



*Fédération
Aéronautique
Internationale*

Internal Regulations

of the International Parachuting Commission (IPC)

Approved by the IPC Plenary Meeting, February 2012

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The 2012 Edition differs from the 2011 Edition in those paragraphs with a vertical bar in the margin.

CONTENTS

	Page
Chapter 1: General Provisions	1
1.1 Constitution	1
1.2 Aims and Responsibilities	1
1.3 Duration	1
1.4 Organisation	1-2
1.5 Language of the IPC	2
1.6 Certificates of Proficiency	2
1.7 Awards	2
1.8 Changes to the Internal Regulations	2
1.9 Form of Publication	2
Chapter 2: Members	3
Chapter 3: Plenary Meetings	3
3.1 Authority	3
3.2 Time of Meeting	3
3.3 The Schedule	3
3.4 Location	3-4
3.5 Extraordinary meetings	4
3.6 Composition of Delegations	4
3.7 Agenda	4-5
3.8 Validity	5
3.9 Voting Rights	5
3.10 Voting at Meetings	6
3.11 Amendments	6
3.12 Documents	6
Chapter 4: IPC Bureau	6
4.1 Composition	6
4.2 Meetings	6
4.3 Duties and Powers	6
4.4 Authority	7
4.5 Bureau Quorum	7
4.6 IPC Ratification	7
4.7 Term of Office	7
4.8 CISM	7
Chapter 5: IPC Officers	7-8
5.1 President	8
5.2 First Vice President	8
5.3 Vice Presidents	9
5.4 Financial Secretary	9
5.5 Recording Secretary	9
5.6 World Air Games Liaison Officer	9
5.7 World Games Liaison Officer	9
5.8 Media Liaison Officer	9
5.9 Resignation	10
5.10 Replacement as Delegate	10

Chapter 6: IPC Committees	11
6.1 Establishment	11
6.2 Composition	11
6.3 Chair	11
6.4 Members	11-12
6.5 Deleted	12
6.6 Meetings and Decisions	12
6.7 Permanent IPC Committees	12
Chapter 7: Working Groups	12
7.1 Establishment	12
7.2 Composition	12-13
7.3 Working Group Chairs	13
7.4 Members	13
7.5 Meetings and Decisions	13
7.6 Permanent IPC Working Groups	13
Chapter 8: Finances	14
Chapter 9: IPC Web Site	14
List of Annexes	14
Annex 1 GOLD PARACHUTING MEDAL OF THE FAI.	15
Annex 2 FAUST VRANCIC MEDAL OF THE FAI	16
Annex 3 LEONARDO DA VINCI DIPLOMA.	17
Annex 4A OTTLEY SWORD TROPHIES.	18
Annex 4B PATRICK DE GAYARDON TROPHY	18
Annex 4C FIONA McEACHERN TROPHY	18
Annex 5 TERMS OF REFERENCE FOR PERMANENT IPC COMMITTEES & WORKING GROUPS	19
Competition Committees	19-20
Judges Committee	21-22
Technical & Safety Committee	23-26
Rules and Regulations Committee	27-28
Development Working Group	29-30
Media & Promotion Working Group	31-32
World Air Games/World Games Working Group	33-34
Finance Working Group	35-36
Annex 6 HOSTING AN IPC PLENARY MEETING	37-42
Annex 7 WEB ADMINISTRATION AGREEMENT	43-44

1 GENERAL PROVISIONS.

1.1 CONSTITUTION

The International Parachuting Commission (IPC) is a permanent Commission of the Federation Aéronautique Internationale (FAI), established in accordance with the Statutes and By-Laws of the FAI to be responsible for all matters relating to sport parachuting. Its work shall be in accordance with these Internal Regulations, the Statutes and By-Laws of the FAI and the General Section of the Sporting Code.

1.2 AIMS AND RESPONSIBILITIES

The International Parachuting Commission shall:

- make evident the essentially international spirit of parachuting as an instrument for bringing people closer together;
- promote physical and moral qualities, technical knowledge and skill as basic to parachuting activity;
- provide a forum for the exchange of information on, and discussions of safety and other matters in, parachuting;
- create and promote international standards for parachutists;
- assemble, analyse and disseminate information and statistics on parachuting in member countries which will contribute to the improvement of parachuting, parachuting equipment, training methods, international standards and safety;
- co-ordinate FAI member countries' activities to further the development of parachuting throughout the world;
- establish and define regulations for world parachuting records;
- establish and enforce rules for, and ensure proper organisation of, international parachuting championships and competitions;
- award the organisation of First Category Events to capable event organisers;
- reward excellence in performance and outstanding contributions to parachuting by awards, medals and diplomas etc. as provided for in the FAI By-Laws and these Internal Regulations;
- keep current and up-to-date, Section 5 of the Sporting Code and its annexes, which shall not be in conflict with the General Section of the Sporting Code and/or the FAI Statutes and By-Laws. Amendments shall be in accordance with Chapter 10 of the General Section of the Sporting Code;
- prepare these Internal Regulations as authorised by paragraph 1.6.2 of the FAI Statutes, to cover IPC procedures within the parameters of the FAI Statutes, By-Laws and Sporting Code.

1.3 DURATION

The IPC is a permanent Commission of the FAI, set up for an unlimited period of time.

1.4 ORGANISATION

1.4.1 Composition: The IPC shall comprise:

1. The Plenary Meeting, which is the governing body of the IPC and which must approve all documents issued or decisions taken by the IPC, its Bureau, IPC Committees and Working Groups;
2. The Bureau, which, between Plenary Meetings, may exercise certain responsibilities and powers bestowed by the Plenary Meeting as specified in subsections 3.5, 4.3 and 4.4 of these Regulations, and;
3. Permanent or temporary IPC Committees and Working Groups set up by the Plenary Meeting to be responsible for or to study certain activities or matters.

1.4.2 Implementation of Directives

Directives laid down by the Plenary Meeting may be implemented by the President, the Bureau, the Chair of an IPC Committee or Working Group or the Secretary, in accordance with the authority endowed by the Plenary Meeting.

1.5 LANGUAGE OF THE IPC

The official languages of the FAI are English, French, Russian and Spanish. The working language of the IPC is English and all documents, minutes, rules etc. shall be prepared and/or presented in English.

Note: The words he or his in this document does not imply gender but are used in place of he/she or his/her.

1.6 CERTIFICATES OF PROFICIENCY

The IPC expressly requests that each FAI Member accept and recognise a Certificate of Proficiency issued by another FAI Member in accordance with Section 5 of the Sporting Code as being sufficient to permit sport parachuting activity in its country.

1.7 AWARDS

The IPC may award medals, diplomas etc. in accordance with the FAI By-Laws. The qualifications and procedures for the awards under the authority of the IPC are set out in the annexes, as follows

- Annex 1: Gold Parachuting Medal
- Annex 2: Faust Vrancic Medal
- Annex 3: Leonardo Da Vinci Diploma
- Annex 4A: Ottley Sword Trophies
- Annex 4B: Patrick de Gayardon Trophy
- Annex 4C: Fiona McEachern Trophy

1.8 CHANGES TO THE INTERNAL REGULATIONS

1.8.1 Amendments

Any amendment to the current Internal Regulations may only be decided at a Plenary Meeting by a majority of two thirds of the delegates present or represented, provided the proposed change is put on the agenda notice sent to IPC members at least 45 days before the Plenary Meeting in question.

1.8.2 Revisions

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

1.8.3 Format

Any amendment shall be published in standard format as per the Sporting Code, General Section, Chapter 10.

1.8.4 Revisions to the IPC Internal Regulations

Revisions to the Internal Regulations are effective and valid immediately upon approval by the IPC Plenary.

1.9 FORM OF PUBLICATION

The Agenda for the Plenary Meeting, the Minutes of each meeting and all attachments there to will be made available either in electronic form or in hard copy.

2 MEMBERS

The IPC is composed of Delegates and Alternate Delegates or substitutes therefore appointed by FAI Members in accordance with FAI By-law, 3.1. All Delegates and Alternate Delegates are representatives of their respective FAI Member and each statement, motion and proposal made in IPC proceedings is made on behalf of the FAI Member and thus is representative of sport parachuting in that country.

3 PLENARY MEETINGS

3.1 AUTHORITY

The Plenary Meeting shall be the policy and decision making forum of the IPC and authority for any procedures or actions may only come from the Plenary Meeting.

3.2 TIME OF MEETING

Unless required by exceptional circumstances, the Plenary Meeting will take place no earlier than January 20 and no later than February 20 each year. It shall be preceded by Bureau and IPC Committee and Working Group meetings so that the timetable for all necessary meetings shall take place over a five day period, which shall include a weekend. The first two days shall be for open Committee and Working Group meetings. The third day will be for closed and any remaining open Committee and Working Group meetings. Bureau meetings will take place at times specified by the IPC President. The Plenary meeting will take place on the fourth and fifth day.

3.3 THE SCHEDULE

The schedule for all meetings will be established by the President after consultation with the Bureau and the Committee and Working Group Chairs.

3.4 LOCATION

3.4.1 Location

FAI By-law 3.4.3 states that the IPC shall normally meet at, or in the vicinity of, the FAI Headquarters, unless the IPC votes by an absolute majority (>50% of all the votes belonging to Delegates present or represented by proxy) to meet in another place, which shall be selected by means of a vote on hosting proposals made by NACs or Delegates, that comply with 3.4.2 and Annex 6.

If there is only one proposal on the Agenda that has been made in accordance with 3.4.2 below, one vote shall be taken to accept that proposal, requiring an absolute majority to be accepted.

If there is more than one proposal on the Agenda that have been made in accordance with 3.4.2 below, a vote will first be taken to select, by absolute majority, the preferred proposal from among those on the Agenda. Voting will continue until one proposal has achieved an absolute majority. A vote will then be taken to accept the selected proposal, requiring an absolute majority to be accepted.

In either case, if an absolute majority is not achieved in the vote to accept a proposal, that particular IPC Plenary meeting will be held in Lausanne.

3.4.2 Hosting Proposals

Hosting proposals shall be made in writing by a NAC or its Delegate, must follow the format of Annex 6, must provide complete details in respect of the items listed therein and must include a signed Hosting Agreement (see Appendix to Annex 6) which will be signed by the IPC when the hosting proposal is accepted. Any hosting proposal not in compliance with the requirements of Annex 6 will not be considered. The hosting proposal must be submitted in sufficient time for inclusion in the Agenda for an IPC Plenary meeting in accordance with paragraph 3.7.3 below (subject to the exception in

3.8.3 below), so that a decision on the proposal can be made no later than the Plenary meeting held immediately prior to the meeting subject to the hosting proposal.

3.4.3 Costs

The host organisation will pay all travel and subsistence costs of the FAI staff member(s) directed to attend by the Secretary General of the FAI as approved by the IPC President.

3.5 EXTRAORDINARY MEETINGS

No extraordinary meetings of the IPC will be convened. Urgent matters arising between Plenary Meetings and needing immediate attention will be dealt with by the Bureau, subject to ratification at the next Plenary Meeting.

3.6 COMPOSITION OF DELEGATIONS

An active or associate member of FAI may be represented at the Plenary Meeting by one Delegate and one Alternate Delegate, who may be accompanied by one interpreter and such observers as are appointed by the member. All travel and subsistence costs for the Delegation are the responsibility of the member. Only Delegates and Alternate Delegates have the right to speak at the Plenary Meeting, except as specifically permitted by the Chair of the Meeting.

