



EVENT BIDDING RULES

(Approved by Council on 02 May 2025, effective 05 May 2025)

Specific Definitions

The words and phrases used in these Rules that are defined terms (denoted by initial capital letters) shall have the meanings specified in the Constitution and the General Definitions, or (in respect of the following words and phrases) the following meanings:

“Application Form” means the form and all documents and commercial agreements specified by World Athletics to be completed on behalf of the Candidate City including the Bid Evaluation Criteria.

“Bid Committee” means any group or body organised for the purpose of promoting the bid of a Candidate City to Host a World Athletics Series Event, (including the Relevant Member Federation) officials, staff employees, advisors, agents, representatives and all other persons acting on behalf of the Bid Committee.

“Bid Documents” means the Application Form, Event Guide and Event Organisation Agreement.

“Bid Evaluation Criteria” means the criteria set out in the Application Form on which an assessment of a Candidate City’s application to Host a WAS Event will be based and in accordance with the evaluation methodology notified to Candidate Cities.

“Bid Evaluation Panel” means the panel appointed in accordance with Rule 4.

“Bid Guide” means the initial information guide to WAS Events.

“Bid Process” means the application process established by World Athletics for a Candidate City to Host a WAS Event and includes deadlines for submission of Candidate City Information or action by World Athletics or the Candidate City during that application process.

“Candidate City” means any city (or any group of cities which can be cities from different Member Federations) which is seeking the right to Host a World Athletics Series Event with the support of the Relevant Member Federation, and any persons acting or entitled to act on its behalf (including the Bid Committee and officials, staff employees, advisors, agents or other representatives of the Candidate City) who have expressed an interest to do so in accordance with either Rule 4 or Rule 5.

“Candidate City Information” means all material submitted to World Athletics (including but not limited to the Pre-Qualification Form and the Application Form), as well as website and social network content and oral statements published or made by or on behalf of a Candidate City in connection with its bid to Host a World Athletics Series Event.

“Circular” means the formal communication, described as such, issued from time to time by World Athletics to Member Federations and Area Associations.

“Dentsu” means World Athletics' appointed marketing agency, Dentsu Inc. of 1-8-1, Higashi Shimbashi Minato-ku Tokyo 105-7001 Japan.

“Event Guide” means the overview of the main requirements and quality standards issued to Candidate Cities as part of the Bid Process.

“Event Organisation Agreement” means the contract to be entered into between World Athletics, Dentsu, the Relevant Member Federation and/or the Host Institution, appointing the Relevant Member Federation and/or the Host Institution as Host.

“Event Year” means the year in which the WAS Event is scheduled to be held.

“Flagship WAS Events” means the World Athletics Championships and / or the World Athletics Indoor Championships only.

“Host” means the right to organise, manage and deliver the WAS Event in the Candidate City in accordance with the Event Organisation Agreement; and where applicable, means the Host Institution and/or Relevant Member Federation granted such right.

“Host Institution” means the institution acceptable to World Athletics supporting the bid of the Relevant Member Federation and the Candidate City to host the WAS Event.

“Pre-Qualification Form” means the form issued by World Athletics for each Bid Process containing general information, major risk factors and guarantees which Candidate Cities must complete and return to World Athletics by the notified deadline date.

“Qualified Bidders” means any Candidate City that passes the pre-qualification stage of the Bid Process.

“Relevant Member Federation” means the Member Federation of World Athletics supporting the bid of a Candidate City located within the Member Federation Country.

“Risk Assessment” means the assessment conducted by World Athletics during the Bid Process in relation to Hosting of a WAS Event in a Candidate City.

“Terms of Reference” mean the terms of reference set out in Appendix 1 of these Rules as amended from time to time.

“Staff” has the same meaning as defined in the Constitution.

“World Athletics Series” or “WAS” means the competitions in World Athletics’ four-yearly official competition programme such as the World Athletics Championships, the World Athletics Indoor Championships, the World Athletics U20 Championships, the World Athletics Relays, the World Athletics Road Running Championships, the World Athletics Race Walking Team Championships and World Athletics Cross Country Championships, and World Series Event or WAS Event means any one of these events.

