



*Fédération  
Aéronautique  
Internationale*



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# Minutes

of the  
**Interim Bureau Meeting**  
of the  
**FAI Commission International de Vol Libre  
(CIVL)**

held in Maidenhead, UK  
from 21<sup>st</sup> to 24<sup>th</sup> October 2010

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## 1. Roll-Call

The CIVL President John Aldridge opened the 2010 Interim Bureau Meeting at Maidenhead by welcoming those attending, as listed below:

President :

John Aldridge	CIVL President	(JA)
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CIVL Bureau Members :

Ágúst Guðmundsson	ISL	Vice President	(AG)
Scott Torkelsen	DNK	Vice President	(ST)
Fernando Amaral	POR	Vice President	(FA)
Igor Erzen	SVN	Vice President	(IE)
Koos de Keijzer	NED	Treasurer	(KdK)
Louise Joselyn	FRA	Secretary	(LJ)

Also present:

Brian Harris	FRA	CIVL Comps Coordinator	(BH)
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## 2. Conflicts of interest

None noted

## 3. Outstanding matters: See Action List in Annex 1

### 3.1. Additional points arising

a) Local Regulations template:

Needs to be simplified for S7a and S7b, and all to be made available as downloadable document. Organisers must use this document and not rework versions from previous competitions.

Action: AG to prepare S7A and S7B, LJ to prepare S7C.

b) IPPI Cards

There has been no review of IPPI cards & training aspects for some years. More promotion needed. Need more information on who's issuing cards.

Action: See 10.7

## 4. Review/debrief of Cat 1 competitions since last Bureau Meeting

### 4.1 Women's Worlds, HG Classes 2 & 5, Tegelberg, Germany

JA: Steward Report has been distributed to delegates. Only HG Class 2 was validated. Raised issue of Archaeopteryx not meeting terms of definition of Class 2. It has not been demonstrated to be both foot launch & landable, so could not be included. This class definition was initially set up to differentiate Class 2 from sailplanes. It became clear that Chapter 19 of Section 7A had not been fully complied with for some years and the HG SC should review it. Helmets were checked at registration.

### 4.2 17th FAI European HG Championship, Ager, Spain

Steward report has been distributed to delegates. Helmets: JA reported that the EN966 standard was not enforced as strictly as at the Tegelberg as the steward had advised the organiser of doubts about the status of some helmets. There is a great need for a CIVL database of helmets which are known to meet the standard. Sprogs: more information on minimum safe settings & best practice coming through from manufacturers. Some pilots had to change on the day as they did not know what figures would be used. Need to publish figures in advance. For next year, new non-certified gliders will have been out for 4 months so figures should be available in advance. It should be easier now for pilots to check their own settings. 100% testing should not be necessary at next Cat 1s. Need centrally published information. KdK coordinating videos & other materials on how to measure.

It was noted that there were no social events at this competition, which are considered to be important to building friendships between nations and providing a satisfying event. These do not have to be an expensive item for organisers.

Issue of virtual vs physical goals, manned goals, LRs and need for back-up GPS. Although rules were clear, and followed, the situation on last task was unfortunate, as clearly there was an instrument error and a pilot was not scored in the position in which he was witnessed to arrive.

BH: wider problem with virtual lines as it is difficult to detect the landing in software, so we don't know if pilot flew or walked over the line. Cylinders are better in this respect and S7 rules already allow for physical reference line. Also issue with Flytec / Brauniger GPS units converting non-valid track log points to valid points in GPS dump, but not in Flychart. Referred to SW WG.

Live tracking devices may help further in future. We also need to recognise media interest in having a physical line.

#### **4.3 11th FAI European PG Championship, Abtenau, Austria**

Steward's report has been written but not yet published. Most difficult situation was the glider documentation/testing issue, whereby majority of gliders did not meet rules specified by S7b. Jury actions/responsibilities must be clarified, both for Jurors and organisers. Documentation requirements need to be re-stated and that these are the documents that must be presented (OCTWG is working on this).

Weather was another disappointing aspect. Task & Safety committees worked well. Although more collapse resistant, new style gliders are harder to recover, so reserves deployed more often, and gliders more likely to sustain damage when they collapse. Delegation of workload to organising team could have been better.

Use of live tracking devices: organiser has sent through some useful information. The devices appeared to work well for retrieve logistics and were regarded as an asset to safety. There was some effort involved to set them up. New features expected next year will improve them further.

After one final modification, the Steward report will be distributed to organisers and delegates.

#### **4.4 2<sup>nd</sup> European PG Accuracy Championship, Inonu, Eskisehir, Turkey**

Both Jury & Steward reports have been received. Some issues of poor communication of logistical information to pilots and officials. Delegation of workload by MD could have been better. Slight misunderstanding of comments on FAI licence checking.

#### **4.5 2<sup>nd</sup> FAI Asian PG Championship, Nishiawa, Japan**

Good competition, concerns about power lines (highlighted beforehand) were not as problematic as anticipated, but still a couple of incidents involving lower level/lower power lines.