3.7 AGENDA

3.7.1 Content of the Agenda

The Agenda, which will be established by the IPC President in conjunction with the IPC Recording Secretary, will be sent out with the notice convening the meeting.

The Agenda that is sent out will contain (but is not limited to) the following items:

1. A written report by the IPC President on his activities and the activities of the IPC and the Bureau since the last meeting.
2. A report by the Secretary General of the FAI on the activities of the FAI since the last meeting. If the Secretary General is unable to attend, his report will be presented by the IPC President.
3. A written report by the Chair of each IPC Committee and Working Group.
4. A written report by the WAG Liaison Officer
5. A written report by the World Games Liaison Officer
6. A written report by the Media Liaison Officer.
7. A written report by the IPC Finance Secretary
8. A written report from an IPC Controller (J&S), if applicable
9. A written report from an FAI Controller, if applicable
10. Any proposals or other items for discussion submitted in accordance with 3.7.3

3.7.2 Notice

The notice convening the meeting will be posted on the FAI Website and be sent out in hard copy to the NACs that do not have an E-mail address at least 45 days before the date fixed for the meeting.

3.7.3 Proposals

Proposals or other items for discussion may only be included in the Agenda if submitted in writing to the IPC President or IPC Recording Secretary no later than 60 days before the date of the meeting by:

- An FAI Member, signed by the President and/or Secretary thereof
- An IPC Delegate
- An IPC Committee or Working Group, signed by the respective Chair
- The IPC President

3.7.4 Items for Discussion

Except as provided in 3.8.3, only items with proper underlying documentation that appear on the published Agenda can be discussed and decided upon in the IPC Plenary Meeting.

3.7.5 Report Summaries

A written summary of any verbal report given during the Plenary Meeting, highlighting the important points, must be given to the IPC Secretary before the end of the Plenary Meeting.

3.8 VALIDITY

3.8.1 Quorum

A quorum shall consist of the personal presence of at least twenty five percent of the IPC Delegates registered with the FAI.

3.8.2 Validity of voting

If a quorum is present, a vote on any item on the Agenda (or any amendment thereto proposed before or during the meeting) shall be valid, provided the item has been moved and seconded by persons entitled to vote under 3.9.

3.8.3 Proposals not on the Agenda

- 1) Any proposal or other item for discussion not on the published Agenda may be put on the Agenda if agreed to by at least two-thirds of the Delegates present in person (or represented by proxy), other than:

Applications to host an FCE, unless the Bureau decides that this application will not conflict with any other already sanctioned FCE or with any other FCE application already on the Agenda.

Applications to host an IPC Plenary Meeting, unless no proposal to host that particular Plenary Meeting is already on the Agenda.

Nominations for awards (Gold Medal, Faust Vrancic Medal, LdaV Diploma)

Proposals to amend these Internal Regulations

- 2) In accordance with FAI By-Law 5.6.4, no final decision can be made on items that do not appear on the published agenda. For new items to be added to the agenda, at least two-thirds of the voting Delegates present in person (or represented by proxy) must agree.

3.8.4 Proxy Votes

Proxy votes are not to be considered in the determination of a quorum in sub-paragraph 3.8.1.

3.9 VOTING RIGHTS

In accordance with FAI By-law 3.3, each FAI Member shall have one vote at all types of IPC meeting, to be exercised by its Delegate. In case the Delegate is unable to exercise this right, the Alternate Delegate or appointed substitute may vote on behalf of the Delegate. If no Alternate or substitute is available or present, an FAI Member may appoint a proxy from among the other Delegates or Alternates. The voting representative of any one FAI Member may hold and exercise a proxy vote on behalf of only one other FAI Member.

Such proxy delegation of voting rights shall require written notification to the IPC President before the commencement of the Plenary Meeting and acknowledgement by the Delegate or Alternate accepting such proxy delegation.

Postal voting is not permitted.

3.10 VOTING AT MEETINGS

Voting shall take place, either by

- i) a show of hands; or
- ii) a secret vote

A vote shall be secret if requested by one Delegate. When a secret vote takes place:

- i) any ballot paper marked so that the source can be identified shall be invalid and
- ii) any unmarked ballot paper shall be counted as an abstention.

Except as provided by paragraphs 1.8.1, 3.4.1 and 3.8.3, decisions shall be taken on a simple majority vote of the Delegates present in person (or represented by proxy).

In the event of a tie in two successive votes (excluding abstentions), the matter or motion shall be considered to have been defeated, there being no majority in favour.

3.11 AMENDMENTS

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

3.12 DOCUMENTS

The Documents shall contain (but are not limited to)

- The Minutes of the Plenary Meeting
- All amended Competition Rules
- The amended Internal Regulations
- The amended Sporting Code, Section 5

If no amendments have been made, the Documents (other than the Minutes) from the previous year continue to be valid.

The Documents are to be sent to the FAI Secretariat by the IPC Secretary, Committee or Working Group Chairs (as appropriate) no later than 18 days after the adjournment of the Plenary Meeting and must be posted on the FAI Web site no later than 30 days after that adjournment.

Hard copies of the Documents will be distributed to all Delegates and NACs that have no e-mail address or upon specific request, no later than 48 days after the adjournment of the Plenary Meeting.

4. IPC BUREAU

4.1 COMPOSITION.

The Bureau will consist of: the President, the First Vice President, two Vice Presidents, the Finance Secretary and the Recording Secretary. Except as provided in subsections 5.2 and 5.3, Bureau Members may not be represented by others.

4.2 MEETINGS

The Bureau shall meet once a year immediately before the Plenary Meeting (see subsection 3.2). It may meet at other times as decided by the President or be consulted in writing or by electronic means by the President if the occasion demands it.

4.3 DUTIES AND POWERS

The Bureau shall act as a decision making body with the power to make decisions on matters that arise between Plenary Meetings. All Bureau decisions shall be made by consensus; however if no consensus can be reached the President has the right to use a majority vote to decide the issue.

4.4 AUTHORITY

The Bureau has the authority to discuss and consider:

- items arising from the FAI General Conference;
- items communicated by the Secretary General of the FAI between Plenary Meetings;
- recommendations or directions from a Plenary Meeting;
- items where time does not permit the matter to be discussed by a Plenary Meeting and where the President believes that lack of action would disadvantage the aims or objectives of the IPC;
- other items as specified in these regulations.

4.5 BUREAU QUORUM

Bureau meetings are called by the IPC President notifying all Bureau members. A quorum of the Bureau shall consist of the President together with any two Vice Presidents. No decision may be taken on any matter unless a quorum has been consulted by, or given advice to, the President.

4.6 IPC RATIFICATION

Any decision made by the Bureau is subject to ratification by the IPC and may be modified or repealed by the IPC.

4.7 TERM OF OFFICE

In accordance with FAI Statute 5.1.2.8, the term of office for the entire Bureau will be two years, with the first two year term commencing in 2008.

4.8 CISM may appoint a liaison officer, who will represent CISM at Plenary Meetings and who will have the right to attend Bureau meetings, without voting rights.

5 IPC OFFICERS

IPC Officers shall be elected or appointed in the following order:

5.1 PRESIDENT

5.1.1 Election

1. At each second Plenary Meeting after 2008 the IPC shall elect a President by a secret ballot for a two year term. The Presidential candidates shall be chosen from the Delegates by a nomination' ballot. The incumbent President is also eligible;
2. To be eligible for nomination a potential President must be fluent in English and should have an intimate knowledge of the organisation of the FAI and IPC;
3. Delegates proposed in the nomination ballot shall accept or decline their nomination;
4. Each Delegate who accepts nomination will make an oral presentation to the Plenary Meeting, to explain his qualifications and his agenda and policies if elected President of the IPC;
5. When casting a vote for the IPC presidency, Delegates should be aware that the President will be required to represent the IPC to governments and international organisations;
6. If an absolute majority (more than 50% of the votes present) is not obtained on the first ballot, a second vote shall be taken at which a plurality shall ensure election;
7. The President may be re-elected for an unlimited number of terms and shall take office upon election.

5.1.2 Duties and Powers of the President

The IPC President shall have the following powers and duties:

1. To represent the IPC;
2. To serve as FAI Vice-President and represent the IPC at the FAI General Conference and at meetings of the Air Sport Commission Presidents;
3. To convene the Plenary Meeting and Bureau meetings and ensure that IPC Committee and Working Group meetings are convened where appropriate;
4. To establish, in conjunction with the IPC Secretary, the Agenda for the Plenary Meeting;
5. To act as Chair of the Plenary Meeting and Bureau meetings and to ensure compliance with the FAI Statutes, By-Laws, Sporting Code and IPC Internal Regulations, but will not take part in any vote unless otherwise provided;
6. To prepare a yearly report on the work done by the IPC for submission to the FAI General Conference either in person or by one of the IPC Vice Presidents. He shall also submit special reports as required by the FAI General Conference or the FAI President;
7. To review the minutes of meetings as prepared by the IPC Secretary not later than 30 days after the meeting;
8. To attend, if possible, all meetings of IPC Committees and Working Groups.
9. To approve expense claims made in accordance with the IPC Expense Reimbursement Policy.

5.1.3 Representation

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

The IPC President may not be the Chair or a member of a Committee or Working Group other than the IPC World Air Games/World Games Working Group and may not be elected or appointed to any other IPC Officer position.

5.1.4 President of Honour

The IPC may confer upon an outgoing President the title of President of Honour, who, subject to agreement from the FAI Member that he represented, may attend and participate in subsequent IPC Meetings with no voting rights unless he is re-appointed a Delegate.

5.2 FIRST VICE PRESIDENT

5.2.1 Election

One First Vice President shall be elected from the Delegates in the same manner as the President, except that fluency in English may be replaced by use of an interpreter and nominees are not required to make an oral presentation to the IPC.

5.2.2 Duties

In the absence of the President at meetings of the IPC, the First Vice President shall act as Chair. The First Vice President shall continue to represent the FAI Member who appointed him Delegate unless called upon to act as President for the remainder of a term.

5.2.3 Re-election

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

5.3 VICE PRESIDENTS

5.3.1 Election

Two Vice Presidents shall be elected from the Delegates in the same manner as the First Vice President except that only a plurality of votes shall be required to ensure election and not a majority.

5.3.2 Duties

The Senior Vice President of the two shall perform the Presidential duties in the absence of the President and First Vice President. Seniority will be based on the length of time as an IPC Delegate.

The Vice Presidents shall continue to represent the FAI Member who appointed them Delegate unless called upon to act as President for the remainder of a term.

5.3.3 Re-election

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

5.4 FINANCE SECRETARY

5.4.1 Election

The Finance Secretary shall be elected in the same manner as the Vice Presidents. The Finance Secretary need not be a Delegate or Alternate Delegate to the IPC.

5.4.2 Duties

The Finance Secretary shall be responsible for the administration of the finances of the IPC, in accordance with directions from the Plenary Meeting, the Terms of Reference for the Finance Working Group and in accordance with the FAI Statutes and By-Laws. The Finance Secretary is authorised to approve expense claims in accordance with the IPC Expense Reimbursement Policy

5.4.3 Voting Rights

The Finance Secretary, if not a Delegate but elected in accordance with 5.4.1 above, will have full voting rights in Bureau affairs. If not a Delegate and appointed in accordance with 5.9.6, the Finance Secretary will have no voting rights in Bureau affairs.