1. Overview

- 1.1 It is an object of World Athletics to organise and promote World Championships and other Athletics championships, competitions, or events the Congress considers would be desirable (Article 4.1 of the Constitution).
- 1.2 In accordance with this object, World Athletics has established and owns various World Ranking Competitions, including those known as the World Athletics Series Events comprising the following events (as may be amended or replaced by World Athletics from time to time) each being a WAS Event:
 - 1.2.1 World Athletics Championships ('WCH');
 - 1.2.2 World Athletics Indoor Championships ('WIC');
 - 1.2.3 World Athletics U20 Championships ('WU20');
 - 1.2.4 World Athletics Relays ('WRE');
 - 1.2.5 World Athletics Road Running Championships ('WRRC');¹
 - 1.2.6 World Athletics Race Walking Team Championships ('WRW');
 - 1.2.7 World Athletics Cross Country Championships ('WXC').
- 1.3 For each WAS Event, World Athletics appoints a Member Federation and a Host Institution to Host the WAS Event in a Candidate City.
- 1.4 It is also an object of World Athletics to safeguard the authenticity and integrity of Athletics and to take all possible measures to eliminate corrupt conduct which might place the authenticity or integrity of Athletics at risk (Article 4.9 of the Constitution).
- 1.5 The Integrity Code of Conduct, adopted as a means of promoting and supporting of this object, provides that Applicable Persons must conduct their candidacy for any bid or proposal to Host any World Ranking Competitions with honesty, fairness, and respect for others (Rule 3.3.13 of the Integrity Code of Conduct).
- 1.6 These Bidding Rules ("Rules") seek to implement these objects by establishing the procedures by which Member Federations and Candidate Cities may bid and be selected to Host a WAS Event.
- 1.7 For non-WAS Events there is not a specific bidding process that applies to these events. The Bid Evaluation Panel may develop the procedure, criteria and timelines covering the selection of a Host of non-WAS Events. Accordingly, except for Rules 1.5, 2.2.3 and 9, these Rules do not apply to non-WAS Event that are World Ranking Competitions but Council reserves its power and authority to do so at any point after, pursuant to Rule 1.2, the date these Rules come into effect.

¹ Previously World Athletics Half Marathon Championships.

2. Purpose

- 2.1 The purpose of these Rules is to set out the requirements for the conduct of bidding and selection of Hosts in respect of WAS Events.
- 2.2 The Rules are designed to:
 - 2.2.1 establish a transparent, objective, honest, simple, feasible, and fair bidding procedure for all Relevant Member Federations and Candidate Cities;
 - 2.2.2 identify the actions, timescales, criteria, and the application and decision-making processes and procedures, for selecting a Host for a WAS Event; and
 - 2.2.3 ensure that persons and entities involved in the bidding and selection process for all WAS Events, comply with the applicable provisions of the Integrity Code of Conduct.

3. Application

- 3.1 These Rules apply to:
 - 3.1.1 all Relevant Member Federations, Host Institutions and Candidate Cities during the Bid Process;
 - 3.1.2 all officials, staff, employees, advisors, agents, representatives, and all other persons acting on behalf of Relevant Member Federations, Host Institutions and/or Candidate Cities during the Bid Process; and
 - 3.1.3 all Applicable Persons, including World Athletics Officials, Area Officials, and Staff.
- 3.2 In these Rules and the Terms of Reference the references of the Director of Competitions & Events, Compliance and Risk Officer and Head of Bidding are to Staff positions.
- 3.3 Without limiting the foregoing:
 - 3.3.1 Candidate Cities, Host Institutions and Relevant Member Federations shall comply with these Rules and ensure these Rules are respected throughout the Bid Process; and
 - 3.3.2 each Relevant Member Federation is responsible for the activities and conduct of its Candidate City throughout the Bid Process.

4. Bid Evaluation Panel

- 4.1 A Bid Evaluation Panel shall be appointed by Council to recommend to Council a Host for each WAS Event.
- 4.2 The composition of the Bid Evaluation Panel shall comprise:
 - 4.2.1 Three (3) Council Members (one of whom must be a member of the Competition Commission) together with a further two (2) Council Members

appointed to act as substitutes in case of recusal under paragraph 9.11 of the Terms of Reference;

- 4.2.2 Director of Competitions and Events (ex-officio)
- 4.2.3 Head of Bidding (ex-officio); and
- 4.2.4 Compliance and Risk Officer (ex-officio).

