



FAI Aerobatics Commission

W.I.P.

In this draft :

- In orange, notes/ideas on items to elaborate on and develop into proper text*

*Fédération
Aéronautique
Internationale*

CIVA

Governance



*Maison du Sport International
Av. de Rhodanie 54
CH-1007 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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Effective xxxxxxxxxxxxxx

**FEDERATION AERONAUTIQUE INTERNATIONALE
MSI - Avenue de Rhodanie 54 – CH-1007 Lausanne – Switzerland**

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FOREWORD

This document describes xxxx

Concrete CIVA way of working and operating rules ;

-- and also to help Navigate relevant overarching elements of the FAI Statutes and FAI By-Laws.



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TERMS AND DEFINITIONS

Discipline..... Aerobatics
Contest Scope..... World, Continental, Other International Competitions
Class Power, Glider
XXXXXX..... XXXXXXXX

Describe in particular types of majorities (as per FAI definitions), and any other specific term used in this doc (review list once draft finalized), e.g. out of the following:

Absolute Majority *More than half of the votes belonging to Members present or represented.*

Active Member of FAI *A national organisation that represents the greatest number of aeronautic and astronautic disciplines in its Country and has been elected to represent that Country in the FAI.*

Associate Member of FAI *A national organisation or aero club which represents in FAI only one branch of air sports or astronautics in its Country.*

Bureau *The duly elected officers of a Commission.*

Commission Presidents' Group *A meeting of the Presidents of the FAI Commissions to be held not less than annually.*

Constitution of FAI *The body of fundamental laws and principles that prescribe the nature, objectives, functions and limits of FAI. It consists of two parts. The relatively permanent elements of the FAI Constitution are set forth in the FAI Statutes and may only be changed by the General Conference. The procedural and more detailed elements, and any other matter necessary for the conduct of FAI business and aeronautical and astronautical activities, are set forth in the FAI By-Laws and may be changed by the Executive Board.*

FAI Air Sport Activities *World and Continental Championships, other FAI contests, record attempts, and the homologation of world records, and related activities conducted under the rules of FAI.*

FAI Air Sport Commission *A Commission established in accordance with the Constitution of the FAI, having authority over the rules governing international competitions and FAI records in a specific aeronautical or astronautical discipline.*

FAI By-Laws *That portion of the FAI Constitution established by the General Conference or the Executive Board and dealing with awards, badges, publications and procedural rules for the various FAI bodies and any other matter as necessary for the conduct of FAI business and aeronautical activities.*

FAI Secretariat *The FAI Headquarters staff.*

FAI Statutes *That portion of the FAI Constitution established by the General Conference and stating the aims, objectives and permanent features of FAI.*

Good Standing *The status of an FAI Member that has fulfilled its obligations to FAI as listed in FAI Statutes Chapter 2.*

Majority (also called simple majority) *More than half of the votes cast by eligible votes present.*

Member of FAI (or FAI Member) *A national or international organisation which has been accepted into one of the classes of membership as defined by Statute 2.1.*

Observer *An individual invited to attend an FAI meeting but without the right to vote.*

Permanent Working Group *A Working Group established for an indefinite period of time and listed in the FAI Statutes.*

Plurality Vote *In a vote of more than two alternatives, the decision shall be in favour of the alternative gaining the largest number of votes cast.*

President *The elected or appointed officer who presides over a Commission or a meeting of that body.*

Proxy *A person or delegation duly authorised to act for another person or FAI Member or the written authorisation to do so.*

Qualified Majority *A majority preceded by a fraction (e.g. two thirds). That fraction indicates the minimum portion of the votes required to carry a motion. A fraction can also be applied to an absolute or simple majority.*

Secretary General of FAI *The managing director of FAI and head of the FAI Headquarters staff.*

Sporting Code *A series of regulations consisting of the General Section, which includes all the common rules, and the specific sections which contain the rules governing each aeronautical sport and astronautical activity of interest to FAI.*

Sporting Licence *An FAI licence of a standard type issued to individuals by an FAI member or if appropriate by the FAI Secretariat permitting them to compete in national or international sporting events or to undertake record attempts.*

Sporting Powers *The right to organise and conduct FAI Sporting Events, to authorise aeronautic or astronautic record attempts, to appoint officials to supervise FAI competitions and record attempts, to participate in the work of FAI Air Sport Commissions, and to authorise individuals and teams to compete in FAI Air Sport Activities by issuing FAI Sporting Licences.*

Vice-Presidents *The Vice-Presidents of FAI shall consist of the Active Member Vice-Presidents as elected under 6.3, the Regional Vice-Presidents as appointed under 6.3.5, and the Presidents of the Air Sport Commissions.*

1. Introduction

1.1. Purpose and scope of the CIVA Governance document

- 1.1.1.1. This document establishes the rules under which CIVA operates as a FAI Commission. As such it complements the FAI Statutes and By-Laws.
- 1.1.1.2. This document aims at covering all CIVA-specific governance topics, and provides a common framework applicable to all stakeholders.
 - a) Any missing or incomplete governance aspect, as well as any proposal for governance modifications, will be subject to the change process described in section 0 of this document.
 - b) In order to help navigate relevant overarching elements of the FAI Statutes and By-Laws in a coherent structure, some (not necessarily all) of these elements are recalled in this document and identified with a grey background. In case of discrepancy with respect to these elements, the original FAI Statutes and By-Laws prevail.

