CIVL INTERNAL REGULATIONS – 2015

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Annex 1: Terms of reference.

1. General Provisions

1.1. Constitution

The International Hang Gliding and Paragliding Commission (CIVL or Commission Internationale de Vol Libre) has been a permanent Commission of the Fédération Aéronautique Internationale (FAI) since 1975.

CIVL's work is in accordance with the FAI Statutes and By-laws, the General Section of the Sporting Code and these Internal Regulations.

1.2. Purposes, aims and strategic plan

CIVL is to exercise its executive powers delegated from the FAI concerning the administration of hang gliding and paragliding, including flight safety, sanctioned competitions, record attempts, training programs, environmental issues, badges and awards. Its purposes, aims and strategic plan are detailed in Terms of Reference (Annex 1).

1.3. CIVL Composition

CIVL is composed of Delegates and Alternate Delegates appointed by National Airsport Control organisations (NAC) in accordance with FAI by-law 3.1.

All Delegates and Alternate Delegates are representatives of their respective NACs and all statements, motions and proposals made in CIVL proceedings are made on behalf of their NACs and are thus deemed representative of hang gliding and paragliding in their country.

1.4. Organisation

CIVL is comprised of:
- The Plenary.
- The Bureau.
- The Committees (in FAI Statutes and By-Laws named "Subcommittees").
- The Working Groups.
- The Technical Officers, Jury and Stewards.

1.5. Officers

All members of the Bureau, the Committee and Working Group Chairs, the Technical Officers, Jury and Stewards are CIVL Officers.

1.5.1.   Representation

Officers must have the support of their NAC. For some positions the officers must be Delegates. Officers, except for CIVL President, continue to represent the NAC that appointed them, if they are Delegates.

Officers also represent CIVL and each statement, motion and proposal they make as CIVL Officers are made on behalf of CIVL and are expected to be in accordance with CIVL and FAI aims and purposes.

Officers can be elected or appointed for an unlimited number of terms.

Officers can be remunerated.

An Officer can hold more than one office at any time.

1.5.2.   Elected Officers

Every two years, the Plenary conducts general elections for the President, Bureau members and the Committee Chairs. Term of office for these Officers is two years.

1.5.2.1. Resignation

If an Officer submits his resignation to the Bureau, it will be accepted with immediate effect. The same procedure will apply if he is permanently incapacitated or dies. For Officers other than Vice-Presidents the Bureau will appoint a replacement as soon as practical. The new Officer's term of office will end at the next Plenary. If needed, the Plenary will elect a new Officer whose term of office will end at the next general elections.

1.5.2.2. Removal

- If the NAC of a Delegate serving as an Officer no longer supports that Officer, the Officer's term of office ends at the next Plenary meeting. If the elected term of that officer is not at end, the Plenary will vote to replace the original Officer, whose term of office will end at the next general elections.
- On proposal by the President and with a 2/3 majority vote of the Bureau, the Bureau can remove any Officer, except a Vice-President, from his position if this Officer does not fulfil his duties. This decision must be submitted to the next Plenary for approval. The Bureau will appoint a replacement as soon as practical. The new Officer's term of office will end at the next Plenary. If needed, the Plenary will elect a new Officer whose term of office will end at the next general elections.

1.5.3. Appointed Officers

When necessary, the Bureau appoints Working Group Chairs, Technical Officers, Jury and Stewards. The term of office of these appointed Officers is decided by the Bureau upon appointment.

1.5.3.1. Resignation

If an appointed Officer submits a resignation to the Bureau, it will be accepted with immediate effect. The same procedure will apply if he is permanently incapacitated or dies, or if he is no longer supported by his NAC. The Bureau will appoint a replacement as soon as practical.
The new Officer's term of office is decided by the Bureau.

1.5.3.2. Removal

On proposal by the President, the Bureau can remove any Officer from his position if this Officer does not fulfil his duties. The Bureau will appoint a replacement as soon as practical.
The new Officer's term of office is decided by the Bureau.

1.5.4. Expenses and remuneration

Some Officers' expenses may be reimbursed. Details of when and how claims can be made are set out in CIVL *Guidelines for claiming expenses*.
When it has been agreed that an officer is to be remunerated by CIVL, this will be in accordance with a clearly defined job description and contract drawn up in conjunction with the FAI Head Office. Remunerated roles will be advertised when they become vacant, and the Bureau will appoint the most appropriate candidate after due consideration and consultation. The Bureau will inform FAI secretariat of potential conflicts of interest.

1.6. Meetings

1.6.1. Plenary meeting

See Chapter 2.

