



*Fédération
Aéronautique
Internationale*



Internal Regulations

FAI Hang Gliding & Paragliding Commission

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*Avenue Mon-Repos 24
CH-1005 Lausanne
(Switzerland)
Tél.: +41(0) 21/345.10.70
Fax: +41(0) 21/345.10.77
E-mail: sec@fai.org
Web: www.fai.org*

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1. GENERAL PROVISIONS

1.1. Constitution

The International Hang Gliding and Paragliding Commission (CIVL) is a permanent Commission of the Fédération Aéronautique Internationale (FAI), established to be responsible for all matters related to Hang Gliding and/or Paragliding. CIVL's work shall be in accordance with the FAI Statutes, the FAI By-laws, the General Section of the Sporting Code and these Internal Regulations.

1.2. Organisation

CIVL shall comprise:

- a. The Plenary Meeting (PM). This is CIVL's governing body.
- b. The CIVL Bureau. Elected by the PM.
- c. Subcommittees.

1.3. Language of CIVL

The working language of CIVL is English and all documents, minutes, rules etc. shall be prepared and/or presented in English.

1.4. Certificates of proficiency

CIVL recommends that each FAI Member accept and recognise the FAI/CIVL International Pilot Proficiency Identification (IPPI) Card together with a Certificate of Proficiency issued by another FAI Member as being sufficient to permit Hang Gliding or Paragliding activity in their country.

1.5. Awards

CIVL may award medals, diplomas etc. in accordance with the FAI by-laws. The qualifications and procedures for the awards under the authority of CIVL are set out in the annexes.

1.6. Revisions of the internal regulations.

These Internal Regulations shall be automatically revised in accordance with any change in the FAI Statutes, by-laws and the General Section of the Sporting Code.

1.7. Amendments to the internal regulations.

Amendments to the internal regulations requires a 2/3 majority in the CIVL plenary meeting.

1.8 Sporting Code

All amendments to the Sporting Code require a 2/3 majority in the CIVL PM. Changes to the Sporting Code approved by the PM are effective from the date of publication of the new edition on 1st May each year except where the PM specifies a different date.

2. MEMBERS (BL 5.3)

2.1. CIVL Composition

CIVL is composed of Delegates and/or Alternate Delegates appointed by FAI Members in accordance with FAI by-law 5.3. All Delegates and Alternate Delegates are representatives of their respective FAI Member and each statement, motion and proposal made in CIVL proceedings is

made on behalf of the FAI Member and is thus representative of Hang Gliding and Paragliding in that country.

2.2. CIVL Officers & Officials

All CIVL officers and officials must have the support of their national FAI member.

3. PLENARY MEETINGS

3.1 Authority (BL 5.7.3)

The Plenary Meeting is the policy and decision making body of CIVL and authority for any procedures or actions may only come from the Plenary Meeting (see also 4.3).

3.2. Timetable & Schedule

The Plenary Meeting shall normally take place over a two to four days period (including a weekend) in February or March each year. It shall be preceded by or include Bureau and Subcommittee meetings. The schedule and timetable for meetings shall be established by the President of CIVL.

3.3. Location (BL 5.6.3)

The FAI by-law 5.6.3 states that CIVL shall normally meet at FAI Headquarters. However provided an absolute majority approve, CIVL may meet in other locations, which shall be selected by means of a vote on hosting proposals made by Delegates. Notwithstanding this, CIVL shall meet in the vicinity of the FAI Headquarters at least once every 3 years. Any bid to host the meeting in another location shall be made in writing to the CIVL Secretary no later than 30 days before the date of the meeting where it is to be considered. The host organisation must provide gratis sufficient meeting facilities with normal AV equipment, at least one computer with printer and a copy machine. The host organisation must also pay all travel and subsistence costs of one FAI staff member who may be directed to attend by the Secretary General of the FAI.

3.4. Notice of the meeting

Notice of the meeting shall be circulated by the CIVL president at least 75 days before the meeting.

3.5. Agenda

3.5.1. Proposals for the Agenda

The Agenda will be established by the CIVL President. Written proposals for inclusion on the Agenda should reach the FAI Headquarters or CIVL President no later than 60 days before the date of the meeting. The Plenary meeting cannot make final decisions on items that do not appear on the Agenda (By-Law 5.6.4).

3.5.2. Circulation of the Agenda

The agenda and information for convening the meeting shall be sent out at least 45 days before the date fixed for the meeting.

3.5.3. Contents

The Agenda shall contain at least the following items:

- a. Minutes of the last meeting
- b. Declarations of Conflicts of Interest
- c. Written reports from the :
 - CIVL President on his activities and the activities of CIVL since the last meeting.
 - Secretary General of the FAI on the activities of the FAI since the last meeting. This report may be presented by the CIVL President if the Secretary General is unable to attend.
 - Chairman of each CIVL Subcommittee.
 - CIVL Treasurer including audited accounts for CIVL.
- d. Reviews of past championships.
- e. Bids for future 1st Category events.
- f. Budget for CIVL.
- g. Election of the President, the Vice Presidents, the Secretary, the Treasurer.

