



ICCF Congress 2016 **Bremen, Germany**

Report of the Finance Working Group

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The Finance Working Group was formed at the 2015 ICCF Congress following the withdrawal of Proposal 2015-002 (Allowances paid to ICCF Officials attending Congress) with the aims that the Group should provide an impact of approving Proposal 2015-002 and, if necessary, calculate a new scheme. The Group was also allocated the specific task of defining within a given budget how to run a congress differently with goals of more efficiency and more participants. Additionally the Group was required to examine all main aspects of ICCF's Finances and provide suitable proposals and recommendations as considered necessary in order to improve performance, efficiency and cost effectiveness. Throughout its work the Group were very mindful of the fact that the main purpose of the ICCF Annual Congress is to conduct business and with this consideration in mind that all those attending (*other than accompanying persons*) should participate in proceedings.

Two of the topics covered by the Group, specifically Congress organisation and duration and other Persons Attending Congress were last considered at the 2011 Congress held in Jarvenpaa, Finland (*see Appendix M of the 2011 Congress Minutes appended to the end of this Report*).

1. Congress Allowances for Officials – Travel

The first tasks undertaken by the Group involved consideration of the current scheme of allowances paid to officials attending Congress. Presently allowances are paid in accordance with the Financial Regulations:

Reimbursements in respect of travel will be made at the rate of 7 Euro cents per kilometre. In addition, accommodation costs at the standard daily bed and breakfast rate at the hotel meeting venue of the ICCF Congress (or meeting place of the ICCF Executive Board) may be

reimbursed for a maximum of 7 days to members of the ICCF Executive Board and to other ICCF officials deemed appropriate by the ICCF Congress. Reimbursement of accommodation costs may be extended to a maximum of 9 days in respect of the President and the General Secretary in order to facilitate any preparation in respect of the Congress.

Those members of the ICCF Executive Board and other designated Officials eligible to receive payments of Congress Allowances are: President, General Secretary, Finance Director, World Tournament Director, Services Director, Zonal Directors (4), Ratings Commissioner, Rules Commissioner, Qualifications Commissioner, Direct Entry Commissioner, Webmaster, Title Tournaments Commissioner and Non-Title Tournaments Commissioner.

(the post of Marketing Director is presently omitted and should be added to this list)

Following considerable consideration of the situation the Group agreed unanimously that Congress Proposals 2016 – 31 (a) and (b) be presented to Congress.

2. Congress Allowances for Officials – Per Diem Allowance

The Group also considered introduction of new scheme in order to permit payment of a “Per Diem” allowance to Officials in order to seek to reimburse other “out of pocket” expenses incurred by Officials whilst attending Congress. Following due consideration the Group agreed unanimously that Congress Proposals 2016 – 31 (a) and (b) be presented to Congress.

3. Commissioners and Zone Directors Attending Congress

The Working Group mindful of the escalating costs of holding Annual Congresses examined the number of Commissioners and Zone Directors receiving Allowances towards cost of attending Congress and the overall cost of the current scheme where presently a total of 17 officials (Executive Board (6), Zone Directors (4) and Commissioners (7)) are funded under the Scheme. In recent years numbers of Officials attending Congress have been as follows:

Year	Venue	No. Attending	Travel Costs	Average
2012	Pretoria	9	9,284.70	1,031.63
2013	Krakow	11	3,845.80	349.62
2014	Sydney	10	21,464.24	2,146.42
2015	Cardiff	13	5,245.38	403.49
2016	Bremen	13	6,254.64	481.13

(figure for 2016 those confirmed at 4 June)

Although mindful of the apparently high number of members in the Executive Board and Management Committee the Group were unable to reach any conclusion on this matter as it was considered that it was out with its remit.

4. Other Persons Attending Congress

Mindful of costs for both Organisers and ICCF associated with holding the Annual Congress specifically with regard to social activities (Banquets and Outings) the Group after some discussion agreed that the following recommendation be approved by delegates and incorporated with the ICCF Financial Regulations:

ICCF and Congress Organisers will meet costs in respect of Congress social activities in respect of each official/delegate/delegation member and any accompanying spouse/partner and minor children under 18 years old. Other persons attending but not participating in the business of the Congress will be expected to meet their costs incurred by ICCF and Organisers of these social activities.