In case of a conflict of interest of an ex-officio member of the Bid Evaluation Panel identified by the Chief Executive Officer, the Chief Executive Officer will appoint an alternative member of Staff to take the place of the conflicted ex-officio member on the Bid Evaluation Panel.

- 4.3 Each Council Member on the Bid Evaluation Panel shall be appointed for a term of 3 years and may be re-appointed for further subsequent terms without limitation.
- 4.4 Subject to these Rules and its Terms of Reference, the Bid Evaluation Panel shall have the following powers and authority:
 - 4.4.1 To oversee the Bid Process and grant approvals pursuant to Rules 9.11.4 and 9.11.7 below;
 - 4.4.2 To evaluate bids (including conducting a site visit) against the evaluation criteria and conducting bid Risk Assessments;
 - 4.4.3 To develop the schedule for presentations from Candidate Cities to Council pursuant to Rule 5.7.6 below;
 - 4.4.4 To present its evaluation findings to Council; and
 - 4.4.5 To:
 - a. recommend one Qualified Bidder for selection to Host the WAS Event in consideration; or
 - b. recommend more than one Qualified Bidder for selection to Host the WAS Event in consideration, in which case the Council will vote in accordance with Rule 8 on which Qualified Bidder to select; or
 - c. recommend one Qualified Bidder for selection to Host the WAS Event in consideration for award plus multiple future sequential editions of the WAS Event. Provided that the Qualified Bidder has complied with these Rules and submitted a valid bid the Panel may recommend to Council to award multiple future sequential editions of the WAS Event to a Qualified Bidder even if the Bid Process for them set out in Rule 5.3 has not been started. This does not apply to the Flagship WAS Events; or
 - d. not to make a recommendation.

- 4.5 In carrying out its role the Bid Evaluation Panel shall operate in accordance with the Terms of Reference set out at Appendix 1.

5. Bidding Process

- 5.1 The Event Years in which a WAS Event(s) shall be held will be as published on the World Athletics website and may be amended from time to time. The dates of the Bid Process (as determined by the Chief Executive Officer or their nominee) will also be published on the World Athletics website and may be amended from time to time.
- 5.2 The Bid Process shall be conducted in two stages:
 - 5.2.1 a pre-qualification stage; and
 - 5.2.2 a qualified bidding stage.
- 5.3 The date of issue of the Bid Guide, Circular and Pre-Qualification Form shall mark the start of the Bid Process and the pre-qualification stage. The Bid Process at this pre-qualification stage is open to any Candidate City in any Country or Territory of a Member Federation.
- 5.4 In order to proceed in the Bid Process to the qualified bidding stage and receive the Bid Documents Candidate, Cities must submit their completed Pre-Qualification Forms by the notified date and have passed the pre-qualification stage.
- 5.5 After receipt of a Pre-Qualification Form from a Candidate City, the Bid Evaluation Panel will review the Pre-Qualification Form and any major risks related to the Candidate City and confirm if the Candidate City has passed or failed the pre-qualification stage. Candidate Cities who pass the pre-qualification stage are referred to as a Qualified Bidder. Qualified Bidders will be sent the Bid Documents.
- 5.6 World Athletics will conduct a Risk Assessment of the Qualified Bidders. The Bid Evaluation Panel may require Qualified Bidders to commit to mitigating relevant risks identified during the Risk Assessment and as required by the Bid Evaluation Panel in order for a Bid to be recommended to Council.
- 5.7 Following issue of the Bid Documents:
 - 5.7.1 Qualified Bidders will be invited to a workshop concerning the WAS Event;
 - 5.7.2 Qualified Bidders must submit their completed and signed Application Form by the notified date;
 - 5.7.3 for the WCH, the Bid Evaluation Panel will determine which of its representatives shall conduct a visit to the Candidate Cities and assess the Application Form in accordance with the Bid Evaluation Criteria and evaluation methodology, amended from time to time and notified to Candidate Cities. For all other WAS Events, a visit may be conducted by and at the discretion of the Director of Competitions and Events or their designate who shall provide a report to the Bid Evaluation Panel. The Director of Competitions and Events may in any case delegate the visit to be conducted by a World Athletics member of Staff;
 - 5.7.4 Qualified Bidders must submit by the notified date, the Event Organisation Agreement and any required commercial agreements duly signed by the Relevant Member Federation and Host Institution (or, if agreed by World Athletics, an undertaking in a form satisfactory to World Athletics to provide these documents duly signed within a time period set by World Athletics

