

Model Indicators on the Contribution of Sport, Physical Activity and Physical Education to the SDGs

Steering Group and Open Ended Working Group

Terms of Reference

1. Overview

The Commonwealth Secretariat, working with UNESCO, is coordinating an international initiative to support improved measurement and evaluation of the contribution of sport, physical activity and physical education and related investments to prioritised Sustainable Development Goals (SDGs). This initiative responds to an identified need to strengthen measurement and evaluation in these policy areas and will deliver on Action 2 of the Kazan Action Plan.¹

The *Sport and SDG Indicators Steering Group* and *Open Ended Working Group on Model Indicators on Sport and the SDGs* will provide input into the strategic direction of the initiative and support the production, review and validation of project outputs. The Commonwealth Secretariat will serve as the technical facilitator and secretariat for overall project coordination, including the Steering Group and Open Ended Working Group.²

2. Background and Basis

The 2030 Agenda recognises sport as an ‘important enabler of sustainable development’.³ However, there is only limited understanding of the scope and scale of the contribution that sport and the associated areas of physical activity and physical education make to sustainable development outcomes. At present, outside of the physical activity area, there are few internationally agreed and validated indicators, only limited national or international data sets and varied capacity across member states, the sport movement and international institutions to support robust measurement and evaluation in this policy area.

In this context the focus of Action 2 of the Kazan Action Plan, adopted by Sixth International Conference of Ministers Responsible for Physical Education and Sport (MINEPS VI) in July 2017, is to:

*develop common indicators for measuring the contribution of physical education, physical activity and sport to prioritized SDGs and targets.*⁴

The primary aim of this action is to support governments, sport organisations and other policy actors to improve ‘planning, implementation and reporting (on sport policy) in the SDG context’.

The importance of this action has been recognised and prioritised across multiple international fora, including by Commonwealth Governments who have called for ‘practical guidance and model indicators to be developed’ and endorsed this work area as a priority within the Commonwealth’s work programme on enhancing the contribution of sport to achieving the SDGs.⁵

In April 2018, the Intergovernmental Committee for Physical Education and Sport (CIGEPS) endorsed the Commonwealth Secretariat’s offer to coordinate the implementation of Action 2 of the Kazan Action Plan and initial project plan for this action.

3. Project Objective and Outputs

The objective of this initial project is to:

develop, test and validate model indicators and tools to assist member countries, sporting bodies and other stakeholders measure and evaluate the contribution of sport, physical activity and physical education policies and related investments to prioritised SDGs and targets.

It is envisaged that the development, testing and validation of *model* indicators and tools will enable an informed assessment of the viability, scope and most effective strategy to develop *common* indicators and build comparable data sets across countries and regions.

The project will be delivered through three work areas:

1. Mapping alignment of national policies and measurement frameworks to the SDGs
2. Developing model indicators and tools
3. Testing, modification and analysis of the viability of common indicators and data sets

The activities and outputs from each work area are outlined below. A more detailed activity plan and time frames are outlined in Annex 1.

Table 1. Headline Work Areas

Work Area	Activity	Output(s)	Time frame
1	Map alignment of existing national sport policies and results frameworks to the SDGs and targets prioritised in the Kazan Action Plan.	1.1 Report analysing the level to which current national sport policies align with the SDGs and targets prioritised in the Kazan Action Plan.	October 2017 to March 2019
2	Develop model indicators and measurement tools on the contribution of sport, physical activity and physical education to prioritised SDGs.	2.1 Toolkit and Model Indicator Bank to measure the contribution of sport, physical activity and physical education to prioritised SDGs v1.	April 2018 to December 2018

3	Test model indicators and tools at national level and within international institutions to assess the viability, strategies and time frames to develop common indicators and comparable data sets.	<p>3.1 Evaluation and key learning report(s) from national and institutional testing of model indicators.</p> <p>3.2 Updated Toolkit and Model Indicator Bank to measure the contribution of sport, physical activity and physical education to prioritised SDGs.*</p> <p>3.3 Report assessing the viability, time frame and most effective strategy to develop further capacity, common indicators and comparable data sets on sport and the SDGs</p> <p><i>*To be developed iteratively through a build-measure-learn feedback loop.</i></p>	October 2018 to June 2021
---	--	--	---------------------------

4. Envisaged Results

Improving capacity to measure and evaluate the contribution of sport, physical activity and physical education policy to the SDGs will be key in ensuring the potential impact of these sectors is fully realised and investment is scaled. Improved comparable data will provide governments, sporting organisations and the private sector with better information on how, where and why to invest to maximise the contribution to broader policy objectives.

For this to occur, more countries, sporting bodies and international institutions will need to develop and operationalise results frameworks and data collection approaches that are aligned to identified SDG targets and indicators and national development plans.

The testing, modification and validation of model indicators will also enable an informed assessment of the viability, scope and time frames to develop any common indicators on sport and the SDGs and build comparable data sets across countries and regions.

5. Governance

The project will have a flexible governance structure reflecting the voluntary nature of the initiative and ensuring the ownership and input of multiple stakeholders and sectors.

Project outputs and deliverables will be tabled for review and adoption by **CIGEPS** and **CABOS** (and other bodies as advised by the Steering Group). Project deliverables, as appropriate, will then be elevated to the overarching platforms to which these bodies report to (e.g. MINEPS VII and the UNESCO General Conference, Commonwealth Sports Ministers and Heads Meetings etc.).

Within this governance structure the **Steering Group** provides strategic oversight of the project and ensures outputs and deliverables are coherent across stakeholder groups and deliver against the

project objectives. The Steering Group will include representatives of both CIGEPS and CABOS, as well as other key stakeholders identified as per the criteria below.

The **Open Ended Working Group** provides a mechanism for a broader range of governmental, sport and other policy actors to input into the project and draw on learning from the iterative development process.

The **Commonwealth Secretariat** will serve as the technical facilitator and secretariat for the overall project, including the Steering Group and Open Ended Working Group. The provision of these services is as per the prioritisation of this work area within the Commonwealth Secretariat Strategic Plan.⁶ The provision of facilitation and secretariat services will be managed through the Commonwealth Secretariat's institutional structures and accountability to member countries.

The scale and scope of the outputs and deliverables from the project, especially in relation to national and institutional level testing, will be determined on the input and investment of a broader group of project stakeholders.

A virtual working space will be established to facilitate communication among project stakeholders and house relevant documents and technical resources.

5.1 Steering Group

5.1.1 Role

The primary role of the Steering Group is to:

- formulate and validate the strategic direction of the project;
- provide direct input into the iterative development of model indicators and other project outputs;
- review, quality assure and endorse model indicators and other project outputs; and,
- support the delivery of the project objective through in-kind or direct investment.

5.1.2 Membership

The Steering Group should include representatives of:

- UNESCO and Commonwealth member states
- UN, International and Regional Organisations
- International sporting bodies
- International NGOs
- Academic institutions

All members of the Steering Group should have expertise and institutional knowledge directly relevant to the project objectives. Steering Group membership will not exceed twelve.

Members of the Steering Group will be expected to directly invest in the delivery of the project objective through either:

- a. Implementing a national/institutional project to test selected model indicators and measurement tools;
- b. Committing 200 hours+ of staff time/annum to research, design or undertake additional project support activities;
- c. Hosting the annual face to face meeting of the Steering Group and Open Ended Working Group (including supporting the participation of 4 additional expert participants from diverse geographic regions); and/or,

- d. Provide an equivalent financial contribution.

Potential members will be asked to express interest in joining the Steering Group at the annual Open Ended Working Group Meeting on Model Indicators on Sport and the SDGs. Expressions of interest will be in writing and should include a profile of the public authority, organisation or institution nominating for the Steering Group and nominated representative, as well as an outline of the proposed commitment to support project delivery.

Expressions of interest and final make-up of the Steering Group will be assessed by a group consisting of the CIGEPS Chair or nominee, CABOS Chair or nominee and the project technical facilitator.

A limited number of 'co-opted members' may be invited to join the Steering Group if additional expertise or geographical representation is deemed necessary. Co-opted members will be requested to either:

- a. Publish dedicated research relevant to the project objectives; and/or,
- b. Produce a recommendation report/discussion paper relevant to the project objectives.

In case of non-delivery on pledged contributions to project delivery, membership in the Steering Group ceases. Cessation of membership may be instigated by Steering Group Chair or Technical Facilitator and requires confirmation at a Steering Group meeting.

Decisions of the Steering Group are adopted by consensus. Where there is no consensus, it may, in exceptional cases, take decisions by a two-thirds majority of the votes cast by members present at the meeting in question.

5.1.3 Chair

The Steering Group will operate with a co-chair model. One chair will be nominated by the CIGEPS Chair and one Chair will be nominated by CABOS. The two Co-Chairs will work with the Commonwealth Secretariat, in consultation with UNESCO, to facilitate the operation of the Steering Group.

5.1.4 Meetings and Other Commitments

The Steering Group meets two times per year with, at least, one face-to-face meeting. The annual face to face meeting of the Steering Group will be one day in duration and linked to the Open Ended Working Group Meeting.

Travel and subsistence costs associated with participating in Steering Group Meetings will be the responsibility of members, except in the case of co-opted experts who will be supported by Steering Group Members, the Commonwealth Secretariat and/or UNESCO.

Steering Group members will also be asked to provide periodic inputs and/or feedback on documentation and outputs related to the project. This will primarily be done via email.

The working language of the Steering Group will be English.

5.2 Open Ended Working Group

5.2.1 Role

The primary role of the Open Ended Working Group is to:

- share existing good practice;

- promote coherence and improve consistency in data collection on sport, physical activity and physical education;
- input into the iterative development of model indicators and strategic direction of the project; and,
- recommend modifications to enhance the quality and value of project outputs.

5.2.2 Participation

Participation in the Open Ended Working Group Meeting will be open to:

- Members of CIGEPS and its Permanent Consultative Council
- Members of the Commonwealth Advisory Body on Sport
- Other interested UNESCO and Commonwealth member states
- Institutions and experts nominated by UNESCO, Commonwealth Secretariat or Steering Group members who have expertise and experience directly relevant to the project objectives.

Decisions of the Open Ended Working Group are adopted by consensus. Where there is no consensus, it may, in exceptional cases, take decisions by a two-thirds majority of the votes cast by members present at the meeting.

5.2.3 Chair

Open-Ended Working Group meetings will be chaired by a nominee of the project Steering Group.

5.2.4 Meetings

Open Ended Working Group Meetings will take place once per year. Travel and subsistence costs associated with participating in meetings will be the responsibility of attendees.

Working Group members will also receive periodic electronic communication and updates on the project.

The working language for the Open Ended Working Group will be English.

6. Competencies

Member organisations and representatives on the Steering Group and Open Ended Working Group should possess one or a number of the following competencies:

- A mandate and expertise in measurement and evaluation of international/national policy and development plans, either directly related to sport, physical activity and physical education or across central planning and statistical functions.
- An awareness and understanding of the Sustainable Development Goals and implications for the development, measurement and evaluation of public policy.
- Knowledge of using sport as a tool for human, social and economic development and associated policy norms.
- Experience contributing to multi-lateral initiatives aimed at delivering cross-context and international impact.
- Experience working across a diversity of contexts and language blocks.

7. Reporting

The outputs of the project and work produced by the Steering Group and Open Ended Working Group will be presented to the following committees and advisory groups:

- CIGEPS - for review and adoption and, upon proposal by the Steering Group, to be processed to MINEPS VII and, where relevant, the General Conference of UNESCO.
- Commonwealth Advisory Body on Sport (CABOS) - for adoption and presentation to the Commonwealth Sports Ministers Meeting.

Outputs will be presented to other component bodies upon the advice of the Steering Group.

End Notes

¹ United Nations Educational, Scientific, and Cultural Organization [UNESCO] (2017), *Kazan Action Plan: Outcome document of the Sixth International Conference of Ministers and Senior Officials Responsible for Physical Education and Sport (MINEPS VI)*, 19, available at: <http://unesdoc.unesco.org/images/0025/002527/252725e.pdf>

² The Commonwealth Secretariat is the intergovernmental agency providing policy guidance, technical assistance and advisory services to 53 member countries of the Commonwealth in support of inclusive development and democracy. This includes assisting member states to enhance the positive contribution that sport can make to sustainable development and building peaceful and just societies.

³ UN General Assembly (2015), *Transforming our world: the 2030 Agenda for Sustainable Development*, A/RES/70/1, September 2015, 37, available at: <https://sustainabledevelopment.un.org/post2015/transformingourworld>.

⁴ *Kazan Action Plan*, 19.

⁵ Commonwealth Secretariat (2018) *9th Commonwealth Sports Ministers Meeting Communique*, Gold Coast, Australia, available at: <http://thecommonwealth.org/sites/default/files/inline/9CSMM%20%2818%29%20Communique%C3%A9.pdf>

⁶ Commonwealth Secretariat (2017) *Commonwealth Secretariat Strategic Plan 2017/18 - 20/21*, London, United Kingdom, available at: http://thecommonwealth.org/sites/default/files/inline/CommonwealthSecretariatStrategic_Plan_17_21.pdf

Annex 1

Activity Plan: Developing model indicators to measure the contribution of sport policy and related investment

[Updated July 2019]

	2017		2018				2019				2020				2021			
	July-Sept	Oct-Dec	Jan-March	April-June	July-Sept	Oct-Dec												
Phase 1 - Initiation																		
Measuring the contribution of sport to the SDGs discussion paper produced	x																	
Working Group formed to analyse issue	x			x														
Pilot Mapping of the alignment of existing sport policies to prioritised SDGs (10 countries)		x		x														
Extended mapping of alignment of existing sport policies to prioritised SDGs				x						x								

	2017		2018				2019				2020				2021			
	July-Sept	Oct-Dec	Jan-March	April-June	July-Sept	Oct-Dec												
Phase 2 -Development																		
Multi-agency Steering Group formed to oversee initiative					x												x	
Stakeholder consultation					x								x					
Annual Meeting of Open Ended Working Group on Model Indicators on Sport and the SDGs					x					x			x				x	
Development and refinement of measurement framework and model indicators			x		x			x		x				x		x		
Mapping and analysis of existing data sets						x							x					

	2017		2018				2019				2020				2021			
	July-Sept	Oct-Dec	Jan-March	April-June	July-Sept	Oct-Dec												
Phase 3 - Iterative Testing																		
Testing and modifying model indicators						x										x		
Evaluation and key learning report(s) from national and institutional testing of model indicators								x					x			x		
Final recommendation report assessing the viability, time frame and most effective strategy to develop common indicators and comparable data sets																x		