



*Fédération
Aéronautique
Internationale*



Minutes

of the Bureau Meeting of the **FAI Hang Gliding & Paragliding Commission (CIVL)**

Hall in Tirol
on 18 February 2009

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FAI Hang Gliding & Paragliding Commission (CIVL)

Minutes

CIVL Bureau Meeting, Hall in Tirol

18 February 2009

1. Roll call

Flip Koetsier (FK), Leonard Grigorescu (LG), John Aldridge (JA), Paula Sayer (PS), Wayne Sayer (WS), Agust Gudmundsson (AG), Scott Torkelsen (ST), Brian Harris (BH), Louise Joselyn (LJ)

2. Conflicts of interest: LJ is part of the organising committee, HG Worlds, Laragne

3. Outstanding matters - from Ribiers, November 2008

See action list – Annex 1

4. Finances: Budgets 2009 – Ensure costs of non-delegate Secretaries to attend Plenary/Bureau Meetings are highlighted. WS would prefer to expand existing format to show other items grouped together. Additional notes would help clarity.

5. Jury & Stewards

i) Online J&S Database – AG is now ready to start specification for programmers to prepare a quote. Should be ready within a couple of months. This should make process easier to manage and more visible.

ii) Documenting the appointment, announcement and review process is essential. LJ will do this once the specification for the database is written.

iii) FK will have overall responsibility. Appointment of officials is Bureau task. BH will take over the admin/update tasks.

iv) Bureau must be aware of evolving role of Stewards and update seminar & training material, checklists, handbook, report forms, website etc.

6. Review/status of 2009 Championships, LRs & Test competitions. Appoint screening committees where necessary:

i) HG Worlds, Laragne: LRs published, screening committee appointed (JA, AG, FK)

ii) HG pre-Europeans, Ager, Spain: FK to be Steward. Already in contact with organisers.

iii) HG Class 2&5, WW, Germany: pre-comp for Class 5 & WW in 2009. JA to be Steward. No current plans for Class 2 test comp this year, which means there cannot be Cat 1 next year. (Different launch method/site). For Class 5 and Women's Class 1, alternate launch sites not listed in LRs. Organisers are slow to respond at present. JA to talk to German Delegate, Klaus Tanzler, this week, and keep Bureau informed.

iv) PG Accuracy Worlds, Croatia: Riikka Vilkuna is Steward. LRs published. no screening committee needed

v) PG Accuracy pre-Europeans, Turkey. Violeta Masteikeine is steward. Pre-comp now sanctioned.

vi) PG pre-Europeans, Abtenau, Austria. ST steward. LRs in progress but not using standard LR template. Further meetings planned to discuss. JA reminded it should include eligibility criteria. No trainee steward has been appointed.

vii) PG pre-Asians, Japan: LG steward. Organisers have requested approval for change of dates, place name change and price rise due to change in exchange rate. Dates & name change are not significant, but price rise needs more discussion and better justification before it can be considered. Surprised also that original bid was stated in euros rather than local currency. FK to discuss with Delegate. LG working with organisers on LRs

viii) Aerobatics pre-Worlds, Omegna: Dennis Pagen (DP) steward.

ix) WAG. Stewards DP & LJ. Working on LRs, pilot qualification with FAI & LOC.

Communication continues to be difficult. Timescales for publishing LRs will be different to conventional Cat 1 events.

7. PR coordinator – discussion deferred.

8. PWC – MoU update: Meeting with new Chairman will take place this week. FK will update Bureau on progress.

9. Safety issues & actions :
 - a. There have been two fatal accidents and many serious incidents in the last two World Championships. PG is a particular concern which will be addressed in PG SSC meeting and S&T SSC meeting. Late proposals to SC can be incorporated into existing safety points on the PG SC Agenda. Strong and positive outcomes actions to address safety are required.
 - b. HG Greifenburg – EHPU making proposal concerning sprog settings. This will be covered in HG SSC Meeting.
 - c. Discussion of how to update Annex A for bids to include more Safety information. Bureau action.
10. Subcommittee Meetings timetable review, logistics, minute takers, copying & emailing reports
 - a. There will be overlaps. AG: SSCs must work more during the year to avoid this. SSC must discuss and work on matters via the SSC mailing lists. Only a few of them are active, but they could have addressed some issues before the Plenary. All agree, but difficult to insist as chairs are volunteers. FK stated he will talk to the SSC chairmen to encourage usage of the mailing lists for more activity during the year.
 - b. Need strong chair for the joint HG/PG meetings. FK/JA to clarify at start of meeting who is eligible to speak or vote. Voting cards per nation for joint meeting suggested. LJ to oversee chairing of joint Accuracy/Aerobatics meeting.
 - c. BH/PS/LJ will coordinate minutes for Joint meetings. BH for PG. PS for HG. LJ for S&T.
11. Plenary logistics & issues:
 - i) Agenda – need to add report from joint meetings before points 10 & 12
 - ii) Timetable – need to work around 2.45 start for bids. LG to coordinate/time bid presentations. Voting on bids will be first Agenda item on Sunday morning.
 - iii) FK to ask for list of registered delegates from Petra. Other logistics should be organised concerning roll call, voting procedures. Emphasis needed on declaring conflicts of interest in Plenary and in Subcommittee meetings.
 - iv) Bid presentations (9), Awards (none), Next meeting bids (none)
 - v) SSC & Bureau nomination/vote processes –Agreed already using form
 - vi) To appoint SSC chairs not present nor likely to attend Plenary meetings, must have agreement from nominee & NAC delegate if not already a delegate. Possible: R&B and Aerobatics
 - vii) Coordinating/handling input from SSCs on proposals. SSC chairs should be advised to include ‘recommendations’ on Plenary proposals as a separate Annex, which need not be included in the verbal report, but will be called on for the Plenary item. Similarly, SSCs should not state a preference for a Bid, but comment on suitability of the bid.
12. Books – And the World Could Fly: stocks and sales: Noel is no longer able to handle sales of the books. We need to talk to Stef, Max, Noel etc to find a solution. Action LJ
13. Any other business:

Questions from Portuguese & Argentina delegate will be answered by FK/JA.
AG recommends that all LRs should be published with a date of approval, approval by Bureau or Plenary and version number.
14. Dates & Venue for October 2009 Bureau Meeting: Library in Central Amsterdam. Costs have been sent through and are within budget. Plenty of hotels with range of prices. Dates: 22 to 25 October.

Annexe 1 - Outstanding Actions from previous meetings

November 2007 Bureau Meeting - Reykjavik

Minute	Action	Who	Status	
15iii)	Ask FAI to add Championship team results on web.	FK	cont	23/2. Thierry is waiting for an important update to the Drupal software which was due at the end of 2008. This will avoid him doing the work twice. Once installed, Christine will be able to complete the work. PanAm results now added.

November 2008 Bureau Meeting, Ribiers

Minute	Action	Who	Status	
3i	Investigate paying sanction fees by PayPal	LJ	cont	23/2 Thierry & Cosette now investigating - some implications with charges, security etc.
3iii	CIVL database: add 'results received not yet processed' option & auto reminder for missing results	AG	cont	AG to ask Stein-Tore
3v	Aerobatics: Ask DP to complete Annex to 7A. Identify changes & proposals to Aerobatic Annex A	JA	cont	Open
3vi	Create spec document for an overhaul of Practical Guidelines for Comp Organisers.	JA/ LJ	open	Open
3vii	Investigate feasibility, costs of hosting Oct 09 Bureau meeting in NL or DK	FK/ ST	closed	Done
7iii	Source photos/profiles of J&S volunteers for sending to organisers & put on website	Next J&S Resp.	open	Open
7iv	Bureau members to review LG's Steward checklist	all	open	JA/LG/FK to review for J&S handbook
7vi	Trainee J&S feedback forms	JA	open	JA has produced first sample
8iv	Ask NACs to encourage more J&S volunteers	FK	open	Ongoing
8v	Amend Annex A template to include dates of Test Events & Cat 1 event	FK/ JA?	open	Done. But could be more amendments for next year: safety record, sample budget
10vii	Updates to SafePro & ParaPro documents before Plenary 09	ST	closed	ParaPro is done SafePro with HG SC
10viie	Review website links to manufacturers safety notices	LJ/LG	open	Continuing
10viif	Review TOR of S&T SC	LG	open	Continuing
12	Compile better sample budget template for Annex A	LJ	open	Continuing (after HG Worlds, Laragne)
12	Review S&J Handbook Report template to clarify 'recommendations' expected to be adopted.	JA	open	Continuing

12	Update J&S training seminar to reflect importance/ responsibility of Stewards to safe/success of Cat 1s	JA/ FK	closed	Ongoing
12	Voting on bids: secret ballot? Vote against? Investigate	FK/ JA	open	Discuss with Max before Plenary, but must be sorted correctly
13	Update 'exemption to qualification' form	PS	closed	18/2 PS sent to Bureau
14iic	Proposed S7 change for penalties for not checking FAI Sporting Licences at Cat 2s	JA	closed	On SC Agenda
14iii	Proposed S7 change to entry form template to reflect online processes	JA	open	Continuing
15	Review points of contact on website to ensure best re-direction post PS	LJ	open	Continuing
20	Mailing list for Safety & Training SC	ST	open	Continuing
21	Ask SM about mailing list for R&B SC	FK	open	Continuing
22d	Ask FAI for guidance on km rates for long journeys which might be cheaper by air but official prefers to drive	LJ	cont	23/2 LJ preparing guideline for IRs
24iii	Double check voting rights of non-delegate Bureau members	JA	closed	Investigated: each elected Bureau Member has a vote