- following the award of the right to Host the WAS Event or the WAS Event and multiple future sequential editions);
- 5.7.5 signatures of all documents must be completed by the authorised representatives of the Host Institution and Relevant Member Federation;
- 5.7.6 the Bid Evaluation Panel may organise an opportunity, in a format decided by the Bid Evaluation Panel, for some or all of the Qualified Bidders to present their bid to Council either at a Council meeting or at an Information Session and, if applicable, answer questions;
- 5.7.7 Selection of a Qualified Bidder to Host a WAS Event or the WAS Event and multiple future sequential editions will be made by the Council in accordance with Rule 8.
- 5.8 If the Bid Evaluation Panel does not make a recommendation to Council this shall be considered as an inability to select a Host and will be addressed by Council in accordance with Rule 7 below.

6. Withdrawals

- 6.1 A Candidate City may withdraw its Pre-Qualification Form or Application Form at any time during the Bid Process before voting on its selection by Council, on giving written notice (which can be submitted by email) to the Chief Executive Officer or their nominee.
- 6.2 Upon receipt of such written notice Staff will inform the Bid Evaluation Panel.

7. Re-allocation, Extenuating Circumstances and Inability to Select

7.1 Where:

- 7.1.1 a sole Candidate City either withdraws their bid or is disqualified by World Athletics from the Bid Process; or
- 7.1.2 an awarded WAS Event is withdrawn by World Athletics from an appointed Candidate City; or
- 7.1.3 an awarded WAS Event is cancelled by either World Athletics or by the appointed Candidate City;
- 7.1.4 pursuant to Rule 4.4.5 (d) there is no recommendation from the Bid Evaluation Panel;
- 7.1.5 Council makes a referral to the Bid Evaluation Panel pursuant to Rule 8.7;

the Bid Evaluation Panel may, in its absolute discretion:

- 7.1.6 start a new Bid Process and amend the procedure and/or the time limits within the Bid Process if necessary; or
- 7.1.7 directly seek potential Candidate Cities to Host the relevant WAS Event without a Bid Process; or

- 7.1.8 adopt such other practical measures to identify and recommend a Candidate City as is appropriate in the circumstances.
- 7.2 For avoidance doubt, any new Candidate City will be appointed to Host the relevant WAS Event in accordance with Rule 8.

8. Council Voting

- 8.1 The Bid Evaluation Panel will present its final recommendations to Council on the selection of the Host for the WAS Event or the WAS Event and multiple future sequential editions in accordance with Rule 4 and the Terms of Reference. Council will then debate and vote on whether to approve the recommendation of the Bid Evaluation Panel or not.
- 8.2 All Council voting on the selection of Candidate Cities shall be conducted in accordance with the relevant provisions of the Constitution and Rules.
- 8.3 An Absolute Majority shall decide the result of the vote on the selection of the successful Candidate City.
- 8.4 In voting, Council Members must also comply with the applicable provisions of the Integrity Code of Conduct, including the Integrity Standards.
- 8.5 Council Members are not permitted to vote, and must recuse themselves from the voting process for selecting Hosts, where the Council Member is from the Country in which the Candidate City bidding to host a WAS Event is located.
- 8.6 Unless twenty-five per cent (25%) of Council Members eligible to vote at the Council meeting request a secret ballot and the request is carried by a decision of an Absolute Majority, voting shall be undertaken by show of hands, so it is open and transparent, with all Council Members eligible to vote identified as voting for, against, or abstaining from voting.
- 8.7 If Council does not make or reach a decision on a Candidate City presented to it for selection, then Council may decide, either to reschedule the vote on selection; or refer the bid for the relevant WAS Event to the Bid Evaluation Panel to seek further clarification and information from the Candidate City or take action in accordance with Rule 7.1.

9. Conduct of Candidate Cities

- 9.1 It is essential to the integrity, image and reputation of World Athletics that the conduct of all Candidate Cities at all times complies with these Rules and the Integrity Code of Conduct.
- 9.2 In particular, Candidate Cities shall conduct themselves in accordance with the Integrity Standards set out in Rule 3.3 of the Integrity Code of Conduct paying specific attention to, without limitation, the rules and standards on honesty, disclosure of interests, minimal gifts and benefits, fair bidding and protecting reputation.

