Council, requesting “conceptual approval” for the ITTC to become an integral part of the ITTF;
 - within the motion, to propose that the ITTC maintain responsibility for the following areas:
 - ✓ severely disabled;
 - ✓ women;
 - ✓ affiliation and liaison with the IPC;
 - ✓ separate regional, world and Paralympic championships including selections, appointments and organisation;
 - ✓ coordination with the ITTF of the development of entry level athletes and coaches;
 - ✓ the current ITTC logo;
 - ✓ classification;
 - ✓ rules for the disabled to be incorporated into the ITTF handbook;
 - ✓ rankings;
 - ✓ organizational aspects of an integrated tournament to ensure accessibility issues were addressed;
 - to discuss further with the ITTF the best model for integration which would be applied from club to international level;
 - to review the ITTF constitution cooperatively to ensure that agreements reached were included;
 - to establish an ITTF liaison committee of Øivind (convenor), Christian, Raúl (rules and officials), Vincent (development) and Alison (communication).
- 2.4 contact with BOCOG: had taken place in China with members of the Chinese Paralympic Committee and the Chinese Disabled People’s Organisation and there was agreement that table tennis should be developed for 2008.
- 2.5 contact with Stiga for equipment and funding of US\$10 000,00 for the world championships;
- 2.6 contact with the Greek Table Tennis Association: had been made in China with discussions taking place on wild cards for the world championships, training Greek officials, developing table tennis in Greece, two umpires and a referee at the world championships, a coaching seminar and a test event in 2003.

The Executive asked:

- a) Christian, Øivind and Alison to follow up marketing/sponsorship with the newly appointed Marketing Manager: Andreas Schönemann noting that this may be linked to future discussions between the IOC and IPC;
- b) Øivind to follow up the delay in responses from the IPC financial department;
- c) Vincent to follow up about the criteria for funding applications to the Olympic Foundation which was linked to the Olympic Museum with which the former IOC President was still involved;
- d) Raúl to contact Colin Clemett about the ITTF rules;
- e) Vincent to contact Glenn Tepper about the inclusion of disability issues in the manual for development coaches;
- f) Christian to follow up the inclusion in the ITTF handbook the recognition by the ITTF of the ITTC in terms of managing Paralympic table tennis;
- g) Alison to coordinate the inclusion of articles for the ITTF Illustrated;

- h) Øivind and Raúl to continue contact with the ITTF in Zagreb perhaps covering website links and discussion of the draft motion for the Table Tennis Assembly.

3 VICE-CHAIRPERSON'S REPORT: the Executive noted the following report that:

3.1 world championships:

- as Silas was not available as deputy TD, another person had to be appointed;
- the third TD inspection would be completed in March 2002;
- there was nothing in the contract about racket or doping control;

3.2 TD education: recommendations about the levels for certification;

3.3 Sports Council: recommendation about establishing a "working group".

The Executive agreed to:

- a) appoint Jiri Danek as deputy technical delegate, taking into account that the event would be run in two separate halls;
- b) appoint Leandro and Lee as trainee deputy technical delegates;
- c) ask Øivind, Christian, Lee and Leandro to discuss who should accompany Øivind on the next TD visit;
- d) ask Øivind to follow up with the organisers the possibility of them covering the costs of the racket and doping control tests together with necessary travel and accommodation costs and perhaps using one team of umpires to do the racket control;
- e) ask Raúl to contact Odd Gustavsen about who was qualified to do racket control tests in Taipei, the number of tests that should be done and possible financial assistance;
- f) refer the recommendations on TD education to the technical committee for consideration;
- g) establish a "Sports Council working group" of Øivind, Christian, Silas and Alison with Silas being the alternate to Øivind for both the Sports Council and General Assembly as he would ordinarily attend Sports Council meetings in his capacity as FESPIC technical officer. Should neither be able to attend either meeting, Alison would attend followed by Christian;
- h) ask Øivind to make contact with the organising committee about inviting the ITTF President to the world championships;
- i) ask Alison to draft an annual report for 2001 for the Sports Council as soon as possible.

