

PAN AMERICAN TAEKWONDO UNION

PATU INTEGRITY UNIT

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Background

1. As a Continental Union of World Taekwondo (WT) and in fulfillment of its commitment to strengthen integrity practices throughout Pan American taekwondo, ensuring full alignment with the WT Global Integrity Framework, the WT Integrity Code, the IOC Code of Ethics, and the Integrity Approach in Sport, the Pan American Taekwondo Union (PATU) has established the PATU Integrity Unit (PIU).

Mission

2. The mission of the PIU is to promote and maintain the integrity of taekwondo in the Americas. To achieve this mission, the unit works closely with PATU Management, the PATU Council, the WT Global Integrity Unit, and other stakeholders.

Activities

3. In pursuit of its mission, the PIU will engage in the following activities:

i. Conduct the Annual Integrity Review

- a. In consultation with the PATU Integrity and Legal Committees, the WT Global Integrity Unit, and other designated stakeholders, the PIU will review the status of PATU's integrity rules and practices.
- b. The review will cover the categories listed in the WT Integrity Audit Framework, adapted to the Pan American context.
- c. It will evaluate these categories considering transparency, accountability, and adherence to WT and PATU values.
- d. Over time, the review will expand to National Member Associations (MNAs) and Pan American event organizers.
- e. The review will include improvement recommendations and monitoring of their implementation.
- f. The PATU Council will be regularly informed of the review's status and results.
- g. Results will be shared with the WT Global Integrity Unit as part of continental cooperation.

ii. Manage the Continental Integrity Framework

- a. The PIU will implement and maintain the Continental Integrity Framework in alignment with the WT Global Integrity Framework.
- b. The framework will address awareness, monitoring, and enforcement of integrity matters in the Americas.

- c. It will consist of rules, policies, procedures, and tools adapted to the Pan American context.
- d. It will be designed to incorporate integrity officers from MNAs.

ii. Maintain the Risk Register

- a. The PIU will create and maintain PATU's Risk Register in coordination with the WT Global Integrity Unit and in accordance with the WT Risk Management Policy.

iv. Manage Reports and Investigations

- a. The PIU will manage all ethics- and integrity-related reports and investigations that are not doping-related within the Pan American scope, in coordination with the WT Global Integrity Unit.
- b. Following above the unit will establish rules, tools, policies, and procedures to:
 - Receive integrity-related complaints (excluding anti-doping) from MNAs and Pan American events.
 - Review them to determine jurisdiction, escalation needs, or referral to another body.
 - Adopt appropriate procedures to determine whether an integrity violation occurred.
 - Acknowledge receipt of complaints when possible.
 - Prioritize cases considering PATU and WT risk registers.
 - Examine and determine the veracity of alleged violations and report findings to the PATU Integrity Committee, PATU Secretary General, and/or WT Global Integrity Unit, with recommendations.
- c. For complaints involving PATU Council Members, notify the Chairs of the Integrity and Legal Committees.
- d. For complaints involving PATU operations, provide remedial actions to PATU Management.
- e. Coordinate with the WT Global Integrity Unit in transnational or cases that requires WT Intervention.

v. Support the Integrity and Legal Committees

- a. The PIU will support the PATU Integrity and Legal Committees with information reasonably required for them to fulfill their functions.

vi. Build Relationships with External Stakeholders

- a. The PIU will maintain close relationships with the WT Global Integrity Unit and other Pan American sports organizations, consulting and collaborating to share

expertise and perspectives on how to manage the integrity violation cases within the PanAmerican context

VII Promote Awareness of Integrity Standards

- a. In collaboration with PATU Management, the WT Global Integrity Unit, and other stakeholders, the PIU will promote awareness of WT and PATU integrity standards across the Pan American taekwondo ecosystem, including all the MNAs (membership National Associations), event organize committees and holder of licenses.

