

## Commission Remits 2017-18 / IT Commission

The vision of the International Orienteering Federation (IOF) is that orienteering is included in the Olympic and Paralympic Games. The goals and strategic initiatives presented in Strategic Directions will promote the realisation of this vision. The actions required to implement the strategy are contained in the Council Activity Plan and the tasks of IOF Commissions. The IOF is, by its Statutes, obliged to respect and abide by the Olympic Charter and the provisions of the World Anti-Doping Code and to respect and implement the Olympic Movements Agenda 21 on protection of the environment and sustainable development.

<b>1: WORKING PROCEDURES AND STRUCTURE</b>	
<b>Working Procedures</b>	<ol style="list-style-type: none"> <li>1. The Commission shall aim to meet at least two times a year. The meeting schedule should include: <ul style="list-style-type: none"> <li>• The annual January joint meeting of the Council and Commissions</li> <li>• WOC week</li> <li>• In addition virtual meetings (by email, Skype, Lync etc.) whenever needed are recommended.</li> </ul> </li> <li>2. The Commission shall actively work to achieve the goals of the remit for the 2017-18 working period.</li> <li>3. All decisions should be aligned and made with reference to the Strategic Directions 2012–2018, the 2017-18 Activity Plan and IOC evaluation criteria.</li> </ol>
<b>Working Structure</b>	<ol style="list-style-type: none"> <li>1. The Commission must work in close contact with the other IOF Commissions and the IOF Council supporting Team. The decisions with political impact should be presented to the Council only after consultation with IOF Council supporting Team.</li> <li>2. The Commission must work in close contact with the IOF Office.</li> <li>3. The Commission work shall be organised in subgroups or teams in order to focus the outputs more clearly. Each subgroup/team shall have a minimum of 2 Commission members.</li> <li>4. Where there is a technical need to focus on an aspect of its remit, the Commission can create extra subgroups including also members from outside the Commission.</li> <li>5. Where the Commission has a particular task or project to carry out, it can set up a short term project group including also members from outside the Commission to enable Commission to achieve an efficient outcome.</li> <li>6. The meeting agenda should be organised according to the structure of the Commission remit.</li> <li>7. A member of the Commission shall be given the responsibility to prepare minutes within a week after a meeting of the Commission and e-mail them to the IOF Office. In order to simplify this task, these minutes should be concise and should contain an executive summary suitable for publication on the Internet via the IOF website.</li> </ol>

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Task	Explanatory notes	Responsible members
<b>2: PERMANENT TASKS</b>		
<b>Promote and advise on IT development in orienteering</b>	Monitor the use of IT methods and equipment in orienteering.	Name responsible person(s)
	Advise member federations and IOF bodies needing independent technical information.	
	Promote useful new trends through articles in IOF press and on the IOF website.	
	Organise IOF IT-seminar in conjunction with WOC.	Name responsible person(s)
<b>Advise the commissions on use of equipment</b>	Act as an independent expert to the Council and to the commissions on the approval and use of new IT equipment.	Name responsible person(s)
	Provide architectural advice of how IOF related system and services should be built and integrated.	Name responsible person(s)
	Manage the approval process of electronic punching systems from a technical point of view.	Name responsible person(s)
	Work closely with discipline commissions via regular meetings and sharing of information.	Name responsible person(s)
<b>Produce and update documents IT procedures and IT Guidelines</b>	Produce IT guidelines with reference to best practice for event software and IT set-ups.	Name responsible person(s)
	Define requirements to event administrative systems that should be used for IOF Events, e.g. that have support for import and export of IOF XML format	Name responsible person(s)
	Maintain guidelines for IOF Event organisers about timing systems.	Name responsible

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		person(s)
	Maintain, and create when necessary, guidelines and checklists for IOF Event organisers concerning IT related issues.	Name responsible person(s)
	Maintain guidelines for the infrastructure of IT systems of major IOF events.	Name responsible person(s)
	Define and update minimum standards necessary for reliable use of IT in managing orienteering events.	Name responsible person(s)
<b>Support maintenance and development of IOF systems and services</b>	Support the IOF Office in maintenance and development of the following IOF IT systems and services. IOF Office is responsible for collecting and keeping a record of all proposed changes/updates of the software/service. IT Commission and the IOF Office are reviewing when an update should be done. Advise the IOF Office on new possible services to be introduced.	
	<ul style="list-style-type: none"> <li>• <a href="http://www.orienteering.org">www.orienteering.org</a></li> </ul>	Name responsible person(s)
	<ul style="list-style-type: none"> <li>• IOF Eventor</li> </ul>	Name responsible person(s)
	<ul style="list-style-type: none"> <li>• World Ranking System</li> </ul>	Name responsible person(s)
	<ul style="list-style-type: none"> <li>• IOF XML format</li> </ul>	Name responsible person(s)
	<ul style="list-style-type: none"> <li>• Live OrienteeringCentre</li> </ul>	Name responsible person(s)

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3: SPECIFIC TASKS FOR 2017		
<b>Complete and publish the IOF IT Quality Requirements document</b>	Complete and publish the IOF IT Quality Requirements document defining IT requirements for major IOF events.	Name(s) missing
<b>Participate in HLES 2016</b>	Give presentations at HLES 2017 on how to deal with IT to get cost efficient and quality assured events.	Name(s) missing
<b>Establish a model of an IOF IT Adviser</b>	Establish a model of an IOF IT Adviser as part of SEA team in major events.	Name(s) missing
<b>Develop an approval system for IT systems in major events</b>	Develop an approval system for time keeping in major events. Analyse situation with tracking and split times software in major events. The goal is to allow only an approved time keeping software to be used in major events from 2018 onwards.	Name(s) missing

### Commission members:

Chair: Håkan Blomgren (chair, SWE)

Members: Finn Arildsen (DEN), Björn Heinemann (GER), Dmytro Miller (UKR), Henning Spjelkavik (NOR), Dmitry Miller (UKR)

**IOF Council supporting Team:** Vincent Frey (Council member)