



# GENERAL SECRETARY REPORT

## **Administration :**

- Communication with the IJF member national federations
- Diffusion of the documents related to the IJF activities to the IJF member federations
- Implementation of the national federations database via Judobase (with the collaboration of IT team)
- Communication with the Executive Committee (EC) members and the commissions
- Notification of the votes to the EC members
- Follow up of the declarations in accordance with the Swiss legislation
- Updating of the IJF information with the cooperation of the President office

## **Meetings :**

- Preparation of the IJF Executive Committee meetings and of the IJF Congress
- Elaboration of the minutes of the meetings :
  - IJF Congress 2015 in Astana ;
  - 2015 IJF EC meeting in Astana ;
  - 2016 IJF EC meeting in Rio de Janeiro ;
- Participation in the IOC, Sport Accord and WADA meetings

## **Administrative coordination and actions with other IJF sectors:**

- Elaboration of the documents related to IJF competitions
- Management of the delegations invited by the IJF to the competitions
- IOC development annual report 2015, setting up of the 2017-2020 Olympiad project
- Administrative support to IJF member federations

## **Legal and statutory matters :**

- Updating of the IJF Statutes
- Verification of conformity of the National Federations statutes with those of the IJF (Mandatory statutory provisions)
- Affiliation of new federations in collaboration with the President office
- Cooperation in the elaboration of the Continental Unions and Member Federations statutes
- Legal assistance
- Disciplinary procedures
- Nationality changes
- Integrity in sport (participation in meetings and formation), setting up of adapted procedures during IJF events
- Legal protection of the IJF logo



**Follow-up of economic partnership (with the President and General Treasurer office):**

- Follow up of the partnership (judogi and tatami)
- Follow up of the IJF labels for judogi
- Controlling the Tatami label during IJF events (with Sports and Education Commissions)
- Relationship with the IJF official laboratories on the test reports of equipment

**Grades :**

- Follow up of IJF Dan Grades application

**Development (with the President office) :**

- Sustainability (setting up of a strategy).
- World Judo Day
- Insurance
- Electronic library of documents