Candidate Information

- 9.3 All Candidate Information shall be truthful and complete and not misleading and presented in a respectful and dignified way.

- 9.4 Candidate Information shall be final as of the date provided for submission of final Application Forms.
- 9.5 Facts or information that arise or become known following the giving, issuance or submission of a bid that result in the Candidate Information no longer being truthful or complete must immediately be disclosed and corrected by the Candidate Cities, by communication to the Bid Evaluation Panel (where applicable) or World Athletics.
- 9.6 Each of the Candidate City, Host Institution and the Relevant Member Federation are jointly and severally responsible for ensuring that all Candidate Information strictly complies with these Rules.
- 9.7 Candidate Information shall not seek to draw or otherwise purport to include comparisons with bids from other Candidate Cities and shall not disparage or demean other bids or other Candidate Cities.
- 9.8 Candidate Information shall not be shared with members of other Candidate Cities unless the Candidate Cities are submitting a joint bid.

Relations Between Bid Teams

- 9.9 Candidate Cities shall not:
 - 9.9.1 commit any act or make any comment in any promotion or bid that is likely to tarnish the image or prejudice the reputation of other Candidate Cities;
 - 9.9.2 take part in any debate with other Candidate Cities concerning their respective bids; or
 - 9.9.3 enter into an agreement, arrangement, coalition or collusion aimed at influencing the result of the relevant Bid Process.
- 9.10 All Candidate Cities, shall, when promoting their bids, respect the other Candidate Cities and World Athletics.
- 9.11 Subject to these Rules, Candidate Cities may promote their candidacies at any time during the Bid Process on any media and in any way provided that:
 - 9.11.1 they are responsible for all forms of promotion conducted on their behalf, whether or not conducted by them directly;
 - 9.11.2 they comply with any requirements on promotion contained within these Rules or in guidance (including guidance on branding) issued by either the Bid Evaluation Panel (where applicable) or World Athletics;
 - 9.11.3 such promotion must list all third parties (including private donors and funding raised from government bodies, public donations or appeals) providing financial support to them;
 - 9.11.4 no World Athletics partner, supplier or other marketing partner may promote, or provide any funding or support to any Candidate City or Bid Committee, and no Candidate City or Bid Committee may solicit or accept any funding or support from, or be provided with services by, any World Athletics partner, supplier or other marketing partner other than with the prior written approval of the Bid Evaluation Panel given after full disclosure of any such proposed

- funding, support or the provision of services has been made to World Athletics;
- 9.11.5 no promotion or advertising is permitted in any World Athletics publication or the World Athletics website;
- 9.11.6 no promotion by a Candidate City or Bid Committee may take place in the Country or Territory hosting the Council meeting at which Council will vote on the selection of the Candidate City during the three weeks before and on the date of the vote;
- 9.11.7 the sale or distribution of promotional items and services by any Candidate City, Relevant Member Federation and/or Host Institution must be in accordance with the Conflicts, Disclosures and Gift Rules and have the prior written approval of the Bid Evaluation Panel.

Dealings with Council Members and Officials

- 9.12 During the Bid Process Candidate Cities may, subject to Rule 9.13, directly contact Council Members in order to provide information to promote their bids at World Athletics events and may send written documentation to all Council Members, provided the opportunity to do so has been given to all other Candidate Cities.
- 9.13 Except for the circumstances described in Rule 9.16, a Candidate City, Relevant Member Federation and a Host Institution shall not engage in any other form of promotion with Council Members who are not from their Country or Territory and may not:
- 9.13.1 invite such other Council Members, and such other Council Members shall not accept any invitation, to any form of reception linked to the promotion of the Candidate City;
- 9.13.2 arrange for the Ambassador/Consul or Embassy/Consulate of the Country or Territory of the Candidate City, to invite such other Council Member(s) to meet in order to promote the Candidate City's bid, and such other Council Member(s) shall not accept such an invitation; or
- 9.13.3 arrange for an honorary diploma, official decoration or award from a Candidate City or the government or an institution of the Country or Territory of the Candidate City to be offered to such other Council Member(s), and such other Council Member(s) shall not accept such an award.
- 9.14 Candidate Cities, Relevant Member Federations and Host Institutions must not solicit, encourage or induce any World Athletics marketing partner into making any public declaration or opinion of their bid versus any other bids.
- 9.15 Candidate Cities, Relevant Member Federations and Host Institutions shall not lobby any World Athletics Officials, Area Officials, other Member Federation Officials, and Staff to promote a Candidate City during the Bid Process.
- 9.16 For the avoidance of doubt, Candidate Cities may:
- 9.16.1 (i) receive visits from the Bid Evaluation Panel or from the Director of Competitions and Events or Staff (as appropriate); (ii) make presentations to the Bid Evaluation Panel; (iii) engage in other activities as requested or

