

IOI Regulations

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September 2005 — Approved by GA, IOI 2005

Statutes

S1 Preamble

S1.1

The **International Olympiad in Informatics** (as an ongoing event) is an annual international informatics competition for *individual* contestants from various invited countries, accompanied by social and cultural programmes.

S1.2

The **Statutes**, **Explications** and the **Appendices** together form the **Regulations** of the International Olympiad in Informatics. Details of responsibilities can be found in the Explications; details of procedures can be found in the Appendices.

S1.3

Throughout these regulations all words and phrases shall have meanings as defined in the section where they appear in **bold**.

S1.4

In the Regulations the following abbreviations are used:

3.9	BP	Board of Patrons
3.8	ED	Executive Director
3.1	GA	General Assembly
3.4	IC	International Committee
1.1	IOI	International Olympiad in Informatics
	IOI n	IOI held in the year n
	IOI $n-i$	IOI preceding IOI n by i year(s)
	IOI $n+i$	IOI following IOI n by i year(s)
3.10	ISC	IOI Scientific Committee
3.17	ITWG	IOI Technical Working Group
3.8	OED	Office of the Executive Director
3.15	SC	Scientific Committee
	($\times i$)	i people only

S1.5

The official working language of the IOI is English.

S1.6

In the scope of the IOI the concept **Informatics** means the domain that is also known as computer science, computing science and information technology, but not the domain computer engineering.

S1.7

The main objectives to be accomplished by the IOI are:

- To discover, encourage, bring together, challenge, and give recognition to young people who are exceptionally talented in the field of informatics.
- To foster friendly international relationships among computer scientists and informatics educators.
- To bring the discipline of informatics to the attention of young people.
- To promote the organisation of informatics competitions for students at schools for secondary education.
- To encourage countries to organise a future IOI in their country.

S1.8

The assets and liabilities of the IOI shall vest and be registered in the name of the organisation.

S1.9

All claims against the IOI shall be limited to its assets, and there shall be no personal liability against participants of the IOI.

S2 Participants

S2.1

For the IOI, a **Country** is a state that has an officially recognised relationship with the United Nations, UNESCO, or which has already taken part in one or more past IOIs.

S2.2

The organisation of the IOI in year n is the responsibility of the **Host Country** for IOI' n . A Host Country consists of the responsible Ministry(ies), Institution(s), and/or Corporation(s) in that Country.

S2.3

Each participating Country is represented by a **National Delegation**; all members of a National Delegation represent one Country. A National Delegation is headed by a **Delegation Leader**, includes a team of one to four Contestants and a Deputy Leader.

S2.4

The **Deputy Leader** can act as a replacement for the Delegation Leader in all situations and may assist their Delegation Leader in all their duties.

S2.5

A **Contestant** is a student who was enrolled at a school for secondary education, in the Country they are representing, during the period September to December in the year before IOI' n , and is not older than twenty years on the 1st of July of the year of IOI' n .

S2.6

An **Invited Observer** is a representative of:

- A Country that has not previously participated at the IOI and is bringing no contestants ($\times 1$)
- Future Host of IOI' $n+1$ ($\times 2$)

A Country can only have Invited Observer status, as a new Country, for one year. Exceptions may be considered for countries which have not participated in IOI' $n-1$, IOI' $n-2$ and IOI' $n-3$.

S2.7

The other invited participants, whose cost is covered by a Host Country:

- IC Members
- ISC Members
- **Invited Guests:** UNESCO ($\times 1$), IFIP ($\times 1$) and the BP

S2.8

Additional participants, whose cost is not expected to be covered by a Host Country:

- **External Contestant:** Any contestant who is an unclassified participant in the contest
- **Adjunct to the Team:** A person who has a duty adjunct to the team (e.g. nurse, chaperon or translator)
- **Observer:** Any observer who is not classified as an Invited Observer and is appointed by a Country itself, rather than the Host Country
- **Adjunct to the IC / ISC / OED:** Invited by the IC / ISC / OED based on need
- **Visitors:** Participants who have no duty and participate on the basis of entertainment / sightseeing (e.g. family members)

S2.9

The Host Country may invite additional participants, such as:

- **Local Committee Members**
- **Press**
- **Guides**

S3 Committees, Office Bearers and Duties

S3.1

The **General Assembly** is a temporary, short-term committee during IOI'n, which is composed of the Delegation Leaders and the Deputy Leaders of all Participating Countries. The GA is the owner of the IOI.

S3.2

The GA must hold at least six meetings at IOI'n, including:

- Before the first Competition period and before Delegation Leaders are segregated from their Contestants, to include the discussion of Competition Rules and Judging Procedures.
- Before the first Competition period and after Delegation Leaders are segregated from their Contestants, to include the presentation and translation of the first Competition Tasks.
- After the first Competition period and after Delegation Leaders have had the opportunity for communication with contestants, to include matters arising from the first Competition period and evaluation.
- Before the second Competition period and after Delegation Leaders are segregated from their Contestants, to include the presentation and translation of the second Competition Tasks.
- After the second Competition period and after Delegation Leaders have had the opportunity for communication with contestants, to include matters arising from the second Competition period and evaluation.
- Before the Awards Ceremony and after all evaluation is complete, to include the confirming of awards.