5. Congress Duration and Schedule – see 2016 – 014 (Obligations of Organisers and ICCF)

This topic was last considered at the 2011 Congress held in Jarvenpaa, Finland (see *Appendix M of the 2011 Congress Minutes appended to the end of this Report*) when contingency plans for “Reduced Scope” were introduced in addition to those already in place for “Full Scope” Congresses. Mindful of these plans and also the ever increasing financial burdens placed upon Congress organisers, the Group, following considerable discussion agreed recommendation of the abandonment of the current “Full” and “Reduced” categories to be replaced by the introduction of a new single revised Schedule or Programme to be implemented at the next Congress in 2017.

The recommended Revised Congress Schedule is as follows:

Saturday/Sunday – arrival of officials

Sunday – arrival of delegates and others – EB/MC meetings – evening reception provided by hosts

Monday – Congress meetings

Tuesday – Congress Meetings

Wednesday – Congress Meetings

Thursday – Excursion (minimum duration half day) – ICCF Evening Banquet

Friday – Departure

There are significant changes to be noted, firstly that the duration of the Congress is reduced by a full day, secondly that organisers are no longer required to provide an opening banquet but instead provide an enlarged Opening Reception to include provision of a good quality Buffet style meal and light entertainment, likely local music and/or some cultural programme and thirdly that the organisers be obliged to provide a minimum half day excursion.

It was considered that, if these recommendations were to be approved, the financial burdens presently placed upon Organisers (removal of Opening

Banquet, half day excursion), ICCF (reductions in payments to Officials for Congress Allowances) and Delegates (one less night's accommodation) would be significantly reduced.

Further, if these recommendations are approved, Appendix M to the Minutes of the 2011 Congress would be amended as required and then added to the ICCF Financial Regulations.

6. Direct Entry Rebates to National Federations

The Group sought to address the current anomaly whereby presently ICCF receives less income from a Direct Entry than for an Entry submitted by a National Federation (*for example, an Entry Fee is 10 Euros and player submitting Direct Entry pays 15 Euros – the player's Federation receives rebate 7.50 Euros (50%) and ICCF 7.50 Euros. If the entry is submitted on the player's behalf by his/her Federation then ICCF receives 10 Euros. To achieve parity the Rebate awarded in respect of Direct Entries would require to be reduced from 50% to 33% (the additional amount paid by the player submitting the Direct Entry).*

It should be noted that the numbers and proportion of Direct Entries of overall entry numbers to ICCF events has increased steadily over the last 4 years.

		2012			2013			2014			2015		
		NF	DE	Total	NF	DE	Total	NF	DE	Total	NF	DE	Total
World Ch.	Ch.			0			0			0			0
Final World Cand.	Ch.	48	0	48	49	3	52	37	7	44	34	11	45
World Ch. SF.	SF.	136	7	143	138	5	143	98	19	117	101	20	121
World Prelim.	Ch.	199	26	225	175	12	187	165	30	195	113	43	156
Ladies Olympiad											12	0	12
Ladies WCh. SF.								30	0	30			0
World - Master		435	149	584	406	167	573	372	172	544	350	202	552
World - Higher		242	129	371	249	157	406	169	160	329	189	177	366
World - Open		309	329	638	347	458	805	231	314	545	228	343	571
World Aspirers					11	24	35	129	46	175	36	138	174
Olympiads		46		46			0			0			0
World Cup				0	719	282	1001	0	0	0	620	308	928
Thematics		109	70	179	112	70	182	92	70	162	149	85	234
Master Norm		123	60	183	141	68	209	117	66	183	96	60	156
GM Norm		34	18	52	23	29	52	27	39	66	30	22	52
Ch. League		179	46	225			0			0	115	47	162
Vets. WC		378	90	468	446	96	542	331	84	415	456	149	605
Junior WC		0	0	0			0			0			0
WS Open		423	215	638			0	586	383	969			0
Chess 960	960							61	39	100	51	46	97
Chess 960		6	14	20	53	34	87	29	21	50	21	29	50
		2,667	1,153	3,820	2,869	1,405	4,274	2,474	1,450	3,924	2,601	1,680	4,281
Proportion DE's (%)			30			33			37			39	

Unfortunately the Group were unable to reach a consensus on this issue but welcome comment from Congress Delegates.

7. PayPal

The Group gave consideration to using an alternative provider for receipt of Direct Entries and other payments. ICCF has used PayPal since the introduction of the Direct Entry system more than 10 years ago. At that time alternatives such as Credit Card companies were considered but rejected as being too expensive. Another consideration at the time was that PayPal was by far the best known of the options available.

