

**MINUTES OF THE FIRST  
COMMONWEALTH ADVISORY BODY ON SPORT MEETING**

**7 JUNE 2005  
Hilton Lac Leamy Hotel, Ottawa**

**Attendees:**

H E Rt Hon Donald C McKinnon

**Members Present:**

Ms Sue Campbell  
Ms Low Beng Choo  
Mr Michael Fennell  
Ms Moekie Grobbelaar  
Mr Desmond Haynes

Professor Denver Hendricks  
Dr Bruce Kidd  
Dr Robin E Mitchell  
Mr Mark Peters  
Shri Rana Gurmit Singh Sodhi

**Apologies:**

Mr Justice Lino Farrugia Sacco

**Advisers:**

Mr Martin Niblett (Commonwealth Secretariat)  
Mr Emmanuel Kattan (Commonwealth Secretariat)  
Mr John Scott (UK Sport)  
Mr Mike Hooper (Commonwealth Games Federation)

**Observers:**

Ms Sue Neill, Mr Greg Rokosh, Ms Nathalie Robitaille (International Sport, Canadian Heritage)

**Agenda Item No.1: Introductions**

The meeting began with some opening remarks by the Secretary-General (SG) on the importance of sport within the Commonwealth, the role of sport and development and the role of CABOS. He thanked the Canadian government and Commonwealth Games Canada for hosting the meeting and reception respectively, before giving a brief history behind the formation of CABOS following the 2003 CHOGM and the Athens Sports Ministers meeting and its important role in further promoting sport throughout the Commonwealth. He outlined his thoughts on how sport has the power to change lives, how it can empower young people, how it promotes fair play and respect for others and

how important it can be when used as a tool for development, reflecting the core values and principles of the Commonwealth.

The SG then invited each of the members to introduce themselves briefly (copies of each member's CV/biography attached to meeting papers).

### **Agenda Item No.3: Terms of Reference for CABOS**

Martin Niblett (MN) introduced the revised Mandate and Terms of Reference document. He explained that the mandate for CABOS had not in effect been changed, but simply reordered and reworded in parts to make it clearer, and that there was a need for a detailed Terms of Reference which outlines the responsibilities for the Chair, members and the Secretariat, along with detailing the meeting and reporting structure for the body. He advised that once the document had been agreed by members, the SG would write to all Sports Ministers seeking any comments; it would then be put to this year's CHOGM for leaders to endorse.

The Secretary-General then went through the document, inviting comments from the members. Michael Fennell suggested that the first mandate point reflect that CABOS will report to Commonwealth governments through Ministers for Sport and the Commonwealth Secretariat - this was agreed by all members. There was also some discussion around the issue of CABOS being gender balanced and whether the TOR should stipulate the 50-50 target. It was agreed by members that CABOS should aspire to meet this specific target in the long-term, and that it should be reflected as such in the mandates.

Denver Hendricks raised the issue of regional representation and enquired as to whether members were expected to be regional contacts for the body, and if so, which countries are they to cover? MN advised that they are regional representatives, apart from Mike Fennell and Moekie Grobbelaar, and the expectation from the Commonwealth Secretariat (ComSec) is that they develop the necessary contacts with governments and sports bodies and are the contact point for any CABOS issues throughout their region. In terms of countries, ComSec would need to look at some of the issues surrounding this and provide a provisional list to members.

The Mandate and Terms of Reference document was then agreed by members with the above-mentioned amendments.

#### **Action:**

- **MN to re-draft document with above-mentioned amendments.**
- **SG to write to all Sports Ministers asap enclosing the new document (MN to draft letter).**
- **ComSec to advise members on which countries they will be expected to cover as regional representatives of CABOS (MN/EK).**

## **Agenda Item No.7 – Update on Athens Action Plan**

**Anti-Doping:** There followed a presentation by David Howman, Director General, and Anne Jansen of WADA (slides attached). This gave a brief outline of the role and the work of WADA, and then went on to discuss anti-doping issues throughout the Commonwealth and how CABOS might assist in this area, in terms of helping to advise governments and capacity building through Commonwealth events. David went through the WADA-ComSec Regional Anti-Doping Organisation (RADO) development projects and stated that this assistance would provide enormous help to developing Commonwealth countries in the Pacific, East Africa and Caribbean regions.