1.2. Applicable and Reference documents

1.2.1. Applicable documents

- 1.2.1.1. The following documents (with any updates) are applicable to CIVA's governance, which means they prevail over this CIVA Governance document in case of contradicting rules (or rules for which no deviation is provisioned):
 - a) FAI Statutes
 - b) FAI By-Laws
 - c) FAI Sporting Code – General Section
 - d) FAI Anti-Doping Rules
 - e) FAI Code of Ethics
 - f) Rules on Advertising for FAI Air Sport Events
 - g) Naming of Competitions: policy for Air Sport Commissions and Competitions Organisers

1.2.2. Reference documents

- 1.2.2.1. The following documents (with any updates) may be used as a complement to this CIVA Governance document, to the extent they can help understand the context of CIVA's governance. Reference documents do not prevail over this CIVA Governance document:
 - a) About FAI – An introduction to the Fédération Aéronautique Internationale
 - b) FAI Critical Regulations Position
 - c) FAI Manifesto – Preserving Airspace Access for Air Sports
 - d) FAI Jury Guidelines
 - e) FAI Sporting Code – Section 6: Aerobatics
 - f) CIVA Guide to Championship Organisation
 - g) CIVA Plenary Minutes
 - h) CIVA Memos and other CIVA documents

1.3. The aims and objectives of CIVA

- 1.3.1.1. CIVA is the FAI Air Sport Commission in charge of all matters relating to power and glider aerobatics.
- 1.3.1.2. As a complement to the aims and objectives of FAI (*FAI Statutes §1.2, and §5.2.3.3 on FAI Air Sport Commissions*), to which CIVA – as a FAI Commission – contributes as an integral part, the specific CIVA aims and objectives are:
- a) to develop aerobatics throughout the world, and support its Members' efforts to further aerobatics;
 - b) to promote physical and moral qualities, technical knowledge and skill as basic to aerobatics;
 - c) to bring together the aerobatic men and women of the world in international competition;
 - d) to ensure adequate means and standards to support aerobatic competition in a safe manner (sporting code, championship organisation, flight safety, judging and judges development, awards,...)
 - e) to co-ordinate its Members' efforts to further aerobatics throughout the world;
 - f) to provide a forum for the exchange of information and discussion on aerobatics;
 - g) to foster proactiveness with respect to societal, sportive and political evolutions around, for sustainability and development of aerobatics.

1.4. The functions and responsibilities of CIVA

- 1.4.1.1. CIVA's functions and responsibilities include:
- a) be the final authority for all international aerobatic competitions including at multi-sport competitions.
 - b) establish and enforce rules for international aerobatics competitions.
 - c) organise World and Continental Championships and other international aerobatic events, including those staged at multi-sport competitions.
 - d) develop, maintain and provide tools supporting aerobatics competitions (e.g. scoring software and real-time scoring, wind measurement systems, position in performance zone,...).
 - e) assess, promote and implement in all its activities, conditions for a safe practice of aerobatics.
 - f) drive improvement of judging and training methods.
 - g) Support improvement of aircraft and their equipment.
 - h) create and promote international standards for aerobatic pilots.
 - i) reward excellence in performance and outstanding contributions to aerobatics by awarding honours, medals, diplomas, trophies and titles.
 - j) develop media and public attraction towards aerobatics.
 - k) issue publications and other materials promoting the aims and activities of CIVA.

1.5. Sporting powers

- 1.5.1.1. Sporting Powers for aerobatics are administered by CIVA and the FAI Executive Board, and may be delegated.
- 1.5.1.2. Only FAI Members shall hold FAI Sporting Powers in their respective Countries and represent their Countries' aerobatic air sport within CIVA and FAI, except where they have given their written consent to the FAI delegating Sporting Powers directly to other organisations, or where General Conference has made a specific decision to delegate FAI Sporting Powers for a given event to another organisation.

1.6. CIVA logo

- 1.6.1.1. The CIVA logo is composed of the FAI logo with an additional, CIVA-specific element.
 - a) The FAI logo comprises an image of an eagle in white on top of a golden Earth superimposed on a background of pale blue meridians and parallels symbolising FAI's world-wide reach, together with the abbreviation 'FAI'.
 - b) The CIVA-specific element comprises an image symbolizing power and glider aerobatics, together with the abbreviation 'CIVA' and the text 'Aerobatics Commission'.
- 1.6.1.2. The CIVA logo is the exclusive property of FAI.