Over the years PayPal has on the whole provided a good and reliable service although not without minor problems caused in the main by its own rigorously enforced regulations.

The Finance Director in collaboration with the Direct Entry Commissioner tried to seek out viable alternatives to PayPal but unfortunately was unable to find any. Consequently it is the recommendation of the Working Group that PayPal remains the service provider for Direct Entries.

8. Financial Support to New Delegate or Delegate from new National Federation to attend Congress (Delegate Scholarship)

Delegates are directed to Congress Proposal 042 which has the full support of all members of the Group.

9. ICCF Financial Regulations

Conditional upon approval by Congress of any proposals/recommendations contained in this document the ICCF Financial Regulations will be revised accordingly.

Appendix M: ICCF Congress and Meetings

1. Ordinary meeting of Congress

Annual meeting of Congress or Ordinary meetings can be organized following two options:

- Full scope
- Reduced scope

1.1. Full Scope Congress

1.1.1. Responsibilities of Host Federation for Organising a full scope ICCF Congress

1.1.1.1. Essential

- To provide a main venue for the Congress in a good quality but reasonably priced hotel in an attractive location, with options of lower priced accommodations and restaurants in the surrounding area. The Congress hotel should have a suitably sized main meeting room and another ancillary meeting room(s) for use as an office and for smaller meetings of up to 12 persons (e.g. for Management Committee members, etc.).
- To provide invitation and reservation documents (and visa advice as necessary).
- To provide for Host Federation Opening banquet
- To provide lapel badges and place name cards for each delegate and official.
- To arrange for the availability of Internet access, video projector, printer, paper, other audio and visual materials, and photocopying machine for use during Congress.
- To provide facilities, score sheets, and equipment for the traditional ICCF blitz tournament.
- To provide beverages and snacks for breaks and the Blitz tournament and to obtain advance menus for ICCF Closing Banquet and make arrangements in consultation with ICCF President and Finance Director.

1.1.1.2. Optional

- To provide a full day excursion to a place or area(s) of local interest. If the budget permits, this should include a small lunch or, otherwise, a stop near to reasonably priced eating facilities.
- To arrange at least one chess event (in addition to the traditional ICCF blitz tournament).
- To provide a small welcoming reception on the Saturday evening
- To provide some traditional or other entertainment following the Opening Ceremony, during the Opening Banquet and the Closing Banquet.

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- To provide assistance with transportation from / to the main airport / railway station as required by visiting guests.

1.1.2. Responsibilities of ICCF for Organising a Full Scope Congress

- To issue the invitation letters, information sheets and reservation forms to all delegates/officials.
- To issue all reports and documentation for consideration prior to and during the Congress.
- To be responsible for the costs of printing and copying material during the Congress.
- To be responsible for the costs of the Closing Banquet.
- To distribute the draft Minutes etc. to all delegates/officials, either at the close of the Congress or subsequently.
- To provide guidance to Host Federations about Congress requirements and arrangements.
- To provide for reimbursement towards expenses incurred by EB/MC members, as provided in Section 3.

1.1.3. Specimen of full scope ICCF Congress Schedule

Saturday Arrival and registration of delegates/officials
Saturday PM Meeting of ICCF Executive Board / Management Committee
Saturday evening Short welcoming reception (drink/ aperitif)
Sunday 10 AM Opening Ceremony (+ short traditional entertainment)
Sunday AM Opening of Congress Meetings
Sunday PM Committee Meetings
Sunday evening Opening banquet (+ traditional entertainment)
Monday AM/PM Congress Meetings
Monday evening Chess match/event, local event or free
Tuesday AM/PM Congress Meetings
Tuesday evening Chess match/event, local event or free
Wednesday AM Congress Meetings
Wednesday/PM Congress Meetings or Local sightseeing, preparation of minutes, or free
Wednesday evening ICCF Blitz Tournament
Thursday AM/PM Full day excursion (with small lunch if budget permits)
Friday AM/PM Full day excursion (optional, at cost of participants), or free time
Friday evening Closing ICCF Banquet
Saturday etc.** Departure of delegates / special or private excursions etc. optional by host federation (in italics) 144

1.1.4. ICCF Financial support to Host Federation

In addition to paying for the cost of items listed in 1.1.2, ICCF shall provide 5 000 Euros to the Host Federation.

