Fédération Aéronautique Internationale

FAI Hang Gliding & Paragliding Commission

Guidelines for

Subcommittees & Working Groups

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Guidelines for CIVL Subcommittees & Working Groups

Introduction

The guidelines are intended to help ensure the work of CIVL Subcommittees (SC) and Working Groups (WG) is organised and effective between Plenary meetings with good communication with the Bureau and CIVL delegates during the year.

The Subcommittees have specific Terms Of Reference (TOR) for their work and responsibilities. The TORs are published as Annex 2 of the CIVL Internal Regulations document, which is available on the CIVL website. In addition the CIVL President and the Plenary may allocate other tasks to SCs and WGs.

Subcommittee Members

Each SC consists of a Chairman and Members who are specialists in the relevant fields. Their aim is to support CIVL and the Bureau in the matters defined by the TOR. Information on the Chairman and Members is available on the FAI/CIVL website and should be kept up to date.

Chairman

The Chairman is elected annually by the CIVL Plenary. The Chairman is responsible for the work of the SC. The Chairman should have in-depth knowledge of the SC matters, with good organisation and communication skills. He should be active in the SC field, with the time to undertake the SC work required during the year. The Chairman should normally be a CIVL delegate, but if not, must have the agreement of his NAC.

Members

Members should have knowledge and interest in the SC field. They can join the SC with agreement of the Chairman and their NAC. Members are expected to contribute to discussions during the year, and to work as a team with the Chairman on SC matters. The Chairman can limit the number of members to 7. In the case of the Sporting Code SC, the members are the chairmen of the other SCs.

Others

Other people interested in the SC matters can usually attend the SC meetings scheduled prior to the Plenary or at other times with the agreement of the Chairman. They are not considered members of the SC, but may participate in the discussions.

Meetings

All SCs are expected to hold meetings before or at the Plenary meetings. The Chairman can schedule other meetings if necessary.
The Chairman may choose to run ‘virtual’ meetings by email, in cases where very few Subcommittee members are able to attend physical meetings.

Voting

All participants at SC meetings have voting rights, but votes are limited to one vote for each country. There is no provision for voting by proxy at SC meetings. These rules shall apply at both actual and virtual meetings.

Activity

The SC is expected to be active throughout the year (not only at the Plenary session). The Chairman should manage the FAI-hosted CIVL email list for official Subcommittee members, but may also set up an 'ad-hoc' mailing list, or forum, with other members contributing too. It is the responsibility of the Chairman to keep the President informed on the SC matters during the year.
All Subcommittee decisions and recommendations are subject to approval by the CIVL plenary meeting.

Reports

Each SC shall produce at least two written reports covering SC activity during the year. One written report should be submitted to the President before the autumn meeting of the Bureau which is usually in late October every year.
The main report is to the Plenary. It is a written report and includes the activity since the last Plenary, and includes also the meeting minutes of the SC meeting of the Plenary session. The Chairman of the SC presents the written report to the Plenary. In addition, when any virtual meeting of the SC has been held, the Chairman shall forward the meeting minutes to the CIVL Secretary for distribution to Bureau members.

Standard 'Report to Plenary' Template

This report should include a brief summary of Subcommittee activity during the year, highlights (not minutes) of the last Subcommittee meeting, and an outline of planned activity for the coming year.

Subcommittee or Working Group:	Date:
Name:	

Summary of subcommittee activity since the last Plenary:
Summary of recommendations/proposals/actions at last SC meeting:
Outline of planned activity for the coming year:
Issues of particular concern requiring action or response from others:

Standard 'Interim Report to Bureau' Template

This report should include a brief summary of Subcommittee activity since the last Plenary, highlighting issues raised, resolved and outstanding. It should also include an outline of planned activity for the coming months prior to the next Plenary.

Subcommittee or Working Group:	Date:
Name:	Confidential to Bureau? Y / N

Summary of subcommittee activity since the last Plenary:
Issues requiring response or guidance from the Bureau:
Issues to be addressed between now and the next Plenary: