



FIM AFRICA ENVIRONMENT WORKING GROUP

TERMS OF REFERENCE AND OPERATING PRINCIPLES

PURPOSE

To provide the necessary strategic leadership to ensure that all categories of motorcycling in Africa have a reduced impact on the environment, and to create a greater awareness of sustainability amongst all motorcycle stakeholders.

FIM AFRICA Strategic Direction

Vision

Excellence, professionalism in hosting and organising of all FIM AFRICA events

- ◆ Concern for rider health and safety (*sport, leisure, touring*)
- ◆ Financial sustainability and accountability
- ◆ Recognition of FIM Africa Continental Championships
- ◆ Responsible environmental conduct amongst all motorcycle federations and riders
- ◆ Inclusion of women in all types of motorcycle activities
- ◆ Recognition of motorcycling as a 'family friendly' activity
- ◆ Positive image and awareness of motorcycling established (*government and public*)

FIM AFRICA's success is powered by its:

- ◆ Skilled, passionate volunteers
- ◆ Representation of women, riders and the younger generation in leadership positions
- ◆ Recognition and respect for different cultures throughout the Continent
- ◆ Strong brand awareness supported by active merchandising campaigns
- ◆ Ensuring sponsors receive value for their investment (*events and general*)

Values (What we believe in)

- ◆ Highest standards of excellence, fairness, inclusion, unity & transparency guide all processes
- ◆ Sportsmanlike behaviour in all facets
- ◆ Education and training (riders, officials and FMNs) to ensure FIM Africa's vision is met
- ◆ Recognizing that the passion and commitment of volunteers is its backbone
- ◆ Consistent application of rules and regulations (*recognition of development needs*)
- ◆ Uniting countries/FMNs and developing closer communication between various FMNs

RELATED FIM AFRICA WORK PLAN OBJECTIVES

Governance & Policy

- ◆ Review the FIM AFRICA Environmental Code on an annual basis and ensure that FIM AFRICA has appropriate and effective environmental strategies, policies and operational controls in place
- ◆ Encourage efforts to promote sustainable management of environmental resources and events
- ◆ Ensure that FIM AFRICA Environmental Stewards conduct themselves in a professional manner at events
- ◆ Carry out functions as contained in FIM AFRICA's Statutes and By Laws, FIM AFRICA Environmental Code, as well as the FIM Sustainability Strategy
- ◆ Identifying, key environmental aspects on the African continent, evaluate and address their potential implications to motorcycling
- ◆ Establish and maintain strong relationships with all African FMNs, FIM AFRICA Working Groups to ensure a clear understanding of environmental sustainability and the coherence of its activities
- ◆ Support member FMNs in the establishment and/or enhancement of environmental related projects and initiatives

Environmental Awareness

- ◆ Educate and inform motorcyclists regarding environmental pollution issues and to pro-actively minimise the potential negative impact of motorcycle activities
- ◆ Continuous development and updating of environmental education material for all motorcycle role-players. Make it available in electronic format
- ◆ Conduct regular Environmental Seminars and training of Environmental Stewards
- ◆ Maintain an Environmental Education programme specific to the challenges of the African continent
- ◆ Promote and strengthen environmental awareness opportunities at events
- ◆ Provoke local media to report on FIM AFRICA's environmental policy (the positive aspects of motorcycle sport and motorcycles)



Environmental and Event Compliance

- ♦ Monitor implementation and record compliance with FIM AFRICA Environmental Code at all FIM AFRICA events
- ♦ Ensure that reference and/or specific requirements, related to the FIM AFRICA Environmental Code, is incorporated in all event Regulations
- ♦ Ensure the timeous appointment of licensed FIM AFRICA Environmental Stewards at every FIM AFRICA event and that he/she is actively involved in the planning of the event
- ♦ Work with FMNs to create a continental plan of how to portray motorcycling and market FMNs (their events, programmes and activities) with the “green image”
- ♦ Ensure that the FIM AFRICA environmental checklists are practical, relevant and submitted after events
- ♦ Become pro-active in neutralising efforts of environmental activists that target motorcycling

Communication & Technology Trends

- ♦ Utilise and optimise the FIM AFRICA website to share contemporary environmental and sustainability developments
- ♦ Investigate introduction of online Seminars
- ♦ Encourage FMNs to initiate their own websites (and with these being linked to that of the FIM and FIM AFRICA)
- ♦ Optimise the use of online-communication, training and meetings
- ♦ Increase the FIM AFRICA Environmental Working Group’s exposure on all popular/social networking platforms
- ♦ Create interest in FIM AFRICA’s Environmental Policy amongst potential sponsors

Volunteerism

- ♦ Ensure that volunteers are recruited and/or trained with the specific skills necessary to carry out their responsibilities with the highest level of professionalism and in accordance with current standards and best practices
- ♦

Equity & Access

- ♦ Make every effort to encourage disabled persons to become involved in motorcycling
- ♦ Increase participation of women, veterans and the youth in environmental projects

Sustainability

- ♦ Encourage the implementation of all three spheres of sustainability (environmental, economy and social) at all FIM AFRICA events
- ♦ Support current FIM Sustainability policy where applicable and viable from an African perspective

COMPOSITION

The FIM AFRICA Environmental Working Group shall consist of the FIM Africa Beyond Sport Director, Chairman of the Environmental Working Group and at least three mandatory expert members (one each from Northern, Central and Southern African FMNs) of this Working Group. Expert Working Group members must be appropriately skilled in Environmental and/or Sustainability Management. Members, other than the mandatory Expert Members, may also be nominated.