Valley winds were a concern. Helmets were checked (1<sup>st</sup> Cat 1 to check), but over first competition days, not at registration. Certified helmets were on sale at HQ. Concerns over piloting skills. Take-off skills better than Mexico. No live tracking, but all pilots issued mobile phone with location data which was transferred automatically when calling HQ, on landing, on the road, and when picked up.

Should have been some 'get together' social events earlier in the competition to bring together pilots. Maybe Steward should provide some guidance on competition programme – social events don't have to be expensive. Plus communications back to CIVL website on daily activities, news, blogs, live tracking etc.

As reported elsewhere, organisers would appreciate more guidance on setting the agenda for the mandatory safety meeting. The main focus should be on site specifics, rescue procedures, and pilot responsibilities for safety.

### **5. Review Test competitions in 2010 and status of 2011 Cat 1s**

#### **5.1 World PG Championships , Piedrahita, Spain (3 to 16 July, 2011)**

Steward, Leonard Grigorescu (LG) highlighted a couple of key issues at the test event: delegation of tasks to appointed personnel, airspace issues, scoring system and helicopter response time.

JA reported that FAI may be able to help us with airspace issues. Need to get precise information on what is required for Piedrahita. **Action:** LG to ask organisers. JA to contact FAI.

Scoring system: next year organisers will have to use a CIVL-approved scoring system. No information yet received by Bureau or SW WG.

Helicopter response time noted in Steward Report is not acceptable. Need more info from organisers about what improvements are going to be made. **Action:** JA to write directly to organisers as this is a serious issue that must be urgently addressed.

Need to consider checking process for harnesses. Need list of approved harnesses, like helmets.

**Action:** SC chair to be tasked with this.

Deadline for Entry Requirements is 3 November,

**Action:** LG to liaise with organisers with draft to be produced by AG. Response required by end of month latest. Entry requirements also need to take account of how allocation (1+1) will be done, with pilot lists from NAC, dates for entry, payments etc.

**Decision:** Screening committee: LG, Vitor Pinto, AG

**Action:** LJ to rework Steward report/template prior to next test event, to differentiate between test events & Cat 1s, and to include a clear summary of improvements that need to be made either for same event for the following year or for future reference.

## **5.2 World HG Championships, Monte Cucco, Italy (16 to 30 July, 2011)**

Steward report from test event highlighted airspace issue as the most critical. The organisers have just notified us that they have now secured the necessary airspace, and have sent us the documents confirming this. Airspace infringements: need to establish standard ways of setting airspace shapes to be read the same by all instruments & scoring software. Change to Altitude Verification addendum might be required if limits set in altitude amsl and not Flight Level. **Action:** SW WG to look at these issues and liaise with organisers in time for LR deadline.

Entry Requirements deadline 16 November:

**Action:** JA to send reminder to Heather Mull (HM) and Flavio to submit their requirements.

Also steward pointed out that rules for infringements of vertical & horizontal airspace have different limits and different penalties. These could be interpreted as two offences.

**Action:** LJ to task PG/HG SCs to look at this.

**Decision:** Screening Committee: HM, FK, JA

Sprog measurement team: Sampling, not 100%, two people to be on site for 2 practice days and first 3 competition days. Tomas Pelicci (TP) & one other (could be jury member). NB: Budget implication of approximately €2000.

**Action:** JA to contact TP.

**Action:** HM to ensure LR & websites specify that pilots should supply their sprog measurements at registration for comparison purposes for the measuring team.

## **5.3 World PG Accuracy Championship Kunčice pod Ondřejníkem, Czech Republic (24-30 July)**

Steward report received from Riikka Vilkuna (RV). Some major reservations about the readiness of the launch site. Significant improvements have been promised, but details are unclear, and the site is in a conservation area. Will require careful checking that the site will be ready in good time. We should ask for confirmation or reassurance/permissions that the work can be done.

**Action:** RV to ask for feedback in time for Plenary.

RV highlighted question of insurance cover for FAI-appointed officials who might get injured during the course of their duties.

**Action:** JA to ask FAI on behalf of all CIVL officials

# **6. Review of status of upcoming 2011 Test Competitions**

## **6.1 HG Pre- Europeans, Kayseri, Turkey**

Not yet applied for sanctioning (4<sup>th</sup> to 10<sup>th</sup> September).

**Action:** BH to prompt.

## **6.2 PG Pre-Europeans, St André-les-Alpes, France**

Not yet applied for sanctioning, though they have already been prompted. They have been in contact about adjusting the dates to 31<sup>st</sup> August to 7<sup>th</sup> September.

**Action:** BH to monitor

## **6.3 PG Accuracy Pre-Europeans, FYR Macedonia**

Organiser agreement not yet signed and returned. Not yet applied for sanctioning (July).

**Action:** JA following up.

#### **6.4 No bids for 2012 Women's Worlds, Class 2 & 5.**

Interest from Spain to run at Ager, but they need to find some additional funding. They have requested to let us know in time for the Plenary. Bureau wants to be supportive, with advice on how to minimise costs, how to encourage sponsorship (promotion/PR of live tracking etc), and will agree to extend the bid deadline to the Plenary.