1.6.2. Other meetings

Bureau, Committee or Working Group meetings may be called by the CIVL President or the respective Chairs by notifying all members. Such meetings may be closed (appointed members only) or open to invited participants and/or observers. Meetings may be physical or virtual (voice/video communication). Discussions may also be conducted by email or using collaborative, internet-based tools.
In an open meeting, the Chair may allow all in attendance to contribute ideas and information to the discussions. The Chair may ask for an indicative show of hand ballot on specific matters. In this case, only one vote per FAI member nation is normally accepted.

1.7. Voting rights

1.7.1. Plenary meetings

Only Delegates, Alternate Delegates or approved national representatives can vote. Further information can be found in FAI By-laws chapter 3.1

National representatives must present proper credentials with copies direct to the FAI Office from the NAC concerned, in which case he/she represents that NAC and has the right to vote.

Only a Delegate can represent and vote on behalf of one other member of CIVL. Such proxy delegation of voting rights requires written notification to the FAI Office before such voting rights are valid and acknowledgement by the Delegate accepting such proxy. The notification must be signed by the General Secretary or President of the NAC.

CIVL President cannot carry proxies.

1.7.2. Other meetings
All members of the Bureau, Committees and Working Groups have a right to vote in other meetings convened by their respective Chairs. The Bureau secretary has no voting rights in the Bureau unless the secretary is a delegate.

1.8. Voting procedures

1.8.1. Plenary meeting
Except when specified in these Internal Regulations, decisions are taken on a simple majority vote. In the event of a tie in two successive votes, the President casts a deciding vote without appeal.

Decisions shall be made via the following procedures, according to Robert's Rules of Order:

1.8.1.1. Show of hands
Vote is cast by raising a hand.
- Absolute majority vote: more than half of the vote cast (votes for, against and abstentions are counted).
- Simple majority vote: more than half of the votes cast (votes for and against are counted).
- Plural majority vote: the decision is in favour of the option receiving the largest number of the votes cast.
- 2/3 qualified majority vote: at least 2/3 of the votes cast (votes for and against are counted).

1.8.1.2. Secret ballot
A vote must be secret if requested by a Delegate, Alternate Delegate or national representative. All ballot papers are counted. The following are considered invalid: blank ballot papers; ballot papers marked so that the source can be identified; ballot papers that are illegible; ballot papers that have more names than positions available.
- Absolute majority vote: more than half of the votes cast (invalid ballots are counted).
- Simple majority vote: more than half of the valid votes cast.
- Plural majority vote: the decision is in favour of the option receiving the largest number of valid votes cast.
- 2/3 qualified majority vote: at least 2/3 of the valid votes actually cast.

1.8.1.3. General consent
This may be used in the election of Officers when positions are not contested.

1.8.1.4. Examples
On the roll call, 30 persons are present or represented.
When the vote is called 5 persons are absent and 4 ballots are blank or invalid.
- Absolute majority: 13 (more than 25 divided by 2).
- Simple majority: 11 (more than 21 divided by 2).
- 2/3 majority: 14 (at least 21 divided by 2/3).

1.8.2. Other meetings

No decision may be taken on any matter unless all members have been notified. Decisions are made by consensus. In this case at least half the members, including the President/Chair, must have given their view or advice.

If no consensus can be reached the President/Chair has the right to use a majority vote to decide the issue. The Chair of a committee or the CIVL President only votes in the case of a tied vote, at his discretion.

1.9. Documents (TO BE UPDATED)

CIVL documents include:

- Section 7 of the Sporting Code (Hang gliding, Paragliding, Paragliding accuracy, Aerobatic, Record and badges).
- Internal Regulations and Terms of Reference.
- CIVL Handbook.
- CIVL Jury and Steward Handbook.
- Guidelines for Committees and Working Groups.
- Guidelines & Bid Template for presentation of bids for Category 1 events.
- Guidelines for competition organisers.
- Guidelines for claiming expenses.
- Guidelines & Bid Template for hosting the CIVL Plenary
- SafePro and ParaPro training and safety standards for hang gliding and paragliding.
- Other documents issued as necessary by the Bureau.

All these documents are available on FAI / CIVL website.

1.9.1. Revisions of Section 7 of the Sporting Code

Section 7 of the Sporting Code is revised in accordance with any change in the General Section of the Sporting Code.

All amendments to the Sporting Code require a 2/3 qualified majority in the Plenary. Changes to the Sporting Code approved by the Plenary are effective from the date of publication of the new edition, 1st May each year, except when the Plenary specifies a different date for a change to be effective.