1. *The anti.doping reports shall be managed within the International Proof and Anti-doping Panel of the CAS with the coordination of PANAM Sports*

Delimitation of Roles and Responsibilities

4. The PIU must cooperate closely with relevant PATU Secretariat departments, the WT Global Integrity Unit, MNAs, and event organizers.

a. Management

- i. The PIU will work closely with the PATU President and Secretary General and cooperate with Secretariat departments to promote practices aligned with the WT Integrity Declaration and PATU values.

b. National Member Associations

- i. The relationship between the PIU and MNAs will be governed by agreements and guidelines established by PATU in coordination with WT to warranty the cooperation between PIU when necessary. The PIU will share best practices and provide guidance useful for MNAs' integrity preparedness.

c. Committees

- i. The PIU will work in close cooperation with the PATU Integrity and Legal Committees in all the activities of the unit. And will work with other committees to move forward with the practice of integrity in the areas controlled by those committees.

d. Council

- i. The PIU will report regularly to the PATU Council on its activities.

e. General Assembly

- i. The PIU will prepare and present a report summarizing its activities to the PATU General Assembly.

f. World Taekwondo

- i. The PIU will maintain constant communication and cooperation with the WT Global Integrity Unit, reporting serious violations, transnational cases; Sharing information regarding tendencies and emerging risks with in the American continent.

Unit Structure

- 5. To ensure operational efficiency within PATU's available resources, the PIU will consist of a compact core team and a network of MNA collaborators. The structure will be designed for maximum efficiency along with financial sustainability.

a. Core Team

- i. The PIU will consist of the PATU Integrity Officer—nominated by the PATU President and confirmed by the PATU Council (*2) —and part-time or volunteer Coordinators for fundamental areas key to the unit function in accordance with the available resources. The core team is responsible for planning and managing the unit. To warrant their effectiveness and compliance of its mission.

b. Network of National Integrity Officers

- i. PATU will promote the establishment of Integrity Officers within MNAs. That will serve as contact points for local and collaborator of PIU. Its function will be to provide to the unit regional perspective and information, as well as to spread the conscience about the standards of integrity in the own countries.
- ii. Clear protocols will be established for the effective coordination and separation of the functions, these protocols will include:
 - a. Clearly defined roles and responsibilities
 - b. Communication channels established by the PIU
 - c. Confidentiality measures and safety protocols to manage sensitive information

- d. Scalation procedure for the cases the exceed the national jurisdiction
- e. Regular training promoted by PIU in coordination with the WT Global integrity unit; and
- f. Declaration of conflict of interests.

c. Budget and Resources

- d. The PATU Integrity Officer will prepare an annual budget for PIU operations. That will be summited to the PATU council for its approval.
- e. The budget will consider PATU's resources and seek maximize efficiency through strategic use of technology, WT collaboration, and volunteer support.
- f. PATU will seek WT and external support to strengthen the PIU, when necessary.

The amendments of this document shall be proposed by the PATU integrity and Legal Committee in consultation with WT Global Integrity Unit, and approved by PATU council.

For adoption of the PATU council

- 2. *Please review Annex I for more details.*

****Annex I**

PATU Integrity Officer: Appointment, Qualifications, Role and Responsibilities**

1. Appointment and Term

- Nominated by the PATU President and confirmed by the PATU Council (4-year term, renewable once. The renewal will be only by mutual accord of the parties for an additional period of 4 years).
- The position may serve remotely or in person in accordance with the resources available by PATU with compensation and benefits that shall be determined by the PATU Council.
- Acts as PATU's chief integrity official, overseeing Safeguarding, PMC (Prevention of Competition Manipulation), and dispute management within the panamerican area.

2. Qualifications

- i. University degree in law, sport management, or related field (advanced degree preferred). Certification in sport integrity, ethics or in progress are preferred.
- ii. Minimum five years of relevant professional experience in sport integrity compliance, investigation or related areas.
- iii. Fluency in Spanish and English (written and spoken) are mandatory; Portuguese is an asset.
- iv. Demonstrated skills to work in a cooperative environment and independently with unbreakable integrity.
- v. Experience in development of policies, procedures and bylaws
- vi. Solid analytical skills and ability to propose creative solutions
- vii. Experience in management of integrity investigations and disciplinary cases
- viii. Knowledge of the Pan American sports context is highly desirable.
- ix. Ability to work with limited resources and effectively prioritize a dynamic environment.