S3.3

GA meetings are chaired by the **Chair of GA**. The Chair of GA is an independent individual, selected by the Host Country in co-operation with the IC, with extensive experience in chairing meetings.

S3.4

The **International Committee** is a long-term standing committee. It consists of eleven voting members, all from different Participating Countries, plus a non-voting Executive Director:

- **The President of IOI** (elected)
- Three immediate *Past Host representatives* of IOI'n-3, IOI'n-2, and IOI'n-1
- One *Present Host representative* of IOI'n
- Three immediate *Future or Candidate Host representatives* of IOI'n+1, IOI'n+2, and IOI'n+3
- Three other *elected representatives*
- Executive Director (Non-voting)

S3.5

The elected members of the IC are elected by the GA, for a period of three years. Elected IC members are individuals and not representatives of specific countries.

S3.6

The IC is chaired by the **President of IOI**. The President of IOI is an independent individual, chosen to give continuity and leadership to the IOI, able to promote the development of IOI and be a recognized ambassador of the organization.

S3.7

The IC is obliged to meet during each IOI and approximately six months prior to each IOI.

S3.8

The **Office of the Executive Director** is headed by the **Executive Director** of the IOI, who is an ongoing non-voting member of the IC. The OED is dedicated to servicing the administrative and developmental needs of the IOI. The ED is appointed by the IC for a minimum period of three years.

S3.9

The **Board of Patrons** is a permanent body, constituted by the IC from respected members of the world of informatics and business.

S3.10

The **IOI Scientific Committee**, a long-term standing committee, works with the SC of each Host Country to ensure continuity and quality control for IOI competitions. Members of the ISC may not be members of a National Delegation. The ISC consists of nine voting members, all of them computer specialists with a background in Olympiad task creation:

- 1 member is selected by the Host Country for IOI' $n-1$
- 3 members are selected by the Host Country for IOI' n
- 1 member is selected by the Host Country for IOI' $n+1$
- 3 members are elected by the GA
- The Chair of ITWG

S3.11

The elected representatives on the ISC are elected by the GA, for a period of three years. Elected ISC members are individuals and not representatives of specific countries.

S3.12

The **Chair of ISC** is elected from and by the committee members. The Chair of ISC reports directly to the IC.

S3.13

The ISC is obliged to meet during each IOI and approximately 2–3 months prior to each IOI.

S3.14

The **Organizing Committee** for IOI' n is the committee appointed by the Present Host (i.e. the Host Country for IOI' n), and which acts on its behalf. Members of the Organizing Committee may not be members of a National Delegation. The Organizing Committee includes as members:

- The person who holds the Chair of the Organizing Committee, who is also the **Chair of IOI' n** .
- The person who holds the Chair of the SC during IOI' n
- The IC member who will remain on the IC after the Closing Ceremony for IOI' n

The tasks of the Present Host and Organizing Committee are detailed in section 5.

S3.15

The **Scientific Committee** of IOI' n is a temporary committee, which is appointed by the Present Host, and is composed of experts in informatics and/or informatics education from the Host Country. The **Chair of the SC** is a member of the Organizing Committee. Members of the SC may not be members of a National Delegation.

S3.16

The Chair of the SC, or an SC member, is required to attend IOI' $n-1$ as an observer.

S3.17

The ISC oversees the **IOI Technical Working Group**. The **Chair of ITWG** is proposed by the IC for GA approval. This position is held for a period of three years.

S4 Host Nomination and Selection

S4.1

An official representative of a Country that is capable and willing to organise an IOI in a particular year, must submit a **Letter of Intent** to the ED. The ED will acknowledge the Letter of Intent and supply rules applicable to the situation. The Country becomes a **Potential Host**.

S4.2

The IC performs a selection procedure and nominates a single candidate from the Potential Hosts for hosting the IOI in a specific year. This decision must be ratified by the GA. After ratification, the ED will issue a formal written **Invitation** at which point the Country becomes the **Candidate Host** for year x .

S4.3

A Candidate Host receives the status of **Future Host** when the Invitation is accepted by the national organisation(s) involved, and *confirmed in writing* to the ED. The IC informs the GA at the first GA meeting after this confirmation.

S4.4

The Future Host becomes the **Present Host** in the year in which it hosts the IOI.

S5 Responsibilities of Present Host

S5.1

The Present Host for IOI' n is obliged to organise and implement IOI' n in accordance with the Regulations.

S5.2

The Present Host is obliged to establish:

- An Organizing Committee that acts on its behalf.
- A Scientific Committee.

S5.3

The Present Host is obliged to prepare:

- Guidelines for the organisation of IOI' n , which may be written in the language of the Present Host's Country; an English summary must however be presented to the IC.
- Competition Procedures and Judging Procedures, both in English.

S5.4

The Present Host is obliged to organise a meeting of the IC in the Present Host's Country, approximately six months before IOI' n .

S5.5

The Present Host is obliged to organise a meeting of the ISC in the Present Host's Country, approximately 2–3 months before IOI' n .