4 TOURNAMENT OFFICER'S REPORT: the Executive noted the report by the Tournament Officer that:

- 4.1 Margita had accepted the appointment as secretary of the tournament committee;
- 4.2 the proposed tournament information page on the website was in process;
- 4.3 the proposed forms for 10, 20 and 30 ranking point tournaments, application and entry forms, sanction and entry fees, approval of applications, appointing TDs except for world championships and Paralympic Games was all in process;
- 4.4 the fees payable by tournament organisers being publicised on the website: this would be covered in Silas' document;
- 4.5 the final composition of the tournament committee was noted with the inclusion of regional representatives;
- 4.6 conditions for "closed" and open tournaments would be advertised on the website in the tournament rules, coming into effect once this was done;

- 4.7 appointing a TD at factor 10 tournaments with effect from 1 January 2002 and at factor 20 tournaments from 1 March 2002 would be applied once the handbook was on the website;
- 4.8 the proposed handbook for TDs including defining the responsibilities of the TD: Jiri and Raúl would cooperate on this;
- 4.9 the transfer of the notebook computer from Aksel in Denmark to Jiri: Jiri would contact Aksel to take it to Zagreb and give to a member of the Czech team;
- 4.10 the second site inspection for the world championships in May 2001: covered in 3 above;
- 4.11 appointment of deputy TD for the world championships: addressed under 3 a) and b) above;
- 4.12 progress with the world team cup scheduled for 3 to 7 July 2002: the contract had been signed between the organisers and ITTC as advised by the IPC, sanctioning was done by the ITTC and entries were awaited;
- 4.13 ranking issues for teams and doubles: motions to be presented to the Table Tennis Assembly to the effect that ranking points generated in team events would be the same as those applied in doubles and singles matches and that the same would apply in class and open doubles event with the points being divided between the two players and that these would come into effect on 1 January 2003'
- 4.14 regional championships for 2003: these would be discussed by the tournament committee;
- 4.15 world championships for 2006: this would be discussed by the tournament committee;
- 4.16 Commonwealth Games: the contract had been negotiated between the organisers and the IPC and the event was therefore already sanctioned. An application for factor 10 should be sent to the tournament committee and the TD appointed.

The Executive asked:

- a) Jiri to address issues under 4.2, 4.3, 4.6 to 4.9 and 4.14 to 4.16;
- b) Silas to finalise the document setting out the payment procedures for approval and sanctioning fees to be posted on the website as soon as possible;
- c) Alison to contact the Commonwealth Games organisers to ensure that the event was sanctioned by the ITTC;
- d) Øivind to raise the issue of table tennis in the 2006 Commonwealth Games with the Sports Council.

4 TECHNICAL OFFICER'S REPORT: the Executive noted the Technical Officer's report that:

- 4.1 the next draft of the handbook:
 - the email address to include would be Christian's and Alison's;
 - the IPC would sanction factor 50 and above tournaments and the ITTC approve factor 40 and below;
 - there would not be a classification seminar before the Paralympic Games but a classifiers' briefing requiring a conference room;
 - officials' managers would not get an allowance;
 - under the IOC-IPC agreement, all officials' costs would be met by the OCOG/POC;
 - leave the procedure for payment of sanction fee for world championships;
 - the organising committee would not pay for the international travel of umpires as they should be included in the team;
 - for factor 50 and above tournaments, racket and doping control would be required;
 - for factor 50 tournaments, no approval or sanction fee was payable;

- capitation fees would be paid on receipt of invoice to the ITTC account held at the IPC headquarters for all factor events;
 - ranking points would be annulled a year from the date of the end of the tournament for factor 10 to 40 tournaments;
 - NPCs were the organisations with which the ITTC would communicate, not the table tennis association;
 - include TT11 in events for teams, singles and doubles open;
 - the athletes' representative would be elected at the Paralympic Games;
 - the use of jeans would be covered by a motion to the Table Tennis Assembly while belts and corsets would be covered in the classification rules;
 - the handbook would be updated, translated and printed after the Table Tennis Assembly into Chinese, Russian, French and Spanish but in the meantime, it would be posted on the website;
 - the handbook would be issued every second year after the Table Tennis Assembly;
- 4.2 five courses for umpires and one for TDs had been held in 2001 and referees seminars would be developed perhaps with the ITTF;
- 4.3 the appointments of referee (Cindy Leung) and deputy referees (Stephen Lee, Patrick Ringel and Chung-Chin Chen) for the world championships;
- 4.4 training of officials for Athens 2004 would be discussed further after the world championships but three umpires would be in Taipei at the cost of Greece;
- 4.5 the appointment of Aly Salam as referee for Athens;
- 4.6 ITTC equipment recommended by the Technical Officer on the website: this had been covered in 2.3 above;
- 4.7 a language policy for examinations: would be that the examinations could be done in the home language but the qualification would only be a national qualification;
- 4.8 the certificates had been printed and would be supplied to each subcommittee to overprint in similar text, signed by the ITTC chairperson and subcommittee chairperson, numbered and information published on the website.