1.2. Reduced scope Congress

1.2.1. Responsibilities of Host Federation for Organising a reduced scope ICCF Congress

- To provide a main venue for the Congress in a good quality but reasonably priced hotel in an attractive location, with options of lower priced accommodations and restaurants in the surrounding area. The Congress hotel should have a suitably sized main meeting room and another ancillary meeting room(s) for use as an office and for smaller meetings of up to 12 persons (e.g. for Management Committee members, etc.).
- To provide invitation and reservation documents (and visa advice as necessary).
- To provide lapel badges and place name cards for each delegate and official.
- To arrange availability of Internet access and video projector.
- To provide beverages and snacks for breaks during Congress.

1.2.2. Responsibilities of ICCF for Organising a Full Scope Congress

- To issue the invitation letters, information sheets and reservation forms to all delegates/officials.
- To issue all reports and documentation for consideration prior to and during the Congress.
- To be responsible for the costs of printing and copying material during the Congress.
- To distribute the draft Minutes etc. to all delegates/officials, either at the close of the Congress or subsequently.
- To provide guidance to Host Federations about Congress requirements and arrangements.
- To provide for reimbursement towards expenses incurred by EB/MC members, as provided in Section 3.

1.2.3. Specimen of full scope ICCF Congress Schedule

Saturday Arrival and registration of delegates/officials
 Saturday PM Meeting of ICCF Executive Board / Management Committee
 Sunday AM & PM Congress Meetings 145
 Monday AM/PM Congress Meetings
 Tuesday AM/PM Congress Meetings
 Tuesday PM Departure of delegates
 Wednesday AM Departure of Delegates
 1.2.4. ICCF Financial support to Host Federation

In addition to paying for the cost of items listed in 1.2.2, ICCF shall provide 5000 Euros to the Host Federation.

2. Extraordinary meetings of Congress

2.1. Responsibilities of Host Federation for organising an extraordinary meeting of Congress.

- To provide a main venue for the Congress in a good quality but reasonably priced hotel, with options of lower priced accommodations and restaurants in the surrounding area. The Congress hotel should have a suitably sized main meeting room and another ancillary meeting room(s) for use as an office and

for smaller meetings of up to 12 persons (e.g. for Management Committee members, etc.).

- To provide invitation and reservation documents (and visa advice as necessary).
- To provide lapel badges and place name cards for each delegate and official.
- To arrange for the availability of Internet access, video projector, printer, paper, other audio and visual materials, and photocopying machine for use during Congress.

2.2. Responsibilities of ICCF for organising an extraordinary meeting of Congress

- To issue the invitation letters, information sheets and reservation forms to all delegates/officials.
- To issue all reports and documentation for consideration prior to and during the Congress.
- To be responsible for the costs of printing and copying material during the Congress.
- To distribute the draft Minutes etc. to all delegates/officials, either at the close of the Congress or subsequently.
- To provide guidance to Host Federations about Congress requirements and arrangements.
- To provide for the expense of beverages and snacks for breaks.
- To provide for reimbursement towards expenses incurred by EB/MC members, as provided in Section 3.

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3. Reimbursement of expenses of EB/MC members attending to Congress

ICCF shall provide for reimbursement towards expenses incurred, as follows:

- any ICCF Executive Board and Management Committee member
- a scale of reimbursement which does not attempt to cover all items of expenditure, but which represents a significant contribution towards the cost of travel (6 Euro cent per km travelled from nearest airport to the host country main airport or closest airport to the congress location within own continent and 5 Euro cent per km outside own continent) and 100% of the hotel accommodation cost up to 9 days (allowable duration of stay will be defined by the ICCF President).

4. Executive Board and/or Management Committee meetings

Where it is considered essential that a special Executive Board and/or Management Committee meeting is required, then all of the participants will receive reimbursement from ICCF of reasonable travel expenses, irrespective as to whether they are member federation delegates. The reasons for such meetings and the costs thereof will be reported to the next Congress.

5. Other matters

It has been a long tradition of ICCF that additional members of delegations, various other officials, partners and families should be encouraged to attend Congresses. There are also other CC enthusiasts who attend Congresses, although having no official position in ICCF or a member federation.

The costs of the following persons attending banquets, excursions and events will be borne by the host federation or ICCF, as defined in sections 1 and 2 above:

- a) partners / families of delegates / ICCF officials,
- b) additional members of delegations and their partners / families,
- c) other CC friends with no official capacity and their partners / families may request ICCF President / Host Federation approval to participate in Congress activities and functions. They should also receive permission from the delegate for their country.