

**World Taekwondo
Global Integrity Unit**

Terms of Reference (January 2024)

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Background

1. As part of its initiative to strengthen integrity practices throughout the Taekwondo Movement and help ensure full alignment with the IOC's Code of Ethics and Approach to Integrity in Sport, World Taekwondo (WT) has established the Global Integrity Unit (GIU).

Mission

2. The GIU's mission is to promote and uphold the integrity of the federation. To achieve this mission the unit works closely with the Management, the Council, and other stakeholders.

Activities

3. In pursuit of its mission the GIU shall engage in the following activities:
 - i. Conduct the Annual Integrity Review
 - i. In consultation with the Integrity and Juridical Committees and other designated stakeholders, the GIU shall review the status of WT's integrity rules and practices
 - ii. The review will cover the categories listed in the Integrity Audit Framework
 - iii. It will assess those categories in consideration of the principles of transparency, accountability, and adherence to WT values
 - iv. The review will be expanded to other key stakeholders (Continental Unions/Organizers) over time
 - v. The review shall include recommendations for improvement as well as the monitoring of implementation of recommendations
 - vi. The Council shall be regularly appraised of the status and results of the review
 - ii. Manage the Global Integrity Framework
 - i. The GIU shall build and maintain the Global Integrity Framework
 - ii. The framework shall address the issues of awareness building and monitoring and enforcement of integrity issues
 - iii. The framework shall consist of rules, policies, procedures, and tools for implementation
 - iv. The framework shall be designed to incorporate Continental Union integrity officers
 - iii. Maintain the Risk Registry
 - i. The GIU shall create and maintain the Risk Registry in accordance with the WT Risk Management Policy

- iv. Manage reports and investigations
 - i. The GIU shall manage all non-doping ethics and integrity related reports and investigations¹
 - ii. In furtherance of this, the unit shall establish the necessary rules, tools, policies, and procedures to:
 - Receive integrity-related complaints (excluding anti-doping)
 - Review them to determine whether they fall within WT's authority of the GIU, or require referral to another body
 - Adopt appropriate procedures to determine whether an integrity violation has occurred
 - Where possible, acknowledge receipt of all complaints
 - Determine the priority of case with respect to other cases (taking into account risks defined in WT's risk register)
 - Examine and determine the veracity of an alleged or suspected violation, and report the investigative findings to the Integrity Committee, Secretary General, and/or an oversight body, and make recommendations as appropriate that are derived from the findings
 - iii. With reference to complaints regarding WT Council Members, bring attention to the Chairs of the Integrity and Juridical Committees the findings of any investigation involving misconduct or integrity violations
 - iv. With reference to complaints regarding WT operations, provide the Management with remedial actions to consider
- v. Support the Integrity and Juridical Committees
 - i. The GIU shall support the Integrity and Juridical Committees with information the Committees may reasonably request for it to fulfill their role pursuant to their terms of reference
- vi. Build relations with external stakeholders
 - i. The GIU shall maintain close-relations with equivalent unit(s) of the IOC or IOC-recognized organizations, and consult and collaborate with these units so as to share experience and insight on how to best address integrity violations
- vii. Promote awareness of integrity standards
 - i. In collaboration with the Management and other stakeholders, the GIU shall promote awareness of WT's integrity standards throughout the WT ecosystem, including to all member organizations, event organizers, and license holders

¹ Anti-doping reports and investigations are to be managed by the International Testing Agency and the CAS Anti-Doping Panel

Delineation of Roles and Responsibilities

4. The GIU should closely cooperate with the relevant departments within the Secretariat and in other organizations or implementing entities
 - a. Management
 - i. The GIU shall work closely with the President and Secretary General and cooperate with the relevant departments within the Secretariat to further the adoption of practices in line with WT's Integrity Statement
 - b. Related Organizations
 - i. The relationship between the GIU and other implementing entities, such as Continental Unions and event organizers, will be covered in agreements entered into by WT with these organizations to ensure cooperation with the GIU where required. The GIU will share best practices and give guidance that can be helpful for WT's integrity readiness activities
 - c. Committees
 - i. The GIU will work in close cooperation with the Integrity and the Juridical Committees on all the unit's activities, and will work with other committees for advance the integrity practices in the areas under the mandate of those committees.
 - d. Council
 - i. The GIU will regularly report to the Council on the unit's activities
 - e. General Assembly
 - i. The GIU will prepare and submit a report to the General Assembly summarizing the unit's activities

Unit Structure

5. To access a diverse skill set while keeping the unit lean and efficient, the GIU will consist of a streamlined core team and a wide range of contributing individuals from different departments and organizations. (See "Related Organizations" above for more information.)
 - a. Core Team
 - i. The GIU will consist of the Head of the Unit, who will be nominated by the President and confirmed by the Council², and other WT staff who may or may not be fully dedicated to the unit. The GIU's core team shall be responsible for overall planning and management of the unit to ensure its effectiveness in carrying out its mission.