3.5.4. Items for discussion

Except as provided in § 3.7.2, only items that appear on the agenda distributed 45 days before the meeting can be discussed and decided upon in the Plenary Meeting. Proper underlying documentation should be circulated with the agenda.

3.5.5. Report Summaries

A summary of any report given during the Plenary Meeting, highlighting the important points, should be given to the CIVL Secretary before the end of the Plenary Meeting.

3.6. Bids for First Category Events

3.6.1. Three years before the competition

Notice of Bids should be received by the CIVL meeting three years in advance of the competition. They will at that stage only be recognised by CIVL. This notice of Bid should be in writing with personal presentation and supported by a letter of confirmation of bid from the NAC. It should include information on arrangements for pre-worlds or rehearsal competition. This 3 year notice is advisable but not mandatory. If not made the bid must comply directly with the 2 year bid requirements below.

3.6.2. Two years before the competition

The bid should be received by the CIVL at least 60 days (see 3.5.1 and 3.5.3) before the CIVL meeting two years ahead on the competition.

Fully detailed bid (see 3.6.5) presented personally, at the CIVL meeting, plus a letter of support from the local authority of the area in which the event is to be held.

The Meet Director should be present and, for Worlds, if possible a senior representative of the Local Authority. For Continentals this representative need only attend when the CIVL meeting is in the continent of the NAC making the bid.

The bid must be accompanied by a site report from a nominated CIVL inspector if the site or organiser is new. As with all other expenses related to the bid, the cost of the site report is the responsibility of the organiser.

The plenary meeting will award the competition to one of the applicants, if they are qualified.

3.6.3. The year before the competition

Presentation of the Local Regulations, Entry forms, financial and media arrangements and names of key officials.

3.6.4. If a championship was not awarded

If CIVL was not able to award a scheduled championship 2 years ahead of the competition, the CIVL bureau should try to find an organiser. If an acceptable organiser is found and he delivers a bid the bureau may award the competition to this organiser. This decision is subject to approval of the CIVL plenary meeting.

3.6.5. The bid

A bid shall include:

- The items required by the checklist for bids in Section 7, and as a minimum:
- Safety measures
- A description of the competition that are planned including sites, normal conditions, previous competitions, planned entry fees, the meet director experience etc.
- A written approval from the FAI member concerned.
- A deposit of the sum specified in the current edition of Section 7 of the FAI Sporting Code must be paid to CIVL with each bid. This money is refundable if the bid fails. This sum is considered to be a portion of the entire sanction fee.

3.6.6. Approval of bid

On approval of the bid the contract between the Organisers and CIVL must be signed within three months. In any case it must be signed not less than 9 months before the event.

3.7. Meeting procedures

3.7.1. Seconding

A vote on any item on the Agenda (or any amendment thereto proposed before or during the meeting,) shall be valid, provided the item has been moved and seconded.

3.7.2. Items not on the Published Agenda

Any item not on the agenda may be added to it only if agreed to by at least two thirds of the Delegates present or represented by proxy.

3.8. Voting rights (BL 5.5)

In accordance with FAI by-laws 5.5 each FAI Member shall have one vote, to be exercised by its Delegate. In case the Delegate is unable to exercise this right, the Alternate Delegate may vote on behalf of the Delegate. If no Alternate is available or present an FAI Member may

appoint a proxy from among the other Delegates or Alternates. The Delegate or Alternate of any one FAI Member may hold and exercise a proxy vote on behalf of only one other FAI Member. Such proxy delegation of voting rights shall require written notification to the CIVL President and FAI Secretariat before the commencement of the Plenary Meeting and acknowledgement by the Delegate or Alternate accepting such proxy delegation. The notification shall be signed by the General Secretary or President of the relevant FAI member.

3.9. Voting at meetings (BL 5-5)

Postal voting is not permitted. Voting shall take place either by a show of hands or a secret vote. A vote shall be secret if requested by one Delegate. When a secret vote takes place

- 1) any ballot paper marked so that the source can be identified shall be considered invalid
- 2) any unmarked ballot paper shall be counted as an abstention.

Except as provided by 3.3, 3.7.2, 5.2.1 and 6.8.7.2 decisions shall be taken on a simple majority vote of the Delegates present or represented by proxy. In the event of a tie in two successive votes (excluding abstentions) the President shall cast a deciding vote without appeal.

3.10. Amendments

Any proposed amendment to an item under discussion may be made verbally or in writing. If requested by the CIVL President or any Delegate it must be made in writing and will be read out by the CIVL Secretary before a vote is taken. An amendment proposal requires a seconder to be considered.

