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## Bhutan Paralympic Committee

### Terms of Reference of Bhutan Paralympic Committee

#### 1. Development Officer

- Develop annual Plans and Programs for the BPC
- Liaise with NSFs/SAs/DSAs/BOC/NGOs and HRH's Secretariat
- Liaise with IPC, APC and other international partners
- Compile and archive reports
- Submit a monthly note to HRH
- Arrange and process travel documents for other international programs and events
- Support NSFs and SAs for their participation in the int'l competitions
- Handle media platform (details mentioned below)
- Handle BPC email
- Disability data collection and maintain
- BPC budget development
- Correspond with the technical unit and design annual activities
- Develop an annual report and share it with the partners
- Develop Annual Para Calendar in collaboration with Technical
- Call for an in-house meeting
- Daily-weekly-monthly activities update to the Management (Presentation format)

#### 2. Media Unit

- Daily update of sporting events of NSFs/SAs/DSAs/BOC
- Preparation of press releases and conference
- Maintain media archive
- Liaise with mainstream media
- Liaise with int'l media

#### 3. Technical Unit

- Develop and execute Para-athletic programs
- Provide capacity-building programs for coaches of other NSFs
- Lead programs and activities at the NSFs and SAs to promote Paralympics
- Arrange and process travel documents for athletic competitions
- Develop and submit technical reports
- Develop coaches and athlete career pathway
- Keep a record of athletes' and coaches' international participation
- Led I'mPOSSIBLE Program
- Form a technical team and develop activities
- Promotion of Paralympic programs in schools
- Develop sports related budget
- Develop Annual Para Calendar in collaboration with the program
- Compile technical reports and present them to the Management

#### 4. Areas of Collaboration

- Execute all capacity-building programs
- Develop a long-term plan for the BPC
- Manage SDMS



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## Bhutan Paralympic Committee

- 
- Coordinate and organize Paralympic events
  - Promotion of the Paralympics movement through media
  - Budget Development

**Note:**

All official documents related to the task above will be handled by respective officers.

***BPC action plan***

***1. Establishment of Executive Board***

- Table tennis federation
- Archery federation
- Shooting federation
- Athletic federation
- Badminton federation
  
- The way forward: Development of long-term plan (3-4 SRM develop)
- Establish a robust governance system
- HR master plan
- Advocacy and promotion
- Elite development