S5.6

The Present Host is obliged to empower the IC to invite to IOI' n :

- National Delegations
- Members of the IC and ISC
- Observers from new Countries that applied for invitation and have been approved
- Guests from the BP, UNESCO ($\times 1$) and IFIP ($\times 1$)
- Observers from the Future Hosts of IOI' $n+1$ and IOI' $n+2$

- Additional participants at the discretion of the Present Host

The Present Host can and should communicate its own wishes concerning the invitation of the Participants to the IC.

S5.7

The Present Host is obliged to send information to all invitees, at least four months before IOI'*n*, about:

- Schedule and Programme
- Competition Procedures
- Judging Procedures
- Location
- Registration
- Present Host

S5.8

The Present Host may have a second, non-ranked, team at IOI'*n*.

S5.9

The travel costs to and from the location where the IC has its meeting, the ISC meets, or where IOI'*n* is located, are at the expense of all Participants. Costs for board and lodging during the IC meeting, ISC meeting, or during IOI'*n* are at the expense of the Present Host for:

- Delegation Leaders, Deputy Leaders and Contestants
- Invited Observers as per S2.6
- Invited Participants as per S2.7

All other Participants have to pay a reasonable fee which is fixed by the Present Host.

An additional **Registration Fee** may be payable, by Participants or Delegations, during IOI'*n*.

S5.10

The Present Host is obliged, by the end of IOI'*n*, to:

- Issue attendance certificates for all participants
- Issue awarding certificates for medal winning contestants
- Post the final scores of the medal winning contestants, a list of all participants and another list of all scores which contains no name/country information
- Hold an **Awards Ceremony** for the presentation of medals

S5.11

The Present Host is obliged to hold a **Closing Ceremony** at the end of IOI'*n*. It is expected that this will be combined with the Awards Ceremony.

S5.12

The Host Country for IOI'*n* is obliged to produce a report of IOI'*n*.

- A draft report should be sent to the members of IC no later than three months after IOI'*n*
- The full report should be sent to the Delegation Leaders of Observing and Participating Countries, members of IC, ISC and BP, no later than IOI'*n*+1

S5.13

The Present Host becomes a **Past Host** at the end of IOI'*n*.

S5.14

The national flag of the Host Country for IOI'*n* may be used in connection with IOI'*n*. No other national flags or symbols may be used in connection with the IOI.

S6 Competition, Judging and Awards

S6.1

The **Competition** will take place during two **Competition Days** both of which are directly preceded and followed by a non-Competition Day.

S6.2

The Present Host should give the Contestants the opportunity to practise on the competition equipment and technical environment, or comparable equipment, prior to the Competition Days.

S6.3

The SC must present printed Competition Procedures, Judging Procedures and Competition Tasks at appropriate meetings of the GA for approval. The Delegation Leaders may translate the approved Competition Procedures and Competition Tasks into their national languages, without giving any additional information. Translations should remain faithful to the original text. All translated tasks must be made available for scrutiny, during the competition days, by all Delegations during IOI'*n*.

S6.4

The Contestants are required to solve the Competition Tasks given to them, together with any translations and materials permitted by the Competition Procedures. There should be no communication or information, other than that permitted by the Competition Procedures.

S6.5

During the Competition each Contestant must work independently on a desk with an appropriate computer, access to the Competition Procedures (translated if required), writing instrument and paper.

S6.6

During the Competition, Contestants must obey the **Competition Procedures**.

S6.7

The Present Host must ensure that GA members do *not* meet and/or come into any form of contact with Contestants, from the time the Competition Tasks are made known until after the corresponding Competition. No communication is to take place between the Delegates and Contestants during this time.

S6.8

Delegation Leaders must be present for at least the first hour of the Competition on each Competition Day, to translate into English any questions put by the Contestants about the Competition Tasks. The questions are to be answered by the SC, and if required the GA, with YES, NO, or NO COMMENT.

S6.9

Evaluation is to be carried out directly after the Competition in accordance with the **Judging Procedures**.

S6.10

If the Delegation Leader does not agree with the evaluation of a task element, the disagreements are to be submitted according to the Judging Procedures.

S6.11

The number of points achieved by the Contestants must *not* be made public before the Awards Ceremony.

S6.12

After the second Competition Day and before the IOI Awards Ceremony the SC must make a proposal to the GA regarding the awarding of medals to the contestants on the basis of the number of points they achieved. The GA must confirm the scores and the awards of the Contestants. No more than half of the Contestants are to receive medals on the basis that:

- About one twelfth of all Contestants receive a gold medal
- About one sixth of all Contestants receive a silver medal
- About one quarter of all Contests receive a bronze medal

S6.13

In the event of unethical behaviour, including behaviour outside the contest, the IC is empowered to disqualify IOI'n participants. Unethical behaviour includes any conduct that brings individuals, countries or the IOI into disrepute.

S7 Revision of the Regulations

S7.1

Revisions of the Regulations are prepared and proposed by the IC and adopted if approved by the GA.

S7.2

Adoption of revisions to the Statutes requires a 2/3 majority vote by the GA. Adoption of revisions to the Explications or Appendices requires a simple majority vote by the GA.