5.5 RECORDING SECRETARY

5.5.1 Election

The Recording Secretary shall be elected in the same manner as the Vice Presidents. The Secretary need not be a Delegate or Alternate Delegate to the IPC.

5.5.2 Duties

The Recording Secretary will assist the IPC President in preparing the Agenda for the Plenary Meeting and shall be responsible for preparing and sending the minutes of each Plenary meeting to the President and FAI secretariat within 18 days of that meeting's adjournment. The Recording Secretary will document and publish the minutes of all Bureau meetings and all Bureau decisions made between Plenary Meetings.

5.5.3 Voting Rights

The Recording Secretary, if not a Delegate but elected in accordance with 5.4.1 above, will have full voting rights in Bureau affairs. If not a Delegate and appointed in accordance with 5.9.6, the Recording Secretary will have no voting rights in Bureau affairs.

5.6 WORLD AIR GAMES LIAISON OFFICER

The WAG Liaison Officer shall be appointed by the Bureau, subject to approval by the Plenary Meeting. The position may be held by the Chair of an IPC Competition Committee.

5.7 WORLD GAMES LIAISON OFFICER

The World Games Liaison Officer shall be appointed by the Bureau, subject to approval by the Plenary Meeting. The position may be held by the Chair of an IPC Competition Committee.

5.8 MEDIA LIAISON

The Media Liaison Officer shall be appointed by the Bureau, subject to approval by the Plenary Meeting.

5.9 Resignation

1. If an appointed Officer (5.6, 5.7, 5.8) at any time submits a resignation to the Bureau, it shall be accepted with immediate effect and the Bureau will appoint a replacement as soon as practical. The same procedure will apply if an appointed Officer is removed from the position, is permanently incapacitated or dies. The replacement is subject to approval by the IPC at the next Plenary Meeting.
2. If an elected Officer at any time submits a resignation to the Bureau, it shall be accepted with immediate effect and that Officer shall thereafter have no standing as an IPC Officer. The same procedure will apply if an elected Officer is removed from the position, is permanently incapacitated or dies.
3. If the President resigns, the 1st Vice President will assume the duties of the President until the next Plenary Meeting
4. If the 1st Vice President resigns, the senior Vice President will assume the duties of the 1st Vice President until the next Plenary Meeting
5. If a Vice President resigns, the other Vice President will assume the duties of the Vice President that has resigned until the next Plenary Meeting
6. If the Finance Secretary or Recording Secretary resigns, the Bureau will appoint a replacement to serve until the next Plenary Meeting
7. If no Bureau elections are scheduled to be held at the next Plenary Meeting, elections shall however be held at the next Plenary Meeting in accordance with this section 5 in order to fill any Bureau vacancy, caused by any resignation or consequent election, for the one year remaining of the two year term

5.10 Replacement as Delegate:

Should a Bureau Member, other than the Finance Secretary or Recording Secretary, at any time during their elected term, cease, for any reason, to be a Delegate, representing an FAI Active Member in accordance with 3.1 of the FAI By-Laws, that Bureau Member will be considered to have resigned their position and the provisions of 5.9 will apply.

If such a Bureau Member is reappointed to their original Delegate or Alternate Delegate status by the FAI Active Member before the elections called for in 5.9 take place, that Bureau Member shall resume their position with immediate effect.

6 IPC COMMITTEES

6.1 ESTABLISHMENT

The IPC shall set up Committees with permanent or temporary status, which shall have specific Terms of Reference for their work and responsibilities, which must be approved by the IPC. The Terms of Reference are attached in Annex 5.

6.2 COMPOSITION

Each IPC Committee consists of a Chair and up to eight other individuals. The number of Members (including the Chair) may not be less than five (5)

6.2.1 Eligibility

The Chair and the Deputy Chair must be a current Delegate or Alternate Delegate to the IPC. However, the President and the First Vice President may not serve as an IPC Committee Chair nor may the President be a member of an IPC Committee.

6.2.2 Limitations

A member of an IPC Committee may serve as a member of no more than two other IPC Committees. The Chair and Deputy Chair of an IPC Committee may not be the Chair or Deputy Chair of another IPC Committee

6.2.3 Members

Members, who are not Delegates or Alternate Delegates, are required, on an annual basis, to obtain approval for their appointment either from the Delegate representing their NAC or from their NAC.

6.2.4 Resignation or Removal

Should a Chair of an IPC Committee resign or cease for any reason, to be a Delegate or Alternate Delegate, as appropriate, representing an FAI Active Member in accordance with 3.1 of the FAI By-Laws, at any time during their term, the Deputy Chair will assume the duties of the Chair until the next Plenary Meeting.

6.3 CHAIR

6.3.1 Terms of Office

In accordance with FAI By-Law 3.5.1, the term of office for the Chair of an IPC Committee will be two years, concurrent with the term of office of the IPC Bureau. The Chair of an IPC Committee may be re-appointed an unlimited number of times.

6.3.2 Appointment of IPC Committee Chairs

The Chair of an IPC Committee will be proposed by the IPC Bureau to the IPC Plenary meeting for approval.

The Chair will assume the responsibilities of the position at the end of the Plenary Meeting at which the appointment is made.

6.3.3 Deputy Chair

The Chair of each IPC Committee shall appoint a Deputy Chair, who must be a current Delegate or Alternate Delegate, to act in his place should he not be present at Committee proceedings.

6.4 MEMBERS

6.4.1 The members of an IPC Committee will be selected annually by the Chair of the Committee

6.4.2 The members of an IPC Committee will be proposed by the Chair of the Committee to the IPC Plenary meeting for approval.
The members will assume their position at the end of the Plenary Meeting at which the appointment is made.

6.5 Deleted

6.6 MEETINGS AND DECISIONS

6.6.1 IPC Committees will hold meetings as provided for in their Terms of Reference.

6.6.2 Open Meetings

Open Meetings are working sessions open to IPC Delegates, Alternate Delegates, Official Observers and, if permitted by the Chair, other observers. The Chair will allow all in attendance to contribute ideas and information to the discussions.

6.6.3 Closed Meetings

Closed Meetings are Committee working sessions in which the Committee considers the views aired at Open Meetings, the views of Committee Members and makes decisions and amendments to proposals based upon the benefit to the Committee's activity or event and the benefit for sport parachuting as a whole.

6.7 THE PERMANENT IPC COMMITTEES ARE:

- 1) IPC Competition Committees:
 - a) IPC Freefall Style and Accuracy Landing Committee
 - b) IPC Formation Skydiving Committee
 - c) IPC Canopy Formation Committee
 - d) IPC Para-Ski Committee
 - e) IPC Artistic Events Committee
 - f) IPC Canopy Piloting Committee
- 2) IPC Rules and Regulations Committee
- 3) IPC Judges Committee
- 4) IPC Technical and Safety Committee

7. WORKING GROUPS

7.1 ESTABLISHMENT

The IPC may establish permanent and/or temporary Working Groups which will study and report on specific matters or proposals. A temporary Working Group will be disbanded upon completion of its assigned task.

7.1.1 A Working Group shall have specific Terms of Reference for its work and responsibilities that must be approved by the IPC. The Terms of Reference are attached in Annex 5.

7.2 COMPOSITION

(1) Each IPC Working Group, other than the IPC Media and Promotion Working Group and the IPC World Air Games/World Games Working Group, consists of a Chair and up to five other individuals.

(2) The IPC Media and Promotion Working Group consists of a Chair and up to five other members. The IPC Media Liaison Officer must be a member of this Working Group.

(3) The IPC World Air Games/World Games Working Group consists of a Chair, the Chair of each of the IPC Competition Committees that will participate in the WAG and/or World Games, together with the Chair of the Judges Committee, the WAG Liaison Officer, the World Games Liaison Officer and the Media Liaison Officer. The position of WAG Liaison Officer and the World Games Liaison Officer may each be held by the Chair of an IPC Competition Committee.

7.2.1 Eligibility

The Chair of an IPC Working Group other than the Chair of the IPC Finance Working Group and the Chair of the IPC World Air Games/World Games Working Group, must be chosen from the Delegates and Alternate Delegates to the IPC.

7.3 WORKING GROUP CHAIRS

7.3.1 Term of Office

In accordance with FAI By-Law 3.5.1, the term of office for the Chair of an IPC Working Group, other than those listed in 7.3.2 will be two years, concurrent with the term of office of the IPC Bureau. The Chair of an IPC Working Group may be re-appointed an unlimited number of times.

7.3.2 1) The IPC Finance Secretary will be the ex-officio Chair of the IPC Finance Working Group

2) The IPC President will be the ex-officio Chair of the IPC World Air Games/World Games Working Group

3) The Chair of any other IPC Working Group will be appointed by the Plenary Meeting on advice from the IPC Bureau.

Nominations shall be carried out in the same manner as for IPC Committees.

7.3.3 Deputy Chair

The Chair of each IPC Working Group shall appoint a Deputy Chair, who must be a current Delegate or Alternate Delegate, to act in his place should he not be present at Working Group proceedings.

7.4 MEMBERS

IPC Working Group Members shall be appointed in the same manner as IPC Committee members (See 6.4).

7.5 MEETINGS AND DECISIONS

The text of 6.6 shall apply, mutatis mutandis, to IPC Working Groups.

7.6 PERMANENT IPC WORKING GROUPS

The permanent IPC Working Groups are as follows:

- 1) IPC Development Working Group
- 2) IPC Media and Promotion Working Group
- 3) IPC Finance Working Group
- 4) IPC World Air Games/World Games Working Group

As a result of a decision made at the 2001 Plenary meeting, the Development Working Group has been suspended and has no activity or projects assigned to it. As a result the Working Group has no Chair and no members.

8. FINANCES

- 8.1 IPC income is derived from First Category Event sanction fees, income arising from FAI rights to International Parachuting Competitions, the IPC share of FAI income derived from FAI parachuting events and Protest fees from IPC events.
- 8.2 IPC income is deposited in Euros to the credit of the IPC in an FAI account.
NB. The FAI Parachuting Commission is not a separate legal entity.
- 8.3 The IPC Finance Secretary will present IPC accounts to the annual Plenary Meeting together with proposed budgets for the following two years. These accounts and budgets require approval from the Plenary Meeting in order to be adopted.
- 8.4 Reimbursement of expenses will be made only in accordance with the IPC Expense Reimbursement Policy Document.
- 8.5 Any proposal concerning an IPC expenditure item, submitted to the Plenary Meeting for approval, must be made in accordance with the terms and procedures described in Addendum 2 to the Terms of Reference for the IPC Finance Working Group.

9. IPC WEB SITE

- 9.1 The IPC part of the FAI Website will be administered by a person (Webadmin) appointed by the IPC Bureau.
- 9.2 FAI and Webadmin will enter into a Web Page Management Agreement, which will be signed by Webadmin, the FAI Secretary General and the IPC President.
- 9.3 A draft of the Agreement is in Annex 7.
- 9.4 The Agreement specifies the content for which Webadmin is responsible. This content is:
1. News and pictures
 2. Safety pages
 3. Competition results from the site of each FCE
 4. Webpage layout
 5. Reports on urgent matters
 6. Information on events that are not in the FAI calendar and that are not commercial in nature - the IPC bureau must be consulted in case of doubt about the latter.

