



TERMS OF REFERENCE

WBSC Integrity Commission Disciplinary Panel

Jurisdiction

As per the WBSC Statutes Article 9.1,

*“The jurisdiction to hear a disciplinary matter, appeal, grievance, complaint or a dispute involving a member, Participant or Official, is vested in the WBSC Executive Board **or** as the WBSC Executive Board may have delegated as set out in the WBSC Disciplinary By-Laws.”*

As per the WBSC Disciplinary By-Laws Article 2.2,

“Panel means a group of individuals who are appointed by the WBSC EB to examine the case (Case) and make a recommendation to the WBSC EB for the WBSC EB’s decision. A Panel can be of up to three (3) persons each of whom must be without conflict of interest to the alleged violation and who may, but do not have to, be members of the WBSC EB and must be of a different nationality to the persons concerned. Any member of an appointed Panel shall be excluded from voting on matters connected with the Case.”

As per the WBSC Disciplinary By-Laws Article 4.1,

“If the WBSC EB of the WBSC becomes aware of an alleged violation for any of the reasons given in Article 3.2, it shall appoint a Panel to examine the Case, to gather necessary additional information and make a recommendation to the WBSC EB on the Case which shall then make a ruling on the Case.”

As per the WBSC Safeguarding from Harassment and Abuse Rules Article 7.2,

“When a matter, case or report of harassment and abuse (Case) has been received by the WBSC Integrity Commission, the chair of the Integrity Commission shall nominate up to three (3) members within the Integrity Commission Disciplinary Panel to form an independent ad-hoc panel (Panel) to examine the case and make the final recommendation to the WBSC EB.”

Duties and Responsibilities of the Integrity Commission Disciplinary Panel

The WBSC Integrity Commission Disciplinary Panel is a pool of independent experts that investigate complaints raised in relation to the non-respect of integrity principles and/or WBSC Statutes, By-Laws, Rules and Regulations.

Every time an Ad-Hoc Panel is appointed, has the duty to provide recommendations on disciplinary matters to the Executive Board (EB).

- Upon nomination, the Panel shall review the case and all the evidence and relevant data provided by the WBSC Integrity Unit (IU) and confirm that no conflict of interest exists toward the pertinent case.
- In case further information or evidence is required, the Panel shall request assistance to the WBSC IU.

Timelines

The appointed Panel will have sixty (60) calendar days after its appointment—unless additional time is justifiably needed, in which case the WBSC EB may extend this deadline upon request from the Panel—to complete the process and make the final decision or to submit its recommendations to the WBSC EB.

- The Panel must give an opportunity to the person against whom a Case has been brought to make a submission to the Panel in writing, orally or by virtual means, and for that person to be heard in his/her defence.
- For general disciplinary cases, the Panel shall make recommendations to the WBSC EB based on the evidence and material available and report back to the WBSC IU to further communicate with the persons involved.

Required Skills and Expertise

Mandatory Skills

- Legal background and/or related experience on integrity matters to advise on disciplinary procedures;
- Ability to work under time constraints in highly efficient manner and meet deadlines;
- Excellent writing and communication skills in English; and
- Active listening skills and sensitivity.

Additional Skills

- Experience in investigating cases;
- Experience in conducting a formal disciplinary interview;
- Background in safeguarding from harassment and abuse; and/or
- Spanish and French are a plus.

Remuneration

Most of the hearings and interviews for the case investigation will be taken online. Nevertheless, travel can be requested in special cases and planned only upon approval of the WBSC Office. When the request is approved, the WBSC will cover roundtrip airfare, accommodation, meal, and a per-diem of USD 150 per day including travel days.

Disciplinary Panel will receive USD 3,000 of remuneration per case.

- Panel with one (1) member for a single case: USD 3,000
- Panel with two (2) members for a single case: USD 1,500 for each member
- Panel with three (3) members for a single case: USD 1,000 for each member