2. Organisation of CIVA

2.1. Generalities

- 2.1.1.1. CIVA is the FAI Air Sport Commission in charge of administering all matter related to power and glider aerobatics, and developing competition aerobatics.
- 2.1.1.2. The CIVA Constitution consists of the FAI Statutes and By-Laws, the FAI Sporting Code General Section, the FAI Sporting Code Section 6, the FAI Anti-doping rules, the FAI Code of Ethics, together with this CIVA Governance document.
- 2.1.1.3. CIVA shall promote FAI aims and objectives in the field of aerobatics, and shall have voting powers at the FAI General Conference. CIVA shall seek to further the unity of all air sports within FAI through implementation of the FAI Statutes, By-Laws, Sporting Code and FAI Anti-Doping Rules.
- 2.1.1.4. CIVA shall also:
 - a) deal with all technical problems that concern flight safety, training, air space, equipment, and sporting events.
 - b) exercise delegated executive powers with regard to aerobatics and related technical matters.
 - c) exercise delegated executive powers with regard to promotional and financial rights relating to FAI events.

2.2. CIVA official languages

- 2.2.1.1. The official languages of the FAI are: English, French, Russian and Spanish. They shall be used as prescribed in the By-Laws.
- 2.2.1.2. For practical purposes, and unless agreed otherwise by stakeholders, all official interactions within CIVA will be carried out in English.

2.3. Management principles of CIVA

- 2.3.1.1. All authority and responsibility in CIVA is derived from its Members assembled in Plenary. The CIVA Plenary may delegate certain authorities to the CIVA Bureau.
- 2.3.1.2. Within this delegation, the CIVA Bureau shall run CIVA matters in the best interest of CIVA.
- 2.3.1.3. Differences shall be resolved by the next higher body in FAI prior to the implementation of changes.
- 2.3.1.4. In order to represent a FAI Member (other than by proxy) a person, if not a citizen or resident of that Member's country, shall obtain the prior consent of the FAI Member of the country of which he or she is resident. No person shall represent more than one FAI Member at any one time.
- 2.3.1.5. Any person acting on behalf of CIVA in any capacity shall abide by the FAI Code of Ethics.

2.4. Membership and participation in CIVA

2.4.1. Membership

2.4.1.1. (ref. chapter 2 of Statutes for full text)

2.4.2. Voting rights of active members

- 2.4.2.1. Active Members shall have voting rights in CIVA as prescribed in Section 3.3. of the By-Laws.

- 2.4.2.2. Active members shall appoint delegates to CIVA when aerobatics is practised in their respective countries, in accordance with By Laws 3.1.
- 2.4.2.3. Active members may appoint proxies in accordance with Statutes 3.6.1.2.3. and By-Laws 3.1, or should send apologies, if delegates are unable to attend the CIVA Plenary meetings.

2.4.3. Exercise of sporting powers

- 2.4.3.1. Subject to the provisions of Section 1.8. and Paragraph 4.2.2.12. of the Statutes, FAI Active Members shall exercise Sporting Powers in their respective Countries, including the right to issue FAI Sporting Licences on behalf of FAI or to suspend or cancel any that they have issued.
- 2.4.3.2. An Active Member may delegate to another aeronautical organisation within his Country part of his Sporting Powers. FAI shall be notified promptly. Such delegation shall not diminish the Active Member's responsibilities and obligations listed in Paragraph 2.4.2.2. of the Statutes; therefore, all parties concerned shall keep the Active Member involved and the FAI Secretariat informed of all significant developments pertaining to any aerobatic sporting event to be held in that Member's Country.
- 2.4.3.3. The delegated powers cited in Paragraph 2.4.3.2. of the Statutes may be withdrawn by the Active Member at any time. FAI shall be notified promptly.

2.4.4. Voting rights of associate members

- 2.4.4.1. An Associate Member shall be entitled to vote at CIVA meetings.

2.5. CIVA structure

2.5.1. Delegates and Alternate Delegates

Principle of Delegate + Alternate Delegate to CIVA nominated by each FAI Member

2.5.2. President

Elected, see chapter 5.1
Oversees admin of CIVA

2.5.3. Bureau

Elected, see chapter 5.1
Admin of CIVA

2.5.4. Committees

See chapter 6
Established to admin and progress recurring core topics for CIVA: Rules, Judging, Catalogue, ICT, ...
Committees report to Plenary

2.5.5. Extended Bureau

Bureau + Committee chairmen + Coopted advisors
Fostering common understanding and way forward on CIVA matters for the best interest of CIVA

2.5.6. Permanent Working Groups

See chapter 7
Xxxxxx
WG make recommendations and report to Plenary

2.5.7. Temporary Working Groups

See chapter 7
To advance specific topics/issues requiring deep-dive and expert advice for resolution.
Temp. WG make recommendations and report to Plenary. Once resolution achieved, temp. WG are discontinued

2.5.8. Advisors and Technical Experts

Assisting Bureau & Extended Bureau on specific areas where their expertise adds value to CIVA decisions & actions

2.6. Decision powers

Elaborate on CIVA Bureau vs Plenary decision powers etc.