² See Addendum I-1 for more details.

- b. Contributing Members
 - i. Contributing members will be individuals trained and/or identified for their experience in key integrity areas based on their areas of responsibility. Their role will be both to the unit insights and information from their day-to-day roles as well as to help spread awareness of WT integrity standards. The objective is to ensure a broad range of perspectives and skills are brought to the table, as well as to promote a comprehensive approach to maintain integrity throughout WT's ecosystem.
 - ii. To establish clear separation from the GIU activities and the other possible WT roles of contributing individuals, a firewall will be implemented that includes:
 - a) specified roles and responsibilities on contributions to the unit's projects and tasks to avoid ambiguities;
 - b) non-overlap of duties to prevent potential conflicts;
 - c) confidentiality measures including education and protocols;
 - d) reporting structures that are separate from their day-to-day activities;
 - e) tailored code of conduct and ethics;
 - f) conflicts of interest declarations related to the unit's work; and
 - g) regular awareness raising training sessions.
- c. Budget and Resources
 - 1. To be recommended by the Governance Advisory Group

Amendments to this document are proposed by the WT Integrity and Juridical Committees, and approved by the WT Council.

Adopted January 10, 2024

Addendum I

Head of the GIU: appointment, qualifications, role and responsibilities

1. Appointment and Term
 - a. The Unit head is nominated by the President, confirmed by the Council (4-year appointment, with option based on mutual agreement to renew for one additional 4-year period)
 - b. Based in WT Korea office, salary and benefits based on DSG/G1-Level
 - c. Simultaneous act as WT Integrity Officer, overseeing WT's Safeguarding and PMC functions³
2. Qualifications
 - a. Advanced university degree in law or related field; with relevant certifications are an advantage
 - b. At least ten years of relevant professional experience
 - c. Fluency (written and spoken) in English essential; knowledge of another WT official language is an advantage
 - d. Good at working collaboratively with colleagues, and also capable of taking an independent position where duty requires
 - e. Experience in drafting detailed guidelines and procedures
 - f. Proven analytical skills with creative solutions to challenges
 - g. Proven track record in conducting integrity investigations
 - h. Demonstrated experience in prioritizing multiple assignments, meeting tight deadlines, and willingness to be flexible with minimal staff in fast-paced environment
3. Reporting
 - a. Reports to the President, Council and General Assembly, and for administrative purposes to the Secretary General
4. Duties and responsibilities
 - a. Leadership and Management of the unit
 - b. Prepare an annual plan for the unit in furtherance of WT's strategic objectives
 - c. Serve as initial point of contact for all alleged and suspected incidents of an integrity violation as defined in the WT Integrity Code
 - d. Propose a budget to meet the annual expenses of the unit to ensure its financial independence
 - e. Propose detailed guidelines and procedures governing the work of the GIU, to be approved by the Council
 - f. Prepare Procedures to be followed in a cost-effective manner while meeting the best international standards

³ Prevention of Manipulation of Competition

- g. Adopt appropriate procedures to determine if an integrity violation has occurred
- h. Examine and determine the veracity of alleged or suspected violations of integrity violations as provided in the Integrity Code
- i. With reference to complaints directly or indirectly regarding WT operations, provide the Management with advice on remedial actions, if determined necessary
- j. In consultation with the Secretary General for other designated officials, develop internal policies, procedures, and controls in order to mitigate risks for integrity violations in WT's activities, ensuring that staff, member organizations, and external partners adhere to the highest integrity standards; and document all investigative findings and conclusions
- k. Work with relevant WT Committees to develop policies for Council approval to address integrity-related areas
- l. Provide the Integrity and Juridical Committees with the information the committees may reasonably request to fulfill their roles pursuant to their terms of reference
- m. Provide reports to the President and Council on the unit's activities, including a summary of any integrity-related investigations.
- n. Establish close relations with equivalent unit(s) of the IOC or IOC-recognized organizations; consult and collaborate with these units to share experience and insight on how to best address integrity violations
- o. In collaboration with the Management, promote awareness of WT's integrity standards, including to all member organizations
- p. Prepare and submit an annual report to the General Assembly, summarizing the unit's activities