MN thanked David for this and advised that ComSec would continue to take forward this important RADO project with WADA and other key stakeholders. He asked members for their views on how CABOS could help in advising governments on anti-doping issues. There then followed a general discussion with the issue of testing expenses highlighted as an issue for developing countries and countries who have still not signed the Copenhagen Declaration suggested as a possible way for CABOS to assist. Brice Kidd raised the issue of levels of inequality and how CABOS can look to link other educational messages through anti-doping issues. Denver Hendricks cited the example of the ICC HIV/Aids campaign and stated that an objective for CABOS should be to work with WADA to get anti-doping education messages into the curricular for high schools.

**Women in Sport:** Michael Fennell then gave an update on how the CGF are taking forward their recommendations from the Action Plan. He highlighted their Melbourne General Assembly and the success of their Gender Equality seminar which looked at women in sport networks and the number of female participants at events. He stated that gender equity is very important to the CGF and this is why they have prepared a toolkit on the issue to assist all their members.

There then followed a general discussion surrounding women in sport and how CABOS can take this issue forward. Low Beng Choo stated that a lot of developed countries have Women in Sport Committees and the group should be looking at ways in which such committees can be integrated and linked to events and established in developing countries. Sue Campbell stated that there are two very different issues here; women and sport, in terms of engaging women in physical activity, and women involved in sport. She believed that the body should be looking at the barriers women face to participating and suggested that CABOS look at case studies in this area throughout the Commonwealth.

There was general consensus that gender equity should be included in any government written sports policy throughout the Commonwealth and that CABOS should be looking at models of best practice in this area. Low Beng Choo added that at the Women in Sport Asia conference, it was recommended that governments adopt specific Women in Sport policies. Michael Fennell stated that progress has been made in this area but for CABOS to progress this, evidence needs to be collected and documented; Bruce Kidd added that targets should be set for governments with regular reporting structures in place.

**Major Events:** Mike Hooper gave a brief update on the progress of the CGF Transfer of Knowledge Toolkit which addresses the first item on the Major Events Action Plan (MN explained that ComSec had neither the capacity nor resources to deliver this commitment). MN then asked members for their thoughts on the issue of major events in general and how in particular CABOS could take forward points 2&3 on the Action Plan.

Michael Fennell stated that CABOS should look to focus its work on influencing governments of developing countries that are not prepared at present to take the risk of hosting sporting events. He highlighted the positive example of the Commonwealth Youth Games and the fact that it is held in smaller places. Sue Campbell added that the body should be looking to gather impact evidence on the economic value and scale of hosting such events, as well as looking at associated costs such as security.

**Action:**

- **ComSec to continue working with WADA and other partners on the RADO development project (MN/Robin Mitchell)**
- **Strategy to be developed as part of the Work Plan as to how CABOS can advise Ministers on other anti-doping issues.**
- **Strategy to be developed as to how CABOS can further promote the role of Women and Sport (see the Work Plan item where this is further referred to).**
- **Strategy to be developed as part of the Work Plan as to how CABOS can take forward the recommendations on Major Events.**

**Agenda Item No.4 – Commonwealth Secretariat and Sport**

The SG outlined briefly the role of the Commonwealth Secretariat to members and then addressed them as to where sport currently sits in ComSec's strategic plans and his vision for sport in the future. He re-iterated the importance of sport in the Commonwealth and took members through his decision to instigate regular meetings of Sports Ministers and the subsequent Action Plan from Athens which will go through to this year's CHOGM for endorsement; he explained that this will enable sport to be included into ComSec's Operational Plan which is a major step forward. He added that the long-term goal was to ensure that funding is made available for sport programmes but stressed that this would take time with sport having to 'prove its case' as a vehicle for delivering results in development. In the meantime, he believed that the that first objective should be to mainstream sport into existing ComSec programmes to enhance the effectiveness of them and the best way to achieve this is for CABOS to advise ComSec on which of its strategic priorities they believe sport can best deliver on.