Provision that CIVA Bureau is entitled to take tbd type of decision for the appropriate admin of CIVA between Plenaries, and define criteria that would call for Delegates approval ? (See also chapter 5 for details ?)

2.7. Proceedings

On recordings of Bureau minutes and distribution, on Plenary minutes, etc

2.8. Relationship with other FAI stakeholders

On relationship with:

- other Commissions (e.g. ASC Presidents Group),
- Secrétariat (Calendar, medals, etc, and all admin matters related to FAI and listed in Statutes / By-Laws (such as Finance, OA, contest results, recognition awards,...), FAI Website with CIVA docs, etc
- EB
- CASI
- etc ?

2.8.1. FAI EB

2.8.2. FAI Annual Conference

2.8.3. FAI Office

2.8.4. CASI

2.8.5. Commission Presidents' Group

2.8.5.1. The Presidents of the FAI Commissions shall serve, ex-officio, as members of the Commission Presidents' Group. If a President of a Commission is unable to attend, he may appoint a current member of his Commission to attend in his place.

- 3. CIVA Strategy**
 - 3.1. Strategic Planning Working Group**
 - 3.1.1. Roles and Responsibilities**
 - 3.1.2. Governance**

 - 3.2. Elaboration of Strategy**
 - 3.2.1. Definition of strategic scope**
 - 3.2.2. Preparation process**
 - 3.2.3. Approval process**

4. CIVA Finances

4.1. Principles

4.1.1. Financial Year

4.1.1.1. In line with the FAI principles, the CIVA financial year shall be the calendar year.

4.2. Budgeting

4.2.1. Xxx

Description of budgeting governance (preparation, process, approval,...)

4.3. Expenses

4.3.1. Xxx

4.3.2. xxx

4.3.3. Travel Allowances

Description of TA governance

4.3.4. Other expenses

4.3.4.1. Admin expenses

4.3.4.2. xxxx

4.4. Income

4.4.1. FAI Sanction Fee

Describing Sanction Fee per competitor entering a CIVA championship

4.4.2. Special events and agreements

Covering income not from FAI sanction fee but directly from special event organisers (e.g. WCAR, etc)

4.4.3. Sponsorship

4.4.4. FAI subsidies

4.4.5. Special Provision

Covering for instance the WGP account... and describing governance on how to draw from this account

4.4.6. Other income

4.5. Flows

Covering finance operations (e.g. process treasurer / FAI Secretariat / FAI EB...), Authorizations / Signatures / Approvals,...

Covering when FAI Sanction fees are due from contest organisers
etc

4.6. Reporting

Reporting to Bureau

Reporting to Plenary (Year N and Year N+1)

5. Bureau governance

5.1. Composition

5.1.1.1. The CIVA Bureau shall consist of:

- a) The President of CIVA ;
- b) Four Vice-Presidents,
- c) One or two secretaries;
- d) A Treasurer / Finance officer

5.2. Duties and Powers

5.2.1.1. The CIVA Bureau is the executive body of CIVA, implementing the policies and decisions of the CIVA Plenary and exercising those powers of the CIVA Plenary that are delegated to it by that body.

5.2.1.2. The Bureau, chaired by the CIVA President, is jointly responsible to the CIVA Plenary for all decisions made and actions taken between Plenaries. Its duties shall include, but not be limited to:

- a) Ensuring that the FAI Statutes, By-Laws, Sporting Code and Anti-Doping Rules are duly observed and enforced and delegated Sporting Powers correctly exercised;
- b) Defining and examining matters concerning CIVA's overall policy and making appropriate recommendations to the Plenary ;
- c) Decide on any matter as necessary for the conduct of CIVA business and activities.
- d) Holding responsibility to the CIVA Plenary for all financial and accountancy matters;
- e) Presenting to the CIVA Plenary the accounts for the past year and the proposed budget for the coming year ;
- f) Publishing Plenary Conclusions, Minutes, xxxxxx
- g) Keeping current the aerobatic section of the Sporting Code, etc
- h) Presenting to the General Conference: xxxxx
- i) Ensuring implementation of Plenary decisions;
- j) Making decisions or recommendations on matters not covered by the Statutes or on those put forward by xxxxxxxx
- k) Establishing such working groups as it finds necessary to support its work, and disestablishing those whose work has been completed
- l) Approving the Sporting Calendar; Note: In this whole list (not exhaustive), determine what is duty of Bureau vs duty of Plenary/Delegates...