S7.3

Revisions to the Regulations, adopted during IOI'n, become binding at the end of IOI'n.

S7.4

Experimental Regulations (or changes) may be implemented, provided there is IC approval. The GA requires at least one months notification.

Explications

E1 Preamble

E1.2

All statements which are placed in the Statutes, the Explications and the Appendices, as well as rules and procedures drawn up by the Host Country for IOI' n , are meant to regulate the formal communication between the participants. Where the Regulations do not give explicit guidance, the participants are asked to act in the general spirit of the Regulations.

E2 Participants

E2.2

A Host Country can have the status of Past Host, Present Host, Future Host or Host Candidate.

E2.3

If the Host Country for IOI' n wants to invite delegations with more or less than four Contestants, it must be approved at a GA meeting during IOI' $n-1$.

E2.5

Secondary education ends with some form of school-leaving examination. Tertiary education, such as offered by Technicons and Universities, may immediately follow Secondary education, but may also be preceded by some form of preparatory pre-tertiary education. Such pre-tertiary education is *not* regarded as Secondary education.

E2.6.1

Each Country has the right to be invited once as an Observer.

E2.6.2

An upper limit on the number of new countries must be set by the IC, with agreement by the Host Countries for IOI' $n+1$ and IOI' $n+2$, during IOI' n .

E2.8

A Country or Committee wishing to send such participants must agree this with the Host Country prior to the IOI, in a time period to be determined by the host.

E3 Committees, Office Bearers and Duties

E3.1

The GA acts in the general spirit of the Regulations. The GA has the following tasks:

- Take decisions on issues not provided for in the Regulations
- Make recommendations to the IC
- Decide on proposals made by the IC
- Ratify the Registration Fee for IOI' $n+1$
- Ratify the Host Nomination and Selection
- Supervise and participate in the selection of Competition Tasks and decide on the awarding of medals
- Elect individuals to serve on the IC, replacing any retiring elected members
- Elect individuals to serve on the ISC, replacing any retiring elected members
- Approve the Chair of ITWG

E3.2

The GA meetings should be attended by:

- The President of IOI

- At least one Leader per Participating Country
- The Chairs of GA, IOI'n, SC and ISC
- The Executive Director

GA meetings may be attended by:

- Members of the SC
- Members of the Organizing Committee
- Members of the IC and ISC
- Observers
- Invited Guests may also attend meetings of the GA with permission of the Chair of IOI'n
- A representative of IFIP and UNESCO

GA meetings must *not* be attended by Contestants.

E3.4

The IC acts in the general spirit of the Regulations. The IC shall have overall responsibility for the management and administration of the affairs of the IOI, subject to such direction as given in these Regulations and, without limiting the generality of this responsibility, shall have the following powers and duties:

- Make proposals to the GA about changes in the Regulations.
- Elaborate on the recommendations of the GA.
- Make proposals to the GA about Candidate Host nominations and selection.
- Invite the participants to IOI'n according to S5.6.
- Act on behalf of the GA between IOIs, and to inform the GA about the activities of the IC during this period.
- Appoint an ED and set the terms of the appointment.
- Establish sub-committees and working groups as necessary to achieve the aims and objectives of the IOI, and to confer such powers and duties on these committees as may be considered expedient and appropriate.
- Propose the Chair of ITWG
- Receive reports from the ED, committees and working groups.
- Accept financial contributions, bequests and gifts, whether in cash or kind, with or without conditions imposed by the contributor, as long as these conditions are not inconsistent with the Regulations.
- Open, close and maintain banking accounts in the name of the IOI, with any recognised financial institution and to ensure that all funds received are deposited in such accounts.
- Recommend a Registration Fee.
- Approve expenditure and pay the expenses of the IOI, from such funds as may be available for those purposes, provided reasonable remuneration for services is payable only for services actually rendered to the IOI. This excludes costs obligated and covered by Host Countries.
- Engage in any necessary negotiations or legal proceedings, and to appoint one or more members of the IC to represent the IOI in such negotiations or proceedings, with whatever powers are deemed necessary.

- Keep proper books of account which shall be audited annually by an outside independent Auditor, and the Audited financial statements to be approved by the GA.
- Meet with the Organizing Committee for IOI'n in the Organizing Committee's country, approximately six months before IOI'n, in order to
 - Evaluate IOI'n-1.
 - Examine the organisation of IOI'n.
 - Adopt the Competition Procedures and the Judging Procedures of IOI'n.
- Manage the **IOI Awards and Recognition Program**.
- Act as arbitrator and resolve disputes arising prior to and during the IOI.
- To do such things as may be required or deemed desirable, in the opinion of the IC, to advance and promote the objectives of the IOI.
- Make such decisions as may be required in exceptional circumstances, including if IOI'n does not take place.

It should be encouraged that all IC members actively participate in the IC and that there are no vacant positions on the IC.

E3.5.1

It is the intention that, at any time, the elected representatives have 3, 2 and 1 year(s) respectively left to serve. In the event of multiple elected IC representatives retiring (this excludes the President of IOI), replacement members are elected, as necessary, for reduced periods. Non-elected (Host) representatives are replaced by members from the same country.