**Action:** JA/LJ to liaise

### **7. Review of PG Accuracy participation in 2013 World Games, Cali, Colombia**

LJ has so far been coordinating information on this. Announced at GC Dublin that the venue has been confirmed, and number of participants (36). Have suggested they organise a Cat 2 and stated that a test event in 2012 is essential. CIVL should send someone over for Judging training and coaching. Need to encourage local participation for test competition as it is probably too expensive for many pilots to travel from Europe.

**Action:** LJ to liaise with PG Accuracy Subcommittee

### **8. Jury & Stewards**

#### **8.1 Coordinator's report and recommendations**

A detailed report received, showing that Flip Koetsier has been busy during the year, continuing to make a valuable contribution to CIVL. However, some information is confidential and is not included in the published report.

**Action:** LJ to clarify Coordinator's role to ensure information is reported appropriately.

Although requested, very little feedback on the officials from Cat 1/test event organisers was received. Suggestion to create a more general feedback form to all Cat 1 organisers after the event, to find out how the event matched expectations, whether they would do it again, what they would do differently next time, how helpful were FAI officials, etc.

Also, we must ensure all officials, including trainees, receive appropriate feedback.

**Action:** LJ to compose some general feedback questions, as part of Guidelines for Organisers.

#### **8.2 Selection for 2011 championships and test events**

Information is published in separate annex and on the CIVL website.

**Note to coordinator:** We should add nationality column onto selection/volunteer worksheet. Next year, we should also ask for volunteers for events which might require a 2<sup>nd</sup> Steward.

#### **8.3 Recruiting new J&S**

Suggest that two seminars are organised in strategic locations during the coming year.

**Action:** FA at St Andre and HM/FK at Monte Cucco.

#### **8.4 Training & Assessment for J&S**

Assessments were received for each of the four trainees this year. We are getting some useful feedback from this process, which will help with the selection of the most appropriate volunteers for upcoming competitions.

**Action:** JA to respond to trainees with feedback on their performance.

It was also noted that there are some clarifications to be made in the J&S Handbook: CIVL covers trainees' travel, accommodation, and subsistence, on production of receipts; clarify that the organiser is not obliged to pay the Steward the daily allowance, but only the Jury; Jury members should be prepared to sign a receipt of the cash payment for incidentals.

**Action:** LJ to clarify wording in J&S handbook.

**Decision:** It will be proposed by the Bureau that: a) CIVL will provide trainees with an allowance of 10euro/day for incidentals not covered by meal receipts; b) CIVL should recompense Stewards for

their work for the registration/practice day(s) prior to the competition, in addition to the competition days; CIVL should consider whether an inflationary increase is appropriate.

**Action:** FK to suggest to Organisers that the trainee steward is an FAI Official, and as such, should be included in invitations for all official and social functions. Also to ensure all new trainees are sent the expense guidelines prior to deployment. Trainers should be reminded to provide guidance to trainees.

#### **8.5 Updating S&T training presentation for next seminar**

Following good reception of FA's presentation last year, this should be updated. Eventually it will become a central resource for training sessions which can be held elsewhere, such as alongside Cat 1 championships. Presentation could later include speech/animation to make it more lively. Examples of potential protests to demonstrate hierarchy of rules etc. could also be included.

**Action:** FA will do this in good time before the Plenary so that the Bureau & FK can make any further comments or suggestions.

#### **8.6 Responsibility for medal presentations**

Point of clarification: The Jury President has responsibility to ensure correct medals and diplomas are awarded at ceremonies.

**Action:** FK will be asked to provide detailed instructions (with photos!) to JPs and Organisers.

#### **8.7 Responsibility for sanction fee payments**

**Decision:** Previously the role of the Jury President, from now on, the Competitions Coordinator will check in advance that sufficient funds are received to cover the sanction fee, and after the event, to confirm the final figures (after receipt of the JP Report), for a refund to the organisers as necessary. Copied to CIVL President, Treasurer and Jury President. J&S Handbook to be updated.

**Action:** BH to check those events outstanding for this year.

#### **8.8 Content, format and publication of jury reports**

CIVL is the only commission to publish such detailed Jury Reports on our website. CIMA publishes short reports. JA has been questioned by the FAI Secretariat whether we really should be putting these reports, which highlight safety issues and even fatalities, in the public domain. Not a good way to promote our sport to potential sponsors, to organisers, etc. JA and Bureau agrees with this.

Ideas for alternative options include: sending out JP reports to Delegates in same way as Steward reports; informing delegates that reports are available on request; publishing an extract from reports; storing full reports in intranet document store with password access; or as part of competition record (with results etc) which can be controlled with permissions systems.

Bureau recommendation is to no longer publish full reports, to remove reports currently published, but to make reports available to delegates on request. Jury reports for this year's Category 1 competitions have not been published since the Asian PG championships.

**Action:** Bureau to present proposal at next Plenary

### **9. Status of known bids for 2013**

#### **9.1 PG Worlds, Portugal**

FA: As far as he knows, preparation of the bid is continuing

#### **9.2 HG Worlds, Forbes, Australia**

JA: No recent information received. Presume bid is under preparation

#### **9.3 PG Accuracy Worlds**

LJ: Subcommittee has been contacted to seek information on potential bidders

### **10. Subcommittee reports**

### 10.1 Hang gliding Subcommittee

No report received from Oyvind Ellefsen. It is disappointing that there has been so little contact from the HG SC chairman. There has been little activity on the mailing list. However, there has been some activity among HG SC members in the safety area, following a meeting in July. Ideas have been progressing on building an online resource of useful information (articles, videos etc). Need regular material from top pilots that don't appear to be on safety, but will highlight safety actions in a positive way (performance, etc).

