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**MEETING OF THE VATSIM EXECUTIVE COMMITTEE**  
**QUARTER 4 – 2014**  
**SATURDAY 10<sup>TH</sup> JANUARY 2015 20:00Z**  
**LOCATION: ONLINE (TEAMSPEAK)**

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**PRESENT:**

- Amir Paz (AP) – RD VATSIM Africa Middle East
- Anastasios Stefopoulos (AS) – RD VATSIM Asia
- Apostolos Damkalis (AD) – RD VATSIM Europe
- Jean-Francois Desrosiers (JFD) – Director of Strategic Development VATSIM North America
- Mark Richards (MR, Chair) – RD VATSIM Oceania
- Federico Navarro (FN) – RD VATSIM South America
- Peter Nielsen (PN) – Vice President Regions

**1. WELCOME**

Meeting Opened at 20:11 hours.

**2. APOLOGIES**

- Nicola Felini (NF) – RD VATSIM North America – Abroad and unable to attend, Jean-Francois Desrosiers has proxy on behalf of North America
- Steven Cullen (SC) – VATSIM President

**3. MINUTES OF THE PREVIOUS MEETING**

*Motion: Minutes from the previous meeting be taken as read and accepted.*

*Moved: MR. Seconded: FN. MOTION CARRIED.*

**4. MATTERS ARISING FROM THE PREVIOUS MEETING**

a. TRANSFER & VISITING CONTROLLER POLICY (NF/JFD)

- i. This is to be held over while a complete review of VATSIM CoR 1.01A is reviewed and distributed by the BoG, as there has to be a flow over into the T&VC policy.
- ii. There has been no update on these changes so this is still a work in progress.
- iii. MR outlined that when he updated the EC policies to HTML for the new Website, it was last updated in May 2009 and no policy should go six years without reviewing.

b. UPDATE ON AFRICA DIVISIONS (AP)

- i. Deon Matthews has stepped down as the Division Director for the combined Africa Division so AP continues to look for a suitable replacement.
- ii. Due to some complications the combining of the Divisions the project is progressing slower than planned and AP is still looking for personnel to assist with the Division.

c. GRP REVIEW

The proposed changes to the GRP discussed at the Q3 2014 EC meeting were suspended following feedback in the VATSIM Forums.

It was agreed that there was a still a need to reduce the number of Major Airports and Special Centres in line with the discussion at the last meeting but that we needed to take notice of the discussions from the membership.

There was a need to better track the speed that it takes Divisions (and associated ARTCCs, vACCs etc.) to process controller promotions so that VATSIM could properly gauge the expected timeframes to process these and then work with Training Directors in Divisions unable to meet the averages to improve processing time. It was acknowledged that Divisions such as VATUK had a high number of controller promotion requests and a small team of Instructors to process them so we need to find ways to assist because it was important that VATSIM maintained the enthusiasm of members wishing to control.

**ACTION: MR to discuss with VP Web Services any suggested improvements to CERT or other Web based services to better track controller promotion requests and processing time**

It was agreed that there were a significant number of Major airports that lacked complexity or significant traffic volume where no special training should be necessary for a Tower Controller to provide ATC services at. It is important the RDs should be able to justify the reasons why a Major Airport should remain listed in the GRP based on traffic volume and complexity. Divisions need to justify these reasons to their RD to arm them with the evidence.

SC has requested that all RDs meet with their Division Directors and Division Training Directors to get their views and opinions on the Major Airport and Special Centre sections of the GRP.

MR has asked that his be completed by the end of January and then the EC will meet with the BoG to draft a plan for suitable amendments.

**ACTION: All RDs to conduct a meeting of their DDs and TDs to get recommendations for proposed changes to better manage the Major Airports and Special Centres in the GRP.**

**ACTION: MR to arrange a meeting in February between the EC and BoG to finalise the changes to the GRP to take effect from 1 April 2015.**

d. *GLOBAL CHART PROJECT*

MR outlined that Daniel Rechberger's has advised him that he is putting this project on hold for now. The EC will be advised when he is able to continue.

## 5. BOARD OF GOVERNORS REPORT (PN)

- i. Daniel Gomes has been appointed as VP Membership.
- ii. Kieran Hardern has been appointed as VP Web Services.
- iii. With the new blood on the BoG, there has been huge progress on the BoG effective and motivated.
- iv. MR noted the exceptional work that Kieran Hardern has achieved in a very short time and that the new VATSIM website along with the other tools that Kieran has introduced already

have seen a modernisation and professionalism in web services.