LIST OF ANNEXES

Annex 1	GOLD PARACHUTING MEDAL OF THE FAI.
Annex 2	FAUST VRANCIC MEDAL OF THE FAI
Annex 3	LEONARDO DA VINCI DIPLOMA.
Annex 4A	OTTLEY SWORD TROPHIES.
Annex 4B	PATRICK DE GAYARDON TROPHY
Annex 4C	FIONA McEACHERN TROPHY
Annex 5	TERMS OF REFERENCE FOR PERMANENT IPC COMMITTEES & WORKING GROUPS
Annex 6	HOSTING AN IPC PLENARY MEETING
Annex 7	WEB ADMINISTRATION AGREEMENT

Annex 1**THE FAI GOLD PARACHUTING MEDAL**

This medal, the creation of which was accepted by the FAI on the 25th of January 1968, may be awarded annually by the FAI Parachuting Commission (IPC) for outstanding accomplishment in connection with parachuting. This could be in sport, safety, or, at the option of the IPC, for an invention.

One Medal only may be awarded annually

It may not be awarded to a Delegate or Alternate Delegate to the IPC.

The cost of the Medal is covered by revenue from a US \$10,000 fund established by Mr J.A. Istel, Honorary President of IPC.

Each year any Active Member of the FAI may submit the name of one candidate. The nomination must be in writing together with a suitably complete and detailed resume of the candidate's qualifications.

The nomination and the resume must be sent to the IPC in accordance with 3.7.3 so as to be included in the published Agenda for the Plenary Meeting. The resume must not exceed 250 words (See FAI Statutes 9.1.3.3)

The vote to award the Medal shall take place at the Plenary Meeting after a full discussion in closed session, at which the candidates may not be present. Outside observers will not be permitted to attend the discussion nor will any minutes be taken.

Each Delegate present shall have one vote. Proxy votes are not permitted. The forbidding of proxy votes and the closed discussions will ensure that the qualifications of all candidates are fully explored and understood by all Delegates prior to the casting of ballots.

The voting will be conducted, as follows:

A simple majority vote shall first be taken on whether or not to approve or recommend the award of the Gold Medal for this year. This vote will be open unless any Delegate requires a secret ballot.

If the result of this vote is positive and there is only one candidate, the Gold Medal will be awarded to this candidate. If there is more than one candidate under consideration, a secret ballot shall be held to determine the recipient of the Gold Medal. The Gold Medal will be awarded to the candidate who obtains a simple majority.

Annex 2**FAUST VRANCIC MEDAL**

This medal, the creation of which was accepted by the FAI in October 2001, is awarded by the FAI Parachuting Commission (IPC) for technical achievement or innovation in connection with parachuting.

One Medal only may be awarded annually.

It may not be awarded to a Delegate or Alternate Delegate to the IPC.

The cost of the Medal is covered by the Croatian Aeronautical Federation, which is responsible for the manufacture and engraving of any Medal to be presented.

Each year any Active Member of the FAI may submit the name of one candidate or the names of two or more candidates, who will jointly share the award. The nomination must be in writing together with a suitably complete and detailed resume of each candidate's qualifications.

The nomination and the resume must be sent to the IPC in accordance with 3.7.3 so as to be included in the published Agenda for the Plenary Meeting. The resume must not exceed 250 words (See FAI Statutes 9.1.3.3).

The vote to award the Medal shall take place at the Plenary Meeting after a full discussion in closed session, at which the candidates may not be present. Outside observers will not be permitted to attend the discussion nor will any minutes be taken.

Each Delegate present shall have one vote. Proxy votes are not permitted. The forbidding of proxy votes and the closed discussions will ensure that the qualifications of all candidates are fully explored and understood by all Delegates prior to the casting of ballots.

The voting will be conducted, as follows:

A simple majority vote shall first be taken on whether or not to approve or recommend the award of the Medal for this year. This vote will be open unless any Delegate requires a secret ballot.

If the result of this vote is positive and there is only one candidate, the Faust Vrancic Medal will be awarded to this candidate. If there is more than one candidate under consideration, a secret ballot shall be held to determine the recipient of the Faust Vrancic Medal. The Faust Vrancic Medal will be awarded to the candidate who obtains a simple majority.

Annex 3**THE LEONARDO DA VINCI PARACHUTING DIPLOMA**

This Diploma was created in 1970 by the FAI. One Diploma may be awarded each year to a person who has achieved one of the following criteria:

1. Been at least twice an Individual Champion or a Member of a Champion Team at a First Category Event
2. Established at least three World Parachuting Records;
3. Have been at least three times an FAI/IPC Official at a First Category Event (Chief Judge, FAI Parachuting Judge, FAI Controller, International Jury Member or any combination thereof)
4. Have been at least three times a Competition Director at a First Category Event
5. Have been for at least six years the Chair of an IPC Committee (IPC Internal Regulations 6.7) or an IPC Bureau Member or any combination thereof.

One Diploma only may be awarded annually

Each year any Active Member of the FAI may submit the name of one candidate. The nomination must be in writing together with a suitably complete and detailed resume of the candidate's qualifications.

The nomination and the resume must be sent to the IPC in accordance with 3.7.3 so as to be included in the published Agenda for the Plenary Meeting. The resume must not exceed 250 words (See FAI Statutes 9.1.3.3)

The vote to award the Diploma shall take place at the Plenary Meeting after a full discussion in closed session, at which the candidates may not be present. Outside observers will not be permitted to attend the discussion nor will any minutes be taken.

Each Delegate present shall have one vote. Proxy votes are not permitted. The forbidding of proxy votes and the closed discussions will ensure that the qualifications of all candidates are fully explored and understood by all Delegates prior to the casting of ballots.

The voting will be conducted, as follows:

A simple majority vote shall first be taken on whether or not to approve or recommend the award of the Diploma for this year. This vote will be open unless any Delegate requires a secret ballot.

If the result of this vote is positive and there is only one candidate, the Diploma will be awarded to this candidate. If there is more than one candidate under consideration, a secret ballot shall be held to determine the recipient of the Diploma. The Diploma will be awarded to the candidate who obtains a simple majority.

Annex 4**OTTLEY SWORD TROPHIES**

The Trophies were founded by Mr William H. Ottley and were accepted by the IPC in 1982. Each trophy consists of an engraved sword, mounted on a polished wooden plaque, which carries the names of the members of the winning teams in the 4 Way and 8 Way Events at the World Championships of Formation Skydiving. The trophies are presented to the winning nations at the World Championships to be in their possession until the next World Championships.

PATRICK DE GAYARDON TROPHY

The Trophy was founded in 2003 by France and accepted by the IPC in memory of Patrick de Gayardon, a parachutist who pushed the boundaries of performance and helped the sport evolve.

The Trophy is an original bronze statue designed by Serge Amoros and was cast at the Barthélémy Foundry on July 16th, 2003.

The Trophy is presented to the overall winning nation at a Mondial and will be kept in the possession of that nation until the next Mondial.

The overall winning nation is the nation with the highest aggregate point total. Points are given for each medal won by competitors of each nation; as follows:

Gold Medal	6 points
Silver Medal	4 points
Bronze Medal	2 points

All disciplines included in the Mondial are taken into consideration, except that medals won for Overall Results (Style and Accuracy and Canopy Piloting) and Team results (Accuracy) receive no points.

FIONA McEACHERN TROPHY

The Trophy was founded and presented to the IPC by the French Parachute Federation and was accepted by the IPC in 2011 to be attributed for the first time to the winners of the 2010 World Championships. It is named in memory of Fiona McEachern, Chair of the IPC FS Committee from 20xx to 2010.

The wooden trophy (60x110cms) designed by Philippe Schorno, former FS World Champion and French VFS coach, includes a metal border representing a shield supporting a 70cm sword inserted in an engraved metal capsule. The trophy is presented to the World Champion Team in Vertical Formation Skydiving to remain in their possession until the next World Championships. The winning nation will have the responsibility to attach to the trophy a metal plaque containing the name of the team and each team member.

Annex 5**TERMS OF REFERENCE FOR IPC COMMITTEES & WORKING GROUPS****TERMS OF REFERENCE FOR IPC COMPETITION COMMITTEES****1 PRINCIPLES**

Each IPC Competition Committee shall be established in accordance with the FAI Statutes and By-Laws and the Internal Regulations of the IPC.

The responsibilities and scope of work of each IPC Competition Committee shall be in accordance with the Internal Regulations of the IPC, these Terms of Reference and instructions approved by the Plenary Meeting.

2 OBJECTIVES

The objectives of each IPC Competition Committee are:

- to co-ordinate the efforts of FAI Members to further the development of the Committee's event throughout the world;
- to write and keep current the Competition Rules for its event;
- to assist and advise potential and selected Organisers of World Championships and other International Competitions of its event;
- keep the IPC informed of developments in the Committee's event;
- make recommendations to the IPC on matters pertaining to the Committee's event.

3 ORGANISATION**3.1 RESPONSIBILITY**

The IPC Competition Committees are permanent Committees established by the IPC. They report directly to the Bureau and the Plenary Meeting of the IPC and are responsible to the Plenary Meeting.

Except for the publication of press releases and statistical information, all findings, reports, recommendations and proposals of the IPC Competition Committees shall be presented to the Plenary Meeting, which shall decide on its use, distribution or publication.

3.2 COMPOSITION**3.2.1 Members**

The composition of the IPC Competition Committees will be in accordance with subsection 6.2 of the Internal Regulations.

3.2.2 Chair

Each IPC Competition Committee shall have a Chair who is appointed for a two year period by the Plenary Meeting in accordance with subsection 6.3 of the Internal Regulations. The Chair may allocate specific tasks to groups and/or individuals on a project basis.

3.2.3 Secretary

Each Competition Committee may appoint a Secretary from among its members.

3.3 AUTHORITY

Each IPC Competition Committee has the authority to collect, store and process information relevant to its event as specified in Section 4 – Areas of Work.

All IPC Members and their Delegates are obliged to provide all the information requested by an IPC Competition Committee.

4 AREAS OF WORK

Each IPC Competition Committee shall engage in and be responsible for:

- Competition Rules for its event;
- Advising Organisers and potential Organisers of World Championships and International Competitions in its event;
- Advising the Bureau on the selection of the FAI Controller for a World Championship in its event;
- Soliciting bids for future World Championships in its event;
- Analysing results and experiences from WPC's so as to recommend changes where necessary.

5 MEETINGS

Each IPC Competition Committee shall hold meetings as follows:

- An Open Meeting at the site of and during a WPC;
- A Closed Meeting immediately after a WPC;
- An Open Meeting immediately prior to the annual Plenary Meeting;
- A Closed Meeting following the Open Meeting prior to the Plenary Meeting;
- A Closed Meeting immediately after the annual Plenary Meeting.

The Closed Meeting after the Plenary is intended only for an exchange of contact addresses, phone numbers and the assignment of tasks and/or projects.

