



EGvACC

● ● ● ● ● VATSIM Egyptian vACC

CONSTITUTION



EGVACC CONSTITUTION

VERSION 2.0 | EFFECTIVE 01 JAN 2016

This document symbolizes the EGvACC Rulebook. Please make sure you read through it, as it contains important information about your rights and rules as a member of VATSIM Egypt.

Table of Contents

1. Important Notes	4
1.0 Usage Instructions	4
1.1 Definitions for terms used in this document	4
1.1.1 Active Staff	4
1.1.2 Staff Decisions	4
1.1.3 EGvACC	4
1.1.4 EGvACC Services	4
1.2 In case of conflict between organization rules	4
2. Organization	5
2.1 Purpose	5
2.2 Type and Ownership (legal-wise)	5
2.3 Type and Ownership (VATSIM-wise)	5
2.4 Material Copyrights	5
3. Membership	5
3.1 Membership levels	5
3.2 Definition of the different membership levels	6
3.2.1 Pilots	6
3.2.2 Visiting Controllers	6
3.2.3 Home Controllers	6
3.3 Start of Membership	6
3.4 Termination of Membership	6
3.5 Rights and Obligations of a Home Controller/Pilot	7
3.6 Rights and Obligations of a Visiting Controller	8
4. EGvACC Organs	8
4.1 Staff	8
4.2 Director Office (represented by ACCEG1)	9
4.3 Deputy Director Office (represented by ACCEG2)	9
4.4 Events and PR Coordination Department (represent by ACCEG3)	9
4.5 Controllers Department (represented by ACCEG4)	9
4.6 Pilots Department (represented by ACCEG5)	9

5. Controllers	10
5.1 Ratings Upgrade	10
5.1.1 Upgrade Procedures	10
5.1.2 Pilot to Controller	10
5.1.3 S1 to S2	10
5.1.4 S2 to S3	10
5.1.5 S3 to C1	10
5.2 Transferring Controllers	10
5.3 Controller-specific EGVACC services	10
5.4 Standard Operating Procedures (SOP)	11
5.5 Additional notes	11
6. Communication Methods	11
7. Constitution Amendments	11
HISTORY OF AMENDMENTS	12

1. Important Notes

1.0 Usage Instructions

This document is to be used for simulation purposes only. It should only be utilized for virtual air traffic on the VATSIM Network that EGvACC is affiliated with.

The Network, Division, and EGvACC are in no way responsible for the potentially deadly consequences of using this information in any other manner than on a virtual air traffic network.

This document is copyrighted by © EGvACC at <http://www.vateg.net>. Obtaining this document from any source other than via a page residing on <http://www.vateg.net> is prohibited.

1.1 Definitions for terms used in this document

1.1.1 Active Staff

The term 'active staff' is defined as the staff members who are available (not on leave/vacation).

1.1.2 Staff Decisions

Staff decisions are defined as decisions agreed upon by at least half of the active EGvACC Staff. In the event of a tied vote, ACCEG1 has the decisive vote. Every staff member has only one vote, even if he holds more than one staff office. Staff decisions may be made during staff meetings as long as at least half of the staff has attended, or through emails while giving a 1 week period to allow everyone to reply to it. Urgent emails can be given a 24 hours period, as long as they have been tagged as [URGENT] in their subject.

1.1.3 EGvACC

EGvACC is the VATSIM Egyptian vACC.

1.1.4 EGvACC Services

When the term 'EGvACC services' is mentioned, it refers to EGvACC's website, training material and documents and all materials produced by EGvACC.

1.2 In case of conflict between organization rules

In case of a conflict between the rules/policies in this document and the VATSIM rules/policies, the rules/policies of the division or rules/policies of the region that EGvACC belongs to, VATSIM rules/policies should always have priority, following it the region's rules/policies, the division's rules/policies and then the rules/policies in this document.

2. Organization

2.1 Purpose

EGvACC is the Egyptian representation on the VATSIM network. EGvACC has the aim of providing high quality ATC services throughout the Egyptian Airspace within the VATSIM Network, offering crucial information and help for virtual air traffic. EGvACC also provides optional training for its pilots and obligatory training for its controllers.

EGvACC and its services are NOT affiliated with the actual Cairo FIR or any governing aviation body.