1.9.2. Revisions of the Internal Regulations.

Internal Regulations and Annexes are revised in accordance with any change in the FAI Statutes and By-laws.

All amendments to the Internal Regulations require a 2/3 qualified majority in the Plenary.

Changes to the Internal Regulations approved by the Plenary are effective immediately, except where the Plenary specifies a different date.

1.9.3. Revisions of other documents

Other documents and updates to these documents, which may have been created or amended by other Officers, are approved and published as necessary by the Bureau.

1.10. Language of CIVL

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

2. Plenary

2.1. Authority

The Plenary is the policy and decision making forum of CIVL.

2.2. Timetable & Schedule

The Plenary normally takes place over a two day period in February each year. It is preceded by Bureau and Committee meetings. The schedule and timetable for meetings is established by the President of CIVL.

2.3. Location

If no official bids have been received for a meeting to be held anywhere else, CIVL meets at or in the vicinity of FAI Head Office.

If only one bid has been received for a place somewhere else, delegates will vote by secret ballot on whether or not to accept that bid. An absolute majority is required for the bid to be accepted.

If there is more than one proposal, a first vote is taken, by secret ballot and by plural majority, to select the preferred proposal. A vote requiring an absolute majority is then taken to accept the selected proposal.

In any case, CIVL must meet at or in the vicinity of FAI Head Office at least once every 3 years.

2.3.1. Bid to host the Plenary

Any bid to host the Plenary is made in writing to the President no later than 60 days before the date of the Plenary meeting where it is to be considered. The host organisation must provide free of charge sufficient meeting facilities with audio-visual 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 FAI Secretary General (FAI bylaws 3.4.3).

2.4. Notice of the meeting

Notice of the meeting is circulated to delegates by the FAI Office or the President at least 75 days before the meeting.

2.5. Agenda

2.5.1. Proposals for the agenda

The agenda is established by the President. Written proposals for inclusion on the agenda that come from Delegates or NACs should reach the President no later than 60 days before the date of the meeting.

2.5.2. Circulation of the agenda

The agenda and information for convening the meeting is sent out by FAI Office to the Delegates at least 45 days before the date fixed for the meeting. The Agenda is also be published on the CIVL website.

2.5.3. Contents

The agenda contains at least the following items:
- Declarations of conflicts of interest.
- Minutes of the last meeting.
- Written reports from the: FAI Secretary General, CIVL President, Secretary, Financial Secretary, Committees and Working Group Chairs and Technical Officers. These reports are included in the documentation published with the Agenda. They can be updated and published again up to 15 days before the Plenary.
- Reviews of past championships and pre-championships.
- Bids for future Category 1 events.
- Provisional budget for CIVL.
- Any proposals or other items for discussion submitted in accordance with 2.5.1.
- Election of Bureau members and Committee Chairs.

2.5.4. Items for discussion

Only items that appear on the agenda can be discussed and decided upon by the Plenary.

Proper underlying documentation should be circulated with the agenda. This concerns in particular, proposals submitted by Delegates or NACs.

Any item not on the Agenda may be added only:
- at the beginning of the meeting if agreed to by a 2/3 majority,
- at any time on the President's proposal and if agreed to by a 2/3 majority.

2.5.5. Bids for Category 1 Events
Bidding procedures are detailed in the Guidelines and Bid Template for presentation of bids for Category 1 events.

2.6. Committee and Working Group meeting procedures
Committees and Working Groups may hold Open meetings just prior to the Plenary meeting. The aim of this meeting is to present and promote discussion of the work of the Committee or Working Group during the past year, in particular:
- those issues that have resulted in proposals brought to the Plenary Agenda by that Committee or Working Group,
- other Plenary Agenda proposals that may have an impact on the work of the Committee or Working Group,
- to create a work plan for new issues arising in the coming year.

The views aired at an Open meeting should be thoroughly considered by the members of the Committee or Working Group, which may result in the decision to amend the proposals brought to the Plenary by that Committee or Working Group and which may necessitate a Closed meeting following the Open meeting.

Alternatively, the Delegate can propose an amendment at the Plenary.

The Committee or Working Group cannot introduce proposals on new business discussed immediately prior to the Plenary.

2.6.1. Sporting Code (Section 7) meeting
The Sporting Code Officer should hold a meeting immediately after the other Committee and Working Group pre-Plenary meetings in order to coordinate and prepare for the implementation of all proposals concerning changes to Section 7 of the Sporting Code.