6 REPORTS

Each year, the Chair of each IPC Competition Committee shall present to the Plenary Meeting, a written Annual Report, which will give details of the Committee's work during the previous year. The report must contain all proposals and recommendations for changes (i.e. to Competition Rules, Sporting Code etc.) which will be discussed in the committee working session held immediately prior to the Plenary Meeting. The report must be submitted to the IPC Recording Secretary in accordance with paragraph 3.7.1 (i.e. no later than 60 days before the date of the meeting) so that it can be distributed with the Agenda and Notice of Meeting, which is sent out 45 days before the upcoming Plenary Meeting.

TERMS OF REFERENCE FOR THE IPC JUDGES COMMITTEE

1. PRINCIPLES

1.1 ESTABLISHMENT

These terms of reference are authorised by the Internal Regulations of the IPC, which are in turn authorised by the Statutes of the FAI (the body of fundamental laws and principles which prescribe the nature, objectives, functions and limits of FAI).

1.2 RESPONSIBILITY

The IPC Judges Committee is a permanent Committee established by the IPC. It reports directly to the Bureau and Plenary Meeting of the IPC and is responsible only to the Plenary Meeting.

Except for the publication of press releases and statistical information, all findings, reports, recommendations and proposals to the IPC Judges Committee shall be presented to the Plenary Meeting, which shall decide on its use, distribution or publication.

1.3 MANDATE

The scope of work of the IPC Judges Committee shall be in accordance with the Internal Regulations of the IPC, these Terms of Reference and instructions by an IPC Plenary Meeting.

2. OBJECTIVES

The objectives of the IPC Judges Committee are:

- To establish the Judging Procedures for each discipline in accordance with the requirements of the competition rules for that event
- To establish minimum requirements for FAI Parachuting Judge Ratings
- To develop and administer Judges Training and Evaluation Courses
- To maintain and administer the list of FAI Parachuting Judges
- To administer the list of Judges available for First Category Parachuting Events
- To advise the IPC Plenary on the selection of the Chief Judge and Chief of Judge Training for First Category Parachuting Events
- To provide a forum for the exchange of information and discussion on Judging standards, technique and procedure

3. ORGANISATION

3.1 COMPOSITION

3.1.1 Members

The composition of the IPC Judges Committee will be in accordance with subsection 6.2 of the IPC Internal Regulations.

3.1.2 Chair

The Committee is led by a Chair, who is appointed for a two year period by the Plenary Meeting in accordance with subsection 6.3 of the IPC Internal Regulations. The Chair may call on outside specialists to give advice to the Committee and may allocate specific tasks to groups and/or individuals on a project basis.

3.1.3 Secretary

The Committee may appoint a secretary from among its members.

3.2 AUTHORITY

The IPC Judges Committee has the authority to collect, store and process information relevant to its Areas of Work. All IPC Members and their Delegates are obliged to provide all the information requested by the IPC Judges Committee.

4. AREAS OF WORK

The Judges Committee shall engage in and be responsible for:

- Ensuring that the performances at FAI parachuting events and record attempts are assessed in accordance with the FAI Sporting Code General Section, FAI Sporting Code Section 5 and the relevant IPC Competition Rules
- Liaison with the IPC Competition Committees to ensure that the Competition Rules are interpreted correctly at FAI sanctioned competitions.
- The formulation of Judging methods and procedures aimed at making correct assessments of performances and displaying those assessments to competitors and spectators as soon as possible after the performance is assessed.
- The establishment of a syllabus for IPC Judge Training Courses
- Recommending to IPC Plenary Meetings, persons eligible for approval to conduct IPC Judge Training and/or Evaluation Courses and to formulate the methods and procedures of so doing.
- The maintenance and administration of the list of FAI Parachuting Judges

5 MEETINGS

The IPC Judges Committee shall hold meetings as necessary, but is required to meet at least twice immediately prior to a Plenary Meeting. The first meeting will be an Open Meeting and the second meeting will be a Closed Meeting. Any work or communications needed during the intervening year will be handled by letter, fax or electronic means.

6 REPORTS

Each year, the Chair of the Judges Committee shall present to the plenary meeting an Annual Report, which will give details of the Committee's work during the previous year. The report must contain all proposals and recommendations for changes (i.e. to the Competition Rules, Sporting Code, etc) which will be discussed in the Committee working session held immediately prior to the Plenary meeting. The report must be submitted to the IPC Recording Secretary in accordance with paragraph 3.7.1 (i.e. no later than 60 days before the date of the meeting) so that it can be distributed with the Agenda and Notice of Meeting, which is sent out 45 days before the upcoming Plenary meeting.

TERMS OF REFERENCE FOR THE IPC TECHNICAL AND SAFETY COMMITTEE

1. PRINCIPLES

1.1 ESTABLISHMENT

These Terms of Reference are authorised by the Internal Regulations of the IPC, which are in turn authorised by the Statutes of FAI (the body of fundamental laws and principles which prescribe the nature, objectives, functions and limits of FAI).

2. OBJECTIVES

The objectives of the IPC Technical and Safety Committee are:

- To co-ordinate FAI Member countries' activities to further the development of the technical and safety aspects of parachuting throughout the world.
- To promote international standards and medical requirements for sport parachuting.
- To assemble, analyse and disseminate such information and statistics on parachuting activities in the FAI Member's countries as can contribute to the improvement of equipment, training methods and to parachuting safety.
- To provide a forum for the exchange of information and discussion of mutual parachuting safety problems.

3. ORGANISATION

3.1 RESPONSIBILITY

The IPC Technical and Safety Committee is a permanent committee established by the IPC. It reports directly to the Bureau and Plenary Meeting of the IPC and is responsible only to the Plenary Meeting.

Except for the publication of statistical information (paragraph Authority), all findings, reports, studies, recommendations and proposals of the IPC Technical and Safety Committee shall be presented to the Plenary meeting, which decides on its use, distribution or publication.

3.2 COMPOSITION

3.2.1 Members

The composition of the IPC Technical and Safety Committee will be in accordance with subsection 6.2 of the Internal Regulations.

3.2.2 Chair

The Committee is led by a Chair who is appointed for a two year period by the Plenary meeting in accordance with subsection 6.3 of the Internal Regulations.

The Chair may call on outside specialists to give advice to the Committee. Also, he may allocate specific tasks to groups and/or individuals on a project basis.

3.2.3 Secretary

The Committee may appoint a Secretary from among its members.

3.3 AUTHORITY

The IPC Technical and Safety Committee has standing authority to collect, store and process data and information relevant to parachuting safety as specified in paragraph 4 (Areas of Work). All IPC Members and their Delegates are obliged to provide all data requested by the Committee. The Technical and Safety Committee has standing authority to publish such statistical information as it deems relevant to the promoting of parachuting safety, within the limitations given below under paragraph 5.1.4 (Restrictions). The role of the Committee is advisory. It is recognised that final responsibility for parachuting safety lies with the national authorities in each country, and that these are different institutions in different countries.

Any recommendation issued by the IPC on proposal from the IPC Technical and Safety Committee may, if exceeding the scope of the Sporting Code, be applied in each FAI Member country only if it is not in conflict with the national regulations in the respective countries.

It is also recognised that some countries categorise parachute equipment as aeronautical devices subject to airworthiness regulations, certification procedures and/or manufacturing standards based on ICAO Annex 8.

The IPC and the IPC Technical and Safety Committee will take this into consideration in their efforts to develop international equipment standards and will co-operate with relevant international organisations in this respect.

4 AREAS OF WORK

The areas of work within which the IPC Technical and Safety Committee shall engage itself, comprise the following subjects, world wide:

- Parachuting safety regulations and legislation.
- Parachuting incidents/accidents/fatalities.
- Parachute development, design and theory.
- Parachute equipment and components including automatic activation devices.
- Materials and methods utilised in parachute equipment manufacturing
- Parachute equipment testing methods and test equipment.
- Parachute equipment manufacturing standards.
- Parachuting techniques and training methods for parachutists.
- Technical, medical and/or psychological research and studies relevant to parachuting.

Notwithstanding the fact that the IPC authority is limited to sport parachuting, the IPC Technical and Safety Committee shall also monitor the development of and utilise available information on professional and military parachuting and monitor any interaction between these and sport parachuting.

5 WORKING METHODS

The IPC Technical and Safety Committee may work by:

- assembling, storing and processing data and information within its area of work,
- evaluating developments in parachuting safety based on the data and information obtained,
- producing analyses and recommendations to the IPC Plenary session,
- publishing parachuting safety statistics as described in paragraph 6 (Standard Reports)

The Committee will require substantial outside support in order to perform its tasks. Extensive use of task allocation on a project by project basis to outside groups or individuals is encouraged.

5.1 DATA AND INFORMATION

5.1.1 Data collection

The IPC Technical and Safety Committee shall assemble data and information within its areas of work from the following sources:

- FAI Members, primarily through the IPC Delegates.
- International organisations.
- The parachute equipment industry.
- Such military sources as may be available.
- Relevant publications.

5.1.2 Information storage

The Committee Secretary is responsible for the appropriate storage of the information assembled by the Committee. All original documentation and reference material shall be stored in one location.

5.1.3 Information processing

The Committee shall use standard commercially available micro-computer software in their processing of all statistical data assembled regarding incidents/accidents/fatalities.

The Committee shall develop a standard format of parachuting statistics adequate for evaluating sport parachuting safety development trends, adapted to the same micro-computer program as above.

The above program, format and data shall be made available to interested IPC Members in a standard electronic storage form and distributed on request at a charge to be fixed by the Committee.

5.1.4 Restricted material

All unprocessed incident/accident/ fatality data reported to or collected by the Committee shall be regarded as restricted material. All processed statistical information for distribution or publishing shall be presented in aggregate form. The Committee will not publish any fatality statistics that may identify or could be attributed to any particular country.

Any classified or otherwise restricted material or information placed at the disposal of the Committee, and any material that has been given in confidence, shall be handled according to the restrictions specified by the information source.

Access to restricted material is limited to IPC Technical and Safety Committee members, to specialists called on by the Committee Chair, and to the members of the IPC Bureau.

Restricted material shall be stored in an adequate manner, and is not to be published or distributed in any form, nor shall it wholly or partly be placed at the disposal of any media.

5.2 INTERNATIONAL TECHNICAL CONGRESSES

For the purpose of providing a forum for exchange of information, discussion and direct contact with the parachuting community, the Committee shall arrange for International Technical Congresses.

5.2.1 Congress Topics

An International Technical Congress shall have, as its aim, treatment of the following topics:

- Parachuting safety development
- Parachute equipment technology.
- Parachuting training methods.
- Technical, medical and/or psychological research relevant to parachuting.

5.2.2 Organisers

International Technical Congresses shall be organised by FAI Members based on bids. The acceptance of bids is made by the Plenary Meeting based on the recommendations of the IPC Technical and Safety Committee. In order to be valid, binding bids including costs must be in the hands of the Committee Chair at least 3 months before the Plenary Meeting.

In co-ordination with the IPC Technical and Safety Committee, the organiser shall promote of the International Technical Congress with the aim of obtaining as wide a participation as possible by FAI Members, equipment manufacturers, public authorities and performers in both the sport and the professional sectors.

The organisers of the immediate past and future International Technical Congresses shall each appoint a representative to act as a specialist adviser to the Safety Committee until the next International Technical Congress.

5.2.3 Congress reports and recommendations

The organiser of an International Technical Congress is responsible for producing a Congress Report containing the working documents of the Congress, minutes of proceedings including eventual working group meetings, lecture manuscripts and any other documentation presented at the Congress. All the above documentation is subject to the publication limitations set out in paragraph 5.1.4 (Restrictions).

