



The Association coordinating Regulatory Matters for European National Aero Clubs and Associations of the Fédération Aéronautique Internationale and Member States of the European Civil Aviation Conference

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## ORGANIZATION MANUAL OF EUROPE AIR SPORTS.

### A--Strategic introduction

#### 1. Main objective of the Association

Obtaining a regulatory environment in Europe that enables a safe and an operationally, socially and economically acceptable development of air sports and recreational aviation in and across the Member-States.

#### 2. Main tasks of the Association

- a. Establishing general policy opinions and positions for a preferred regulatory situation, based on a proper understanding and coordination of members' concerns and interests;
- b. Establishing effective contacts and working relations with regulatory authorities and institutions in Europe, including membership of influential bodies;
- c. Representing opinions effectively and robustly, if necessary by political lobbying,
- d. Monitoring developments in the regulatory environment in Europe with respect to aviation, sports and related areas that have a direct, indirect or potential impact on air sports and recreational aviation;
- e. Assessing, evaluating and researching developments to establish a proper response;
- f. Submitting the responses at the proper place and in time and following up to ensure acceptance and implementation;
- g. keeping the Members fully informed.

#### 3. Main instruments of Europe Air Sports (*EAS*)

- a. The Statutes and Organization Manual (OM)  
defining the main objective/tasks, responsibilities, duties and way of working.
- b. Position Papers (PP) and Policy Statements (PS).  
PS is a formal policy or position on a technical matter, as such approved by the BD or GM. PP is a formal position of a WP on a technical matter, not being a PS
- c. General Meeting (GM)  
top-level policy making body of MR representatives, electing the Board and approving the financial management. Meeting once a year (April), reviewing management and the policy decisions.
- d. Board (BD)  
managing body of the *EAS*. Representing *EAS*, directing the general policy, carrying out the financial management, organizing and supervising the activities and ensuring the quality of the output.
- e. Advisor to the Board (AB)  
representatives elected from MR-organizations, attending BD-meetings and participating in BD discussions without voting rights

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- f. Secretary-General (SG)  
administering the *EAS* secretariat as focal point for the internal and formal external relations. He supports the BD in its functioning.
  - g. Programme Manager (PM)  
managing the work programme to achieve the objectives and the information required to carry out the work programme
  - h. Representative (RP)  
representative for *EAS* in a working or policymaking group of a European authority or institute, admissible for representatives of recognized European organizations,
  - i. Officers  
denomination of the group of BD, WPC, TO, SG, PM, RP
  - j. Technical Conference (TC)  
coordinating and exchanging information on technical matters, and agreeing on formal positions, if and as needed
  - k. Working Party (WP) and WP-Coordinators (WPC)  
The WP are set up for different sports to handle technical matters and to develop agreed positions. WP members are experts, nominated by MR's of *EAS*.  
A WPC is appointed
  - l. Technical Officers (TO)  
For common technical matters a TO is appointed

## **B--Procedures**

### **1. Board**

- consists of the President (PR), the Treasurer-General (TG) and 4 Vice-Presidents (VP).
- a. The PR chairs the BD and GM, represents *EAS* in formal occasions and sets the general direction of the management.
  - b. The TG directs the financial management, draws up the budget and presents the annual financial report.
  - c. The VP's have each a portfolio ("account", see NOTE) dealing with a certain area of interest of *EAS*. Their main task is a supervisory role over the activities with respect to that area ensuring the quality of the tasks, mentioned above.
  - d. Matters of general policy, matters that relate to more accounts or that have a substantial impact on and/or difference of opinion by members within that account, must be brought for discussion in the BD as a whole.
  - e. Advisors (AB) may be elected by the GM who attend BD meetings as observers.

**NOTE:** Currently the following accounts have been instituted

- I. Regulation.  
dealing with EASA matters (including general and financial issues), like Licensing, Airworthiness/Maintenance, Operations, Medical and Environment.
- II. Operations.  
dealing with SES/Eurocontrol and flight safety matters (including general and financial issues), like airspace structure and equipment.
- III. Commission.  
dealing with all EU matters (including general and financial issues), like Parliament, Commission, DG's and EU Sports Office.
- IV. Communication.  
dealing with all internal and external communication matters, like NAC's, Unions, WPC's and PR Plan, website, Press and Media.

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## 2. Working Party and Working Party Co-ordinator

- a. A WP can be sportsbased or project-oriented and is established when a technical matter requires a joint effort.
- b. The BD assigns a name to the WP, appoints a WPC and notifies the MR's that experts can be delegated to this WP. The WPC may also approach individuals to become a WP member on condition that no objection will be received by MR's. Special instructions are developed by the BD in consultation with the WPC. The WPC shall be confirmed in his position by the WP Members and the GM.
- c. The BD can assign an existing group or organization, appropriate to the task, as WP. In this case the delegation of experts from MR's are subject to certain requirements.
- d. A WP can only be discharged by the GM. The BD may make a proposal to this end to the GM or make the WP dormant with due notification to the MR's.
- e. Decisions on technical matters are preferably made unanimously, but if that is not possible, a decision can be taken with a majority of the members present at the meeting. If one of the members (present or absent) so requests, a vote by mail has to be carried out. If requested by one of the members, the minority opinion will be recorded formally, however not made known outside *EAS*.
- f. The responsibilities of a WP are (on own initiative or on request of the BD or PM):
  - to analyze and comment on any proposed regulation that has an impact, directly or indirectly, on the sport/project assigned to the WP,
  - to develop and initiate proposals for desired regulation or to prevent undesirable regulation,
  - to collect and maintain relevant information.
- g. The responsibilities of a WPC are:
  - to maintain adequate coordination of the activities of the WP between its members,
  - to ensure the availability of relevant information for each of the members,
  - to chair the WP meetings and ensure that preparation is adequate and timely and that minutes are made,
  - to make periodical reports on the activities, plans and results of the WP to the PM and SG.

## 3. Technical Officers

- a. A TO is an expert in a technical area that is extending over a number of WP's requiring coordination and/or technical support,
- b. The BD assigns a title to the technical area, appoints a TO and notifies the MR's. Special instructions are developed by the BD in consultation with the TO. The TO shall be confirmed in his position by the GM. A TO may call in assistance of other experts, but remains responsible for the end result.
- c. A TO can only be discharged by the GM. The BD may make a proposal to this end or make the TO dormant with due notification to the MR's,
- d. The responsibilities of a TO are:
  - to support WP's, the TC and the BD with expert advice on his technical area,
  - to analyze and comment on any proposed regulation that has an impact, directly or indirectly, on his technical area,
  - to develop and initiate proposals for desired regulation or to prevent undesirable regulation,
  - to collect and maintain relevant information
  - to make periodical reports on his activities, plans and results to the PM and SG.

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## 4. Representation.

- a. Each formal representation of *EAS* in a European consultative working or policy group must be approved by the BD and registered by the SG, who keeps a record of all formal *EAS* representations,
- b. The BD appoints a RP to each of the European consultative groups,
- c. The RP has to monitor information and developments relevant to *EAS*, act as appropriate for *EAS* interests during the meetings and prepare follow-up actions,
- d. The RP has to make a report of each meeting and submit this to the SG and PM.
- e. The RP will inform the SG about the meeting schedule of his group with an estimate of expenses involved (see par. 8 for an annual estimate).
- f. The BD sets an individual annual budget for each RP at the beginning of a year.

## 5. Secretary-General

- a. The office-address and fax/telephone/e-mail address of the SG is the official point of contact for external relations of *EAS*.
- b. The SG reviews incoming correspondence, determining in consultation with the PM, if and to which WPC or TO this should be transferred. The PM will add guidance for action, if he considers this to be appropriate.
- c. The SG will register the network of contacts in the regulatory and consultative institutions that deal with matters with respect to air sports.
- d. The responsibilities of the SG are:
  - to file documentation received and sent out by the *EAS* secretariat,
  - to manage the formal communication with external relations of *EAS*,
  - to provide administrative information on technical issues to the PM and BD,
  - to monitor the work programme of the PM for time-sensitive technical issues,
  - to distribute reports and information received from the WPC/TO/RP/BD within the *EAS* organization, as appropriate,
  - to prepare the GM and TC, and make minutes of the meetings.
  - to do the financial transfers of *EAS* as agreed with the TG
  - to keep the website up to date with relevant information
  - to maintain a register of addresses of the members, delegates and officers
  - to comply with the legal requirements of the Bank and Chamber of Commerce

## 6. Programme Manager

The PM is a professional individual, paid by contract.

