

# SECRETARY GENERAL



**LISA ALLAN**

## Introduction

As the IJF Secretary General, I am delighted to present this report on behalf of the IJF General Secretariat. This report highlights our achievements, ongoing efforts and challenges.

In May 2023 the IJF General Secretariat moved to the IJF headquarters in Budapest and continued its duties to ensure the implementation of IJF activities within the framework of the IJF aims and subject to the powers expressly attributed by the IJF Congress under the IJF Statutes. This has been in collaboration with the IJF President, the IJF Executive Committee, the IJF personnel and commissions, continental unions, member national federations and other stakeholders and partners.

The work we have accomplished together reflects our shared commitment to excellence, inclusivity and sustainability in judo.

## Administration

- Financial follow-up with the IJF General Treasurer.
- Transmit information internally within the IJF and externally to our stakeholders and partners.
- IJF's website management and document publications.

## Commissions

- Assist the IJF commissions with communication and administration.

## Governance and Legal

In collaboration with the IJF President, IJF Director General and IJF legal advisors to ensure the IJF continues to have the highest standards of transparency, integrity and democracy in its governance administrative work, in accordance with the IJF Statutes, policies and regulations.

- Administration and logistics for the preparation and delivery of the IJF Congress and managing post-event tasks.
- Administration and logistics for the preparation and delivery of the IJF Executive Committee meetings and managing post-event tasks.
- Administration and logistics for the preparation and delivery of the IJF technical meeting and seminar and managing post-event tasks.
- Administer votes by the IJF Executive Committee members (May-Dec 2023 – 25 votes, 2024 – 55 votes) and follow up on approvals and decisions.
- Association of Summer Olympic Federations (ASOIF) governance review.
- Ensure compliance with data protection guidelines.
- Legal assistance for member national federations and continental unions.
- Litigation and dispute management.
- Management of disciplinary procedures.



- Management of governance issues as necessary.
- Management of nationality change procedures.
- Management of immigrant and refugee cases.
- Review and update the IJF governance documents (e.g., IJF Statutes, policies, codes, regulations etc.), processes and practices to industry standards and to ensure that the IJF remains legally compliant and efficient.
- Verification of conformity of the continental unions and member national federations' statutes (mandatory statutory provisions).

### **Policy and Integrity Measures**

- Implementation of the IJF Anti-doping Code, IJF Disciplinary Code, IJF Code of Ethics, and IJF Safeguarding Policy to protect athletes, officials and stakeholders.
- Manage the IJF clean sport reporting platforms.
- Risk assessment and management.
- Update and revise current policies and create new policies (Anti-corruption, Athlete Eligibility for IJF Events, Data Protection policies, Human Rights) in line with international best practices, ensuring greater transparency and accountability.

### **Special Projects**

In collaboration with the IJF International Development and Promotion Director, Presidential Office and General Treasury we support the following projects:

- Archiving of historical IJF documents.
- Dan grades administrative management and policy revision.
- IJF official suppliers, regulations and laboratory test reports for backnumbers, judogi and tatami.
- Kata development.
- Management of the IJF judogi labels.

### **Stakeholders and Partners**

Working and communicating closely with the IJF Presidential Office, IJF General Treasury, IJF Executive Committee members and the chairs of the IJF commissions (20), we continue to improve relations with our external partners and stakeholders by listening to understand their needs, communicating effectively and resolving conflicts constructively.

We are extremely proud to see the development and progress of our 205 member national federations and five (5) continental unions and look forward to seeing how we can continue collaborating and sharing resources.

- Attend external meetings and communicate with the Association of National Olympic Committees, ASOIF, International Olympic Committee, other international sport/multi-sport federations, multi-sport games organisers, SportAccord and others as required.
- Communicate as necessary with National Olympic Committees and sport ministries.
- Listen to the needs and desires of our member national judo federations to further support their development and follow up on elections and update of the IJF website. Work on other matters as necessary.
- Meet regularly with the secretary generals of the continental unions individually and as a group to share information, ideas and examples of good practice.
- Support and administer logistics for the IJF refugee team and IJF supported countries for events.
- Transmit information from the IJF to our stakeholders and partners and redirect any information from them to relevant parties.



Continuing to work together with all our stakeholders and partners we will:

- Always be a positive ambassador for judo in whatever we do and wherever we go.
- Commit to excellence in everything we do.
- Nurture the judo values that are at the heart of our sport.
- Promote and develop judo globally.
- Promote fair play, working together with openness, transparency, integrity and trust.
- Strengthen our good governance and policy measures and frameworks.

### **Conclusion**

The IJF General Secretariat remains committed to its responsibilities and obligations. These last 20 months have given us valuable insight and taught us many things about the diverse needs and expectations of our members and partners. Using this knowledge, we will continue to work together to evolve and develop judo, promote the values of sport and raise the profile of judo on the world stage. I am confident that we will achieve even greater success in the coming years.

I would like to thank the IJF General Secretariat staff for their dedication and hard work. Their commitment and teamwork make a real difference and the effort invested in each project is shown in the high standard of the work produced.

On behalf of the IJF General Secretariat, we are grateful to the IJF President, the IJF General Treasurer, the IJF Director General, the IJF Executive Committee, the IJF commissions, the IJF personnel, continental unions, member national federations and other stakeholders and partners for their continued collaboration and support. Together we are achieving great things!