2.7. Plenary procedures

2.7.1. Moving and seconding
Before any vote on any item on the agenda (or any amendment thereto proposed before or during the meeting) a motion must be made and seconded.

2.7.2. Amendments
Any proposed amendment to an item under discussion may be made verbally or in writing. If requested by the President or any Delegate, it must be made in writing and is read aloud and/or displayed on a big screen before a vote is taken. A motion to amend a proposal must be seconded.

2.8. Approval by the Plenary
The following items must be approved by vote by the Plenary:
- The annual report from the President.
- The activity and financial reports from the Secretaries.
- The provisional budget for CIVL.

2.9. Election procedures

2.9.1. Before the Election
Three rounds of election are organised in this order:
- President.
- Vice Presidents and Secretaries.
- Committee Chairs.

The President and Vice Presidents must be Delegates.

The Secretaries and Committee Chairs do not have to be Delegates but their NACs must approve their candidacies.

All contenders must be nominated by a voting member of the Plenary and the nominees must accept the nomination prior to the election.

Before the election, contenders should make a brief statement concerning their reasons for taking on the role and their intentions.
A contender for President may wish to suggest how he would like to see his Bureau constituted.
This can be made in person or in writing.

2.9.2. President election
If there is only one contender, voting can take place by general consent.
If requested, voting will be by secret ballot.
The President is elected by an absolute majority vote. If it is not obtained on the first ballot, a plural majority vote assures the election on the second ballot.
The President takes office at the end of the Plenary.

2.9.3. Vice Presidents, Secretaries and Committee Chairs elections
The name and position of all contenders are shown on a screen.
If there is only one contender per position, voting can take place by general consent.
If requested, voting will be by secret ballot.
Vice Presidents, Secretaries and Committee Chairs are elected by a plural majority vote.
They take office at the end of the Plenary.

2.10. President of Honour
The Plenary may confer upon an outgoing President the title of President of Honour. The honouree may be invited to attend and participate in subsequent Plenaries.

2.11. Report Summaries
A summary of any report given during the Plenary, highlighting the important points, should be given, in electronic format, to the President before the end of the meeting.

2.12. Minutes
Minutes of the Plenary are sent to members by the FAI Office within 45 days of the end of the meeting. They are also published on CIVL website.

3. Bureau

3.1. Composition
The Bureau has the following members:
- The President.
- 4 Vice Presidents.
- 1 Administrative Secretary.
- 1 Financial Secretary.

3.2. Authority
The Bureau oversees the operation of CIVL on a day to day basis.
Its duties and powers are detailed in the Terms of Reference (Annex 1).

3.3. Meetings
Bureau meetings may be Open, Closed, Physical or Virtual.
The Bureau meets physically at least twice a year: once immediately before the Plenary; once in September, October or November (referred to as the Bureau Autumn meeting).

4. Committees

4.1. Establishment
CIVL sets up permanent Committees as needed.

Committees have a strong influence in the form of proposals and recommendations. Their operation is specified in the Terms of Reference (Annex 1) and in the Guidelines for Committees and Working Groups.
Members (volunteers or invited experts) are appointed by the Committee Chairs.

4.2. Standing Committees
They are:
- Hang and Paragliding Aerobatics.
- Hang Gliding.
- Paragliding.
- Paragliding Accuracy.

4.3. Reports and proposals
Committees are required to report regularly to the Bureau.
They must submit a written report, in time for the Autumn Bureau meeting. It may include proposals or recommendations relating to their operation or for changes in CIVL working practices. Such proposals and recommendations are studied by the Autumn Bureau meeting and where necessary, may be added to the Plenary agenda by the President.

5. Working Groups

5.1. Establishment
CIVL may establish temporary or permanent Working Groups which will study and report on specific matters or proposals. Working Groups will be disbanded upon completion of their assigned task.
Working Groups have a strong influence in the form of proposals and recommendations.
The Chairs of temporary working groups may be appointed by the Plenary or by the Bureau. At such time, their duties and powers and their terms of office are defined and published. A list of current temporary working groups can be found on the CIVL website.
Members (volunteers or invited experts) of working groups are agreed by the Working Group Chairs.

5.2. Permanent Working Group
Software Working Group
Due to fast changing technology, this group requires flexibility, and works in close coordination with the Bureau and other Committees.

5.3. Reports and proposals
Working Groups are requested to report regularly to the Bureau.
They must submit a written report, in time for the Autumn Bureau meeting. It may include proposals or recommendations relating to their operation or for changes in CIVL working practices. Such proposals and recommendations are studied by the Bureau at the Bureau Autumn meeting and, where necessary, may be added to the Plenary agenda by the President.

