



## INTERNATIONAL LIFE SAVING FEDERATION

Gemeenteplein 26 – 3010 Leuven  
Tel: (32)(16) 89.60.60 - E-mail: [ils.hq@telenet.be](mailto:ils.hq@telenet.be) - Web: <http://www.ilsf.org>

## WORLD CONFERENCE ON DROWNING PREVENTION 2029

### BID RULES OF CONDUCT

#### INTRODUCTION

The purpose of the Bidding Rules of Conduct is to outline the principles to be followed by ILS and the bidding ILS Member organisations and conference partners to ensure a transparent and fair bidding and bid evaluation process. The Bidding Rules of conduct are applicable to all organisations wishing to host the World Conference on Drowning Prevention.

#### 1. SCOPE OF APPLICATION

These rules of conduct apply to bidding regions-cities-organisations wishing to organise the World Conference on Drowning Prevention and to National Lifesaving Federations (NLFs), as well as to any person or organisation acting on their behalf, hereafter called “bidding organisation”.

In the absence of any provision to the contrary, these rules are applicable until the end of the candidature procedure, which is at the moment that the host city is officially appointed.

#### 2. THE BID AND OVERSIGHT COMMITTEE

The ILS has created for the supervision of the bidding period the Bid and Oversight Committee. The Bid and Oversight Committee shall appoint the Bid Evaluation Team (also called Bid Inspectors), the members of which shall have experience in conferences, business and water safety.

#### 3. PRINCIPLES

A bidding organisation has the right to promote their candidature subject to these rules of conduct. The promotion of a candidature must take place with dignity and moderation. The conduct of a bidding organisation must conform strictly to the provisions of the ILS Constitution and Bye Laws and its implementing provisions.

The NLF of a country can only propose one bidding organisation in its field of jurisdiction willing to organise the World Conference on Drowning Prevention.

#### 4. INTERNET

The bidding organisation may not create their own Internet site, or social media platform, for informative purposes.

#### 5. PROMOTION

The bidding organisation is authorised to promote its candidature in their nation. The nation must

be understood in a restrictive manner excluding, *inter alia*, diplomatic representations abroad.

All forms of promotion at an international level (for example newspaper or magazine articles or television programmes) are forbidden to bidding organisations wishing to organise the World Conference on Drowning Prevention.

Only after the ILS acceptance of the host organisation, and on written approval of ILS, the organisation may undertake promotion at an international level including through social media. The bidding organisation must ensure that any person or organisation acting on their behalf respect these restrictions.

## 6. MEETINGS AND EVENTS

### A) INTERNATIONAL EVENTS HELD OUTSIDE THE COUNTRY

The bidding organisation will refrain from taking advantage of any international event held outside their nation. Bidding organisations must not, under any circumstances, organise exhibitions, receptions or meetings, public or private, in relation to the candidature. Subject to the Bid and Oversight Committee's consent, bidding organisations may participate in international meetings or events on condition that the organisers offer each bidding organisation equal opportunities to promote their candidatures. The methods used must take into consideration the need to limit the costs for the bidding organisations, while avoiding, in particular, presentation tables, exhibition rooms and registration costs. The bidding organisations may be invited to events organised by the ILS, its Regional Branches and its NLF associations.

### B) INTERNATIONAL EVENTS HELD IN THE COUNTRY

The bidding organisations will refrain from taking advantage of any international event held in their nation. Upon publication by the ILS of the list of bidding organisations, the NLF will provide the ILS Headquarters with a list of international Conferences, Conventions, and Seminars and of meetings of organisations recognised by the ILS to be held in their nation from that date until the date of the election of the Host Organisation. Any addition to this list of Conferences, Conventions, Seminars and meetings and competitions must be previously submitted to the Bid and Oversight Committee for review.

## 7. GIFTS

No gift shall be given to or received by third parties.

Hospitality and accommodation shall only be provided to the Bid and Oversight Committee or their appointed Representative(s), and/or the ILS President and/or ILS Secretary General on official visits or on other business related functions approved by ILS.

## 8. VISITS BY THE ILS ON SITE BID EVALUATION TEAM (INSPECTORS)

The Bid and Oversight Committee may, at its discretion, appoint On-Site Inspector(s).