The Executive resolved to appoint Christian Lillieroos as the TD for the 2004 Paralympic Games.

The Executive asked:

- a) Raúl to complete the amendments as soon as possible so that the handbook could be published on the website in early February 2002;
- b) Raúl to distribute the certificates to the relevant people once printed;
- c) Jiri to follow up the funding from the EPC for the TD seminar in La Coruña.

5 MEDICAL OFFICER'S REPORT: the Executive noted the report circulated by the Medical Committee:

- 5.1 the proposed handbook for classifiers: was in process and would depend on the proposed changes;
- 5.2 the new classification system to be implemented after the world championships: two teams of three classifiers was necessary to classify 133 standing players and to review TT4;
- 5.3 proposed classification seminar at the world championships: would be done in addition to a briefing at Piestany;
- 5.4 classifiers for the world team cup: would be Nico plus two others;

- 5.5 the final composition of the committee including an athlete representative nominated by Vincent, a person with experience in doping control and perhaps a person from the intellectually impaired: in process;
- 5.6 classifiers nominated for 2002 as appointed by the Medical Committee: in process;
- 5.7 the official classification seminar list for 2002: in process;
- 5.8 the proposed international classification card and the consequential change to the rules to be approved by the General Assembly covering the use of belts, corsets and straps: in process;
- 5.9 publishing the names, level or standard and country of each classifier on the website: in process.

The Executive asked:

- a) Aart and Nico to supply the motion for the Table Tennis Assembly for the change in the classification system to take effect from 1 December 2002 if approved;
- b) Aart to ask the IPC at the classification seminar for financial assistance for an additional three classifiers to go to the world championships to improve the classification system and reduce the number of classes for 2004;
- c) Aart to suggest to Raphael Martinez Cayere that the APC should meet his costs for the world championships;
- d) Aart to check with Bjorn Hedman how many doping control tests should be done in Taipei and to inform Øivind for the TD visit;
- e) Aart to ask for clarity on the INAS-FID classification process in relation to 2004 and the TT11 event at the Busan Games being a demonstration event.

6 SELECTION OFFICER'S REPORT: the Executive noted the Selection Officer's report circulated:

- 6.1 approval of an ITTC member for the board of protest: the Executive approved Jiri as the ITTC Executive member;
- 6.2 the number of WC expected for the world team cup (1): would be decided once the entry deadline extended to 15 February 2002 was reached and reserves followed up. The women's 6 - 10 class may have to be cancelled. In future, the number of points and players per team should be reviewed and perhaps regional team cups should be held to decide the teams. Eight teams would be accepted per group;
- 6.3 world championships: there were no problems anticipated for this event;
- 6.4 the playing system for the world team cup if some nations bring 2 instead of 3 players: the matches would continue with the third match being a walk-over but with no ranking points allocated. In principle, it should be the best of five matches;
- 6.5 selection of TT11 players for Paralympic Games: ideally the regional championships in 2003 should be used for selection.

The Executive agreed that the ranking points would take effect from 1 December 2003 for Athens.

The Executive asked:

- a) Christian to contact Fred Jansen about attending the protest meeting and the IPC Headquarters about bookings for accommodation;
- b) Øivind and Jiri to represent the Executive at the World Team Cup;
- c) Jiri and Nico to investigate mixed gender events.

7 ATHLETES' REPRESENTATIVE: the Executive noted the Athletes' Representative's report that:

- 7.1 the player of 2001 award: Christophe Durand (FRA) had been elected by athletes from nominations from athletes;
- 7.2 athlete profiles with their personal stories on the website: this was in process on Vincent's website and would be linked to the ITTC website;
- 7.3 the proposed hall of fame: would be investigated further but the athlete profiles compiled already would form the basis;
- 7.4 the Laureus Award and nominations from ITTC: five athletes should be submitted to the IPC for consideration;
- 7.5 ITTF pro tour versus ITTC non-tour matches: to discuss this with the ITTF;
- 7.6 international trips: Vincent made a point of meeting athletes and going to rehabilitation centres and schools to promote the game;
- 7.7 video: this could improve the image of the game and used for seminars to promote the game;
- 7.8 language: the regional representatives would take responsibility for translation;
- 7.9 funding: inter-governmental agreements and the European Union should be used for funding to develop the game.