5.2.1.3. The Treasurer shall be responsible for:

- a) Reporting on financial matters to the Plenary;
- b) Providing advice and assistance to the CIVA Bureau on accounting and financial matters, including budgeting, investment management, and the use of CIVA funds.

5.3. Members eligibility

Delegates & Alternate Delegates

5.4. Appointment and terms

Clarify our alternating two-year system and that is is Ok wrt Statutes/By-Laws wording that might be interpreted differently.

5.5. Extended Bureau

5.5.1.1. Extended Bureau members (without voting rights):

- a) Chairmen of commissions: RC, JC, ...
- b) Coopted experts / advisors

5.6. Governance and reporting

5.6.1.1. Each Member of the Bureau, shall be entitled to one vote. If a Bureau vote results in a tie, the President may in addition to his own vote cast a tie-breaking vote.

5.6.1.2. A quorum of CIVA Bureau shall be not less than four voting members. In the case that only four voting members are present, any decision of the Bureau must be unanimous.

5.6.1.3. Reporting: xxxx

5.7. Expenses

On Eligible expenses for CIVA Bureau / Extended Bureau, and prior approval system / expenses claim process ...

6. Committees

6.1. List and mandates

RC, JC, GAC, CC, ITC, etc

6.2. Committees assignment

6.2.1. Composition

1 Chairman + 5 members, except ?

6.2.2. Members eligibility

Delegates, Alternate Delegates, other Experts tbd

6.2.3. Appointment and terms

Election at each year Plenary, One-year term

6.2.4. Governance and reporting

6.2.5. Expenses

No expenses reimbursed (travels etc) except non-individual circumstances (e.g. meeting room rental,...)

7. Working Groups

7.1. Permanent and ad hoc

KAWG, etc, + Ad hoc to tackle specific topics / assignments

7.1.1. Xxx

7.1.2. Aresti xxxxx

7.1.3. xxxxxx

7.2. Working Groups assignment

7.2.1. Composition

7.2.2. Members eligibility

Delegates, Alternate Delegates, other Experts tbd

7.2.3. Appointment and terms

7.2.4. Governance and reporting

7.2.5. Expenses

8. The CIVA Sporting Code

8.1. Principles

8.1.1.1. The CIVA Sporting Code consists of sporting regulations governing all CIVA aerobatic competitions. The Sporting Code includes :

- a) The General Section of the Sporting Code, which contains rules common to all air sports, and is established by the FAI Air Sport General Commission.
- b) The CIVA section of the Sporting Code (aka Section 6), which contains rules for aerobatic competitions, and is established and implemented by CIVA. Section 6 must not conflict with the General Section.
- c) The provisions of the CIVA Sporting Code apply to each participant and official in any CIVA event.

8.2. Rule Committees (Power, Glider)

8.2.1. Roles and Responsibilities

Definition of RC, GAC

Incl. topics such as:

- RC/GAC appointment (number, nominations, vote at plenary, one-year term...)
- RC/GAC Chairman/chairwoman role
- R&R

8.2.2. Governance

Incl. topics such as:

- Invitation sent to all CIVA Delegates to submit Part 1 / Part 2 rule changes (“Normal Proposals”) – by a certain deadline
- Rule change proposals to be submitted by NACs (through CIVA Delegates) or CIVA President only
- Publication of package with all proposals
- Assessment of relevant proposals resp. by RC and GAC
- Meeting (physical or online) resp. of RC and GAC for review and decisions
 - Meeting attendance, quorum ;
 - Open to observers with provisions:
- For practical purposes and to optimize assessment and brainstorming, RC and JC meet together to review relevant proposals
- RC / GAC publishing reports prior to Plenary, with proposals submitted to Plenary debate
- Plenary vote and voting method

8.2.3. Harmonization process

Harmonization Part 1 (Power) and Part 2 (Glider) wherever it makes sense to avoid unjustified divergence => Alignment on relevant items to the best extent following RC and GAC meetings

8.3. Rule changes process

8.3.1. Overview

8.3.1.1. Rules in the Sporting Code Section 6 may be modified based on proposals that can take different forms, with each form following a different process:

- a) Normal proposals (NP)
- b) Urgent proposals (UP)
 - i) Safety proposals (SP)