The ILS Bid Evaluation Team where deemed necessary, will pay an inspection visit to each bidding organisation and location. The Bid Evaluation Team (Inspectors) will determine the period and the programme of the visit and submit same to the Bid and Oversight Committee for approval. The programme that is submitted to the Bid and Oversight Committee shall include detail with respect to all meals and entertainment, which shall be preferably in the proposed Conference Hotel. The details of this will be provided to the bidding organisations in due time. The bidding organisation may organise working visits by lifesaving experts if these visits are necessary for the preparation of the candidature.

These experts may however not belong to the ILS Board of Directors or to the Bid and Oversight Committee and must be approved in advance by the Bid and Oversight Committee.

## **9. OTHER TRIPS AND VISITS**

There will be no visits by ILS Board Members to the bidding organisations, or from the bidding organisations to ILS Board Members, for the promotion of their candidature. If an ILS Board Member must travel to a bidding organisation for any reason, the Bid and Oversight Committee must approve the purpose and duration of the visit in advance.

The bidding organisation may not take advantage of this occasion for the promotion of its candidature, nor cover the costs and other expenses linked to such a visit, in particular, travel, meals, accommodation and entertainment costs.

## **10. ASSISTANCE**

The NLF of the country of a bidding organisation wishing to organise the World Conference on Drowning Prevention will provide the ILS Headquarters with the list of existing drowning prevention and lifesaving programmes and will submit any new programmes proposed during the bid process to the Bid and Oversight Committee for its approval. If a bidding organisation is planning a lifesaving development programme, by giving equipment or operational assistance, the programme must be placed under the responsibility of the Bid and Oversight Committee, which alone has authority to determine the rules of allocation.

## **11. PROMISES AND COMMITMENTS**

A bidding organisation must ensure that, in its file and at its presentation to the Bid and Oversight Committee and/or ILS Conference Bid Evaluation Team, or if necessary, an ILS Board of Director's Meeting, it gives only such undertakings as it is certain it will be able to fulfil. All persons presenting a bid or a part of a bid must be certified by the bidding organisation and speak on behalf of the organisation. All oral promises are considered firm commitments. All bidding sessions will be voice and/or video recorded. If an undertaking appears disproportionate, explanations can be requested.

Promises shall in principle be included in the bidding documents and be in writing. All promises and commitments must be duly signed by a person that can commit the bidding organisation by his/her signature. Bidding organisations can add or reduce promises and commitments until 72 hours before the election, with the understanding that such must be in writing and duly signed by a person that can commit the bidding organisation by his/her signature.

## **12. ELECTION OF THE HOST ORGANISATION**

The Bid and Oversight Committee will supervise the election procedures, in accordance with the provisions made by ILS.

## **13. RELATIONS BETWEEN BIDDING ORGANISATIONS**

Each bidding organisation must, in all circumstances and at all times, respect the other bidding organisations, the Bid and Oversight Committee, the Bid Evaluation Team, the ILS Board Members and the ILS itself. The bidding organisations must refrain from making any comment, spoken or written, or portrayal of any nature, likely to tarnish the image of a rival bidding organisation or be prejudicial to it.

In a spirit of fair play, any comparison with other bidding organisations is strictly forbidden. No agreement, coalition nor collusion between bidding organisations aimed at influencing the result is permitted.

## **14. INTERPRETATION**

The bidding organisations may seek the guidance of the Bid and Oversight Committee on the interpretation of the present text. Any written interpretation will be brought to the attention of all of

the bidding organisations.

## **15. SANCTIONS**

Any violation of the present Rules of Conduct may be brought to the attention of the Bid and Oversight Committee, which will proceed with an inquiry. Such referral must be confirmed in writing.

Where proof of a breach of the present Rules is established, the Bid and Oversight Committee may make observations or issue warnings to the bidding organisation, which will be made public.

In the event of a very serious or repeated violation, the Bid and Oversight Committee may also propose to the ILS Board of Directors the withdrawal of the candidature. If violations are proved to be attributable to the NLF concerned, the Bid and Oversight Committee may propose to the ILS Board of Directors to prohibit the NLF from submitting any future candidatures.

## **16. PROPERTY**

An electronic copy of all papers and presentations must be provided to the ILS Secretary General at the conclusion of the Conference, specifically no later than 30 days following the last day of the Conference.

ILS shall have the right to use the presentations and the information and/or data contained therein as a resource for the relevant ILS Commission deliberations.

ILS shall have the right to post the Conference presentations on the ILS website for the benefit of lifesavers worldwide. It is however noted that an individual author/presenter has the right to withhold permission for ILS to publish their work.