- directed by the Bid Evaluation Panel; and as applicable (iv) to attend a question-and-answer session as part of an information session with the Council as set out in these Rules;
- 9.16.2 meet with a Council Member who is from the Relevant Member Federation, but solely for purposes of compliance with these Rules;
 - 9.16.3 contact or send information to Council Members in the circumstances described under Rules 9.12, 9.17 and 9.18; and
 - 9.16.4 correspond with Staff on day-to-day business of World Athletics' work and Candidate Cities receive technical explanations, clarifications and guidance and visits in respect of their bids (including completion of their Application Forms) from Staff.
- 9.17 Candidate Cities may, by invitation, attend World Athletics events (including World Ranking Competitions) or other third-party events, and undertake promotional activities at those events including contacting Council Members whilst at the events, provided always that the same invitation has been extended to all other Candidate Cities.
- 9.18 Nothing in these Rules prohibits World Athletics making public comments about Candidate Cities, including which Candidate Cities are being considered, provided that all Candidate Cities are commented on equally.

10. Breaches and Sanctions

- 10.1 Any breach of these Rules by Applicable Persons amounts to a breach of the Integrity Code of Conduct and will accordingly be subject to investigation and prosecution by the Athletics Integrity Unit under the Athletics Integrity Unit Reporting, Investigation and Prosecution Rules (Non-Doping) and possible proceedings under the Disciplinary and Appeals Tribunal Rules.
- 10.2 The Council, the Chair of a Bid Evaluation Panel or the Compliance and Risk Officer shall refer any potential breach of these Rules by an Applicable Person for investigation by the Athletics Integrity Unit under the Athletics Integrity Unit Reporting, Investigation and Prosecution Rules (Non-Doping) and possible proceedings for breach pursuant to the Disciplinary and Appeals Tribunal Rules.

11. Disputes

- 11.1 Any dispute arising between World Athletics and a Relevant Member Federation in connection with the validity, legality and/or proper interpretation or application of these Rules will be submitted to the Appeals Panel in accordance with the Disciplinary and Appeals Tribunal Rules, to the exclusion of any other court or forum.
- 11.2 To submit an appeal under these Rules, the Relevant Member Federation must give notice in writing to the Appeals Panel in accordance with the Disciplinary and Appeals Tribunal Rules copying the Compliance and Risk Officer and Disciplinary Officer within fourteen (14) days of the dispute arising.
- 11.3 An appeal submitted pursuant to Rule 11.2 shall be conducted in accordance with the Disciplinary and Appeals Tribunal Rules and any decision of the Appeals Panel shall be final and binding on the parties and there shall be no further right of appeal.

APPENDIX 1
BID EVALUATION PANEL
Terms of Reference

1. Status and Role

- 1.1 World Athletics Bid Evaluation Panel (“Panel”) is established pursuant to Rule 4 of the ‘Bidding Rules’ and is appointed by, and reports to, Council.
- 1.2 The role of the Panel is to evaluate bids and make recommendations to Council regarding preferred host cities for World Athletics Series Events based on process established by the Bidding Rules.

2. Commencement

- 2.1 These Terms of Reference were approved by Council on 13 July 2022 and are effective from that date.
- 2.2 The Panel’s work in respect of a World Athletics Series Events shall commence at the beginning of the Bid Process for such World Athletics Series Events and shall conclude on the day Council makes a decision and may arrange debrief meetings with unsuccessful Qualified Bidders.