**Action:** KdK to pursue

### 10.2 Paragliding Subcommittee

Informal report received from Robert Aarts (RA): He raised a couple of discussion issues which will continue in the SC. RA still intends to work with incident statistics. Despite a promising start (email on the SC list) there has been no real activity outside the OCTWG.

**Action:** RA is encouraged to try to wake up the PG SC mailing list, and to start formulating an Agenda with possible proposals for the PG SC meeting prior to the Plenary.

**Action:** The Bureau will prompt further ideas and issues to the SC shortly.

### 10.3 PG Accuracy Subcommittee

No report received from Kamil Konecny. We have received the minutes of a meeting held at this year's European Championships. The Judging Code has been further revised. It is presumed that these changes will be proposed at the February SC meeting for approval for the 2011 version of S7c. One training seminar is known to have been held in Serbia, for Romanian pilots/judging trainees.

### 10.4 Aerobatics Subcommittee

PG Aerobatics report received from co-chair, Iris Vogt. The SC has been active, discussing various issues, and a judging training seminar has been held. There are some expenses issues to be resolved. It seems the SC did not fully control how the trainee selection was made and how/when the training budget was spent. The SC has submitted the claims for the expenses that have been claimed so far, and these are considered further at Item 23. For next year, the SC must specify more firmly the experience/knowledge of suitable trainees, and identify clearly to the trainees what expenses can be claimed and when.

**Action:** JA to provide any further necessary response to the co-chairs.

### 10.5 Sporting Code Subcommittee

No report received as no chairman was elected at the last Plenary. Outgoing chair, JA, undertook to see the 2010 updates to Section 7 published, and this has been completed.

JA will collate the Rule Change proposals made by the SCs prior to the Plenary, providing they are submitted in the correct format.

**Action:** LJ to explain to SCs/WGs about submitting/dealing with rule change proposals prior to their preparations for the Plenary.

### 10.6 Records & Badges Subcommittee

Report received from ST highlighting the issues covered during the year. JA suggested there should be more promotion of Continental Records. PG Accuracy wants to set up records for their discipline.

**Action:** ST to contact the SC with a view to advising and assisting with a proposal. An outline of the SC's ideas can be found at: <http://www.pgawc.org/index.php?pid=9>

Badges & Pins: Idea to use the WXC to automatically highlight flights that qualify for badges or pins has been suggested to SW WG. It is hoped this will be implemented once the WXC becomes official.

**Action:** AG to pursue.

Another public relations idea is to give a CIVL patch and sticker to attendees of the next Plenary meeting and to organisers/participants of upcoming Cat 1 events. However, there are cost implications and budget will be required.

**Action:** ST to develop plan and estimate costs and communicate to Bureau prior to next meeting.

**Action:** ST to find out stock levels of badges, pins and stickers and who has purchased them in the past year(s).

## **10.7 Safety & Training Subcommittee**

No report received from Laszlo Szollosi. While at the recent FAI GC the S&T Chairman had apologised to JA for his lack of activity since taking on the role but he had not felt able to promise any improvement. Bureau prepared the revised TOR earlier in the year.

**Action:** JA to put forward as a bureau proposal at the next Plenary.

Decision: to separate out training issues: including IPPI card promotion, and reviewing SafePro, ParaPro, aerobatics and towing, and create a new role for Technical Officer.

**Action:** JA to revise Safety TOR and create role description for Training Technical Officer

Incident report forms were received from 3 of 5 of this year's Cat 1s. These have been forwarded to the relevant SC chairs. Will be useful to have a summary document to present at the next Plenary, number of incidents, level of seriousness. JA has noted that 2 HG pilots were both involved in incidents in two consecutive Cat 1 competitions.

Issue that could be discussed: qualification for Cat 1s. In HG Class 1, this should be reviewed.

**Action:** LJ to add to HG SC Agenda to review qualification levels (top 2/3, previous Cat 1 in last 4 years).

## **11. Effectiveness of SC operation & mailing lists**

Discussion: Some SCs have not been working effectively. Should insist that all SCs set up Subcommittee mailing lists and review them annually. No problem to continue having a broader discussion list. Other ideas to stimulate/motivate SCs: Bureau members to spark discussion on important topics on mailing lists; suggest people to respond to maximise involvement and views; encourage chairs to hold (or delegate) meetings at major events in the year; schedule Skype meeting between Bureau & SC chairs on regular basis; invite SC chairs to report personally at mid year Bureau Meeting; especially stimulate discussions on email lists 1 month before BM. Bureau should do more to set the overall direction of the SCs before/after Plenary; SC/WG chairs should be Bureau Members (issues with covering travel expenses); Voting for SC chairs, should not publicly ask if nominees accept nomination.