The Congress Report shall be distributed to all Congress participants, to all IPC Members and to the FAI Secretariat.

Any recommendation or statement that an International Technical Congress may find it appropriate to make, shall firstly be addressed to the IPC Technical and Safety Committee which shall process it for presentation to the next Plenary Meeting before any publication or distribution.

6 MEETINGS

The IPC Technical and Safety Committee shall hold meetings as necessary, but is required to meet at least twice immediately prior to a Plenary Meeting. The first meeting will be an Open Meeting and the second Meeting will be a Closed Meeting. Any work or communication needed during the intervening year will be handled by letter, fax or electronic means.

7. STANDARD REPORTS

7.1 ANNUAL REPORT

Each year the IPC Technical and Safety Committee shall submit to the IPC an Annual Report evaluating and commenting on the development of parachuting safety world wide, detailing work completed during the year and work in progress.

In addition, the Annual Report may include any safety matters that the Committee deems relevant. The Annual Report shall not contain statistical data other than those required to illustrate specific safety matters.

The Annual Report of the Committee must be submitted to the IPC Recording Secretary in accordance with paragraph 3.7.1 (i.e. no later than 60 days before the date of the meeting) so that it can be distributed with the Agenda and Notice of meeting, which is sent out 45 days before the upcoming Plenary Meeting.

7.2 SAFETY INFORMATION BULLETIN

Separately from the Annual Report, the Committee shall produce an Annual Safety Information Bulletin, containing the latest available updated statistical information on parachuting safety. As a minimum it shall contain fatality statistics in three-year averages.

All material to be published in the Safety Information Bulletin is subject to the publication limitations set out in paragraph 5.1.4 (Restrictions).

The Safety Information Bulletin shall be distributed by the Committee to all specialist parachuting publications and aviation publications that regularly include parachuting subjects, world wide according to the IPC International Publications List.

TERMS OF REFERENCE FOR THE IPC RULES AND REGULATIONS COMMITTEE

1. PRINCIPLES

1.1 Establishment

The IPC Rules and Regulations Committee shall be established in accordance with the FAI Statutes and By-Laws and the Internal Regulations of the IPC.

The responsibilities and scope of work of the IPC Rules and Regulations Committee shall be in accordance with the Internal Regulations of the IPC, these Terms of Reference and instructions having been approved by the Plenary Meeting.

2. OBJECTIVES

The objectives of the IPC Rules and Regulations Committee are:

- to keep current Section 5 of the FAI Sporting Code;
- to co-ordinate input to the FAI Sporting Code by the Competition Committees;
- to keep current the IPC Internal Regulations
- to keep current the IPC Jury Handbook, the IPC FAI Controller Handbook, the IPC Medal Policy and the IPC FCE Application Document
- to create and maintain, with FAI assistance, an IPC historical archive and a web page to contain it

3. ORGANISATION

3.1 RESPONSIBILITY

The IPC Rules and Regulations Committee is a permanent committee established by the IPC. It reports directly to the Bureau and Plenary Meeting of the IPC and is responsible only to the Plenary Meeting.

All recommendations and proposals of the IPC Rules and Regulations Committee shall be presented to the IPC Plenary Meeting.

3.2 COMPOSITION

3.2.1 Members

The composition of the IPC Rules and Regulation Committee will be in accordance with subsection 6.2 of the Internal Regulations

3.2.2 Chair

The Committee is led by a Chair who is appointed for a two year period by the Plenary meeting in accordance with subsection 6.3 of the Internal Regulations.

The Chair may call on outside specialists to give advice to the Committee. Also, he may allocate specific tasks to groups and/or individuals on a project basis.

3.2.3 Secretary

The Committee may appoint a Secretary from among its members.

3.3 AUTHORITY

The IPC Rules and Regulations Committee has standing authority to collect, store and process data and information relevant to parachuting regulation as specified in paragraph 4 (Areas of Work).

4 AREAS OF WORK

The IPC Rules and Regulations Committee areas of work shall comprise:

- IPC parachuting regulations and legislation;
- Presentation of the annual amendments to all IPC documents under its control;
- Preparation every year of a current complete edition of the FAI Sporting Code, Section 5, which includes all current amendments;
- Preparation every year of a current complete edition of the IPC Jury Handbook, the IPC FAI Controller Handbook, the IPC Medal Policy and the IPC First Category Event Application Document;
- Ensuring that IPC publications are in accordance with the FAI Statutes, By-Laws, Sporting Codes and other publications;
- Where the IPC wishes to promulgate a regulation which is contrary to FAI legislation, preparing the necessary submission to the appropriate FAI body to have it consider changing the said legislation;
- advising the IPC on all matters of parachuting regulation and legislation.

5. WORKING METHODS

The IPC Rules and Regulations Committee may work by:

- assembling, storing and processing data and information within its area of work;
- evaluating parachuting regulation based on the data and information available from all available sources;
- producing necessary amendments to the FAI Sporting Code, Section 5 together with support documents to show why the change/s should be made;
- liaison with the Competition Committee Chairs to co-ordinate their regulatory work; and
- producing recommendations to the Plenary Meeting.

6. MEETINGS

The IPC Rules and Regulations Committee is required to meet at least twice immediately prior to a Plenary Meeting. The first meeting will be an Open Meeting and the second meeting will be a Closed Meeting. Any work or communication needed during the intervening year will be handled by letter, fax or electronic means.

7. REPORTS

Each year, the Chair of the IPC Rules and Regulations Committee shall present to the Plenary Meeting a written Annual Report, giving details of the Committee's work during the previous year. The report must contain details of all proposals and recommendations requiring a Plenary Meeting decision. The report must be submitted to the IPC Recording Secretary in accordance with paragraph 3.7.1 (i.e. no later than 60 days before the date of the meeting) so that it can be distributed with the Agenda and Notice of Meeting that is sent out 45 days before the upcoming Plenary Meeting.

TERMS OF REFERENCE FOR THE IPC DEVELOPMENT WORKING GROUP

1. PRINCIPLES

1.1 ESTABLISHMENT

These Terms of Reference are authorised by the Internal Regulations of the IPC, which are in turn authorised by the Statutes of FAI (the body of fundamental laws and principles which prescribe the nature, objectives, functions and limits of FAI).

2. RESPONSIBILITY

The IPC Development Working Group is a permanent Working Group established by the IPC. It reports directly to the Bureau and Plenary Meeting of the IPC and is responsible only to the Plenary Meeting.

3. MANDATE

The scope of the work of the IPC Development Work Group shall be in accordance with the Internal Regulations of the IPC, these Terms of Reference and instructions by a Plenary Meeting.

4. OBJECTIVES

The objectives of the IPC Development Working group are to:

- Advise the IPC on planning the future development of sport parachuting as an international entity;
- Advise the IPC on ways and means to develop international sport parachuting into a valuable product sought after by global media and entrepreneurial events promoters;
- Advise the IPC on methods and strategies to have sport parachuting included as an event in the Olympic Games;
- Provide a forum for the exchange of information and discussion as to the desired aims and objectives of the IPC.

5. ORGANISATION

5.1 COMPOSITION

5.1.1 Members

The composition of the IPC Development Working Group will be in accordance with section 7 of the Internal Regulations.

5.1.2 Chair

The Working Group Chair is appointed for a two year period in accordance with subsection 7.3 of the Internal Regulations.

The Chair may call on outside specialists to give advice to the Working Group. The Chair may also allocate specific tasks to groups and/or individuals on a project basis.

5.1.3 Secretary

The Working Group may appoint a Secretary should it so desire.

6. AREAS OF WORK

The areas of work within which the IPC Development Working Group shall engage itself, comprise the following subjects, world wide:

- Future directions of all aspects of sport parachuting.
- Development of the goals of the IPC
- Development of alternative plans and strategies to reach IPC goals

Notwithstanding the fact that the IPC authority is limited to sport parachuting, the IPC Development Working Group shall also monitor the development of and utilise available information from other international sporting bodies.

7. MEETINGS

The IPC Development Working Group will hold meetings as necessary, but is required to meet at least twice immediately prior to the Plenary Meeting. The first meeting will be an Open Meeting and the second meeting will be a Closed Meeting. Any work or communication needed during the intervening year will be handled by letter, fax or electronic means

8. REPORTS

Each year, the Chair of the IPC Development Working Group shall present to the Plenary Meeting a written Annual Report, giving details of the Working Group's work during the previous year. The report must contain all proposals and recommendations requiring a Plenary Meeting decision. The report must be submitted to the IPC Secretary in accordance with paragraph 3.7.1 (i.e. no later than 60 days before the date of the meeting) so that it can be distributed with the Agenda and Notice of Meeting, that is sent out 45 days before the upcoming Plenary Meeting

TERMS OF REFERENCE FOR THE IPC MEDIA & PROMOTION WORKING GROUP

1. PRINCIPLES

1.1 ESTABLISHMENT

These Terms of Reference are authorised by the Internal Regulations of the IPC, which are in turn authorised by the Statutes of FAI (the body of fundamental laws and principles which prescribe the nature, objectives, functions and limits of FAI).

2. RESPONSIBILITY

The IPC Media and Promotion Working Group is a permanent Working Group established by the IPC. It reports directly to the Bureau and Plenary Meeting of the IPC and is responsible only to the Plenary Meeting.

3. MANDATE

The scope of the work of the IPC Media and Promotion Working Group shall be in on the short and long term strategies for the promotion of sport parachuting as an international entity;

- Advise the IPC on media strategies to have sport parachuting included as an event in the Olympic Games;
- Provide a forum for the exchange of information and discussion of media matters as they relate to furthering the aims of the IPC;
- Liaise with the IPC Development Working Group, to the mutual benefit of both working groups, in order to develop ways and means to promote parachuting as a valuable product sought after by global media and entrepreneurial event promoters.
- Increase local, regional, national and international media exposure of IPC events and activities

4. ORGANISATION

4.1 COMPOSITION

4.1.1 Members

The composition of the IPC Media and Promotion Working Group will be in accordance with section 7 of the IPC Internal Regulations.

4.1.2 Chair

The Working Group Chair is appointed for a two year period by the IPC Plenary in accordance with subsection 7.3 of the IPC Internal Regulations.

The Chair may call on outside specialists to give advice to the Working Group. The Chair may also allocate specific tasks to groups and/or individuals on a project basis.

4.1.3 Secretary

The Working Group, should it so desire, may appoint a Secretary.

4.1.4 Media Liaison Officer

The Media Liaison Officer is to be directly involved with the media activity for IPC events at a WAG, the World Games, Mondials, WPCs and other First Category Events and shall report to the Plenary Meeting on an annual basis.

5 AREAS OF WORK

The areas of work within which the IPC Media and Promotion Working Group shall engage itself, comprise the following subjects, world wide:

- Future promotion of all aspects of sport parachuting;
- Development of a media contact network for the IPC:
 - a) Development of a recording media library for use in promoting IPC activities:
 - b) Development of a photographic library for use in promoting IPC activities
 - c) Development of a hard copy final results bulletin library for use in promoting IPC activities
 - d) Coordinate with FAI HQ the activities required to develop the library of IPC Athlete Profiles.