3. Composition

- 3.1 **Size:** The Panel shall have five members, together referred to as Panel Members.
- 3.2 **Membership:** The Panel shall comprise persons with recognised expertise in various areas of event planning and organisation. The members shall comprise:
 - 3.2.1 three (3) Council Members (one of whom must be a member of the Competition Commission) together with a further two (2) Council Members appointed to act as substitutes in case of recusal under paragraph 9.11 of these Terms of Reference;
 - 3.2.2 the Director of Competitions and Events (ex-officio);
 - 3.2.3 Head of Bidding (ex officio); and
 - 3.2.4 the Compliance and Risk Officer (ex-officio).
- 3.3 **Appointment:** except for ex-officio members of the Panel the remaining Panel Members shall be appointed by Council on the recommendation of the Executive Board. In case of a conflict of interest of an ex-officio member of the Bid Evaluation Panel identified by the Chief Executive Officer, the Chief Executive Officer will appoint an alternative member of Staff to take the place of the conflicted ex-officio member on the Bid Evaluation Panel.
- 3.4 **Chair:** the Chair of the Panel shall be one of the three (3) Council Members. Pursuant to paragraphs 3.2.1, 9.11 where the Chair of the Panel must recuse themselves or where the Chair is unable to attend a Panel meeting then the Chair shall designate one of the two (2) Council Members to act as the Chair of the Panel for that meeting.

- 3.5 **Eligibility:** Members of the Panel are World Athletics Officials and must be determined to be Eligible in accordance with the Vetting Rules.
- 3.6 **Experts:** To assist the Panel in the evaluation and assessment of the bids submitted, the Panel:
- 3.6.1 must include a representative from Dentsu Inc. so long as it continues to be the appointed marketing agency of World Athletics to participate in the evaluation and discussion and assist the Panel; and
 - 3.6.2 may include the participation of one expert in the organisation of international sports events.

For the avoidance of doubt, the Dentsu Inc. representative and, if appointed, the international sports events expert may be present for all discussions and attend all meetings of the Panel but are not voting members of the Panel.

4. Term

- 4.1 **Term:** The term of office for a Council Member on the Panel is three (3) years. Council Members on the Panel may be re-appointed for further subsequent terms of office without limitation.

5. Resignation, Removal, Vacancies

- 5.1 Except for any ex-officio members of the Panel, a Panel Member may resign from the Panel prior to the expiry of their term of office by giving not less than one (1) month's notice in writing to the Chief Executive Officer.
- 5.2 A Panel Member shall be removed from the Panel prior to the expiry of their term of office upon a determination by the Vetting Panel that the Panel Member is no longer Eligible.
- 5.3 If any position on the Panel is vacant, whether by resignation, removal or otherwise at any time Council shall appoint a replacement member for the balance of the term of office of the vacated position.

6. Powers, Authority & Responsibilities

A Panel Member shall:

- 6.1 act only in accordance with the powers and authority provided these Terms of Reference and the Bidding Rules;
- 6.2 act at all times for the sole purpose of conducting a full and fair assessment of every bid submitted;
- 6.3 safeguard confidential information in accordance with strict confidentiality procedures;
- 6.4 report to the Council in all fairness and transparency based on the bid evaluation criteria developed pursuant to the Bidding Rules.

7. Duties of Panel Members

- 7.1 **Interests:** In undertaking any work in connection with the Panel, each Panel Member shall act in the interests of World Athletics.
- 7.2 **Participation:** Panel Members shall attend each meeting of the Panel (in person or using technology) unless excused by the Chair. Each Panel Member shall actively participate in Panel meetings and in matters undertaken by the Panel between meetings. Each Panel Member must be adequately prepared for each Panel meeting in order to participate effectively and constructively.
- 7.3 **Integrity Code of Conduct:** Each Panel Member and any person appointed as an expert to assist the Panel pursuant to paragraph 3.6 above, shall agree to be bound by the Integrity Code of Conduct and the Rules.
- 7.4 No advantage or promise of any kind of advantage may be made to or accepted by the Panel Members in connection with a bid.

8. Reporting

- 8.1 **Reports to Council:** The Panel shall report its evaluation and recommendations to Council.
- 8.2 **Council Meetings:** The Chair of the Panel shall attend Council meetings to present the Panel's evaluations and recommendations.