E3.5.2

Elected representatives may not serve more than three consecutive terms. It is expected that the President of IOI will rotate on a regular basis.

E3.6

The President of IOI should:

- Have a background in Computer Science / Education.
- Have experience in running national or international competitions.
- Be dedicated and committed to the objectives of IOI.
- Have played an active role in IOI.
- Have a record of leadership.

The President of IOI has the following responsibilities:

- Chair the IC
- Function as an addressee for the IOI/
- Actively promote the objectives of the IOI.
- Actively seek and act on the views and opinions of the IOI community.
- Ensure communication and co-operation within the IOI community.
- Protect and uphold the regulations of IOI.
- Prepare proposals for the systematic growth and development of the IOI and its components.
- Report to the IC and GA on the activities of the office of President of IOI.

- Establish links with other international olympiads, and organisations in the information technology field who would benefit from an associate with the IOI.
- Take executive decisions in the event of an unforeseen crisis.

E3.8

The OED has the following responsibilities:

- Overall administration of the IC and IOI.
- Maintain up to date databases of participating countries (including observers), including names and address of Delegation Leaders and appropriate Ministries.
- Provide a clearing-house facility (collection, maintenance and dissemination) of all IOI related material (Locally and Internationally).
- Support the IC, GA, a Present Host, a Candidate Host or a Future Host.
- Control and reporting on the financial affairs of the OED.

The ED has the following responsibilities:

- Ensure the responsibilities of the OED are implemented.
- Ensure that the minutes of all IC and GA meetings are finalised and distributed to all relevant parties within one month after the conclusion of each meeting.
- Follow up on a regular basis any actions arising out of the minutes of the IC and the GA and report on their status to the IC.
- Ensure that the report on IOI'n is distributed as provided for in S5.12
- Prepare and circulate a bi-annual activity report to all members of IC. This report to include a detailed OED Income and Expenditure statement.
- Prepare and submit an ED's report for approval at each IC meeting, and a final annual report for approval by the GA at each IOI.
- Ensure that all amendments to the Regulations passed and approved by IC and GA are incorporated in one document.
- Prepare detailed agendas for each IC meeting in close collaboration with the President of IOI and distribute these to all members of IC at least one month before each IC meeting.
- Prepare detailed agendas for each GA meeting at IOI'n.
- Prepare/provide background documents on specific issues delegated by the IC or arising from minutes.
- Attend to all correspondence, applicable to the OED, received from individuals or participating countries. This excludes those specific responsibilities of the Organizing Committee for IOI'n.

E3.9

The BP has the necessary profile and influence to:

- Promote the IOI
- Provide advice to the IC, upon request or at its own initiative
- Act as an intermediary between the IC and others
- Help provide a fund to support the IOI

E3.10

The ISC is responsible for:

- Ensuring that an appropriate set of Competition Tasks has been created
- Overseeing the evaluation procedure
- Supervising the development of the IOI based on trends in computing science and its education
- Supervising creation and implementation of the grading system
- Arbitrating evaluation disputes between Delegation Leaders and the SC
- Meeting during IOI' $n-1$ to fix guidelines for the production of problems for IOI' n

When a member is selected to represent Host Country $n+1$, they should remain a member for three years.

Each Host Country should be represented by their respective Chair of SC. The members from the Host Country for IOI' n should include their SC members in charge of tasks and technical matters.

E3.11

It is the intention that, at any time, the elected representatives have 3, 2 and 1 year(s) respectively left to serve. In the event of multiple elected ISC members retiring, replacement members are elected, as necessary, for reduced periods. Non-elected (Host) representatives are replaced by members from the same country.

E3.14.1

In the year preceding IOI' n the Organizing Committee for IOI' n functions under the supervision of the IC, whose composition is established during IOI' $n-1$.

E3.15

SC obligations:

- Prepare sufficient Competition Tasks
- Present these tasks and the associated Competition Rules / Judging Procedures to the GA for approval
- Execute the Competition Rules / Judging Procedures
- Support the GA with information that is needed for the awarding of medals to the Contestants
- Report to the Organizing Committee about their proceedings on a regular basis
- Work with the ISC to ensure continuity and quality control

E3.17

The ITWG is responsible for proposals, development and support concerning technical matters. Areas for consideration include:

- Evaluation and administrative software
- Operating systems
- Program development tools, including compilers, editors and debuggers
- Computer hardware
- Networks and IT security

It is expected that the ITWG will use adjunct members, preferably from Delegations, to cover the above areas.

E4 Host Nomination and Selection

E4.1.1

Countries may become Potential Hosts for any year up to IOI' $n-7$.

E4.1.2

A Country may submit more than one letter of intent, each being for a specific year.

E4.1.3

More than one country may submit a letter of intent for a specific year.

E4.2.1

It is the intention of IC that the status of Candidate Host be conferred no earlier than IOI' $n-5$.

E4.2.2

There is only one Candidate Host for a given year.

E4.2.3

The IC selection procedure is *not* on the basis of first come first served.

