

FIM AFRICA LEISURE, TOURING & ROAD SAFETY COMMISSION

TERMS OF REFERENCE AND OPERATING PRINCIPLES

PURPOSE

To provide the strategic and operational leadership necessary to ensure that FIM AFRICAs leisure, touring and road safety programmes and projects and services meet their current and future potential – and with the ultimate goal of these activities becoming as vibrant and recognised as motorcycle sport throughout Africa.

FIM AFRICA Strategic Direction

Vision (2012 – 2015)

- ◆ 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 ACTION PLAN OBJECTIVES

Governance

- ◆ Set parameters for Leisure, Touring and Road Safety projects/initiatives
- ◆ Ensure that officials and FIM AFRICA delegates conduct themselves in most professional manner at "events"
- ◆ Investigate potential to learn/borrow from some of the big FMNs outside Africa
- ◆ Assist the FIM to promote other means of using the motorcycle – such as leisure riding and touring
- ◆ Carry out functions as contained in FIM AFRICA's Statutes and By Laws
- ◆ Ensure volunteers are recruited/trained with specific skills necessary to carry out their responsibilities with highest level of professionalism

Government & Public Policy (*Political & Public Policy Trends*)

- ◆ Educate motorcyclists pro-actively regarding issues of safety, and to be more respectful on the roads
- ◆ Develop and implement programmes that use motorcycle sport to promote motorcycle safety
- ◆ Monitor incidents of excessive noise of motorcycles which have a profound impact on public perception and social acceptance of motorcycles

Environment

- ◆ Relay message to all FMNs that climate change is a reality and a global concern and as such must remain on the FIM AFRICA Agenda 'for ever'
- ◆ Provoke local media to report on FIM AFRICA campaigns (the positive aspects of motorcycles)

Equity & Access

- ♦ Make every effort to encourage disabled persons, women, veterans and the youth to become involved in motorcycling

Leisure, Touring & Road Safety

- ♦ Increase and create opportunities for eco-friendly leisure motorcycle tours
- ♦ Promote the benefits of riding at older ages, showcasing the positive side of riding – including leisure riding
- ♦ Actively promote the motorcycle as every day means of transport and benefit in transporting supplies to outlying and war torn areas
- ♦ As many FMNs as possible need to become (more) involved in road safety campaigns and training
- ♦ Target senior schools/colleges and conduct Road Safety projects

Sponsorship Trends

- ♦ Provoke local media to report on FIM AFRICA campaigns – the positive aspects of motorcycles

Technology Trends

- ♦ Encourage FMNs to initiate their own websites (and with these being linked to that of the FIM and FIM AFRICA)
- ♦ Optimum use of e-communication, Skype calls, website social media
- ♦ Increase FIM AFRICA exposure on all popular/social networking platforms

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
- ♦ Consider youngsters as 'clients' and future volunteers

COMPOSITION

The Commission shall consist of the Commission President (i.e. FIM AFRICA Vice President : Leisure, Touring and Road Safety), the Chairman of the Working Group and members of the Working Group as provided for in Art. 20 of the FIM AFRICA Statutes.

SPECIFIC RESPONSIBILITIES

- 1) Implement, monitor and evaluate a **Work Plan** to implement the strategic direction for all leisure, touring and road safety matters, ensuring that all applicable objectives and actions from FIM AFRICA's Action Plans are addressed
- 2) Ensure that the Commission's SWOT Analysis is updated prior to the development of annual Work Plans
- 3) Study trends in tourism, recreation, motorcycle related industries and media to identify potential new programmes, activities, events and services;
- 4) Introduce and create opportunities for eco-friendly leisure motorcycle tours for inbound and domestic tourists in collaboration with National Government Tourism Departments
- 5) Actively promote the motorcycle as every day means of transport and benefit in transporting supplies to outlying and war torn areas
- 6) Partner with local motorcycle tour operators to promote touring packages in conjunction with Continental Championships
- 7) Road Safety being a major issue throughout Africa, ensure that as many FMNs as possible become (more) involved in road safety campaigns and training
- 8) Target senior schools/colleges and conduct Road Safety projects at these schools
- 9) Make FMNs and clubs aware of the link between sport and safety
- 10) Encourage motorcycle recreation throughout the continent – forming social clubs, small touring groups, bike rallies, etc.
- 11) Approach Tourism Departments to enable easier passage for motorcycle groups to pass through border posts
- 12) Introduce Road Safety seminars in as many countries as possible – not only for FMNs, but also endeavouring to attract the general public
- 13) Involve the media in countries about motorcycling and safety and endeavour to organise outdoor demonstrations and competitions, involving the media
- 14) Develop the sporting side of motorcycling by providing rider training to novices
- 15) Work towards a FIM Rally taking place on the Continent

- 16) Promote leisure riding to women in all countries
- 17) Work closely with Environment Commission to ensure that non-competitive riders are aware of climate change, the need to protect the environment, and to promote environmental awareness and sustainability
- 18) Promote projects such as the fight against HIV/AIDS, Abuse against Women and Children,, etc. through leisure rides/tours
- 19) Promote the need to wear protective clothing – especially crash helmets (close liaison with the FIM's CAP Commission is essential insofar as this is concerned)
- 20) Work towards "Adventure Bike Touring" in Africa
- 21) Establish a tourism section on the FIM AFRICA website and ensure that all existing and future available tourism information is posted as soon as possible
- 22) Create a database of magazines in each country to contact to promote motorcycle tourism
- 23) Contact three primary schools in each country to educate students regarding road safety
- 24) Work with National Ministries of Transport regarding distribution of some approved protective helmets
- 25) Investigate possibility to secure "demo" motorcycles to use to teach youngsters how to ride and about road safety
- 26) Promote a positive image of motorcycle tourism
- 27) Replace "face to face" meetings with Conference/Skype Calls wherever possible
- 28) Provide written reports of achievements, implementation of Work Plan items, targets, etc. and submit such reports to Council for review on a regular basis (and to delegates at the General Assembly)
- 29) Be active advocates (educate and promote) for leisure riding, touring and road safety
- 30) Act in accordance with powers, responsibilities and procedures contained in the FIM AFRICA Statutes and By Laws and other approved policies
- 31) Undertake responsibilities delegate by Council which are consistent with the purpose of the Commission

COMMITMENT OF COMMISSION PRESIDENT AND MEMBERS

- ♦ **Work by consensus**
- ♦ Assume responsibility and accountability for specific tasks and deliver within the agreed time frames
- ♦ Communicate concerns and doubts about Commission decisions and/or the process within the Commission and "**speak with one voice**" once the Commission's recommendations have been agreed upon
- ♦ Treat discussions within the Commission 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 Commission
- ♦ 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 Commissions
The FIM AFRICA Secretary General

AUTHORITY AND DECISION MAKING

Decisions delegated to the Commission

Decisions within the Commission 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 Commission, 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 Commission President for ratification prior to implementation.

The Commission 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 Commission 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 Commission will meet as necessary to achieve the targets outlined in its approved Work Plan. This will include a meeting every second year during the annual General Assembly, and at other times via telephone, or electronic means. 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 Commission President.

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 Commission 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.

Version 2 – October 2012