## **12. Effectiveness of the Bureau**

JA expressed disappointment that the Bureau, with the exception of LJ, has been less effective this year than it should be. JA has had personal commitments and other responsibilities and has not been as effective as he would have liked. He is working towards clearing his schedules for next year, including resigning from his remaining UK national federation and NAC positions. JA is concerned about the next few months in preparation for the Plenary. It was suggested that Bureau members should at least find the time to respond regularly to emails and should also try to be pro-active in our area of responsibility. It was agreed to try some Skype meetings. A trial date has been set.

## **13. Working Group reports**

### **13.1 Software Working Group**

Report received from Agust Gudmundsson

13.1.1 WPRS

No changes currently proposed

13.1.2 FS

Now widely used, FS is now stable and fully functional regarding scoring, but more can be done to improve it, (ie user interface) add features, (support for new types of task), and it will need to evolve with changing technology (ie pilot live tracking). FA suggested to introduce a tick-box option for the standard Cat 1 scoring parameters.

**Action:** AG to add to SW WG Agenda

13.1.3 GAP documentation

Work continues on this. The target is to complete this work before Plenary, but it will be tight.

**Action:** AG, BH and Andreas Rieck, prepared to help, with some overseeing by Stein Tore.

13.1.4 Databases: J&S and Judges



Stein-Tore will support the development work needed for the J&S and Judges databases. Additional developers needed to do this.

**Action:** AG to see that specifications for the databases are written and developers briefed.

Target: J&S database will be done by Plenary. Judging database should be ready at same time.

#### 13.1.5 Recruiting developers/programmers

Would like to attract developers/programmers for further development work – preferably pilots who understand the application and the industry. Could advertise widely on forums and/or via lists/delegates.

**Action:** AG to write brief outline of what work is required, what skills needed, length of contract, estimated budget.

#### 13.1.6 WXC

AG proposes to make it an official contest. Not all current contributing competitions have an administrator. May have to limit it to those which validate flights. Once official, WXC would probably attract sponsorship, so could be self-financing for prizes etc. In principle, Bureau supports the idea.

**Action:** AG to write out proposal for general agreement by Bureau and presentation to the Plenary.

Document to cover number of awards, classes and any additional rules required for validation etc.

**Action:** JA will check with FAI for use of logo on a diploma.

#### 13.1.7 Scoring Parameters template doc

Needs to be published and highlighted to Stewards/organisers for use in first team leader briefings. Should be noted in J&S handbook and Guidelines doc.

**Action:** LJ to publish on website and amend J&S handbook

#### 13.1.8 Live trackers:

Feedback shows they are working well. Key issues are: aid to safety, easy retrieve, and are now being used for scoring (80% equivalent to GPS scoring results). Some disadvantages such as effort to set up, discipline to bring back and recharge, etc.

#### 13.1.9 Acceptance of new scoring programmes for Cat 1 events

There are only a few Cat 1 competitions each year. CIVL has a free, supported scoring system. (FS) Validating an alternative scoring system will require considerable time and effort to ensure that it is functionally equivalent to FS, the system authorised for use in Cat 1 competitions, and widely used in Cat 2s. There are long term support implications also to ensure that subsequent versions of multiple scoring systems remain equivalent.

**Decision:** The CIVL Bureau recommends that a single scoring system be consistently used at all Cat 1 events. However, CIVL welcomes continuing cooperation with scoring system developers for their continued use in Cat 2 events.

**Action:** JA to inform 2011 Cat 1 organisers

#### 13.1.10 Altitude verification

No new work has been necessary. Existing addendum suits current requirements. Eventually, possibly within 2-3 years, live tracking devices may take over the scoring function (pilots may still carry traditional GPS back up), and these will have both GPS and pressure sensor altitude measurements.

### 13.2 **Open Class Technical WG (& other safety issues including load testing)**

A large number of documents have been received over several months from Martin Scheel and the hard-working WG. The Bureau notes that the WG discovered early on that it was not possible to follow all the original aims they set (new open class standard). Further, the Bureau is aware that after Abtenau, the load test issues have also had to be addressed, and we appreciate the work the WG has done in this respect.

It seems there are two elements: rules for checking structural strength and the rules for pilot/glider combination prior to a competition. However, the Bureau would like to see some further clarity of their recommendations prior to wider discussion. For example: the structural strength proposal needs to make clear that it will apply to all Open Class gliders in a competition. Currently it is not clear that this proposal should apply to both existing and new gliders. Further, it appears the WG is reinforcing the existing rule that gliders meet EN926-1, but this is not clearly stated.

Rules: The whole of Chapter 12 needs to be revised. This requires specialist expertise and the Bureau will help.

**Action:** LJ/JA will re-state what we understand are the WG proposals and get this confirmed prior to helping them work through the rule changes that will be required.

**Action:** PG SC should compile a list of 'CIVL-approved' test houses and pass it to the Bureau as soon as possible, and before the next SC meeting.

WG to consider that new rules for open class gliders will have cost implications on organisers, who may wish to raise the entry fees for pilots flying open class gliders to cover this.

Regarding the advice on technical experts: CIVL may agree to contribute towards the expenses of such a person initially, but the WG should provide an estimate of costs.