- ii) Expedited proposals (EP)
- c) Correction proposals

8.3.2. Normal Proposals

- 8.3.2.1. Normal Proposals (NP) are proposals submitted each year by Delegates or the President of CIVA before the deadline published by CIVA (usually by the RC or GAC chairman). These proposals follow the review process.
- 8.3.2.2. By extension such proposals may be submitted on request of CIVA by specially appointed Working Groups.
- 8.3.2.3. The RC and GAC mandate is to assess absolutely all proposals impacting Section 6 (Part 1 for the RC, Part 2 for the GAC). These Rule Committees shall make sure proposals undergo detailed scrutiny before declared 'good-to-go-for-plenary-vote'.
- 8.3.2.4. The objective of the RC and GAC work is to guarantee towards delegates (the Plenary) that all proposals submitted for vote are mature enough, thought-through, improved or amended wherever needed, and void of potential adverse consequences.
- 8.3.2.5. The RC and GAC are entitled to:
 - a) pass proposals as such for Plenary discussion and vote
 - b) amend proposals before Plenary discussion and vote
 - c) reject proposals
 - d) make any relevant recommendation
- 8.3.2.6. Passing the RC/JC and/or GAC review is the result of a consensus or majority decision by the attending Committee members, that those proposals shall be considered by the Plenary.
- 8.3.2.7. Passing this review does not necessarily imply that the RC/JC and/or GAC recommend those proposals to be adopted.

8.3.3. Urgent Proposals

- 8.3.3.1. Urgent Proposals (UP) are submitted by NACs (through CIVA Delegates) before the deadline published by CIVA, as a result of experiences at Championships and for which discussion is requested at CIVA's next plenary meeting in the same year.
- 8.3.3.2. Once the deadline for UP is passed, the President of CIVA shall classify submitted proposals either as Normal Proposals (which would then follow the NP process in the following year), Safety Proposals, or Expedited Proposals.
- 8.3.3.3. Safety Proposals (SP) are classified as such because they relate to safety problems and merit consideration without delay.
- 8.3.3.4. Expedited Proposals (EP) entail minor changes which do not require full Committee consideration.
- 8.3.3.5. Urgent Proposals classified by the President of CIVA as SP or EP are submitted directly to Plenary without any review by the respective RC/GAC.

8.3.4. Correction Proposals

- 8.3.4.1. Correction Proposals (CP) are purely editorial remarks (e.g. typos, missing reference,...). Such proposals may be sent anytime to the RC or GAC Chairman as appropriate, and implemented

as relevant in the next issue of Section 6' corresponding Part without going through the full-fledged approval process, and hence save time in RC/JC/GAC discussions as well as in CIVA's plenary meeting.

- 8.3.4.2. Proposals are classified as CP by the RC (respectively GAC) chairman; however if anyone of the respective Committee members objects to this classification, the proposal automatically goes into NP status.

8.3.5. President's Proposals

Describe President's proposals process and loose criteria:

- Proposals will be submitted directly to Plenary without RC/GAC consideration
- Aiming at not losing time going through the full-fledged NP process
- President using this option wisely, based on consideration that there is no need to go through the full-fledged process (i.e. no lack of maturity, no significant risk of unintended consequences, etc) together with a sense of urgency.
- President's proposals to be published with a two-week notice prior to Plenary in order for Delegates to review and assess.

8.4. Rule waivers

8.4.1. Before contests

- 8.4.1.1. Should Organisers wish to request a waiver on any of the applicable rules in the FAI Sporting Code Section 6 before the opening of an event, they shall submit a waiver application to the CIVA Bureau with sufficient notice. The CIVA Bureau will then decide to grant or dismiss the waiver based on the submitted elements. Only an explicit positive answer from the CIVA Bureau will determine a waiver has been granted. In such case any waived rule shall be announced in the event bulletin and sent without delay to the NACs which have indicated an intention to participate.

8.4.2. During contests

- 8.4.2.1. The International Jury may temporarily vary any rules approved by CIVA during a contest under the following circumstances:
- a) There is an absolute majority within the International Jury, when conducting a vote to introduce a temporary variation to the regulations, and
 - b) There is a two-third majority amongst the participating teams' Chief Delegates, when conducting a vote to introduce a temporary variation to the regulations.

8.5. International Appeals Tribunal

- 8.5.1.1. Disputes of a sporting nature, or related to sporting events, that are submitted to FAI by its Members shall, as a last resort, be settled by an International Appeals Tribunal established in accordance with Paragraph 5.2.3.2.5. of the Statutes and the General Section of the Sporting Code.

9. Judging and Judges

9.1. Judging Committee

9.2. Governance

9.3. Judge selection

9.3.1. Official CIVA judges list

International Judges list: getting in the list, getting out of the list,... (note: list of CIVA International Judges to be made available to FAI Secretariat as per Sporting Code General Section 5.4.3.3)

9.3.2. Chief Judge

CJ appointment by vote at Plenary

9.3.3. Judge selection process and appointment of judge teams

Includes in particular:

- Appointment of judges: eligibility (qualifications / being in International Judges list, experience, knowledge of rules, RI.....)
- Independence from NACs ("CIVA judges")
- Note: Ratification of Judges panel on proposition from JC (ref Sporting Code Section 6)

9.3.4. Judge unavailability

Reserves ? Full authority of JC to make best decision in the interest of CIVA, in casde of unforeseen unavailabilities... in coordination with International Jury and CIVA Bureau ?