The Executive asked Vincent to:

- a) contact Gaël about the links for the athlete profiles;
- b) submit the names and CVs of five athletes to the IPC for the Laureus Awards;
- c) discuss the ITTF versus ITTC matches with the ITTF;
- d) discuss with Gaël, Nico and Aart the impact of having four wheelchair classes, five standing and one intellectually disabled class on rankings and to develop a motion for the Table Tennis Assembly;
- e) investigate the video;
- f) investigate funding avenues from the EU and inter-governmental agreements;
- g) investigate a trophy to be awarded to the athlete of 2001 at the world championships.

8 DEVELOPMENT OFFICER'S REPORT: the Executive noted the Development Officer's report that:

- 8.1 the final composition of the committee was Christian (coaching), Leonardo Marinara (ARG) Silas (Hong Kong), Brett Mills (USA) Jean-Luc Delassus (FRA). The Executive noted that there was no woman or representative of Africa-Middle East on the committee;
- 8.2 the proposed coach's handbook: Christian was working on this and 4 level 1 courses and 1 level 2 course had been run in 2000/1 so that 70 people had been certified at level 1 and 48 at level 2;
- 8.3 the proposed ITTC certification: the template developed would be circulated to the other relevant subcommittees;
- 8.4 the proposed database of qualified personnel: would be developed in due course.

The Executive asked:

- a) Vincent to distribute the certificate template to the relevant subcommittees;

- b) Alison to assist Vincent to co-opt a woman and representative for Africa-Middle East onto the development committee.

The Executive also noted that, in line with the IPC's priorities, all committees of the ITTC should look to improve the participation of women, the more severely disabled and geographical representation in order to increase participation in table tennis at all levels.

9 RANKING DIRECTOR'S REPORT: the Executive noted the report from the Ranking Director that:

- 9.1 ranking points at world and regional championships, Paralympic Games and world team cup: covered under 4.1 above;
- 9.2 establishing a new website with the address: www.ipttc.org at a cost of US\$30,00 per year was approved for two years.

The Executive asked Gaël to register the address of www.ipttc.org for two years and to organise professional web hosting – such registration perhaps being in his personal name at which time, Gaël should put in writing that this was the ITTC's property.

10 REPORTS FROM THE REGIONAL REPRESENTATIVES: the Executive noted reports from:

10.1 FESPIC:

- a committee would be established to develop the game in the region;
- care should be taken with TT11 being a demonstration event in the 2002 Busan Games;
- an application should be sent to the tournament committee;
- 7.4 in the document should be removed;
- equipment would be Peace three star balls and Champion tables;
- every match should be the best of five playing to 11 points;

10.2 the Americas:

- the APC representative on the committee was particularly useful for financial advice and would help with organising one or two seminars a year;
- each country in the region would be part of the development committee;
- funding proved to be a problem for organising tournaments;
- improved communication would promote development;
- there were few players in the lower classes, few women and young players;
- they hoped to get a donation of tables from either suppliers or supermarkets;
- they hoped to assist countries with coaches, medical and administrative support;
- the tournament committee would discuss the US Open as the application had not been submitted by the NPC;

10.3 Europe:

- no factor 30 tournament had been held in 2001;
- the west was active and the east not as active;
- language was a problem hence the suggestion of using Russian on the ITTC website;

10.4 Africa-Middle East:

- Africa was divided into seven zones for 53 countries of which six countries played table tennis;

- the table tennis structure should be linked to the zones;
- in the Middle East, eight countries played table tennis;
- Jordan and Egypt may be interested in hosting the 2003 regional championships;
- the All Africa Games to be held in Nigeria in September 2003 would include a full table tennis programme.

The Executive noted that:

- a) a seminar about organising tournaments would be referred to the tournament officer;
- b) the ITTF rules for walk-overs and byes would apply and the technical committee would clarify this;
- c) education in the regions should be based on a voluntary system of participation;
- d) if sufficient countries from Africa-Middle East attended the world championships, to hold an assembly there to elect a representative to the Executive.