### 13.3 **Helmet WG Report**

A report was distributed in June by Stéphane Malbos. Although the WG lacked technical expertise to investigate in depth, it concluded that EN966 helmets were the only ones suitable for airsports, and that the CIVL rule should be upheld. Helmets were checked at all Cat 1s this year. Some organisers were more efficient than others in checking. It was clear that a database of EN966 approved helmets should have been compiled and made available earlier in the year. A list of known EN966 certified helmets has now been compiled.

**Action:** LJ to publish it on the CIVL website and solicit feedback from manufacturers.

## 14. CIVL Competition Coordinator's report

Report received from Brian Harris.

### 14.1 **FAI Sporting Licences:**

Fewer organisers are checking licences at Cat 2s. Things will improve once the database is online and populated. But then we will probably see a reduction in the number of pilots with licences on our ranking system.

### 14.2 **HG Sport Class ranking**

The HG sport class ranking has just been added to the WPRS.

### 14.3 **HG competition validation**

Some HG competitions are not being validated, or not even being sanctioned due to low numbers of competitors.

**Action:** LJ to add to HG SC Agenda to review minimum numbers rule in conjunction with review of qualifying criteria for Cat 1 events (10.7 above).

### 14.4 **Delays in receiving competition results**

How to encourage organisers to send results in on time? AG: Rules for issues likely to arise, such as re-scheduling Cat 2 competitions need to be written and published. Need to abide by general policy of allowing 30day notice period for international pilots.

**Action:** BH to define the problems/practices (standby/reserve dates etc) and Bureau to suggest some solutions to be discussed by SCs.

### 14.5 **Working hours and fees**

For 2011, no anticipated change in level of hours is required. Hourly rate remains the same.

## 15. Screening committees

Internal Regulations were adjusted this year to accommodate these committees, but details have not yet been published.

**Action:** Document to be reviewed by email, formalised and dated. LJ to publish on website.

## 16. Secretary's Report

### 16.1 **Secretarial issues**

Subcommittee report form has been revised, but is still not widely used. AG suggested it needs to be simplified further.

**Action:** LJ to revise prior to reminding SC chairs of deadline for next report.

### 16.2 **Website content coordination**

Update of content has been minimal due to lack of contributions. No structural work or repairs have been done on the website since the departure of Thierry in April. No contact yet with subcontracted

service organisations. Not sure how/when migration of CIVL sites to new server/hosting will work. Suggested we request a demonstration of new website when we go to Lausanne. This may be the best opportunity to revamp/simplify the website.

**Action:** LJ to create a list of structural repairs/changes to be made and questions to be answered by new FAI Communications Manager.

### **16.3 PR/Press Liaison**

Maintaining good relationship with XC Magazine. Positive articles published after Plenary. CIVL Corporate advertisement created, and published in XC Mag in July/August issue. Contributed article to appear in upcoming November/December issue.

### **16.4 Other activities**

Books: We still have a large stock. 22 nations have taken advantage of their 5 free copies. 5 copies sold since March. Agreed to take copies to Plenary to give away to attending delegates (again). Give/send copies to Cat 1 organisers in 2011. Can also be used to award to winners of WXC with diplomas.

**Action:** LJ to administer. Also, ask e-shop if they can sell them.

Organiser Guidelines document: LJ suggests splitting in two. Part 1 outline content has been drafted. Bureau agrees document urgently needs rewriting. Some elements will need to be closely tied with central FAI documents. It is likely our (best) known experts who could do the work would be best motivated by some financial recompense. JA to ask other ASCs if they have or are creating a similar document. Budget to be determined once the detail of the content is better specified. We could advertise for volunteers to write or review all or parts of it. Need to keep it maintained. Could develop and/or publish as a wiki-style document.

**Action:** LJ to tighten up specification and outline content and identify potential authors.

## **17. Category 2 competition complaints handling**

There have been cases where pilots complain to or question CIVL about the way organisers have run Cat 2 competitions. Standard policy, as is already stated in S7, is that appeals/complaints at Cat 2 events should be referred to the FAI via the NAC of the event organiser.

## **18. Bureau decisions to be ratified to date**

- 18.1 To exceptionally permit WPRS points to be earned from a 2<sup>nd</sup> Category event (Aeros Winter Race) that was re-scheduled without the required 30 days notice of the new dates.
- 18.2 To approve Terms of Reference for the CIVL Jury & Steward Co-ordinator
- 18.3 The (exceptional) granting of late sanctioning of block of Australian competitions due to change of administration within national federation

## **19. Long term plan – review progress**

We had intended to work on this since the Plenary, but it has not happened. The intention is to develop some ideas to present a revised long term plan to the Plenary in February. Need to ensure our long term aims are compatible with those outlined in the FAI strategic review and, where possible, support the overall FAI effort.

**Action:** All Bureau members to read the relevant documents and respond by email on the Bureau list.

## **20. President's reports on external meetings**

- 20.1 Report/minutes from FAI General Conference, ASC Prez meetings, EB meetings etc have been circulated to the Bureau. The Bureau has expressed some concerns about some directions taken by FAI (ASC levy, budget controls on ASCs, staff restructuring etc). The Bureau fully supports the strong stance that the CIVL President has taken.
- 20.2 In particular, we are concerned that FAI is planning to impose a levy on some sanction fee income received by commissions in order to support its expanding secretariat. We are still unsure of precisely how we are going to benefit from the increased staff levels, and we are especially troubled about the lack of consultation initially and lack of communication on changes already in progress, such as the new FAI web project.