The SG then invited Greg Rokosh and John Scott to make some remarks on the role of the former CCCS. Greg Rokosh remarked on the background to the CCCS, its role and how it reported to Ministers. He expressed his belief that in having the regular Minister for Sport meetings to report to, CABOS has a much better operating structure to work under, and along with sport being in the Operational Plan and the appropriate Secretariat support, this gave it a much better base to start on.

John Scott remarked that the CCCS did not have a formal mandate under which to operate - CABOS does. He re-iterated Greg's comments that CABOS has a better reporting structure through the Minister for Sport meetings. He added that the CCCS produced some powerful reports on the value of sport but did not have the structures in place to follow these through. He believed that CABOS should be looking to build on all of this work done before by developing an evidence base, and then set specific targets with key performance indicators to Ministers. He stated that the involvement of ComSec in CABOS's work was crucial to the success of the body.

There then followed a short discussion on the role of sport within the Secretariat with clarification given by MN that although youth was mentioned in particular by leaders in CABOS's work, the remit of the group was to look at sports policy in its widest sense, thereby incorporating youth but looking at all possible developmental areas. The SG re-iterated his desire that CABOS must produce results and show how sport can help in the delivery of ComSec developmental priorities.

**Action:**

- **The SG to discuss with ComSec Directors the issue of mainstreaming sport in ComSec activities following the meeting (EK).**
- **Once the Work Plan is finalised following the meeting with the key areas listed for CABOS to progress, MN to circulate this and meeting minutes to appropriate ComSec colleagues for their consideration.**
- **MN to then work with colleagues to review their programmes to determine which could be best enhanced by a sport or physical activity dimension, seeking advice from the Chair and members where appropriate.**

**Agenda Item No.2 – Chair of CABOS**

The SG had made clear at the start of the meeting that he wished to see the Chair of CABOS elected on a democratic basis amongst the members. On this basis, he asked for all members to pass to him confidentially their nomination for Chair. Having done this, he announced that Sue Campbell was the first Chair of CABOS. The SG and all the members congratulated Sue on her appointment and Sue expressed her honour and privilege at being appointed Chair of the body.

**Agenda Item No.5 – Sport and Development in the Commonwealth**

There then followed a presentation from each of the regional members as to how sport is structured and run and how it is currently being used in development terms within their respective regions. There was a presentation from Michael Fennell on how CABOS can work effectively with the CGF and from Moekie Grobbelaar on disability sport issues throughout the Commonwealth.

**Action:**

- **MN to circulate to all members and other appropriate parties copies of all the members' presentations.**

### **Agenda Item No.6 – Work Plan for CABOS**

The Chair split the members into three groups, led by Denver Hendricks, Bruce Kidd and Mark Peters, in order for them to discuss the key areas in sport and development which they believed CABOS should be focussing on and advising Ministers and other key parties.

Denver's group suggested 3 key areas: **Sport & Physical Education in Schools.** They believed it must be of a quality standard and inclusive to all in order to increase youth participation in sport and physical activity in schools; this was crucial for engaging young people in sport from an early age and giving them the benefits that such engagement can bring. They suggested that all national education policies should include sport and PE and that CABOS should set specific targets, in terms of number of hours spent per week on sport and physical activity by children, to governments.

**Sustained participation in sport in the community;** this would build on the first area through sustaining participation in sport. They believed that this should focus on improving school and community links, and developing and sustaining the sports club structure. They suggested that the provision of sports facilities be built into housing and planning infrastructure. The body would need to gather baseline data in these areas.

**Inclusive communities through sport;** this would focus on participation in sport and physical activity, and access to sports facilities, to all groups of the community including women, people with disabilities, cultural groups and rural communities throughout the Commonwealth. Again, baseline data would need to be gathered.

Bruce's group agreed with these 3 areas, adding that under participation in sport in the community, CABOS's work should also focus on the 'education' of sport as a whole; ie the education and training of coaches, administrators, volunteers and athletes.

They also suggested one further area: **Health benefits of sport.** They suggested that all National Health Policies include sport and physical activity to improve the health of young people particularly. They believed CABOS should focus its work on HIV/Aids awareness and tackling obesity. Baseline data should be established for each country and then set targets to these baselines. They also suggested a Report Card exercise.