3. Reporting

- a. Reports to the PATU President and Council; administratively to the Secretary General.
- b. Maintains functional coordination with the WT Global Integrity Unit.

4. Duties and Responsibilities

- a. Leading and managing the PIU.
- b. Preparing the annual work plan and budget, in compliance with the strategic objectives of PATU and aligned with WT Global integrity unit work frame.
- c. Serving as the main contact for integrity incidents or cases of integrity violations within the Pan American area.
- d. Prepare and propose the annual budget for PIU operations.
- e. Develop and propose bylaws and procedure for the POI work, adapted to the Pan American context and aligned with the WT policies and with approval of the PATU Council.
- f. Receiving, evaluating, and investigating complaints regarding violation of integrity within the PATU are.
- g. Conduct and coordinate preliminary investigation of complaints of violation of integrity.
- h. Determinate when a case must be escalated to WT global integrity unit or referred to the competent organizations/institutions.
- i. Advising PATU leadership on corrective actions, in reference with the complain within PATU Operations.
- j. Developing internal policies and controls to mitigate the risk of integrity violations within the PATU and MNAs activities.
- k. Supporting the Integrity and Legal Committees, to propose policies to the council.
- l. Prepare a present report regularly to PATU president and council about the activities of the PIU.
- m. Maintain constant communication and coordination with the WT Global Integrity Unit.

- n. Collaborate with Pan American Sport organization and share best practices.
- o. Promote integrity standards awareness within Pan America, through training, communication and education material.
- p. Support the establishment of MNAs' Integrity Officers. And propose orientation and education to these officers.

Annex II

Coordinators: Appointment, Role and Responsibilities

Note: the structure of PIU will be progressively implemented in accordance with PATU resources available. In the first instances the PATU integrity official may take multiple roles as coordinators. The creation of specific coordination roles will be open to budget disposition and with the approval of PATU council.

A. Disputes Coordinator (When the resources allow it)

1. Appointment

- a. Appointed by the PATU Integrity Officer and confirmed by the PATU President.
- b. May serve voluntarily, part-time, or full-time, in accordance with the available resources of PATU.

2. Qualifications

- a. University degree in law, sport management, or related field (advanced degree preferred). Certification in sport integrity, ethics or in progress are preferred.
- b. Knowledge of management of sport cases and disciplinary procedures.
- c. Fluency in Spanish and English ; Portuguese is an asset.
- d. Skills in effective interpersonal communication
- e. Analytics skills and problem solving
- f. Ability to work remotely and flexible

3. Report

- a. It will report directly to the PATU integrity official

4. Rol and responsibilities

4.1 Role

The disputes coordinator will support the PATU Integrity official with the management of the investigation and the resolution of disputes. Its role is to guarantee that all the cases are managed fairly, efficiently and compliance with WT and PATU policies.

4.2 Responsibilities

- a. Support the management of the cases: support with the issue of report of the dispute related to integrity, warranting the confidentiality of the proceedings. Support the review of the complaint, conduct the preliminary investigation and issue reports.
- b. Document and record keeping keep precise records of all the cases. Warranting that the documentation is safe and accessible.
- c. Communication with the parties involved: support communication with the complaints and the other stakeholder. Keep all the parties informed.
- d. Tendency analysis: Analyze the tendencies and patrons in all the reported cases to identify possible emerging risk at the continent.

B. PMC Coordinator (When the resources allow it)

The qualifications, appointment and structure of the reports are similar to the dispute coordinator

Role and Responsibilities

The PMC coordinator will work with the PATU integrity official, to warranty that the safe and wellbeing of all the participants in the Pan American Taekwondo.

Responsibilities include:

- a. Implement safeguarding policies in coordination with WT
- b. Safeguarding policies risk assessment
- c. Offer guidance to the Member National Associations
- d. Coordinate training programs to prevent abuse and harassment
- e. Manage the safeguard reports with confidentiality
- f. Collaborate with protection agencies when it is appropriate
- g. Promote cultural respect and safeguarding within the Pan American Taekwondo.

Final Note

These Terms of Reference will be adopted progressively, considering PATU's available resources. The PATU Integrity Officer will develop a phased implementation plan for Council approval.