The Executive agreed to submit a motion to the Table Tennis Assembly that a 10-point ranking factor should be applied for junior and women's only tournaments and results included on the current ranking list.

11 TREASURER'S REPORT: the Executive noted that:

- 11.1 Silas had circulated a report from the IPC Sports Council meeting
- 11.2 a budget from IPC for 2002 of US\$15 000,00 had been approved against an application of US\$32 200,00 and therefore the balance would have to come from capitation fees, if possible;
- 11.3 Silas had developed an invoice system for capitation fees and tournament application procedures for implementation with effect from 1 January 2002;
- 11.4 in terms of the German accounting system, original invoices had to be submitted and kilometers noted if the rail equivalent was not to be paid and that a claim form had been requested from IPC;
- 11.5 for the purposes of the accounting system, invoices would be sent out under the heading of IPC Table Tennis SAEC and invoices should be made out in this format with effect from 1 January 2002.

The Executive considered and approved the budget as follows:

<u>Expenditure</u>		<u>Income</u>	
Tournament	US\$ 3 684,00	IPC grant	US\$15 000,00
Selection	4 000,00	Capitation 2002	24 000,00
Americas	3 000,00	Other	<u>1 000,00</u>
Europe	1 000,00		
Technical	2 200,00		
Medical	7 300,00		
Development	8 800,00		
Executive meetings	3 330,00		
Executive administration	2 400,00		
Administrative assistance	2 400,00		
Other (website etc)	<u>1 300,00</u>		
Total	US\$39 414,00	Total	US\$40 000,00

The Executive noted that:

- not all sports spent their budget allocations in full;
- the funding for racket control at the world championships was not known;
- 1/3rd of funding from capitation fees accrued by the IPC was used for the Development Committee from which the IPC regions received some funding;
- Christian would draw up a job description for the proposed administrative assistant for approval before an appointment was made;
- the capitation amount was an estimate and would only be available from June 2002.

The Executive approved a policy for meetings:

- a) Executive members should attend Executive meetings with elected and appointed members' costs being covered by the ITTC and regional representatives, where not elected to other portfolios, would be paid for by their NPC (or regional PC) as per the nomination form
- b) costs associated with offering courses (travel, accommodation and fee for the course presenter) should be covered by the organiser of the course.

12 SECRETARY GENERAL'S REPORT: the Executive noted the Secretary General's report that:

- 12.1 issues arising out of the IPC General Assembly (regional championships): the proposal to have a separate regional tournament for Africa and another for the Middle East would be investigated by the tournament and selection committees;
- 12.2 proposed email policy: was tabled for the Executive to consider at the next meeting;
- 12.3 communication channels with ATHOC and BOCOG: would be to the appointed TD and Secretary General;
- 12.4 communication with the IPC: would be the Chairperson and Secretary General and for the Paralympian, the Secretary General;
- 12.5 the need to submit TD reports and results of all events to the IPC: this was noted;
- 12.6 communication with the Manchester Commonwealth Games Organising Committee: was currently through the Secretary General as the appointed liaison person;
- 12.7 communication with NPCs and problems experienced would be raised in the report to the Sports Council.

The Executive asked the Secretary General to investigate some inexpensive items of merchandise.

13 GENERAL ASSEMBLY: the Executive confirmed the following procedure for the General Assembly:

- a) the General Assembly would take place on 19 August 2002;
- b) by 15 July 2002, motions and nominations should be sent out by the IPC Headquarters to nations;
- c) by 1 July 2002, nominations, mandates and motions should be received by the IPC Headquarters;
- d) by 1 June 2002, the IPC Headquarters should have distributed the documentation for the General Assembly;
- e) preliminary draft motions would be drafted by the Chairperson and Secretary General by 28 February 2002 and circulated to the Executive for comment to be received by 1 April 2002.

The Executive is asked to consider these draft motions and any others arising from the meeting.

14 NEXT MEETING: the Executive agreed to meet the World Championships on 11 August 2002.

In closing, the Chairperson reiterated that the purpose of the reports being circulated before the meeting was to allow members to read them and ask pertinent questions at the meeting. The reports should contain information on progress made and identify problems with recommendations. Ideally, the subcommittees should meet before the Executive meeting.

There being no further business, the meeting ended at 23h30 with thanks to Nico for the organisation.

READ AND CONFIRMED AT THE MEETING

HELD ON

CHAIRPERSON

AMB/

9 February 2002