6. Technical Officers

6.1. Establishment
Technical Officers are appointed by the Bureau. When necessary, the Bureau can create a new Technical Officer role. Technical Officers are assigned to specific on-going tasks, to solve specific problems, or to manage CIVL's interest in or towards another organisation or body.
Technical Officers are regarded as experts in their field and their proposals and recommendations will be considered accordingly. Details of the roles assigned are contained in the Terms of Reference (Annex 1).

6.2. Standing Technical Officers

They are:
- Communication.
- Competition Coordinator.
- Environmental.
- Jury and Steward Coordinator.
- Records and Badges.
- Safety.
- Sporting Code.
- Training.

6.3. Reports and proposals
Officers are requested to report regularly to the Bureau.
They must submit a written report, in time for the Autumn Bureau meeting. It may include proposals or recommendations relating to their operation or for changes in CIVL working practices. Such proposals and recommendations are studied by the Autumn Bureau meeting and where necessary, may be added to the Plenary agenda by the President.

7. Jury and Steward

7.1. Establishment
For each Category 2 pre-event to a Category 1 event, the Bureau appoints a Steward.
For each Category 1 event, the Bureau appoints a Jury and a Steward.

7.2. Duties and powers
Duties and powers of the Jury are defined by the General Section of the Sporting Code, the FAI Jury Handbook and the CIVL Jury and Steward Handbook.
Duties and powers of the Steward are defined by the General Section of the Sporting Code and the CIVL Jury and Steward Handbooks.

7.3. Jury reports
Appendix A, B and D of the FAI International Jury Members' Handbook are completed and circulated according to CIVL Jury Handbook (2.4).
Jury reports can be obtained by the event organiser and Delegates on request to the Bureau.

7.4. Steward reports
The Steward reports:
- Inform the Bureau and appropriate Committee and Officers of the successes and problems occurring in Category 1 practice events and championships and are a source of information concerning the general organisation and running of the event.
- The Steward Report following a Test Event may contain recommendations that, after approval by the Bureau, the event organisers must follow in the following year.
- The Steward report is a source of information useful for raising the standards of competition.
- Can be obtained by the event organiser and Delegates on request to the Bureau.

CIVL TERMS OF REFERENCE – 2015

1. CIVL purposes
2. CIVL aims
3. Bureau
4. President
5. Vice Presidents and Secretaries
6. Committees, Working Groups and Technical Officers.
7. Safety Officer
8. Hang Gliding, Paragliding, Paragliding Accuracy and Aerobatic Committees.
9. Competition Coordinator
10. Jury and Steward Coordinator
11. Software Working Group.
12. Records and Badges Officer.
13. Sporting Code Officer.
14. Training Officer.
15. Environmental Liaison Officer.
16. Airspace and Navigation Liaison Officer.
17. Communications Officer.All Officers, Committee and Working Group members shall ensure compliance with the FAI Statutes, By-laws, Sporting Code and CIVL Internal Regulations and Terms of Reference.

1. CIVL purpose

The FAI Commission Internationale de Vol Libre – CIVL – (or Hang Gliding and Paragliding Commission) is the international body for hang gliding and paragliding.

CIVL shall:
- Administer hang gliding and paragliding for FAI.
- Promote FAI aims and objectives.
- Seek to further the development of our disciplines.
- Work on continuous improvement in standards and safety.
- Select the organisers and venues for Category 1 events and ensure high standards of organisation of these events.
- Promote international training standards.
- Reward excellence in performance and outstanding contributions to the sport through awards, medals and diplomas.
- Attend to matters that concern flight safety, training and qualifications, air space, and equipment, liaising with external bodies as necessary.
- Maintain and evolve Section 7 of the FAI Sporting Code, to ensure Category 1 rules continue to provide fair and satisfying international championships, responding to developments in the sport.
- Maintain and evolve the CIVL Internal Regulations and Terms of Reference, to ensure CIVL procedures are effective to meet its aims within the parameters of the FAI Statutes, By-laws and General Section of the Sporting Code.

2. CIVL aims

2.1. Structure
CIVL shall:
- Motivate delegates to work in and for CIVL, supporting CIVL's purposes and aims.
- Encourage more input and participation from active competition pilots in CIVL's work.

2.1. Safety
CIVL shall:
- Identify safety issues and confront them. This includes all aspects of safety in competitions: gliders, equipment, pilot skills and training, competition rules, competition structures and formats (task setting, scoring options, etc.) and organisation factors.
- Liaise with appropriate external bodies, including, test houses, manufacturers and standards authorities.