- Via the efforts of the Media Liaison Officer (or MLO designee)
 - a) serve as the IPC's official media representative to interface with Organizers at events with IPC athletes to provide the following for news media representatives: News media releases, video news releases, digital video images and still images of IPC athletes performing in freefall and/or under canopy.
 - b) Collaborate directly with each FAI/IPC/Organizer approved production company on site and be the key link between the IPC Image Handling team and the TV production companies. The MLO will be responsible for coordinating the production companies' access to digital video images of the competition performances by IPC athletes in freefall and/or under canopy.
 - c) Be responsible for ensuring that the IPC video images for the news media and for the TV production companies are provided in a timely and mutually beneficial manner.

Notwithstanding the fact that the IPC authority is limited to sport parachuting, the IPC Media and Promotion Working Group shall also monitor the development of and utilise available information from other international sporting bodies.

6 MEETINGS

The IPC Media and Promotion Working Group will hold meetings as necessary, but is required to meet at least twice immediately prior to the Plenary Meeting. The first meeting will be an Open Meeting and the second meeting will be a Closed Meeting. Any work or communication needed during the intervening year may be handled by letter, fax or electronic means.

7 REPORTS

Each year, the Chair of the IPC Media and Promotion Working Group and the IPC Media Liaison Officer shall present to the IPC Plenary Meeting, a written Annual Report giving details of the Working Group's work during the previous year (if both positions are held by the same individual, only one report is required). These reports must contain all proposals and recommendations requiring Plenary Meeting approval. The report must be submitted to the IPC Recording Secretary in accordance with paragraph 3.7.1 (i.e. no later than 60 days before the date of the meeting) so that it can be distributed with the Agenda and Notice of Meeting, that is sent out 45 days before the upcoming Plenary Meeting.

TERMS OF REFERENCE FOR THE IPC WORLD AIR GAMES/WORLD GAMES WORKING GROUP**1. PRINCIPLES****1.1 ESTABLISHMENT**

These Terms of Reference are authorised by the Internal Regulations of the IPC, which are in turn authorised by the Statutes of FAI (the body of fundamental laws and principles which prescribe the nature, objectives, functions and limits of FAI).

2. RESPONSIBILITY

The IPC World Air Games/World Games Working Group is a permanent Working Group established by the IPC. It reports directly to the Plenary Meeting of the IPC and is responsible only to the Plenary Meeting.

3. MANDATE

The scope of the work of the IPC World Air Games/World Games Working Group shall be in accordance with the Internal Regulations of the IPC, these Terms of Reference and instructions by an IPC Plenary Meeting.

4. OBJECTIVES

The objectives of the IPC World Air Games/World Games Working Group are to:

- Ensure that the aims and goals of the IPC in the process of conducting the WAG are realised.
- Ensure that the aims and goals of the IPC in the process of conducting the World Games are realised.

5. ORGANISATION**5.1 COMPOSITION****5.1.1 Members**

The composition of the IPC World Air Games/World Games Working Group is made up of the Chair of each of the IPC Competition Committees which will participate in the WAG and/or World Games, together with the Chair of the Judges Committee, the WAG Liaison Officer, the World Games Liaison Officer and the Media Liaison Officer. The position of WAG Liaison Officer and the World Games Liaison Officer may each be held by a Chair of an IPC Competition Committee.

5.1.2 Chair

The IPC President will be the Chair of the World Air Games/World Games Working Group. The Chair may call on outside specialists to give advice to the Working Group. The Chair may also allocate specific tasks to groups and/or individuals on a project basis.

5.1.3 Secretary

The IPC Recording Secretary will be the Secretary of the World Air Games/World Games Working Group.

5.1.4 World Air Games Liaison Officer

The World Air Games Liaison Officer is responsible for all aspects of IPC involvement in the organisation and operations of the World Air Games and shall report to the Plenary Meeting on an annual basis.

5.1.5 World Games Liaison Officer

The World Games Liaison Officer is responsible for all aspects of IPC involvement in the organisation and operations of the World Games and shall report to the Plenary Meeting on an annual basis.

5.1.6 Media Liaison officer

The Media Liaison Officer is responsible for all aspects of IPC involvement with media relations for the World Air Games and the World Games and shall report to the Plenary Meeting on an annual basis

6. AREAS OF WORK

The areas of work within which the IPC World Air Games/World Games Working Group shall engage itself, comprise the following:

- Coordinate activities with the World Air Games Managing Director and each World Air Games Organizer on all matters pertaining to the IPC.
- Advise the IPC on all World Air Games matters and developments.
- Evaluate World Air Games bids as they relate to IPC goals, events and activities.
- Evaluate World Air Games sites, aircraft, accommodations, facilities etc as they relate to IPC goals, events and activities.
- Coordinate activities with the World Games Coordinating Committee and each World Games Organizer on all matters pertaining to the IPC
- Advise the IPC on all World Games matters and developments
- Evaluate World Games sites, aircraft, accommodations, facilities etc as they relate to IPC goals, events and activities.
- Coordinate activities with the news media team and TV production companies involved with each World Air Games and World Games on all matters pertaining to the IPC
- Advise the IPC on all media related matters and developments for each World Air Games and World Games.

7. MEETINGS

The IPC World Air Games/World Games Working Group will meet as necessary, but is required to meet at least twice immediately prior to the Plenary Meeting. The first meeting will be an Open Meeting and the second meeting will be a Closed Meeting. Any work or communication needed during the intervening year may be handled by letter, fax or electronic means.

8. REPORTS

Each year, the Chair of the IPC World Air Games/World Games Working Group shall present to the Plenary Meeting a written Annual Report, giving details of the Working Group's work during the previous year. The report must contain all proposals and recommendations requiring Plenary Meeting approval. The report must be submitted to the IPC Recording Secretary in accordance with paragraph 3.7.1 (i.e. no later than 60 days before the date of the meeting) so that it can be distributed with the Agenda and Notice of Meeting, that is sent out 45 days before the upcoming Plenary Meeting.

TERMS OF REFERENCE FOR THE IPC FINANCE WORKING GROUP

1. PRINCIPLES

1.1 ESTABLISHMENT

These Terms of Reference are authorised by the Internal Regulations of the IPC, which are in turn authorised by the Statutes of FAI (the body of fundamental laws and principles which prescribe the nature, objectives, functions and limits of FAI).

2. RESPONSIBILITY

The IPC Finance Working Group is a permanent Working Group established by the IPC. It reports directly to the Bureau and Plenary Meeting of the IPC and is responsible only to the Plenary Meeting.

3. MANDATE

The scope of the work of the IPC Finance Working Group shall be in accordance with the Internal Regulations of the IPC, these Terms of Reference, and instructions by an IPC Plenary Meeting.

4. OBJECTIVES

The objectives of the IPC Finance Working Group are to:

- Assist the IPC Finance Secretary in the administration of IPC finances.
- Establish and maintain procedures for the reimbursement of IPC Officers' expenses.
- Assist the IPC Finance Secretary in the preparation of budgets and accounts.
- Establish tender procedures for IPC expenditures.
- Provide a forum for the exchange of information and discussion as to the financial aims and objectives of the IPC.
- Propose amendments to and keep current the IPC Expense Reimbursement Policy Document

5. ORGANISATION

5.1 COMPOSITION

5.1.1 Members

The composition of the IPC Finance Working Group will be in accordance with section 7 of the Internal Regulations.

5.1.2 Chair

The IPC Finance Secretary is the ex-officio Chair of the IPC Finance Working Group. The Chair may call on outside specialists to give advice to the Working Group. The Chair may also allocate specific tasks to groups and/or individuals on a project basis.

5.1.3 Secretary

The Working Group may appoint a Secretary should it so desire.

6. AREAS OF WORK

The areas of work within which the IPC Finance Working Group shall engage itself, comprise the following subjects:

- Development of the financial aims and objectives of the IPC
- Liaison with the IPC Development Working Group in an effort to realise the aim of funding IPC activities from outside sources.
- Development of alternative plans and strategies to achieve IPC financial aims and objectives.

Notwithstanding the fact that the IPC authority is limited to sport parachuting, the IPC Finance Working Group shall also monitor the development of and utilise available information from other international sporting bodies and other FAI Commissions.

7. MEETINGS

The IPC Finance Working Group is required to meet at least twice immediately prior to the Plenary Meeting. The first meeting will be an Open Meeting and the second meeting will be a Closed Meeting. Any work or communication needed during the intervening year may be handled by letter, fax or electronic means.

8. REPORTS

- 1) Each year, the Chair of the IPC Finance Working Group shall present to the Plenary Meeting a written Annual Report which will include the Financial Statements (Balance Sheet and Income Statement) for the preceding calendar year, the proposed Budgets for the current calendar year and year subsequent and details of the Working Group's activity during the previous year.
- 2) The report must contain all proposals and recommendations requiring a Plenary Meeting decision. The report must be submitted to the IPC Recording Secretary in accordance with paragraph 3.7.1 (i.e. no later than 60 days before the date of the meeting) so that it can be distributed with the Agenda and Notice of Meeting, that is sent out 45 days before the upcoming Plenary Meeting.
- 3) The Plenary Meeting will be asked to approve the Financial Statements and proposed Budgets, as presented in accordance with (1) above or make changes that require Plenary Meeting approval for adoption. A Budget, once approved and adopted by the Plenary Meeting, may only be amended with approval by a Plenary Meeting.

Addendum 1 - Reimbursement of Expenses

- 1) The reimbursement of expenses will be in accordance with the IPC Expense Reimbursement Policy Document.

Addendum 2- Expenditures:

- 1) Any FAI Member, Delegate, Committee or Working Group Chair may submit a proposal to the IPC Financial Secretary for an expenditure item.
- 2) In order to be considered at a Plenary Meeting, the proposal must be received in time to be included in the Agenda material for that Plenary Meeting.
- 3) The proposal must include :
 - a full and complete description of the expenditure item
 - a full explanation of the benefits to the IPC and FAI Members
 - a full disclosure of the reasons behind the proposal and
 - a full disclosure of initial and ongoing costs.

Annex 6**Hosting an IPC Plenary Meeting**

The IPC Plenary will normally meet at FAI Headquarters, unless an absolute majority of the IPC Delegates vote to hold this meeting at another location (Internal Regulations 3.4.1 and FAI By-law 3.4.3).

Delegates, NACs or National Parachuting Associations affiliated with NACs who wish to host an IPC Plenary Meeting away from FAI Headquarters must submit a proposal to the IPC in sufficient time for inclusion in the Agenda for an IPC Plenary meeting prior to the meeting subject to the hosting proposal, so that a decision on the proposal can be made no later than the Plenary meeting held immediately prior to the meeting subject to the hosting proposal.

Before making a proposal, the potential Host should be fully familiar with the provisions of paragraphs 3.2, 3.4.2 and 3.4.3 of these Internal Regulations.

When organizing an IPC Plenary Meeting away from FAI Headquarters, there are many requirements to be satisfied and prepared for. These include, but are not limited to, communication bulletins, airport pickup and delivery service, accommodation arrangements, local transportation, meeting rooms, secretarial services, equipment for document preparation, and detailed information on international travel connections to the meeting site.