The scope of the work and tasks of the PM are:

- a) Information and communications
  - Sourcing all information relevant to developments in civil aviation regulation in Europe on a timely basis, by electronic means, meetings and networking
  - Assimilating and analysing the information gathered and converting it into briefings for *EAS* BD members, TO's, WP's and MR organisations
  - Creating, developing and maintaining a network of contacts in the civil aviation and sporting aviation world in order to build a comprehensive network
  - Creating and developing an advisory service to MR bodies and officers on regulatory and civil aviation safety matters as they affect air sports in Europe.
- b) Programme management
  - Creating and managing programmes of work within the *EAS* family of volunteers, to respond to developments in aviation regulation, and co-ordinating the programmes according to planned schedules and time-scales
  - Obtaining responses from experts / BD members / WPC's / TO's etc

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- Conducting or arranging for research when required into specific regulatory topics
  - c) Policy and response drafting
    - In co-operation with TO's and WPC's, developing positions and producing draft policy papers and / or proposed responses to regulatory bodies for the BD and/or GM / TC to consider & review & where appropriate approve
    - Supporting the *EAS* "Account" responsible BD members in preparing for, and sometimes attending meetings with the regulatory authorities.

## 7. Working procedures

- a. WP's and TO's manage their own work, including scheduling of meetings, mailing, communication and administrative tasks.
- b. Copies of meeting agenda's and minutes as well as essential reports should be sent timely to the PM and SG. A status-report should be made up in time for presentation to the GM's and TC's.
- c. Out-going and incoming correspondence (letters, faxes, telephone, e-mail) will be handled directly, if this concerns routine matters or if so specified by the SG. All written or printed correspondence must be on stationary in *EAS* house style.
- d. Formal statements on matters restricted to the working area of the WP (Position Papers) to outside relations must be coordinated with the PM and SG. If either the WP or the SG/PM decides to define such a statement as a Policy Statement, then this paper must be routed through the BD and issued by the SG. Formal statements on matters extending over more WP's must be approved by the TC, and statements of a general policy nature (Policy Statements) must be approved by the GM.
- e. In case of difference of opinion by the WP, TO and/or PM/SG, the matter will be referred to and decided by the BD. The matter may be appealed to the TC.
- f. All external relations will be requested to address mail for *EAS* to the address of the SG, unless specifically agreed by this external relation, the SG and the WPC or TO to do otherwise.

## 8. Website.

- a. An *EAS* website is set up and maintained ~~on the FAI server.~~
- b. The part of the website that is generally accessible contains general information for the public (no private data of *EAS* individuals). The restricted (login) part (accessible through a user-id and password) contains all personal and organisational data relevant to the functioning of the *EAS* organisation. A file of documents is available for downloading.
- c. The website is kept up to date by the SG with regard to organisational data.
- d. The PM is responsible for the correctness of technical data

## 9. Reimbursement of expenses.

- a. WPC's, WP members, TO's, RP's and BD members will not receive any fee for their services to *EAS*. The PM is compensated according to his contract.
- b. Officers will receive reimbursement for the expenses made to attend the TC.
- c. RP's will receive reimbursement for the expenses made to attend the European consultative group.
- d. Delegates representing their MR Organization at a GM will not receive reimbursement of their travel and accommodation expenses from *EAS*

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- e. All reimbursements will be given according to the following rules:
    - transportation by the most economical means,
    - by own car at € 0,15 per km,
    - hotel accommodation not more than € 100 per night and
    - ~~no reimbursement for meals and drinks.~~
  - f. For any other reimbursement of expenses prior written approval from the PR or –by his absence- one of the VP's is required.
  - g. By the end of the year all WPC's, TO's, RP's and BD members will make an estimate of expenses for the following year, and submit to the Treasurer.

## 10. General.

- a. All BD/WPC/TO/RP's are appointed for periods of 3 years. At the end of these periods a re-appointment procedure must be followed, if continuation is desired
- b. If a WPC/TO/RP has not attended a TC for 2 consecutive meetings and/or no written or verbal information on his activities with regard to his position has been received within a period of one year, the BD will propose his discharge to the GM.
- c. All formal communication may be carried out –and is equally valid- by ordinary mail, fax and/or e-mail, unless specifically limited to communication during an actual meeting, properly convened.

(end final version, 15-10-05)