2.2. Competition
CIVL shall:
- Promote high level competitions to determine internationally recognised champions.
- Provide strong leadership in all matters concerning high level competition.
- Ensure the highest standards of organisation for Category 1 events.
- Be proactively supportive in the organisation of Category 1 events, from selection process to completion.
- Maintain a group of experienced jurors and stewards.
- Develop, maintain and supply tools for organisers covering various aspects of running a competition that can be used for both Category 1 or 2 events.
- Ensure that current FAI sponsoring and partnership are globally beneficial to our disciplines.
- Support and exploit wherever possible FAI sponsors and partners, ensuring they are aware of the promotional opportunities available within our disciplines

2.3. Records and badges
CIVL shall:
- Promote standards of excellence in all disciplines.
- Encourage the establishment of Continental records.

2.3. Training programs
CIVL shall:
- Create and promote international training standards for all aspects of hang gliding and paragliding (competition, towing, tandem…).

2.4. Communication
CIVL shall:
- Ensure that information on our organisation and our sports is kept up to date, is well presented and easily accessible to the public.
- Promote CIVL's purposes and aims to Delegates and pilots. Encourage feedback.
- Ensure information, results and documents are kept up to date and readily available to those who need them.
- Encourage more Officers to actively contribute to and update information on the website.
- Develop Basecamp as the primary internet-based collaborative working tool
for the Bureau, Committees, Working Groups and Officers.

2.5. Funding
CIVL shall:
- Ensure sufficient funding via sanction fees and IPPI card revenue to cover CIVL expenses, software developments, equipment purchases and staffing needs.
- Maintain Category 2 competition sanction fee income. Keep current the FAI/CIVL sanction fees system.
- Maintain IPPI card income.
- Research and develop additional revenue opportunities that may recoup some software

and equipment investments, for example

3. Bureau

It shall:
- Establish clear responsibilities.
- Work with Subcommittees, Working Groups and Technical Officers. Ensure that they are active during the year and report progress to the Bureau regularly.
- Ensure Delegates are regularly informed of Bureau activity and encourage Delegates to contribute to CIVL work during the year.
- Ensure all CIVL documents, including the Internal Regulations, are maintained and readily easily available on the website.
- Ensure adequate planning and preparation to make the Plenary as efficient as possible.
- Work with external bodies, including manufacturers, test houses, standards authorities and others.
- Determine and fulfil staffing needs with agreement of the Plenary.
- Make appropriate decisions when needed. These decisions, if not formally ascribed by the Plenary or current rules, must be approved by the next Plenary.

4. President

The President shall:
- Represent CIVL.
- Convene the Plenary, Bureau and Committee meetings where appropriate or ensure that they are convened.
- Prepare the Agenda for Plenary and Bureau meetings and supporting documentation, or ensure they are prepared.
- Prepare a yearly report for submission to the Plenary.
- Attend, when possible, Committee and Working Group meetings. As a minimum, ensure that minutes are received and reviewed.
- Chair the Plenary and Bureau meetings and direct discussions appropriately.
- Review and approve the minutes of Plenary and Bureau meetings.
- Ensure that all necessary documentation is published by the required deadlines.
- Prepare a yearly report for submission to the FAI General Conference.
- Submit special reports as required by the FAI General Conference, FAI Executive Board or FAI President.
- Attend meetings of the FAI General Air Sport Commission Presidents Group and the meetings of the FAI General Air Sport Commission.
- Delegate to a Vice President any of his duties for a temporary period when necessary.

5. Vice Presidents and Secretaries

They shall:
- Bring to the Bureau's attention relevant matters and issues.
- Contribute to Bureau discussions and undertake actions as agreed by the Bureau.
- Carry out any duty as delegated by the President. It can include working with and/or tracking the progress of Committees, Working Groups and Officers.
- Ensure all Bureau business is pursued and concluded efficiently.
- Review the minutes of Plenary and Bureau meetings.

5.1. Administrative Secretary
The Administrative Secretary shall:
- Assist the President in preparing the Agenda and supporting documentation for Bureau and Plenary meetings.
- Prepare a yearly report on the Bureau activity for submission to the Plenary.

- Ensure that minutes of Bureau and Plenary meetings are taken. Review and and prepare them for approval by the President.
- Send the Agenda, minutes and annexes of the Plenary to FAI secretariat by the required deadline.
- Ensure that Agenda, minutes and annexes of the Plenary and other mandatory documents are published on CIVL website by the required deadline.

