



WORLD PROGRAMMES – NOC MANAGEMENT



NOC ADMINISTRATION
DEVELOPMENT



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PROGRAMME GUIDELINES

OBJECTIVE

To improve the administrative structures of National Olympic Committees (NOCs) by contributing towards their general administrative costs and supporting NOCs' initiatives to improve specific aspects of their management, with special emphasis on better governance.

BENEFICIARIES

The programme is available to all the NOCs. In the event of programme oversubscription, applications for the NOC Management Initiatives from those NOCs in the greatest need of strengthening their structures will be prioritised over those from NOCs with an established administration.

DESCRIPTION

ADMINISTRATIVE SUBSIDY

An administrative subsidy of USD 40,000 is available to the NOCs on an annual basis and is aimed at assisting the NOCs with their running costs, such as staff salaries, office rent, utility bills, organisation of meetings, purchase and upkeep of office and IT equipment, etc.

NOC MANAGEMENT INITIATIVES

NOCs may request Olympic Solidarity's assistance related to the development of a specific aspect of management. Expenses NOCs incur on a regular and continuous basis (such as salaries, website hosting fees, cost of Executive Board or staff meetings, etc.) are not to be covered through this programme, as they are partially subsidised through the Administrative Subsidy. The objective of NOC Management Initiatives is to help NOCs implement one-time projects and activities that aim to improve NOCs' management and operations.

Examples of projects that may be considered through this programme include:

- external expert's assistance on a limited-time basis in order to facilitate the development of a strategic/action plan, policies or procedures; to revise or audit existing plans and policies
- training of staff or executives in skills related to their professional duties (e.g. participation in local courses or international seminars, or an exchange or internship with another NOC or sport organisation)



- introduction of a new tool or concept that aims to increase the NOC's efficiency or upgrade of an existing one (e.g. establishment of a database, electronic filing system, website, accounting software)

NOCs should request Olympic Solidarity's assistance for a project that is a priority for the NOC and is in line with its strategic plan. In order to help NOCs to identify their priorities for improvement, Olympic Solidarity will make a self-assessment tool available to all the NOCs in the first year of the quadrennial. More information will be communicated in 2013.

APPLICATION PROCEDURE

ADMINISTRATIVE SUBSIDY

In order to apply for the Administrative Subsidy, NOCs should provide a financial report documenting the use of previous year's Administrative Subsidy and complete an application form with information on how they plan to use the subsidy for the current year.

The Administrative Subsidy for the NOCs of Oceania is managed by ONOC and should be requested directly from that Continental Association (CA).

NOC MANAGEMENT INITIATIVES

NOCs wishing to benefit from Olympic Solidarity's financial assistance towards the implementation of their management initiatives should request it by submitting an application form no later than two months prior to the start of the project.

Wherever applicable, NOCs should submit copies of related documents, such as a proposal from or a contract with a service-provider, pro-forma invoice, etc. It should be documented that proposals from several service-providers were considered and how the successful proposal was selected. If only one proposal was taken into account, reasons for this decision should be listed.

NOCs should also demonstrate that they have a structure in place capable of sustaining the initiative once Olympic Solidarity's support ends (e.g. for a project of establishing an NOC website, the NOC needs to show that it will include the website hosting fees in its annual budget and that it has personnel, internal or external, responsible for keeping the information on the website up to date).

ANALYSIS AND APPROVAL

The approval of requests and the level of Olympic Solidarity's support (NOC Management Initiatives) are based on the information provided by the NOC. In principle, only one NOC Management Initiative per NOC may be approved annually.

FINANCIAL CONDITIONS

The quadrennial budget allocated to the programme of NOC Administration Development is USD 35,500,000.



ADMINISTRATIVE SUBSIDY

Each NOC is eligible for an annual Administrative Subsidy of USD 40,000, which constitutes a 30 per cent increase from the previous quadrennial plan. The total amount is paid upon the receipt of the application form and the financial report for the previous year's Administrative Subsidy.

NOC MANAGEMENT INITIATIVES

Funding allocated to an NOC Management Initiative will constitute a contribution towards the entire cost of the initiative and the amount will vary according to the nature of each project.

An advance payment of 75 per cent of the total budget allocated may be requested to be paid one month before the start of the project. The balance payment is paid upon the submission of the final project report and the financial report.

FOLLOW-UP AND CONTROL

NOC MANAGEMENT INITIATIVES

No later than two months after the completion of an NOC Management Initiative, the NOC should submit the final project report and the financial report. The project report should include the following information:

- detailed description of the project, including the programme/agenda, timelines, etc.
- list of participants or parties involved
- evaluation of project short-term benefits and expected long-term benefits, as related to the project objectives listed in the application
- documents related to the project, e.g. copy of a plan or other tools developed, PowerPoint presentations used during a course or seminar and service-provider's report
- photos, if available, which may be used in Olympic Solidarity reports.

DEADLINE

ADMINISTRATIVE SUBSIDY

Applications for an Administrative Subsidy are accepted every year, between 1 January and 31 December of the year for which the subsidy is requested.

NOC MANAGEMENT INITIATIVES

Applications for NOC Management Initiatives must be received at least two months prior to the start of the project.



ANNEXES

- 1. Administrative Subsidy**
Application Form

- 2. NOC Management Initiatives**
Application Form
Report Form