9. Panel Meetings and Procedure

- 9.1 **Work:** The Panel shall undertake its work at meetings and/or visits of the Panel and in between meetings as is necessary to fulfil its responsibilities.
- 9.2 **Meetings:** The Panel shall meet as necessary to respond to the need to evaluate the bids submitted. The dates of scheduled meetings and/or visits are to be agreed by the Chair. As much notice as possible will be given to all Panel Members of the date, time and venue for any meeting and/or visit.
- 9.3 **Agenda:** The Chair shall prepare an agenda for each meeting and/or visits. The agenda, together with relevant papers, will be distributed by email to all Panel Members prior to a Panel meeting and/or visit.
- 9.4 **Chair:** The Chair will chair all meetings and/or visits.
- 9.5 **Attendees:** A member of Staff will be appointed to co-ordinate the activities of the Panel and will attend all meetings and/or visits. Other persons may be invited by the Chairperson to attend meetings and/or visits to provide information or advice on a specific item of business at a meeting and/or visit.
- 9.6 **Meetings using Technology:** Panel meetings may be held by telephone, through video conference facilities or by other means of electronic communication (other than electronic mail (e-mail) communication) provided that:
 - 9.6.1 prior notice of the meeting is given to all Panel Members; and all persons participating in the meeting are able to hear each other effectively and simultaneously. Participation by any Panel Member in this manner at a meeting shall constitute the presence of that member at that meeting.

- 9.7 **Quorum:** The quorum for meetings of the Panel shall be at least 4 members of the Panel one of whom must be the Chair or their designated deputy appointed by the Chair pursuant paragraph 3.2).
- 9.8 **Decisions:** With the exception of recommending a preferred bidder which shall be decided under paragraph 9.9, decisions of the Panel shall generally be made by consensus. If a consensus cannot be reached and a vote is required, each Panel Member (including the Chair) shall have one (1) vote. Voting by proxy is not permitted. Except to the extent specified in these Terms of Reference, a majority of votes in favour of an action by those Panel Members present at a meeting, is required for a decision. In the event of an equality of votes, the Chair is entitled to have a casting vote.
- 9.9 **Recommending the preferred bidder:** The Panel shall recommend to the Council the preferred Candidate City (or present Candidate Cities) based on the procedure set out in the Bidding Rules.
- 9.10 **Minutes:** A bid evaluation report shall be produced for the Panel and shall act as a record of its assessment of bids. The bid evaluation report will be finalised in consultation with the Chair and sent to Panel Members. Any amendments to a bid evaluation assessment report will be agreed by the Panel Members.
- 9.11 **Recusal:** No Council Member may serve as a member of the Panel if the Council Member:
- 9.11.1 is of the same nationality or resides in the same country, or is an official of the Member Federation of the Candidate;
 - 9.11.2 has or previously had a personal connection or direct interest in any dealings with or matters involving the Candidate; and
- if any of the circumstances in paragraphs 9.11.1 and 9.11.2 exist, the member concerned shall immediately notify the Chairperson and the other members of the Panel of such circumstances.
- 9.12 **Confidentiality:** All meetings and/or visits and the work of the Panel are confidential. No documents, information, discussion and determinations made at a Panel meeting and / or visit or otherwise exchanged or agreed in connection with the work of the Panel, shall be disclosed to any other person unless:
- a. the Panel Chair authorises such disclosure;
 - b. the Panel agrees that such disclosure is necessary or desirable to advance its work;
 - c. the matter is in the public domain; or
 - d. such disclosure is required under these Rules, or by law or any applicable authority, including the Disciplinary Tribunal.

10. Administration

- 10.1 **Expenses:** For each Panel Member, World Athletics will reimburse expenses, and provide any other allowances or service fees, in accordance with World Athletics policy.

- 10.2 **Administration:** World Athletics will arrange travel, accommodation and insurance for Panel meetings in accordance with World Athletics policy. In respect of Candidate City visits under paragraph 9.2, travel and accommodation, will be provided by the Candidate Cities, and be provided at an appropriate and reasonable cost.
- 10.3 **Documents:** World Athletics will provide the Panel with all documents held by World Athletics relevant to the Panel's work.
- 10.4 **Indemnification:** The Panel Members will be indemnified by World Athletics and/or covered by insurance provided by World Athletics, against claims brought against them for actions properly taken in course of their responsibilities and duties.