2.2 Type and Ownership (legal-wise)

EGvACC is a non-monetary organization with no financial income. Membership is free at all times. EGvACC is owned jointly by its active ATC members, under the operational responsibility of its active director. It is in no way affiliated with ANY real-life organization.

2.3 Type and Ownership (VATSIM-wise)

EGvACC is a vACC under VATME (VATSIM Middle-East Division), which lies under the VATAME (VATSIM Africa and Middle East) Region.

2.4 Material Copyrights

All materials (documents, images, files, programs or similar) produced specifically for EGvACC, become the ownership of EGvACC unless specifically noted at the time the material is made available. The person providing the material shall inform EGvACC of any possible problems regarding copyright at the time the material is provided to EGvACC or as soon as this is discovered.

3. Membership

3.1 Membership levels

EGvACC recognizes the following membership levels:

- Pilot
- Visiting Controller
- Home Controller

3.2 Definition of the different membership levels

3.2.1 Pilots

Members classified as pilots are members who have Egypt as their home division on the VATSIM CERT System, and who would like to be EGvACC members. A Pilot may choose to undergo training through EGvACC. The respective training department has the final decision of accepting/denying the request, yet the decision could be overridden by a staff decision.

3.2.2 Visiting Controllers

EGvACC allows controllers from other divisions to control in the Egyptian Airspace. Controllers wishing to control in Egypt are required to submit a request to the Controllers Department. The respective training department has the final decision of accepting/denying the request, yet the decision could be overridden by a staff decision. Visiting Controller may not conduct any ATC examination for rating upgrades. Visiting Controllers does not have the right to vote, in vACC wide polls.

3.2.3 Home Controllers

Members classified as Home Controllers are members who have Egypt as their home division on the VATSIM CERT System, and who would like to control in the Egyptian Airspace. Members with talent and the desire to become Air Traffic Controllers are eligible for training in accordance with VATSIM bylaws. Controllers wishing to control in Egypt are required to submit a request to the Controllers Department. The respective training department has the final decision of accepting/denying the request, yet the decision could be overridden by a staff decision. It is the department's responsibility to update the Member status to a Home Controller.

3.3 Start of Membership

EGvACC membership begins with a member's enrolment EGvACC upon own request. Application emails should be sent to the appropriate department (controllers/pilot). An application must include all related information and in particular, an applicant must state his complete name and VATSIM ID, the applicant must also indicate which type of membership (Home Controller, Visiting Controller or Pilot) he is applying to.

Enrolment may only be denied with a valid reason, which should be presented to the EGvACC staff by the denying organ, yet the denying organ do not need to explain the reason to the applicant.

3.4 Termination of Membership

An EGvACC membership is terminated by a member's resignation or his exclusion from EGvACC. A member's resignation becomes effective with reception of the member's notice of resignation by the staff. The declaration has to be made using text form.

A member may be excluded from EGvACC by a staff decision, if the member has severely or persistently violated EGvACC or VATSIM rules. VATSIM membership remains unaffected. The decision has to be announced to all EGvACC organs. The affected EGvACC member has the right to appeal against the decision. The appeal can be only approved by a staff decision.

3.5 Rights and Obligations of a Home Controller/Pilot

Membership of EGvACC is a privilege and not a right. EGvACC staff reserves the right to refuse an application if the attitude of the applicant is considered not compatible with EGvACC and/or its division /region or VATSIM regulations.

Every EGvACC member has the right to use EGvACC services within the limits of the currently valid VATSIM and EGvACC regulations. All members are obliged to mutual consideration, esteem and respect for each other. Every member has to behave in a way that no other EGvACC or VATSIM member may be precluded or detracted from using VATSIM or EGvACC services.

A member must submit to the VATSIM and EGvACC rules, reply to all EGvACC-related mails, and to keep the EGvACC administration aware of any changes made to his email address.

By using EGvACC services, every EGvACC member agrees that his personal data are saved and processed as far as required for the use of EGvACC services.

A member's right to staff air traffic positions within the EGvACC area is ruled by the EGvACC Controllers Department.

Home controllers must control for at least twenty-five hours, quarterly (per 3 calendar months). Time spent online (Sweatbox server excluded) by EGvACC mentors and/or EGvACC examiners whilst fulfilling mentor or examiner duties also counts as active ATC time. An Observer is not an operational position and thus does not count. In case a controller is inactive or has not completed the minimum controlling hours for four consecutive calendar months, he has to consult the controllers department in order to regain controller privileges. The member will be warned after the passage of three months of inactivity and will be asked to state his situation.