Mark's group concurred with both groups' thoughts that these were the 4 key areas to focus on. They also added that CABOS needs to establish who the key players are in these areas and then develop a communications strategy for Ministers and other key audiences; ie how can CABOS get into key areas of the Commonwealth, and then break down this strategy into countries and regions. Bruce Kidd also raised the issue of how can CABOS identify the other agencies to engage and partner with who share the same ambitions in the field of sport and development.

There was general consensus amongst the groups that there are policies in existence in these areas throughout the Commonwealth so there needs to be a realisation and monitoring of this policy in order to help develop an evidence base before specific proposals can be put to Ministers.

It was agreed by the Chair and all members that CABOS would focus on the following four key areas in its advisory work to Ministers and other key bodies:

- **Education through sport**
- **Using sport to develop leadership and participation in the community**
- **Building inclusive communities through sport**
- **Health benefits of sports participation**

**Action:**

- **Chair and MN to re-draft the work plan for CABOS highlighting these 4 key areas and the specific issues involved in each. It will also include other areas such as anti-doping and major events and detail how and by whom these issues are going to be taken forward with timescales set down. This will be circulated to members for comment following the approval of the minutes.**
- **MN to provide a list of key events, meetings and their respective agendas for CABOS leading up to Melbourne.**

**Agenda Item No.8 – Preparations for CHOGM Sports Breakfast**

MN took members through briefly the preparations for CHOGM and the Sports Breakfast later this year. He explained that the Sports Breakfast was a CGF event but it clearly provides an ideal opportunity for CABOS to address leaders on its work and impress upon them the value of sport as a tool for development.

The Chair agreed with this and asked Michael Fennell, in his capacity as CGF President, if the CGF would be happy for CABOS to make a presentation as part of the Breakfast. Michael Fennell advised that he would be very happy to consider how to incorporate CABOS into the presentations at the Breakfast.

The Chair and members then agreed that the basis and focus for the CABOS presentation should be the 4 key areas agreed earlier.

**Action:**

- **Chair and MN to take forward discussions with CGF over role of CABOS and its presentation at the Breakfast.**

**Agenda Item No.9 – Preparations for the 2006 Commonwealth Sports Ministers meeting in Melbourne**

MN and Mark Peters took members through the preparations for the Melbourne meeting on 14 March 2006. There was then a general discussion around the length of the meeting

and the agenda; MN confirmed that the Australian government had agreed that CABOS should be the vehicle to take forward the agenda.

The general consensus amongst members was that a half-day would be adequate time for the Ministers meeting; starting with a lunch and the meeting then taking place in the afternoon. In terms of the draft agenda provided by the Australian government, it was agreed that it should be re-drafted to contain 3 specific items with the focus for these items centring round the 4 key areas agreed earlier, and then re-submitted to the Australian government for their consideration.

**Action:**

- **Mark Peters/MN to update the Australian government on CABOS's views over the timings and length of the meeting for their consideration.**
- **Chair and MN to provide Australian government with a revised draft agenda for the meeting.**
- **CABOS role at the meeting, in terms of an update on its work and presentation, to be developed as part of the Work Plan.**

**Date of next CABOS meeting**

It was agreed that the date for the next meeting would be the 13 & 14 March 2006 in Melbourne. This would take the form of an evening meeting and dinner on 13 March (allowing certain members to attend Commonwealth Day in Sydney during the day) and then a morning meeting on 14 March. This would then be followed by the Ministers meeting in the afternoon, which all CABOS members would attend.

**Action:**

- **MN and Mark Peters to make enquiries with the Australian government and M2006 over possible venues for the CABOS dinner and meeting.**

**Any other business**

Mark Peters raised the collaborative project between the Commonwealth Institute and Blueearth Institute, Melbourne, on 'Lifestyle and Health of Primary School Children: A Longitudinal study' and took members through briefly the aims of the project. It was agreed that Mark would continue to keep CABOS informed of progress of the study.

**Martin Niblett  
CABOS Secretariat  
27 June 2005**