E4.3.1

It is the intention of IC that the status of Future Host be confirmed no earlier than IOI' $n-4$.

E4.3.2

Written confirmation must be received at least two years before that particular IOI. It should always be known which Countries will host the IOI in the coming three years.

E5 Responsibilities of Present Host

E5.4

This IC meeting has the following duties:

- Evaluate IOI' $n-1$ on the basis of the report given by the Host of IOI' $n-1$
- Examine the organisation of IOI' n
- Discuss a presentation of the Guidelines
- Adopt the Competition Procedures and the Judging Procedures

A discussion of the presentation of the Guidelines does mean that there is an agreement between the IC and the Organizing Committee about the contents of the Guidelines and the way the Organizing Committee prepares IOI' n .

E5.5

This ISC meeting has the following tasks:

- Screen all competition material, including environment and tasks
- Inspect the grading system

E5.8

If the Present Host wishes a second team in IOI' n :

- The selection of the members of the second team and their leaders is left to the Present Host.
- The second team will participate under the name Host-2 or Host-B, but under no flag or other national symbol.
- The second team will participate on an equal footing with all other teams, but will *not be ranked* in the final results used for the awarding of medals.

E5.9.1

All requests for exemption from, or reduction of Registration Fees at IOI'*n* should be made to the Chair or IC for IOI'*n*. Requests must be made at least three months before IOI'*n*. Full motivation is required.

E5.9.2

Details of the Registration Fee for IOI'*n* are recommended to the GA by the IC at IOI'*n-1*. The Registration fee must be ratified by the GA at IOI'*n-1*.

E5.10

Alternative result tabulation, including the listing of non-medal winning students with their marks, and ranking by country are expressly prohibited.

E5.11

There will be an annual program to recognize individuals for their contribution to the activities of IOI. This program will be managed by the IC. Candidates for nomination should:

- Have attended IOI for at least 5 years as a member of an official IOI body or delegation.
- Made a significant contribution to the activities and development of IOI.
- Not be current members of IC or ISC.

Individuals who have passed away may be nominated.

E7 Revision of the Regulations**E7.1**

Proposals for Regulation changes, by members of GA, can be submitted to IC for consideration. These should be submitted through the ED or the President of IOI. All proposals, whether adopted or rejected, must be communicated to the GA.

Appendices

A3 Committees, Office Bearers and Duties

A3.2

GA procedure:

- GA meetings are chaired by the Chair of GA.
- All meetings must be announced by the Chair or Host Country. There may be no ad-hoc meetings.
- Members of the GA must be given 24 hours notice of meetings, and of any *proposals* that require voting.
- Agendas and meetings are not limited to those discussed in S3.2.
- At meetings of the GA, the voting procedure is on the basis of “one vote per participating country”.
- Except where explicitly stated, votes require a simple majority.
- A quorum of a third of the voting members is required. In the absence of a quorum the Chair can call for another meeting.
- In voting procedures the Chair does not vote, but the Chair may cast a deciding vote.
- Members of the GA, IC, ISC and Organizing Committee have the right to address the GA with the permission of the Chair.
- The ED must provide the minutes of the GA meetings, which impact on the future operations and/or status of the IOI, and distribute them to all relevant parties within 30 days. After being ratified by IC, at the first practical opportunity, they must be made available to the IOI community.

A3.4

Nominations for President of IOI:

- Nominations will be called at least three months prior to the IOI, and remain open until the GA meeting “Before the second Competition period” (see S3.2), when nominations will be announced.
- Nominations must be proposed and seconded (by Countries or individuals) and the nominee must agree to their nomination.
- Nominees must present a document indicating the support of at least 20% of the delegations (as defined in S3.2) who are present at IOI’*n*.
- Nominees must submit a written motivation and a brief CV.
- Nominees may make a brief presentation.

The election procedure for President of IOI follows the procedure outlined for elections in A3.5.

A3.5

Nominations for IC:

- Nominated individuals’ names are to be submitted to the ED.
- Nominations must be proposed and seconded, by Countries or individuals.
- Nominations must be accompanied by brief motivation, from the nominators and nominee, of no more than half an A4 page.
- The nominee must agree to their nomination.
- The President of IOI will call for nominations at the first GA meeting.

- Nominees may make a brief presentation.
- The closing date for nominations is the GA meeting “Before the second Competition period and after Delegation Leaders are segregated from their Contestants” (see S3.2).

If there is a need for an election:

- The IC must establish a committee of scrutineers of the election. These persons must be approved at the first GA.
- The election will take place at the last GA meeting.
- The ED must prepare ballot papers reflecting the names of all candidates, listed in alphabetical order.
- The President of IOI should establish what the voting strength is before the ballot papers are distributed by the scrutineers. The number of ballot papers handed out and returned must tally with the number of countries present in the GA at that stage and eligible to vote.
- Voting is as follows:
 - Countries vote for one candidate only.
 - The vote finishes when one candidate receives more than 50% of the vote.
 - After a round of voting, if no candidate has the required majority, the candidates receiving the least number of votes are removed from the ballot and another vote is taken. Specifically, the top two candidates (or more in the event of a tie for first or second position) will be entered into the next ballot.
 - Countries wishing to abstain from voting must return a blank ballot paper.
 - The scrutineers will confirm the result and advise the Chairman of IOI who will make the announcement.