10. Known Figures selection

10.1. Governance

Incl. topics such as:

- KAWG appointment (number, nominations, not two experts from same country, approval by plenary,...)
- KAWG Chairman/chairwoman role
- xxxxx

10.2. Process

Incl. topics such as:

- Invitation sent to all CIVA Delegates to submit figure sets per category (Unl, Adv, I/Y52) – by a certain deadline
- No limitation to number of proposed sets per NAC
- Set proposals must follow conditions set in Sporting Code
- Assessment of sets by KAWG members
- KAWG entitled to
 - eliminate proposals (Sporting Code conditions not meant; Safety; Unfit for category, etc),
 - amend proposals after alignment with originating NAC
 - create own KAWG set in case of lack of satisfactory submissions
 - ...
- KAWG publishing assessment / rankings etc in report prior to Plenary, with short list of sets submitted to Plenary vote (define here whether short-list = all proposals not eliminated or =top 3/top 5 sets as determined by KAWG...)
- Plenary vote and voting method (one or two rounds, voting on one set per NAC per round, or plurality of sets in round – e.g. rank 1/2/3, calculation of results,...)

11. CIVA Annual Plenary Meeting

11.1. Generalities

11.1.1.1. As CIVA's supreme body, the CIVA Annual Plenary Meeting shall consist of delegates and/or alternate delegates appointed by Active and Associate Members in good standing, designated representatives of International Affiliate Members in good standing, FAI Secretariat and/or EB representatives, Presidents of Honour, and technical advisors appointed by CIVA.

11.1.1.2. Others attending, must be approved as observers by their respective Active or Associate Membership organisations in which case the CIVA Bureau and the organising Member shall be notified in advance.

11.1.1.3. A minimum of twenty five per cent of Active Members in good standing present or represented shall constitute a quorum.

- a) However, any vote on a matter not appearing in the Agenda shall be valid only if at least half of the Active Members are present

11.2. Powers of the CIVA Annual Plenary Meeting

11.2.1.1. The CIVA annual Plenary meeting shall deal with and decide on all CIVA legislative, executive and financial matters, including:

- a) definition of the aims, objectives and policies of CIVA, and establishment of courses of action to achieve CIVA goals;
- b) consideration of the reports of the President, of the Finance officer, of the organiser, International Jury and Chief Judge of each CIVA championship held in the reporting year as appropriate;
- c) approval of the CIVA financial statements;
- d) approval of the CIVA business plan and budget for the coming financial year,
- e) decide on the CIVA sanction fee for championships for the coming year;
- f) approval of amendments to the CIVA governance;
- g) establishment of Committees, Working Groups, and other bodies on a permanent or temporary basis as appropriate; and disestablishment of those whose work has been completed ;
- h) decision on aerobatics sporting code rule changes
- i) assignment of tasks to the CIVA Bureau and other bodies as appropriate;
- j) election of the CIVA President and Bureau according to each member's term;
- k) election of Committees chairman and members;
- l) selection of the places and dates of future CIVA Plenary meetings;
- m) selection of the places and dates of future championships;
- n) approval of awards and honours;
- o) decisions on all other matters brought before it by the CIVA Bureau and by NACs;
- p) approval of the actions of the CIVA Bureau and release of responsibility for those actions.

11.3. Hosting and associated requirements

11.3.1. Default location

The Lausanne story...(use wording in FAI doc)

11.3.2. Bids

11.3.3. Requirements

11.3.3.1. Unrestricted entry

- a) A bid to host an Annual General Conference must detail any conditions of admission of participants to the country or location of the event in existence at the time of the bid. This information is to be included in the presentation of the bid to the General Conference where a decision on the event is made.
- b) An FAI Member organising a General Conference shall make every reasonable effort to provide unrestricted entry to the Country involved for all delegates and delegations.
- c) If the organising Member finds that a delegate or delegation will be refused entry, the FAI and the affected Member shall be notified immediately.

11.4. Agenda

11.4.1. Mandatory agenda items

Typical template with all mandatory agenda points

11.4.2. Optional agenda items

11.5. Procedural requirements

Rules for meeting, agenda and voting – includes e.g.:

- Invitation to all NACs through FAI Secretariat
- Prior notice on invite, on agenda, on documents...
- Bulletins circulated by the Plenary organiser with all practical / logistic details
- Any NAC or CIVA Committee or CIVA WG... requesting to have an item included in the agenda shall transmit such request to the CIVA Bureau, and provide associated documentation for all Delegates to get proper awareness of the topic, with a notice of xxx prior to the Plenary meeting.
- Agenda to be approved by the CIVA Bureau (majority)
-

11.5.1. Publication and “sufficient notice”

11.5.2. Documentation availability

11.5.3. Changes to agenda

- During its proceedings the CIVA Plenary may decide by a two third majority vote of the NACs present or represented to discuss action items not appearing on the Agenda or to alter the order of the items.
- + Add FAI By-Laws wording on decisions not final in such case.