Home Controllers have the right to request a leave for a maximum of two calendar months per request. An approved leave relieves the controller from the minimum controlling hours, for the requested leave months.

A member may staff an air traffic control position only if he has been rated accordingly in the respective EGvACC database. Restrictions made by VATSIM remain unaffected.

A member may be excluded from the use of all or some EGvACC services for a period of up to one month by a staff decision, if the member has violated EGvACC or VATSIM rules. If possible, the affected member shall be heard before the decision is made. The affected EGvACC member has the right to file a complaint against the decision. The cancellation of the temporary exclusion can only be done, by a staff decision.

Members are to file any complaints to the staff ONLY, to avoid public argues. Members must accept advice from more experienced members.

3.6 Rights and Obligations of a Visiting Controller

A visiting member must submit to the EGvACC and VATSIM rules, reply to all EGvACC-related mails, and to keep the EGvACC administration aware of any changes made to his email address.

A member's visiting status may be withdrawn partly or completely by staff decision at any time. The decision has to be announced to the member using text form, it must also be announced to all EGvACC organs. The affected member has the right to file a complaint against the decision. The cancellation of the temporary exclusion can only be done, by a staff decision.

A visiting member must control for at least sixteen hours, quarterly (per 3 calendar months). An Observer is not an operational position and thus does not count. In case a controller is inactive or has not completed the minimum controlling hours for four consecutive calendar months, he has to consult the controllers department in order to regain controller privileges. The member will be warned after the passage of three months of inactivity and will be asked to state his situation.

Visiting Controllers have the right to request a leave for a maximum of two calendar months per request. An approved leave relieves the controller from the minimum controlling hours for the requested leave months.

Guest members are to file any complaints to the staff ONLY, to avoid public argues. Members must accept advice from more experienced members.

4. EGvACC Organs

4.1 Staff

The staff runs regular EGvACC business conducted by the EGvACC Director. Every staff member manages his department under his own responsibility, yet the EGvACC director sets the guidelines for all departments. ACCEG1 must choose someone from the staff to be his deputy.

Staff members are the EGvACC Director (ACCEG1), the EGvACC Deputy Director (EGvACC 2), the Head of the Events Coordination Department (ACCEG3), the Head of the Controllers Department (ACCEG4) and the Head of the Pilots Department (ACCEG5).

All staff members are required to reply to all emails and attend all EGvACC meetings.

When the active staff agrees to open applications for an unoccupied position, it will be announced to all members of EGvACC through its web services. Applications will be accepted for a minimum of 7 days, starting from the day of publication.

Hiring a new staff member must be made by a staff decision. Firing a staff member needs a staff decision, while the member in question having no right to vote. The firing could also be done by the request of two-thirds of the staff.

4.2 Director Office (represented by ACCEG1)

The EGvACC Director office represents EGvACC internally and externally. When a new director is to be hired, a suitable candidate for ACCEG1 should be elected by the staff and presented to the division director to agree upon.

To be eligible for the ACCEG1 position, a member must have a controller rating (C1) and must be a former staff member.

4.3 Deputy Director Office (represented by ACCEG2)

The deputy director responsibility is to help ACCEG1 in his duties and to represent ACCEG1 when on leave or unavailable. ACCEG2 has all the authorities, rights and obligations of ACCEG1, when ACCEG1 is on leave or unavailable.

4.4 Events and PR Coordination Department (represent by ACCEG3)

The EGvACC Events and PR Coordination department is responsible for the coordination needed to create EGvACC Events or participate in a multi-vACC event. Events can only be agreed or disagreed upon through a staff decision. ACCEG3 will be required to plan events and conduct advertising. This advertising includes speaking with Arabic and English Speaking Aviation Forums and dealing with the VATSIM Main Page. Moreover, it is ACCEG3's responsibility to do all the division-related advertising and to represent EGvACC internationally.

To be eligible for ACCEG3 position, a EGvACC member must have excellent communication skills; graphics design knowledge and experience with website editing.

4.5 Controllers Department (represented by ACCEG4)

The Chief of Controllers Department is responsible for the organization and enforcement of the air traffic controller training in EGvACC. ACCEG4 has the right to allow controllers to control certain local stations, under the rules set by this constitution. ACCEG4 is also entitled to withdraw single controllers' local rating regarding particular controller positions.