A3.6.1

The President of IOI may be removed from office by a 2/3 majority vote of the GA, at an official GA meeting (see A3.2).

A3.6.2

In the absence of the President of IOI, the role is taken up by the most recent Chair of IOI.

A3.7

IC procedure:

- At meetings of the IC, the voting procedure is on the basis of “one voting member, one vote”. Votes require a 2/3 majority of the members present at the meeting.
- A quorum of half the voting members must be present at any official meeting of the IC.
- The members of the IC are committed to share information about their tasks.
- IC meetings are closed, but the IC may invite individuals to attend specified meetings; the invitation of all invitees to IC meetings outside the IOI, and invitees to IC meetings during an IOI who are not otherwise present, must be approved by the Organizing Committee. These invitees do not have voting rights.
- The ED must provide the minutes of the IC meetings and distribute them within 30 days to IC members. Once approved by the IC they must be made available to the IOI community.

A3.8

In the absence of the ED, this role is taken-up by the President of IOI.

A3.10

ISC nominations and elections

- The IC proposes a list of candidates for the ISC election. The GA can extend that list with any candidate supported by at least five participating countries.
- The election procedure for ISC follows the procedure outlined *for elections* in A3.5.

A3.13

ISC procedure:

- At meetings of the ISC, the voting procedure is on the basis of “one voting member, one vote”. The members of the ISC are committed to share information about their tasks.
- The ISC may select adjunct members who may include Host Country representatives and other suitable persons. Adjunct members will not have a vote on the committee nor do any other invitees.
- ISC members including the adjunct members will not have contact with the contestants after seeing the tasks. They are obliged to keep IOI task descriptions and all related material confidential until published at the IOI.
- The ISC will be in frequent communication with the SC of the Host Country.

A3.14

The IOI Regulations can not and will not prescribe in which way the Organizing Committee for IOI'*n* is composed (beyond requiring the roles given in S3.14) or how its tasks are to be performed by the members. There is no preference whether the Host Country for IOI'*n* combines any of the positions of the Chair of IOI'*n*, IC member and the Chair of the SC in one person, or not. If several positions are combined in one person, each position is taken up as indicated for that position in the Statutes. *It is recommended that the organising Host does not reduce the Organizing Committee to one person.*

A4 Host Nomination and Selection

A4.1

The IC will request a brief report from Potential Hosts including, but not limited to, information on:

- Proposed venues (competition and accommodation)
- Availability of hardware resources
- Human resources (including SC)
- A rough draft budget
- Fund raising plans

A5 Responsibilities of Present Host

A5.3

The Present Host is obliged to prepare Guidelines for the organisation, a plan suited for the local situation of IOI'*n*, for the production, organisation, timetables and distribution of information about:

- **Present Host:** organising institute(s), Organizing Committee, secretariat of IOI'*n* (with names and complete addresses)
- **Programme:** date of IOI'*n*, date and time of the Opening Ceremony, Competitions, GA, Awards and Closing Ceremony, agenda of social & cultural programme
- **Locations:** complete addresses of all IOI'*n* location(s), buildings, rooms, maps

- **Facilities:** computers for Leaders and Contestants, Internet, photocopier, organisational & technical support, support to and from the OED
- **Board & lodging / leisure:** bedrooms, meals, meal-times, facilities for refreshment, sport, medical care and insurance
- **Registration:** invitation to participate, newsletters, registration forms and procedures for Participants, Observers and Guests, deadlines for registration, fees for Observers and Guests, list of names, addresses and bedrooms of Participants, Observers and Guests
- **Country information:** visas, travelling between seaport or airport and IOI'n location(s), travelling between IOI'n location(s), public transport, currency, stamps, public telephone, climate, complete address of tourist association, voltage.
- **Competition:** establishing a Scientific Committee, global description and preparation of Competition Tasks and associated judging model, equipment & software, conducting the Competition, technical support, competition procedures
- **Awards:** Judging Procedures, medals
- **Proceedings:** production and distribution
- **Financing (not necessarily public):** fees, sponsors, accounting

The Competition Procedures contain information about: asking questions, reporting failures, testing data-files, printing, decision using private diskettes (with or without software or data-files), decision about using private printed or written materials, visiting the refreshment rooms, handing in solutions, and so on, during the Competition.

The Present Host's guidelines for catering must take into account different cultural and religious dietary requirements. In particular, vegetarian food must be available at all meals, the contents of dishes should be clearly indicated, and separate utensils and plates should be used for food which may be unacceptable to some participants (e.g. pork).

A5.9

Registration Fees are transferred, by the Host Country, to a banking account in the name of the IOI (see E3.4), administered by the ED.

A5.11

The IC will call for nominations from members of the IOI community for candidates deserving of recognition. The IC will determine the recipient(s) and advise the Organising Committee for IOI'n.