5.2. Financial Secretary
The Financial Secretary shall:
- Work in line with FAI recommendations and procedures.
- Check regularly that CIVL's income and expenditure are on track with budgets.
- Develop the budget for the year ahead, according to the CIVL action plan.
- Verify that expense claims from Officers are correctly submitted, are within agreed budgets and are submitted to the President for approval. Deal with enquiries arising.
- Prepare and send to the President interim budget reports.
- Prepare for sending to the Delegates a final budget report for the past year, the budget for the coming year and a provisional budget for the following year.

6. Committees, Working Groups and Technical Officers.

They shall:
- Communicate and cooperate as necessary with other Committees, Working Groups and Technical Officers.
- Report regularly to the Bureau and produce written reports for the Autumn Bureau meeting and for the Plenary on work completed and work on-going.
- Communicate with members and group contacts using email and voice-over-internet services like Skype, and CIVL/FAI provided or recommended internet-based collaborative working tools.
- Share information regularly with the Communication Officer for distribution to a wider audience.
- Maintain positive relations with relevant organisations and expert groups covering the interests of pilots, manufacturers, test houses and organisers, as well as issues such as safety and training standards.

7. Safety Officer

The Safety Officer is de facto a member of the Hang Gliding, Paragliding, Paragliding Accuracy and Aerobatic Committees..
He/she shall:
- Monitor safety aspects relating to competitions and records of all CIVL disciplines.
- Liaise regularly with FAI safety bodies and with other CIVL Committees.
- Monitor work carried out by other international organisations for making standards that will affect hang glider or paraglider competition pilots.
- Promote the physical and moral qualities, technical knowledge and skills required by hang gliding and paragliding pilots to fly safely.
- Work on continuous improvement in standards and safety.
- Encourage member nations to contribute information and statistics on hang gliding and paragliding incidents.
- Encourage the analysis and dissemination of information that may contribute to the improvement of safety (incident statistics, site selection, task setting, equipment, pilot skill levels, training methods, etc.).
- Identify issues that are cross-discipline and encourage parties to work together.
- Educate pilots with anti-doping WADA rules.

8. Hang Gliding, Paragliding, Paragliding Accuracy and Aerobatic Committees.

They shall:
- Monitor all aspects of their disciplines relating to competition and records, especially safety.
- Play an active role in encouraging potential organisers to host Category 1 events, and in studying incoming bids for Category 1 events, particularly with respect to safety.
- Monitor the progress of the organisation of Category 1 events once selected, in conjunction with the appointed Steward and with the Competition Coordinator.
- Ensure the CIVL rules for international championships (Category 1 and 2) remain relevant and encourage feedback from organisers and pilots.
- Take note and discuss recommendations for rule changes noted in Jury and Steward reports.
- Explore and encourage ways of making competitions more spectator and media-friendly (i.e. live tracking, task setting, video coverage, commentary, etc.).
- Explore ways to make Category 1 events less costly to organisers.
- Follow closely technological advances in equipment design, keeping safety in mind, and develop proposals to adjust the rules if necessary.
- Maintain positive relations with relevant organisations and expert groups covering the interests of pilots, manufacturers, test houses and organisers, as well as issues such as safety and training standards.
- Encourage feedback from organisers and pilots on safety issues arising. Encourage the collection and analysis of incident reports. Liaise with the Safety Officer and develop proposals to adjust the rules if necessary.
- Promote the physical and moral qualities, technical knowledge and skills required by hang gliding and paragliding pilots to fly safely.
- Explain and promote the FAI-WADA anti-doping policy.
- Encourage more nations to be part of the World XC Online contest (paragliding and hang gliding cross country).

9. Competition Coordinator

A CIVL remunerated role for which there is a separate Job Description and a contract between FAI and the appointed officer. In summary, his role includes:
- Screen applications for sanctioning of events to be entered on the CIVL Sporting Calendar.
- Run the CIVL World Pilot Ranking System (WPRS), which includes receiving and uploading competition results and managing pilots and results database.
- Communicate as necessary with event organisers around the world.
- Ensure that local organisers have the approval of their national federations for planned sanctioned competitions.
- Communicate on these and matters relating to competition sanction fees with CIVL Bureau and the FAI Secretariat.
- Maintain the Judges, Jury and Steward databases.
- Communicate regularly to the Bureau, and produce written reports for the Autumn Bureau meeting and for the Plenary.