To be eligible for ACCEG4 position, a EGvACC member must have a controller rating (C1) and has the motivation to have an Instructor rating (I1). The appointment and dismissal of examiners and mentors must be done by a staff decision only.

4.6 Pilots Department (represented by ACCEG5)

The pilots department is responsible for the organization of pilots and the enforcement of pilot training in EGvACC.

To be eligible for ACCEG5 position, a EGvACC member must have at least 100 VATSIM flying hours and perfects at least 1 professional aircraft.

5. Controllers

5.1 Ratings Upgrade

5.1.1 Upgrade Procedures

The first step, is submitting a request to the training department by the controller. The ATC training department has the final decision of accepting/denying the request, yet the decision could be overridden by a staff decision. If the request was accepted, the controller will undergo training by EGvACC training department. When ready, the controller will have to pass an exam, made by the EGvACC training department. If the candidate passes, he will be set up for the final practical and theoretical exams that are organized by the division that EGvACC belongs to; for final rating upgrade.

5.1.2 Pilot to Controller

At the discretion of ACCEG1 and ACCEG4, ATC students can proceed directly to Student 2 (S2) as their initial student rating. All pilots must obtain ten hours of observing, before gaining their first controllers rating.

5.1.3 S1 to S2

Controller may not apply for S2 unless he has had his S1 rating for more than thirty days and has controlled for more than thirty hours in Cairo Intl Airport (HECA) and ten hours in two any other Egyptian airports, with a maximum of 7 hours per secondary airport. After passing the division theoretical test, after the approval of ACCEG4, the controller may be allowed to control in the tower position for no more than two weeks as solo training, before his final practical exam.

5.1.4 S2 to S3

Controller may not apply for S3 unless he has had his S2 rating for more than sixty days and has controlled for more than seventy hours in Cairo Intl Airport (HECA) and thirty hours in two any other Egyptian airports, with a maximum of 20 hours per secondary airport.

5.1.5 S3 to C1

Controller may not apply for C1 unless he has had his S3 rating for more than sixty days and has controlled for more than hundred hours in Cairo Intl Airport (HECA) (as approach) and 50 hours in any other three Egyptian airports (as approach), with a maximum of 30 hours per secondary airport.

5.2 Transferring Controllers

If an Air Traffic Controller is to transfer out of EGvACC, he/she must have his/her current rank for more than ninety days, and he/she must have controlled for more than fifty hours in the Egyptian Airspace. Failure to do so will mean a revocation of current rank to the rank held prior to the ninety days period.

5.3 Controller-specific EGvACC services

All Controller-specific EGvACC services may not be distributed by any means, to anyone who is not a EGvACC Home/Visiting Controller.

5.4 Standard Operating Procedures (SOP)

All controllers must follow the general SOP and the SOP of the airfield that they are controlling, when available. If an airfield-specific SOP is not available, controllers must follow the general SOP.

5.5 Additional notes

To be authorized to control in some Egyptian airports, a controller may be asked to undergo an airport-specific examination, to make sure he understands the airport procedures. These airports include but are not restricted to Cairo (HECA), Sharm AlShiekh (HESH) and Hurghada (HEGN).

Minimum hours and rating requirements can be waived by written approval by, ACCEG1, ACCEG4 and VATME1, yet, waivers cannot be inconsistent with GRP 2.0 and the VATSIM CoC, CoR, and the regional policy of the region that EGvACC belongs to.

All Controllers must be able to provide Text and Voice instructions in English at any time – local language instructions are allowed pursuant only to real world examples and procedures.

ACCEG[XX] prefixes are for EGvACC staff only.

6. Communication Methods

No requests, decisions, document distribution, announcements or any form of official discussion could be sent or done using MSN, Yahoo, private phone calls or any other unofficial way. Such matters should only be done through emails or through the EGvACC website.

The only official communication methods that can be used internally by the staff, for staff decisions and/or discussions are emails, TeamSpeak and/or face-to-face meetings.

7. Constitution Amendments

Proposals to amend the constitution may be filed to the staff by any member and must be announced to the staff for discussion during 14 days. Afterwards all proposals shall be put to the vote amongst staff members. After approval the updated version of the constitution should be made available to the members and announced by e-mail to the members. As from its announcement the new constitution becomes active.