A6 Competition, Judging and Awards

A6.9

Evaluation:

- The Organizing Committee executes the evaluation of the Competition Tasks according to the Judging Procedures.
- The outcome of the evaluation of each task element is registered on **Evaluation Forms**.
- The Evaluation Forms of contestants are distributed to the contestants' Delegation Leader.
- The evaluation data and the contestants' solution programs are made available to the contestants' Delegation Leader.

A6.10

Disagreements:

- When a Delegation Leader has registered a disagreement, the Leader should be available for a consultation between a member of the SC at a time which should be agreed when the disagreement is registered.
- The consultation may lead to a new allocation of points. If the Delegation Leader still does not agree with the evaluation, the disagreement, with possible further arguments from the Delegation Leader, will be discussed by the SC. The SC will make a final proposal of points.
- If this final proposal is not accepted by the Delegation Leader, the Delegation Leader can bring the controversy to the ISC.
- The ISC will make a final decision after presentations by the Chair of the SC and the Delegation Leader.
- The ISC will make public all decisions. If three or more contestants have made the same appeal, the ISC's decision must be ratified by the GA.

A7 Revision of the Regulations

A7.1

Proposals for Regulation changes submitted between the IC meeting prior to IOI' n and the meeting prior to IOI' $n + 1$ will be discussed, at the latest, at the IC meeting prior to IOI' $n + 1$.

Notes

These notes provide background notes and are for information purposes. They do not form part of the formal Regulations.

N1 Preamble

N1.1

The original idea of initiating the IOI was proposed to the 24th general conference of UNESCO by the Bulgarian delegate Professor Sendov in October 1987. This plan was included into the fifth main program of UNESCO for the biennium 1988–1989. In May 1989, UNESCO initiated and sponsored the first IOI, which was held in Pravetz, Bulgaria.

N1.2

The IOI Regulations have two purposes: a formal description of the IOI, and information about the IOI. The Regulations are also meant to be more than just procedures. The other purpose is that the IOI Regulations give:

- New participating and observing Countries a quick overall idea of what the IOI is and how it works
- Information about what steps should be made to become a Host and to organise an IOI in a certain year
- Historical information

N2 Participants

N2.2

It is firmly recommended that Countries reasonably circulate the yearly issues of the IOI among each other. To spread the average costs for travel it is also recommended that Host Countries are staggered geographically.

N2.5.1

It is firmly recommended that Contestants should have participated in a local, regional or national informatics competition in their Country as a pre-selection for the IOI, and that they belong to the winners of that competition.

N2.5.2

The age limit for contestants may also be defined as: Every contestant at IOI'n (held in year *ccyy*) must have been born on or after 1st July, in the year *ccyy* – 20.

N2.6

The Invited Observer status (for new Countries) is introduced as a possibility to see the IOI in practice before participating in the IOI. But the more functional reason is that by introducing such Observer status, the number of Participating Countries is regulated. This has the advantage that the IOI and the Future Hosts are not surprised by an unforeseen amount of complete Delegations in the next year(s).

N2.7

A representative of UNESCO is always invited to the Olympiads. UNESCO is a link to the other Science Olympiads as well, and distributes information around the world about the IOI and the other Olympiads.

N3 Committees, Office Bearers and Duties

N3.1

The term General Assembly replaces the term International Jury that has been used at past IOIs. This was done to avoid confusion between judges (members of the Host Country) and Delegation Leaders (gathered in the GA).

N3.4.1

The IC should include Countries that represent all geographical regions of the world.

N3.4.2

Delegations, as defined in S2.3, require contestants and hence excludes observers.

N3.4.3

It is expected that nominations will be called for in the IOI newsletter and on the IOI website.

N3.8.1

The OED's responsibilities include those previously obliged to the International Secretariat.

N3.8.2

In the process of organising IOIs since 1989 all kind of materials about past IOIs are collected. This information can be found at: <http://olympiads.win.tue.nl/ioi/>

N3.10

This structure is intended to ensure that the committee has both long-term and experienced members along with representatives of present, past and future organisers.

N3.14

The main reasons for the distinction between the three main positions are:

- The Chair of IOI'*n* should have the authority on the national level to achieve the task of the Host
- The Chair of the IC should have the authority on the international level to achieve the objectives of the IC
- The Chair of the SC should have the skills to develop Competition Tasks according to the current scientific state of the informatics discipline.

N4 Host Nomination and Selection

N4.2

The status of Candidate Host is *not* given until after the formal written invitation.

N4.3

The IC expects to receive written confirmation as early as possible and would usually expect it at least three years before the IOI.

N5 Responsibilities of Present Host

N5.3

The Guidelines for the organisation of IOI'*n* is a plan which is necessary for the preparation, production, organisation, timescales, and distribution of information of IOI'*n*. The plan should be suited for the local situation in the Country offering IOI'*n*.

N6.11

Contestants and their Delegation Leader should be told their points, so that appropriate appeals can be made (see S6.10). A contestant's points should not be available to the members of other delegations before the Awards Ceremony.

N6 Competition, Judging and Awards

N6.3

Translations are provided to make the competition accessible to all students. Translations should remain faithful so that descriptions are consistent for all contestants.