## 6. ELECTION OF THE VATSIM EXECUTIVE COMMITTEE CHAIRMAN

Pursuant to Article 3.08 of the VATSIM Code of Regulations, there is a requirement to elect an EC Chair annually.

MR handed the chair to PN to for this section of the meeting.

***Motion: That Mark Richards be re-elected as the EC Chair for the next twelve months.***

***Moved: AD. Seconded: AP. MOTION CARRIED.***

PN handed the chair back to MR.

## 7. GENERAL BUSINESS

### a. APPROVAL FOR AN OVERLAND FSS FOR VATWA DIVISION

AS advised that there had been a steady increase in traffic in West Asia and that the Division was seeking approval for the creation of an overland FSS with the callsign of ASIA\_W\_FSS (West Asia Control) and will cover all of the Division's FIRs. The coverage area would be around 2500-3000NM<sup>2</sup>.

PN asked if a sector file had been created that covered this area and whether there was likely to be any conflict in frequencies caused by the Overland FSS. AS advised that the sector file was still a work-in-progress and that the frequency for the FSS had not been identified.

MR reminded the meeting that Overland FSS stations needed the approval of the BoG and that usually there was a three-month trial to ensure that Controllers were using the position and that there was no interference to the other controllers due to frequency conflicts.

The EC supported the recommendation for a trial once the sector file had been completed and a suitable frequency identified.

**ACTION: AS to ensure that a sector file for all controller clients is completed and that the frequency identified and circulate the information (not the sector file itself, just that it has been completed) to the EC mailing list so that PN could take the proposal to the BoG for approval for a trial.**

### b. VATSIM OCEANIA DEPUTY REGIONAL DIRECTOR

MR advised the meeting that as announced in the VATSIM forum Jeff Smith has stepped down as Oceania Deputy Regional Director. He will be advertising for a replacement DRD shortly.

### c. REGION NOTAMS

AS asked what restrictions there were on sending NOTAMs to Region Members for regional matters.

MR advised that this was withdrawn some time ago as the VATSIM domain had ended up on a number of email blacklists. MR offered to work with Kieran Hardern to identify a more robust

method for Regional Directors to be able to send NOTAMs to regional members outside of the forums.

**ACTION: MR to work with Kieran Hardern to investigate a suitable NOTAM process for Regional Directors.**

Discussion was also held over the use of Social Media and that official social media channels were not specifically covered in the definitions in the Code of Conduct.

**ACTION: MR to write to SC to recommend a suitable amendment to the CoC to cover official social media channels.**

*d. CERT UPDATE*

MR outlined that the BoG will be monitoring use of CERT more closely. It was recommended that RDs remind staff from their Regions that CERT privileges will be removed if they cannot justify why they completed actions on CERT.

*e. REVIEW OF THE TEXT ATIS POLICY*

MR outlined that when he updated the EC policies to HTML for the new Website, it was last updated in July 2006 and no policy should go 8.5 years without reviewing.

JFD outlined the suggestion from Don Desfosse (VATUSA Division Director) for suitable amendments.

The suggestion reads:

**Proposed Global Controller/ATIS Information Policy**

Effective 01 Feb 2015

Controller information is a component of published text ATIS broadcasts. Approved controller software programs format the broadcast of the Controller and ATIS Information slightly differently, but regardless of the software used, the following limitations shall apply:

For Controller Information:

1. The first line of any Controller Information may contain voice channel or network information that is either automatically inserted by the ATC software or manually entered by the controller
2. Beyond the one line of voice channel or network information, a controller shall add not more than four lines of airport operational information and each line shall be not more than 76 characters in length.
3. Controllers should be as succinct as possible and construct the Controller Information in fewer than the maximum number of characters per line allowed by this policy.
4. Information that is not permitted to be included in the Controller Information includes: Controller's name and or rating or raw METAR data that has not been decoded.

For ATIS Information:

1. ATIS information must contain only ATIS Information letter, weather, active runway, expected approach type, frequency to contact first and appropriate aviation-safety related notices to airmen (NOTAMs).
2. NOTAMs should include only information that is applicable in the VATSIM environment. Real-world NOTAMs that cannot be effectively implemented on VATSIM (e.g., lighting

- and/or equipment outages) should not be included in any ATIS information.
3. Controllers should attempt to limit the ATIS Information to as few lines as possible.

***Motion: That the suggested amendment to the Text ATIS Policy, including renaming it to Global Controller/ATIS Information Policy be approved with effect from 1 February 2015.***

***Moved: JFD. Seconded: MR. MOTION CARRIED.***

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***There being no further business, the meeting closed at 21:57z.***

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