The main requirements to hold an IPC Plenary Meeting are:

1. **Main Meeting Room**
This room must accommodate up to 120 persons, have desktops or other suitable writing surface and will be used to conduct the Open Meetings held on the first three days and the Plenary Meeting on the last two days. This room must be equipped with an LCD projector.
2. **Additional Meeting Rooms**
Three additional rooms, which must accommodate up to 15 persons, must be provided and be available throughout the meeting period for committees and working groups to meet and work in. They will sometimes be needed during evenings and sometimes until late at night
3. **Technical Workroom**
This workroom should have at least one computer and a colour network printer for use by members of the committees and working groups. The computers should be PCs outfitted with updated hardware and software, including MS Word, Excel, and Adobe Acrobat. The printers should be laser jets. The computer must be connected to the Internet.
4. **Internet Connections**
The main meeting room, all auxiliary meeting rooms and the technical work room must all provide free Wireless Internet connection and access. The Organiser must make sure that the Internet Connection has sufficient capacity to provide log-on access to all persons attending all meetings on a concurrent basis
5. **Printing Room**
This room may be combined with the Technical Room. It should have one large photocopier, which must have automatic feed, preferably with capability for duplex printing, and must have a large-capacity collation function and one smaller photocopier. A minimum of 20 reams of A4 paper should be provided, with a source for additional paper on immediate stand-by. This room will also need to be supplied with typical office supplies, such as stapling machines, staple removers, scissors, glue, pens, etc.
6. **Support Personnel**
Non-technical support personnel will be needed for registration, secretarial support, etc. Technical support personnel will be needed for operating the technical equipment used during the meetings (projectors, video players, microphones, etc.) Technical support must

be on 24-hour call for maintaining and repairing all computers, network, electronic and office equipment.

7. Accommodation

If the meeting rooms are in a hotel, the hotel must be large enough to accommodate and cater for the whole group including accompanying persons and media (between 90 -130).

If the meeting rooms are in a Congress Pavilion or other place separate from the accommodation, it should be within walking distance or a shuttle bus should be provided. It would be appropriate to provide a choice of three hotels.

If the venue is a state sport centre with budget accommodation, normally all participants will stay at this facility.

8. Meals

Breakfast, lunch and coffee breaks must be included in the accommodation package offered to Delegates and Registered Observers. Depending on location, the evening meal may be included but is at the option of the host.

Accompanying Persons will only be provided with breakfast and may be provided with the evening meal, but only if it is offered to the Delegates

9. Travel Considerations

Comprehensive details must be provided for international flight connections and schedules from major cities around the world to the nearest convenient international airport and for domestic connections and schedules to the meeting site. Any local transportation arrangements must be described or the proposal must state that meeting participants are responsible for their own local transportation.

The meeting participants are all from different nations, therefore many of them will not speak the local language. If possible, either an NAC representative or a well-briefed information service person should meet Delegates at the international arrival airport to direct them to the source of local transport which will take them to the accommodation and/or meeting venue.

10. Registration Fee

The amount of the registration fee must be clearly stated in the proposal as must the exact details of what will be provided within the registration fee. It must also be clearly stated whether a late payment or registration fee is to be levied.

The accommodation package offered should be for five nights, commencing the evening before start of official committee meetings and finishing with lunch on the fifth day (when the Plenary Meeting finishes).The accommodation/registration package should have a fee for sharing a double room and a fee for a single room.

There must be an accommodation package offered for Accompanying Persons, who do not attend the meetings and do not take lunch or coffee breaks.

Information must be provided on the cost of hotel rooms for those arriving before the registration period or leaving after this.

11. Financial Matters

The registration fee will usually be paid by wire transfer to a bank. However as some countries may have problems with wire transfers, payment by credit card, money order or cash should be made available. The proposal may impose a payment deadline, after which a late payment fee may be levied. The proposal must state exactly what payment methods are allowed.

12. Hosting Agreement.

As required by 3.4.2 of these Internal Regulations, a Hosting Agreement must be prepared and signed. This will be completed if the hosting proposal is accepted, following which Euro 500 must be paid to FAI/IPC as a refundable deposit.

PROPOSAL FORM

The following form may be used as a guide, but the hosting proposal must include information and details as outlined in items 1 to 12 above. Any proposal that does not provide all necessary information or meet the requirements of all 12 items will not be considered.

Name of organization: _____

Function of organization (NAC, etc.): _____

Meeting facility: _____

City: _____

Nation: _____

Complete detailed information as required by items 1 to 12 in Internal Regulations Annex 6

Person authorizing proposal:

Name _____

Position: _____

Contact person:

Name: _____

Email: _____

Telephone: _____

Fax: _____

Street Address: _____

City: _____

Host Agreement: This constitutes a draft of the required agreement.

HOST AGREEMENT

THIS AGREEMENT is made the day of 20.....

BETWEEN : FEDERATION AERONAUTIQUE INTERNATIONALE of Maison du Sport International, Av. De Rhodanie 54, CH-1007 Lausanne, Switzerland ("FAI")

and : THE FAI PARACHUTING COMMISSION of the same address ("The Commission")

and : NATIONAL AIRSPORT CONTROL of [] OR ITS DULY APPOINTED REPRESENTATIVE ("The Organiser")

WHEREAS :

- (A) The FAI is the sole internationally recognised governing body for air sports world-wide.
- (B) The FAI Parachuting Commission is the body within FAI responsible for the organisation of the annual Plenary Meeting.
- (C) The Organiser has applied to the Commission to organise the annual Plenary Meeting in [year], commencing on [date] and ending on [date] ("the Meeting") and the Commission has agreed to appoint the Organiser to organise and host the Meeting.

NOW IT IS HEREBY AGREED as follows:

1. APPOINTMENT

FAI hereby grants to the Organiser the sole and exclusive right to host the Meeting.

2. CONSIDERATION

In consideration of FAI granting to the Organiser the right to the Organiser shall, give the undertakings, perform the obligations and comply with the terms and conditions set out in this Agreement.

3. STAGING

3.1 The Organiser shall observe all the provisions of and provide all the equipment listed in Annex 6 of the Commission Internal Regulations and shall abide by all the terms and commitments included in the accepted Bid document.

3.2 The Commission may, should it elect to do so, appoint an individual to advise the Organiser on behalf of the Commission, on all technical and administrative aspects of the Meeting, on behalf of the Commission at any stage in the organisation of the Meeting. The Organiser agrees to accept the reasonable recommendations of this person.

4. INDEMNITY

The Organiser agrees to indemnify FAI and the Commission and their members, servants and/or agents against all costs (including legal costs), claims, damages and expenses made against, incurred or paid by FAI, the Commission and/or their members, servants or agents in respect of any claims whatsoever as a result of or arising out of any breach or default by the Organiser with respect to its obligations under this Agreement.

5. MEETING DEPOSIT

The Organiser agrees to pay Euro 500, at the time the Bid to host the Meeting is accepted, in a manner acceptable to the Commission, to FAI, by way of deposit ("the Deposit").

The Deposit may be retained by the FAI if the Organiser fails to follow any of the requirements included in the IPC Internal regulations, especially Annex 6 and the terms of the Accepted Bid. The IPC Bureau will determine if the Organiser has failed in its commitments.

If the IPC Bureau determines that the Organiser has met its commitments, the Deposit will be refunded as soon as possible after the Meeting has ended.

6. TERMINATION

FAI may terminate this agreement forthwith upon notice in the event that the Organiser -

- 6.1 commits a material breach of any obligation under this Agreement which breach is incapable of remedy or cannot be remedied in time;
- 6.2 commits a material breach of any obligation under this Agreement,, and if such breach is capable of remedy fails to so remedy such breach within 28 days of receiving notice from FAI requiring remedy;
- 6.3 enters into a composition or arrangement with its creditors, has a receiver or administrator or administrative receiver appointed or becomes insolvent or unable to pay its debts when they fall due.

7. ENTIRE AGREEMENT

This Agreement, including the attached Schedule, and the IPC Internal Regulations contains the entire agreement of the parties and supersedes all other agreements between them and no variation of any of the terms or conditions of this Agreement may be made unless such variation is agreed in writing and signed by all parties to this Agreement. In the event of a conflict arising between this document and the IPC Internal Regulations, the terms of this Agreement will take precedence.

8. **GOVERNING LAW**

This Agreement shall be construed in accordance with and governed by English law and shall be subject to the non-exclusive jurisdiction of the English Courts.

9. **DISPUTE RESOLUTION**

If a dispute arises between the FAI and the Organiser (the parties) concerning their respective rights under this Agreement the parties shall each appoint a senior representative (each empowered to make binding decisions on behalf of his or her appointer) and such representatives shall meet with a view to resolving the dispute. The parties agree that the appointment of their representatives and the scheduling of meetings shall be undertaken by each of them promptly and in good faith. The parties agree to accept as final the solution agreed by these senior representatives. Nothing contained in this clause shall preclude either party from applying to a court for urgent and/or injunctive relief.

SIGNED by:

.....

For and on behalf of
**FEDERATION AERONAUTIQUE
INTERNATIONALE**
A duly authorised signatory

For and on behalf of
**FEDERATION AERONAUTIQUE
INTERNATIONALE**
A duly authorised signatory

SIGNED by:

.....

For and on behalf of
[ORGANISER]
A duly authorised signatory

For and on behalf of
[ORGANISER]
A duly authorised signatory

SIGNED by:

.....

For and on behalf of
FAI PARACHUTING COMMISSION
A duly authorised signatory

For and on behalf of
FAI PARACHUTING COMMISSION
A duly authorised signatory

Annex 7**INTERNATIONAL PARACHUTING COMMISSION****WEB PAGE MANAGEMENT AGREEMENT**

Fédération Aéronautique Internationale (FAI)
of

Maison du Sport International
Av. de Rhodanie 54
CH – 1007 Lausanne
Switzerland
and

Name of Webadmin _____

of (Address) _____

hereby agree as follows:

- A. Webadmin commits to managing the web-pages of the FAI's International Parachuting Commission (IPC) for the period January 1 to December 31, 200? in accordance with the requirements of the IPC as set out in the specification below:

News and pictures – to be updated in the competition seasons

- Competition winners and podium placings
- What is going on in [...] - a different country every month, articles and pictures under the responsibility of the chosen NAC and/or IPC Delegate
- IPC Officers and other notable personalities(names, pictures)

Safety pages

- To coordinate information coming from the Technical and Safety committee

Competition Results from the site of each FCE

- to ensure competition results are posted on the web site as soon as possible after being posted on the competition scoreboard . This will require liaison with each Chief Judge and/or the FAI Controller.

- To facilitate direct up-loading of results to web-page by appropriate persons.
- To interface with FAI in order to solve any problems that may arise
- To recover pictures from the competition to be published
- To update the web page layout when necessary.

To report on urgent matters and safeguard the continuance of the web site.

- B. Webadmin agrees that the annual fee will be set in accordance with D below and agrees to invoice FAI at quarterly intervals for his/her work.
- C. This agreement shall be automatically renewed each January 1 for periods of one calendar year unless and until terminated by either party, in accordance with E below.
- D. Each year, no later than 30 November and following consultation with Webadmin, the IPC President shall confirm in writing to Webadmin (with copies to FAI Secretariat and the IPC Treasurer) the total fee that Webadmin may charge in the following year.
- E. Either party may give 30 days' written notice of termination of this agreement at any time.

Signed: Webadmin

For FAI:....., IPC President

....., FAI Secretary General

Date.....20.....