- 20.3 The Bureau welcomed the formation of a WG to consider the issues and implications of FAI approving CIVL budgets and the setting of budgetary controls on ASCs. These are also areas of serious concern and it is hoped that JA will be involved in this WG.
- 20.4 At the recent GC JA questioned the current status of the 2009 IPC proposal to change the rules on the default location for Commission Plenary Meetings, which was not on the Agenda of this GC. The FAI EB now has the authority to make the decision and implement a rule change within 15 days.

**Action:** JA expects to have to pursue this further to see some action, in time for our next Plenary meeting.

**Action:** JA to distribute information on the FAI Strategic Review.

- 20.5 JA gave verbal report of CASI meeting: Continental Records – change in wording in GS has been agreed to allow the rules already agreed by individual commissions. JA presented the proposal from HM to change the ruling on FAI licence representation, but unfortunately it was defeated.

**Action:** JA to inform HM of outcome

## 21. FAI Sporting Licence Database update

AG agrees with FAI statement that the database should be made mandatory (from January 2011). We need to have an interface in place swiftly for correlation with the WPRS for licence checking. AG was in communication with past FAI personnel about this, and has asked FAI for the contact person to work on the interfacing. Another commission also wants to do the same. We expect to have some flexibility for the first year, with acceptance of a printed licence at physical registration, even if it is not in the database. AG believes that once the database becomes mandatory, some NACs will consider the opportunity of not issuing paper licences. Other countries will prefer to have a physical document signed and stamped.

## 22. Financial report

### 22.1 Overall position

Difficult to estimate the overall position as there are still payments to make and income expected. Need to chase two Cat 1 sanction fee statements, for example. IPPI income transferred at year end.

### 22.2 Judging training expenses

Judging training: Some issues outstanding on an aerobatics judging training seminar with trainees from the US training in Europe.

**Action:** JA to task Dennis Pagen to bring together the claims of all the trainees, approve them and pass them to JA/KdK.

Any overspend will be dealt with if it arises. We can agree to pay the airfares that have been claimed immediately and suggest the trainees coordinate with DP for the rest.

Still some confusion on how much ARISF grant is available this year.

**Action:** LJ to follow up

### 22.3 Equipment purchases

Question on where is the equipment that has been purchased for sprog measurement. It was suggested to purchase any additional angle measuring devices that will be needed for next season.

**Action:** This needs to be noted and tracked.

There is a budget for PG safety equipment (tripod) that has not been spent.

### 22.4 Entry fee deposits

Some pilots pay individually for their Cat 1 entry. It must be made clearer in the Entry Requirements and/or Local Regulations template that pilots state precisely what event they are paying for.

**Action:** JA/AG when working on Local Regulations template and approving LRs for publication

Also, pilots should not be claiming refunds of entry fees from FAI, but must be referred to the organisers (with the exception of straightforward errors in payments paid to the FAI directly).

### 22.5 Implications of changes initiated by FAI on budget controls etc

2011 budgets should (in the future) be approved at the FAI GC in the preceding October. So, either we have to propose 2012 budget in Feb 2011 for approval, or Bureau prepares and approves 2012

budget prior to the GC, and it is then ratified at the Plenary 2012. While initially the new process seems to give us less flexibility and may be restrictive, it would be better to prepare the following year's budget sooner than current practice (February of the current year). JA suggested that the 2011 budget is prepared now and circulated to the Bureau.

**Action:** KdK

In light of prospective changes to FAI financial policy, we propose to reverse the 2004 decision to donate to FAI 25% of IPPI card income. This has been the case since 2004 and concerns an amount of €17,964 since that time (average of €3,593 per annum).

**Action:** ST should find out whether we are in the same situation with pins & badges..

## **22.6 Miscellaneous expenditure**

22.6.1 Approval was given for payment of 160 Euros for the sprog measurement database.

22.6.2 Outstanding claim for expenses for food (with no receipts) for a Steward trainee.

**Decision:** Bureau agreed to apply the 10€/day policy that it is proposing for trainees for the future.

**Action:** KdK/JA.

22.6.3 Costs of this Bureau Meeting: JA will submit claim covering food bills and km for airport pick ups. Travel to be claimed by LJ & BH. Budget was already allocated.

## **23. Preparations for 2011 Plenary**

### **23.1 Pre-Plenary Bureau Meeting**

09.00 – 11.00 Thursday 24th February

### **23.2 Dates & timings for SC/WG meetings**

Thursday 24th February

11.00 – 13.00 Combined meeting, initial focus on Safety & Training

14.00 – 18.00 PG SC

14.00 – 18.00 HG SC

18.30 – 19.30 J&S Seminar

Friday 25th February

09.00 – 11.00 SW WG

11.00 – 13.00 PG SC

11.00 – 13.00 HG SC

14.00 – 15.00 PG Accuracy, Aerobatics, Records & Badges, in parallel

15.00 – 17.30 Workshops

17.30 – 18.30 Sporting Code SC (all rule change proposals)

### **23.3 Nominations system**

Use nomination sheet as normal, but get them back by coffee break Sunday, to give time to check offline the acceptance of nominations. At voting time, list of accepted nominees is displayed, along with list of declined and non-eligible nominations.