4. CIVL BUREAU (BL 5.4.1)

4.1. Composition

The Bureau will have the following members:

- the President
- the Vice Presidents,
- the Secretary and
- the Treasurer

All bureau members shall have a vote in Bureau sessions. Except as provided in § 5.1.2, Bureau Members may not be represented by others.

4.2. Meetings

The Bureau shall meet at least once a year immediately before the Plenary Meeting. It may meet at other times as decided by the President or be consulted in writing by the President. The President may invite guests to the bureau meetings. Such guests shall have no voting rights.

4.3. Duties and powers (BL 5.4.2)

The Plenary Meeting may delegate to the Bureau certain responsibilities. These shall be precisely defined by the Plenary Meeting and the decisions will be taken by majority agreement of Bureau members, except that, where the vote is equally divided, the President shall cast the deciding vote. Matters with a perspective beyond the next plenary meeting shall be subject to subsequent ratification by the Plenary Meeting and may be modified or repealed by CIVL.

4.4. Authority

The Bureau has full authority for any reasonable action necessary to discharge the responsibilities of CIVL, subject to:

- a. Any limitations within the FAI Statutes, By-Laws and these Internal Regulations
- b. Any specific limitations imposed by the plenary meeting
- c. Limits specified within the CIVL budget.

4.5. Bureau quorum

Bureau meetings are called by the CIVL President by notifying all Bureau members. A quorum of the Bureau shall consist of the President and two other members. No decision may be taken on any matter unless a quorum has been consulted by or given advice to the President. Bureau meetings may be "Virtual" and conducted by email or teleconference.

5. CIVL OFFICERS

5.1. President

5.1.1. Elections (BL 5.4.4)

The Plenary Meeting shall elect a President for CIVL by a secret ballot for a one year term. The candidates shall be chosen from the Delegates by a nomination ballot. The Incumbent President is also eligible. If a majority is not obtained on the first ballot, a second vote shall be taken at which a plurality shall ensure election. The elected President takes office at the end of the meeting. Presidents may be re-elected for an unlimited number of terms.

5.1.2. Duties and powers of the President (BL 5.4.6)

The CIVL President shall have the following powers and duties:

- To represent CIVL
- To convene the Plenary Meeting, Bureau meetings and Subcommittee meetings where appropriate or ensure that they are convened.
- To act as Chairman of the Plenary Meeting, and Bureau meetings and to ensure compliance with the FAI Statutes, By-laws, Sporting Code and CIVL Internal Regulations. He has no vote unless otherwise provided.
- To prepare a yearly report on the work done by CIVL for submission to the FAI General Conference in person. He shall also submit special reports as required by the FAI General Conference, FAI Executive Board or FAI President.
- To review the minutes of meetings as prepared by the CIVL Secretary not later than 30 days after the meeting.
- To attend meetings of the FAI Air Sport Commission Presidents Group and the meetings of the FAI General Airsports Commission.
- To attend, if possible, all meetings of CIVL Subcommittees.
- To appoint a vice president to carry out his duties when he will be unavailable for specific periods.

5.1.3. Representation (BL 5.4.6.5)

The CIVL President shall no longer represent the FAI Member who appointed him Delegate and for the term of his Presidency that Member may appoint another Delegate in his place.

5.1.4. President of Honour (BL 5.4.7)

CIVL may confer upon an outgoing President the title of President of Honour. The honorary, if agreed by the FAI member he represented, may be invited, attend and participate in subsequent CIVL Meetings.

5.2. Vice Presidents

5.2.1. Election (BL 5.4.8)

Four Vice Presidents shall be elected from the Delegates in the same manner as the President. A plurality of votes are required to ensure election.

5.2.2. Duties (BL 5.4.9)

The Vice Presidents shall continue to represent the FAI member who appointed them Delegate unless called upon to act as President.

5.2.3. Re-election (BL 5.4.10)

They may be re-elected for an unlimited number of terms and shall take office upon election.

5.3. Secretary and Treasurer

5.3.1. Election (BL 5.4.11, 5.4.12)

The Secretary and the Treasurer shall be elected in the same manner as the Vice Presidents. They need not be Delegates or Alternate Delegates to CIVL. The secretary and the Vice Presidents are also eligible as treasurer.

5.3.2. The Secretary's duties (BL 5.4.13)

The Secretary shall be responsible for preparing and sending the minutes of each meeting to the President and FAI secretariat within 18 days of that meeting's adjournment.

5.3.3. The Treasurer's duties

The Treasurer shall be responsible for the finances of CIVL, in accordance with directions from the Plenary Meeting. The Treasurer shall publish a detailed financial report to delegates a minimum of 21 days before each plenary meeting.