HISTORY OF AMENDMENTS

1- Effective January 01, 2016:

Change of all 98 incidences of the word 'VATEG' into 'EGvACC' with change of logo on the front cover and constitution version.

2- Effective September 01, 2013:

a. 2.1 Purpose

EGvACC and its services are NOT affiliated with the actual Cairo FIR or any governing aviation body.

b. 3.5 Rights and Obligations of a Home Controller/Pilot

Home controllers must control for at least ~~fifteen~~ **twenty-five** hours, ~~per calendar month quarterly~~ **(per 3 calendar months)**. Time spent online (Sweatbox server excluded) by VATEG mentors and/or VATEG examiners whilst fulfilling mentor or examiner duties also counts as active ATC time. An Observer is not an operational position and thus does not count. In case a controller is inactive or has not completed the minimum controlling hours for four consecutive calendar months, he has to consult the controllers department in order to regain controller privileges. The member will be warned after the passage of three months of inactivity and will be asked to state his situation.

c. Rights and Obligations of a Visiting Controller

A visiting member must control for at least ~~five~~ **sixteen** hours, ~~per calendar month quarterly~~ **(per 3 calendar months)**. An Observer is not an operational position and thus does not count. In case a controller is inactive or has not completed the minimum controlling hours for four consecutive calendar months, he has to consult the controllers department in order to regain controller privileges. The member will be warned after the passage of three months of inactivity and will be asked to state his situation.

d. 5.1.3 S1 to S2

Controller may not apply for S2 unless he has had his S1 rating for more than thirty days and has controlled for more than thirty hours in Cairo Intl Airport (HECA) and ten hours in two any other Egyptian airports, with a maximum of 7 hours per secondary airport. **After passing the division theoretical test, after the approval of VATEG4, the controller may be allowed to control in the tower position for no more than two weeks as solo training, before his final practical exam.**

e. The vACC name has been changed from "VATEG" to "EGvACC" and thus all mentions of "VATEG" in this document has been replace by the term "EGvACC"

- f. The staff positions has been renamed from “VATEG[X]” to “ACCEG[X]” and thus all mentions of staff positions in this document has been replaced from “VATEG[X]” to “ACCEG[X]”

3- Effective June 01, 2012:

a. **3.5: Rights and Obligations of a Home Controller/Pilot**

In case a controller is inactive **or has not completed the minimum controlling hours** for four **consecutive calendar** months, he has to consult the controllers department in order to regain controller privileges. The member will be warned after the passage of three months of inactivity and will be asked to state his situation.

Home Controllers have the right to request a leave for a maximum of two calendar months per request. **An approved leave relieves the controller from the minimum controlling hours, for the requested leave months.**

b. **3.6: Rights and Obligations of a Visiting Controller**

In case a controller is inactive **or has not completed the minimum controlling hours** for four **consecutive calendar** months, he has to consult the controllers department in order to regain controller privileges. The member will be warned after the passage of three months of inactivity and will be asked to state his situation.

Visiting Controllers have the right to request a leave for a maximum of two calendar months per request. **An approved leave relieves the controller from the minimum controlling hours for the requested leave months.**

c. **4.1 Staff**

Staff members are the VATEG Director (VATEG1), ~~the active-deputy VATEG Deputy Director~~ (VATEG 2), the Chief of the Events Coordination Department (VATEG3), the Chief of the Controllers Department (VATEG4) and the Chief of the Pilots Department (VATEG5).

d. **4.2 Director Office (represented by VATEG1)**

To be eligible for the VATEG1 position, a member must have a controller rating (C1) and must be a **former** staff member.

e. **4.3 Active Deputy Director Office (represented by VATEG2)**

~~VATEG1 must choose one of the staff members to fill the active deputy office.~~ The **active deputy director** responsibility is to help VATEG1 in his duties and to represent VATEG1 when on leave or unavailable. VATEG2 has all the authorities, rights and obligations of VATEG1, when VATEG1 is on leave or unavailable.

To be eligible for the VATEG2 position, a member must be a former staff member.

f. 6. Communication Methods

The only official communication methods that can be used internally by the staff, for staff decisions and/or discussions are emails, TeamSpeak **and/or face-to-face** meetings.

GEORGETOWN
R124 300
213 10110

© EGVACC - VATSIM EGYPTIAN VACC
WWW.VATEG.NET

BEKIN

UNRECORDED
R124 300
213 10110