### **23.4 Handling incoming proposals and bids**

JA/LJ to review as necessary to ensure they will be clearly understood with no ambiguity.

## **24. Any other business**

None

**Meeting closed at 13.00, Sunday 24<sup>th</sup> October 2010**

## Annexe 1 – Outstanding Actions from previous meetings

### November 2007 Bureau Meeting - Reykjavik

Minute	Action	Who	Status	
15iii)	FAI to add Team results on website	LJ	closed	23/2. Waiting for software update 22/10 Still not done. FK to chase. 13/2 Still not done 23/10 Still not done. Removed to LJ's list of things that need doing on the website.

### November 2008 Bureau Meeting, Ribiers

Minute	Action	Who	Status	
3i	Investigate paying sanction fees by PayPal	JA	cont	23/2 FAI investigating 22/10/09 LJ to check. 23/10/10 JA to ask FAI for ok to set up our own
3vi	Create spec document for an overhaul of Practical Guidelines for Comp Organisers.	LJ	closed	See Oct 2010 minutes
7iv	Bureau members to review LG's Steward checklist	all	closed	JA/FK/HM for HG, FA/LG for PG, DONE LJ to collate information for annex to J&S handbook
10viif	Review TOR of S&T SC	all	closed	Done and approved by Bureau – ready for next plenary agenda.
12	Compile better sample budget template for Annex A	LJ	closed	Will be completed in time for reviewing bids. Done
20	Mailing list for Safety & Training SC	LJ	closed	Added to LJ's list of IT things to be done
21	Ask ST about mailing list for R&B SC	LJ	closed	List set up added to LJ's list of IT things to be done

### February 2009 Bureau Meeting – Hall in Tirol

13	Add to LR template facility for Version control	AG/LJ	closed	See Oct 2010 minutes
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### October 2009 Bureau Meeting – Amsterdam

7iii	Jury decisions to be reviewed. Feedback to be sought from organisers.	LJ/J&S coord	Cont.	Still to be added to J&S coord role. Ask FK to produce summary list of decisions for last four years and get feedback from relevant organisers if appropriate
11i	Results submission: defaulting licence status to 0	AG	open	Not yet done
12	Make contact with other commissions on pilot tracking implementation	AG	closed	Contact made, though no progress yet. Looking at generic spec that can be made by anyone. Need to look at strategy/rules Oct/10: on agenda, continuing action

14	Review what safety, training & IPPI info should be on or removed from website	S&T / LJ	cont	Add to new S&T SC chair's action list. Information such as certified Helmets & Harnesses databases can be added.
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**February 2010 Bureau Meeting – Lausanne**

8	Talk to PG Accuracy SC chair about informal records on PAWC website and setting up FAI records	JA	closed	JA has passed to ST
9	Ideas for improvement to CIVL website navigation to be discussed with FAI person responsible	LJ	ongoing	To add to list of things to be done with new website people
10	Discussion and updating of Long Term Plan	all	open	Not yet done. Should be in line with new FAI strategic plan
14i	Book sales and distribution of free copies	LJ	Closed	See Oct 2010 minutes
AOB	Itemised plan for SW WG to be prepared and presented (all work outstanding)	AG	closed	See Oct 2010 minutes

## **Annex 2:**

### **Jury & Steward Selection for 2011 Test Events and Category 1 Championships**

#### **6<sup>th</sup> World PG Accuracy Championships, Kuncice, Czech Republic**

**Steward:** Riikka Vilkuna (SWE)

**Jury President:** Andy Cowley (GBR)

**Jury Member:** Violeta Masteikiene (LIT)

**Jury Member:** Ugljesa Jondzic (SER)

#### **12<sup>th</sup> World PG Championships, Piedrahita, Spain**

**Stewards:** Leonard Grigorescu (ROM)

Ali Gali (FRA)

**Jury President:** Vitor Pinto (POR)

**Jury Member:** Anastasia Lomovtseva (RUS)

Peter Brandlehner (AUT)

#### **18<sup>th</sup> World HG Champions, Sigillo, Italy**

**Stewards:** Heather Mull (AUS)

Francoise Dieuzeide (FRA)

**Jury President:** Flip Koetsier (NED)

Dennis Pagen (USA)\*

Katharina Lochner (GER)

\*In Europe travel costs only. Reserve Jury Member: Stéphane Malbos (FRA)

#### **PG Accuracy Pre-Europeans, FYR Macedonia**

**Steward:** Nikki Boddill (GBR)

#### **PG Pre-Europeans, St André-les-Alpes, France**

**Steward :** Fernando Amaral (POR)

**Trainee Steward :** Nicky Moss (GBR)

#### **HG Pre-Europeans, Kayseri, Turkey**

**Steward:** Claudia Mejia (COL)