SPECIFIC RESPONSIBILITIES

- 1) Ensure respect of the FIM Environment Code at all FIM AFRICA race meetings
- 2) Ensure that Environmental Checklists are practical and relevant for easy compliance
- 3) Implement, monitor and evaluate a work plan to implement the strategic direction for all environmental related matters, ensuring that all applicable objectives and actions from FIM AFRICA’s Action Plans are addressed
- 4) Conduct regular ENVIRONMENTAL training seminars for FIM AFRICA FMNs
- 5) Introduce a recognition system (incentives) for Environmental Stewards
- 6) Introduce an Environmental Education Programme throughout the Continent
- 7) Explore opportunities to enhance, expand and develop FIM AFRICA’s environmental policy
- 8) Support current and create new environmental incentives and initiatives
- 9) Facilitate sharing of successful environmental strategies and initiatives



- 10) Facilitate online meetings and training seminars
- 11) Be visible and stage environmental campaigns at motorcycle shows and exhibitions
- 12) Promote FIM AFRICA's annual Environmental Award in accordance with set criteria
- 13) Keep FMNs informed of latest international developments on alternative energies, etc
- 14) Establish database of "environmentally connected" sponsors and strengthen relationships with sponsors in environmental services sector
- 15) Encourage FMNs to work with local City/Town Councils regarding potential venues to 'showcase' motorcycling and motorcycle events and to support the concept of sustainability
- 16) Establish and maintain strong relationships with all FMNs to ensure a clear understanding of the demands and challenges in each country and to assist in the establishment and/or enhancement of environmental projects and initiatives
- 17) Be active advocates for sustainability
- 18) Act in accordance with powers, responsibilities and procedures contained in the FIM AFRICA Statutes and By Laws and other approved policies

COMMITMENT OF WORKING GROUP CHAIRMAN AND MEMBERS

- ♦ Work by consensus
- ♦ Assume responsibility and accountability for specific tasks and deliver within the agreed time frames
- ♦ Communicate concerns and doubts about Working Group decisions and/or the process within the Working Group
- ♦ **"Speak with one voice"** once the Working Group's recommendations have been agreed upon
- ♦ Treat discussions within the Working Group as works in progress, recognising that recommendations may be altered in order to enhance co-ordination and harmonisation of different disciplines within FIM AFRICA
- ♦ Be accessible by e-mail and by other electronic means such as Skype, Conference Call or other means that may be determined from time to time by Council
- ♦ Respond to requests or input within a minimum of 72 hours to maximum 7 days, depending upon the situation and agree that where circumstances prevent participation, that everyone will respect and support the consensus of the rest of the Working Group
- ♦ All members agree that they will not – either during or after their term of office – disclose to any third party, or use information deemed to be confidential by FIM AFRICA, without the written approval of Council
- ♦ Any member who has a direct or indirect, financial or material interest or otherwise in any matter under discussion, shall declare such interest at the start of the discussion, and such interest shall be recorded in the Minutes of the meeting in question. Any member who has any interest as set out above, shall not seek to influence debate on a proposal, nor vote in respect of the said proposal.

REPORTS TO FIM AFRICA Council

WORKS WITH Other relevant FIM AFRICA Working Groups FIM AFRICA Secretary General

AUTHORITY AND DECISION MAKING **Decisions delegated to the Working Group**

Decisions within the Working Group will generally be made by consensus. If a formal vote is requested by a member, each member shall have one vote, but in instances where a country has more than one member on the Working Group, only one of the members from the said country shall be entitled to vote. The Working Group Chairman shall have a casting vote. Decisions that have been decided by the vote of the Working Group Chairman shall be referred to the Working Group Chairman for ratification prior to implementation.



The Working Group shall have the authority to make the following decisions:

- ♦ Exploring potential opportunities and/or carrying out responsibilities outlined within these Terms of Reference
- ♦ Appoint sub-committees to investigate/work on specific activities within the Working Group Work Plan
- ♦ Invite experts in a particular subject area to participate in specific discussions at meetings or work related to their area of expertise (such experts will have no voting rights)

Any decision that may have a financial impact on FIM AFRICA must be ratified by Council.

MEETINGS

The Working Group will meet once a year on the date as set by Council to achieve the targets outlined in its approved Work Plan. This could include online meetings or at events where Working Group members are present. The principal method of communication and decision-making between meetings shall be by e-mail. The time and location of unplanned essential meetings will be determined by the Working Group Chairman in consultation with the Working Group, but only with the approval of Council as this is dependant on budget.

RECORD OF MEETINGS AND ACTIVITY

The Chairman of the Working Group is responsible for ensuring that a record of all meetings and actions of the Working Group are maintained and that these are distributed to all Council members as well as the Secretary General. A copy of all Minutes, including decisions of any Working Groups – shall be kept on file by the Secretary General.

TERM OF OFFICE

As per Art. 15.8 of the FIM AFRICA Statutes.

REVIEW OF TERMS OF REFERENCE

The FIM AFRICA Council will review the Terms of Reference of the FIM AFRICA Environmental Working Group periodically and the WG may make recommendations to Council in relation to any changes to the WG's responsibilities.