10. Jury and Steward Coordinator

He/she shall:
- Communicate regularly with the Jury and Steward volunteers.
- Send the Bureau a list of those available for upcoming Jury and Steward positions, including trainees, together with recommendations, before the Autumn Bureau meeting.
- Inform those appointed and those not appointed as Jury and Stewards for the following year's competitions.
- Inform the appointed Officials about travel and other organisational arrangements.
- Ensure Stewards or Jury presidents who are training new recruits are prepared, and that feedback forms are completed afterwards. Forward information to the CIVL President.
- Ensure Bureau Financial Secretary is in copy of communications regarding expenses for trainees and possible advances to officials from bid/team fees.
- Highlight any suggested changes to Jury and Steward Handbook and checklists.

- Communicate with the competition organisers to confirm who are the appointed Jury and Steward.
- Ask, after the events, for any feedback from organisers on performance or behaviour of the Jury and Steward.
A detailed job description is available for this role.

11. Software Working Group.

It shall:
- Develop technology in all fields and, when accuracy and security have been established, recommend its adoption.
- Provide advice on the practicality and effect of proposed new projects and scoring rule changes.
- Maintain and improve current CIVL databases.
- Design and make available further databases to improve or simplify the aims and work of the CIVL Bureau, Committees, Working Groups and Officers.
- Maintain and improve the ranking scheme.
- Develop and improve systems to help organisers (i.e. website template, pilot registration module, retrieve and scoring systems etc.). Make them available for Category 1 and 2 events.

12. Records and Badges Officer.

He/she shall:
- Ensure that rules governing FAI records and badges in hang gliding and paragliding are properly structured to provide an achievable measurement of individual flight performance.
- Work with the Software Working Group to ensure rules for both records and badges allow the use of new technology where its accuracy and security are proven.

5.1. Records
- Recommend revisions to the regulations for world and continental hang gliding and paragliding records as necessary.
- Continue to seek ways of simplifying the procedures related to claiming records, while ensuring their integrity. Refine and keep up to date the record claim form..
- Ensure, the standards and approval system for electronic flight verification systems keeps track with technology developments.
- Respond quickly to record claim enquiries.

5.2. Badges
- Ensure rules governing hang gliding and paragliding badges continue to be relevant as the sport develops.
- Seek ways to further promote and improve the badges scheme to pilots and NACs.
- In conjunction with NACs, continue to explore ways of simplifying the process for pilots to claim badges
- Ensure badges are available from stock.
- Respond quickly to badges enquiries.

13. Sporting Code Officer.

He/she shall:
- Maintain Section 7 of the Sporting Code.
- Ensure it is not in conflict with FAI Statutes, By-laws and General Section, and is updated to reflect any changes.
- Implement changes agreed by the Plenary, by the specified deadlines.
- Liaise with other Committees for their proposed revisions of relevant chapters in Section 7.

Propose revisions, corrections, adjustments as necessary to Section 7 to the relevant Subcommittees and then, via reports to the Bureau, to the Plenary meeting.

14. Training Officer.

He/she shall:
- Monitor training aspects of CIVL disciplines relevant to competitions.
- Promote knowledge, skills, judgement and airmanship as being basic to competition flying.
- Keep current and up to date, the safety and training programs for hang gliding and paragliding (Safe Pro and Para Pro).
- Be responsible for the promotion, maintenance and further development of the IPPI programme.

15. Environmental Liaison Officer.

He/she shall:
- Liaise with the FAI Environmental Commission, receive reports and collate any information relevant to CIVL sporting disciplines.
- Analyse how our sports impact the protection of the natural environment.
- Encourage pilots and competition organizers to take environmental protection into account.

16. Airspace and Navigation Liaison Officer.

He/she shall:
- Liaise with the FAI Commission on Airspace and Navigation Systems.
- Monitor air regulations world wide and seek to minimise their effect on hang gliding and paragliding.
- Resist regulations requiring hang gliders and paragliders to carry any form of transponders.
- Report on proposed airspace legislation or rule changes that may impact free flying

17. Communication Officer.

He/she shall:
- Maintain CIVL website content and liaise with the FAI headquarters.
- Ensure that Plenary and Bureau minutes reach the Delegates.
- Make readily available important information and promote FAI/CIVL Category 1 championships and results, records, badges, awards, medals, diplomas, etc.
- Ensure that current General Section of the Sporting Code and Section 7 are readily available.
- Use and promote civl-info and civl-com mailing lists.
- Maintain a mailing list of press and e-press addresses and use as needed; liaise with FAI Office.
- Promote the potential of our website (ranking, calendar, documents, etc.) to pilots, organisers and media, directly and via Delegates.