11.6. Proceedings

11.6.1. Reports

11.6.2. Summary of conclusions

11.6.3. Official minutes

11.6.4. Claim / approval process

11.7. Voting and Elections

11.7.1. Types of votes

Ref detailed wording in FAI Constitution wrt:

- Open ballots / Secret Ballots
- Simple majority / Two-third majority
- Single item / Plurality of votes

11.7.2. Voting rights

11.7.3. Proxy Regulations

Ref detailed wording in FAI Constitution wrt:

- Proxies to reach FAI Secretariat xxxx
- Not more than one proxy per NAC present xxxx
- Cases where proxies not considered (e.g. some awards, tbc)

11.7.4. Voting rules

11.7.5. Election rules

11.7.6. Reserves

12. Championships

12.1. CIVA Championships calendar

12.1.1. Generalities

In particular:

- Frequency / Year N: WAC/EAAC/WAGAC/WGAC ; Year N+1: EAC/WAAC/WAGAC/WGAC; I/Y52: tbd/tbc
- “As far as possible” World and Continental championships should not be held in the same calendar year for a given category

12.1.2. Power / Glider

12.2. Bid process and eligibility rules

12.2.1. Maximum time before championship

For championship Year N, Bidding at Plenary not before Year N-3

12.2.2. Priority rule

Power: Priority to non-European bids for World Championship Year N in a given category if previous three World Championship of same category held in Europe

12.3. Bid package

12.3.1. Structure / mandatory items

12.3.2. Presentation

12.4. Selection process

- Quid “formal evaluation system” ?

12.5. Organisers commitments

- a) A National Airsport Control (NAC), or other legal entity¹, which has applied to be host and Organiser will be entrusted with the organisation of Cat.1 Championships pending approval by CIVA.
- b) OA...

12.6. Revocation provisions

12.7. GCO

Refer to purpose of GCO and main content items

12.8. Trophies, medals and diplomas

- Note: Medals in french language ?
- Reminder: figure out where to insert Sporting Code GS requirement on courtesy invitations: “organizers shall ensure in respect of First Category Events, that courtesy invitations are issued (e.g. to the Opening / Closing ceremonies) to the FAI President and to the President of

¹ For the sake of wording simplification, in the rest of this document the wording “Organising NAC” may refer to a NAC, another type of FAI member as appropriate, or another entrusted entity. Likewise, for participating countries, the wording “NAC” may refer either to the NAC or to the relevant FAI member if not a NAC.

the relevant FAI Air Sport Commission. Such invitations shall make clear the extent of the hospitality, if any, which the Organizer is in a position to offer.”

- Language (as per Sporting Code GS): “the rules, regulations and information circulated to NACs and competitors or issued during the event shall be in English and, at the discretion of the Organizers, French and/or the language of the host country. In all interpretations the English language version shall prevail.”
- Notification of results (as per Sporting Code GS): The results of a First Category Event shall be sent electronically to the FAI Secretariat if possible before the prize-giving and in any case within (24) hours of the end of the event.
- For First Category Events, the FAI Secretariat shall be advised by the President of the Jury, within a maximum of eight days of the end of the event, of the number of protests made, together with the numbers of protests withdrawn, upheld or failed, and the respective Jury decisions.
- Prize giving: At First Category Events the FAI flag must be flown and the FAI Anthem played. The flags of the countries of the competitors placed first, second and third in each class must be flown and the national anthem of the countries of the champion must be played. In case there is a tie for the position of the champion then the national anthem of the countries of the champions must be played.

12.9. Site preparation

12.10. On-site operations

- International Jury...
- Event Director...
- Complaints, Penalties, Protests and Appeals (see Sporting Code GS)

13. FAI Awards

Not repeating everything from Statutes / By-Laws, but summarizing the main elements relevant for CIVA (Air Sports Medal, Biancotto,...) with key deadlines / milestones / process... and referring to Statutes / By-Laws for full details

13.1. Applicable awards

13.2. Attribution process

14. Amendments to CIVA Governance

14.1. Flow-down of FAI documents amendments as applicable

14.1.1.1. "Automatic" nevertheless will be identified with a change bar

14.2. CIVA-triggered amendments

14.2.1. Process

14.2.1.1. Plenary approval, with proposal process etc (tbd whether screening by Bureau... quid conflict of interest... but quid hasty decisions/populism...?)

14.2.1.2. Review of CIVA Plenary minutes as applicable

14.3. Waivers

14.3.1.1. Exceptional circumstances calling for waivers to this document on a one-off basis (i.e. not permanent, which would justify amendments as per paragraphs above...)



Appendix & Back-Up

RECORD OF AMENDMENTS

Version Number	Date Issued
2021-0	