5.3.4. Co-opted officers

If no volunteer stands for election as secretary or treasurer, and no Vice President is prepared to assume those duties, the President may co-opt suitable people to these posts. Co-opted members shall not participate in Bureau votes or count toward a quorum.

6. SUB-COMMITTEES

6.1. Establishment

CIVL shall set up Technical Sub-committees. These subcommittees shall have specific terms of reference (TOR) for their work and responsibilities. The TOR for each Subcommittee shall be drawn up by the Bureau and approved by the CIVL Plenary. The TOR's are attached in the Annexes. All subcommittees must report regularly to CIVL via the President.

6.2. Chairmen

The Chairmen shall be elected annually by the Plenary.

6.3. Members

Delegates, alternate delegates and specialists nominated by their NAC are eligible to become members of subcommittees and working groups. CIVL delegates may, after consulting with the chairman of the Subcommittee, nominate their specialists or themselves to join the Subcommittee of their own wish subject to the chairman decision on numbers. The chairman may restrict number of members to 7 + himself.

6.4. Vote

Each country has only one vote in subcommittee meetings.

6.5. Meetings

Subcommittees shall meet once every year prior to the plenary and on such other occasions as decided by the chairman. The chairman may also convene "virtual" meetings utilising either teleconferencing or internet communication. Rules 6.3 and 6.4 shall apply to such meetings.

6.6. Responsibilities

The subcommittee Chairman should also take care of urgent matters communicated by the CIVL President and prepare papers etc. for the CIVL meetings.

6.7. Decisions

All Technical Subcommittee decisions and recommendations are subject to approval by the CIVL plenary meeting.

6.8. The standing subcommittees

6.8.1. Hang Gliding (Class 1, 2 and 5 Soaring and Speed Gliding Competitions)

6.8.2. Paragliding (HG Class 3) Soaring Competitions

6.8.3. Paragliding Accuracy Competitions

6.8.4. Records and Badges

6.8.5. Safety

6.8.5.1 Composition

The Safety Committee shall be composed of:

- A Chairman
- One or more members appointed by the chairmen of each of the technical committees (6.8.1, 6.8.2, 6.8.3, 6.8.5 and 6.8.6)

6.8.6. Aerobatic Subcommittee

6.8.7. Sporting Code Subcommittee

6.8.7.1. Composition

The Sporting Code Subcommittee will be composed of:

- A Chairman

- A Secretary
- The Chairmen of the Technical Subcommittees.

6.8.7.2. Decisions

All Sporting Code Subcommittee decisions and recommendations are subject to approval by a 2/3 majority at the CIVL plenary meeting.

6.9 Temporary subcommittees.

The Bureau shall appoint Pilot Entry Screening Subcommittees for each 1st Category hang gliding or paragliding cross country championship. Such committees will usually consist of 3 persons, at least 2 of them from within the Bureau; the third may be either the steward or the jury president for that event. Their role is to ensure that the approved entry rules are followed and to decide upon any applications for exemptions from the pilot entry qualification criteria. Working protocols will be decided by the Bureau. These subcommittees shall be appointed before championship entry commences and considered to have been dissolved at the close of the championship for which they were appointed.

7. WORKING GROUPS

7.1 General

CIVL may establish temporary Working Groups which will study and report on specific matters or proposals. The Working Group will be disbanded upon completion of its assigned task. Chairmen of active Working Groups will report to the CIVL President and Bureau on the same basis as Chairmen of subcommittees.

7.2. Software Working Group

The Software Working Group shall be composed of a Chairman elected annually by the CIVL Plenary and such experts as are necessary and available to carry out the work of the group; these may be appointed by either the Chairman or the CIVL President.

8. TECHNICAL & LIAISON OFFICERS

8.1 General

When necessary CIVL will appoint technical officers or liaison officers. The technical or liaison officers will report to the body that appointed them. A Technical Officer will be appointed to take care of special tasks or solve special problems. A Liaison Officer will be responsible for taking care of CIVL's interest in or towards another organisation or body.

8.2 Environmental Liaison Officer

A suitable volunteer should be appointed to liaise with the FAI Environmental Commission, receive reports and collate any information relevant to CIVL sporting disciplines.

8.3 Training Officer

A suitable person should be appointed to monitor training aspects of CIVL responsibilities. In addition the Training Officer is responsible for the promotion, maintenance and further development of the IPPI programme. All countries should be encouraged to use the IPPI Card to ensure pilot proficiency for both visiting pilots and their own pilots when travelling abroad. The CIVL Safety and Training programmes (SAFE PRO and PARA PRO) should be revised when necessary and kept up to date.

8.4 Airspace and Navigation Officer

CIVL may appoint an Airspace and Navigation Officer to liaise with the FAI Commission on Airspace and Navigation Systems.