



# Division Policy v.1.3

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## Section 1. Preface

### 1.1. Scope and Distribution

This document shall pilot all operations of the VATSIM Europe Division apart from the provisions in this policy. Such provisions can be made for areas where a practice or a policy is better suited to a department documentation that shall be made public.

### 1.2. Exclusion of Liability

The contents of this document is for use on the VATSIM Network only. Anything within it should not be used outside of the network.

The information published within by VATSIM Europe Division is provided without any warranty. VATSIM Europe Division accepts no responsibility for the currency, accuracy or quality of the information provided within this document.

The active version of this document should be found on the [vateud.net](http://vateud.net) website.

Should there be any conflicts between this document and a document released and maintained by the VATSIM Europe, Middle East and Africa Region or the VATSIM Board of Governors, the higher standing document shall take precedence. Such discrepancies shall be reported to the VATEUD Division Director.

The document is not controlled when distributed.

### 1.3. Record of Amendments

Revision Number	Date	Changes/affected pages	Author
0.1	TBC	Major Revision/All	Nick Marinov
0.1.1	18/03/22	Sections 5.1.b, c, d (Stage 1 feedback)	Nick Marinov
0.1.2	22/03/22	Section 5.3 (Stage 1 feedback)	Nick Marinov
0.2	30/04/22	Multiple, as per Appendix C (Stage 2 feedback)	Nick Marinov
0.2.1	02/05/22	Multiple, as per Appendix C (Stage 2 feedback)	Nick Marinov
0.3	20/07/22	Multiple (Stage 3 feedback) + BoG Feedback	Mattia Torti
1.0	01/08/22	Release to public	Mattia Torti
1.01	06/01/23	Switzerland vACC & Moldova vACC added to Appendix A	Mattia Torti
1.1	20/11/23	Added §5.1.d Amendment of §6.2b Added Lithuania "Limited" vACC to Appendix A	Mattia Torti
1.2	01/07/24	Added Slovakia vACC to Appendix A Adjusted Lithuania vACC (removed "Limited")	Mattia Torti
1.3	03/03/26	Added definition of a "mentor" as a new point 4.1.f Added point 4.1.a.(ii), appointment of Subdivision staff members	Mattia Torti

## Section 2. Abbreviations Acronyms, and Terms

### **Abbreviations:**

VATSIM Europe Division – VATEUD or “The Division”

VATSIM Europe, Middle East and Africa Region – VATEMEA

### **Terms:**

Home Member – a member whose VATSIM record is assigned to VATEUD and/or a VATEUD Subdivision

Visiting Member – a member who has controlling privileges outside of the Subdivision they are a home member in. The member’s VATSIM record can be assigned to another Subdivision within VATEUD or another division of the VATSIM Network.

Rating – a permanent controller rating as defined by the VATSIM Global Ratings Policy associated with a member’s record.

Administrative Rating – a non-permanent rating associated with a member’s record.

Home Facility – the facility to which a member’s record is assigned to on the VATSIM central database.

Subdivision – A organisational part of The Division encompassing one or more countries. Can also be found as vACC in Appendix A of this policy.

## Section 3. The Division

### 3.1. General

- 3.1.a. VATSIM Europe Division (VATEUD) is a division of the VATSIM Europe, Middle East and Africa Region (VATEMEA) on the VATSIM Network.
- 3.1.b. VATEUD encompasses the following countries, listed in alphabetical order: Albania, Andorra, Austria, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo, Latvia, Liechtenstein, Lithuania, Luxembourg, Republic of North Macedonia, Monaco, Montenegro, The Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine.
- 3.1.c. VATEUD is led by the Division Director.
- 3.1.c.(i). The Division Director is appointed and removed by the VATSIM Vice President EMEA.
- 3.1.c.(ii). The Division Director is ultimately responsible for the division. This includes the day-to-day operations of the division, appointing staff, strategical planning and representing the division before the VATSIM Vice President EMEA and the VATSIM Board of Governors.
- 3.1.c.(iii). For the purpose of fulfilling their duties as set forth by the VATSIM Vice President EMEA and section 3.1.c.(ii) of this policy, the Division Director shall delegate parts of their responsibilities to various members of staff.
- 3.1.c.(iv). The Division Director can appoint a Deputy Division Director to aid in their duties. This should be liaised with the VATSIM Vice President EMEA. The Deputy Division Director reports to the Division Director. The Deputy Division Director shall assume the responsibilities of the Division Director in their absence.
- 3.1.d. The following minimum rating requirements for staff positions within the VATEUD Division are established:
- 3.1.d.(i). Division Director – Controller 1;
- 3.1.d.(ii). Deputy Division Director – Controller 1;
- 3.1.d.(iii). Division ATC Training Director – Controller 1.
- 3.1.d.(iv). Division Membership Director – Student 3

3.1.d.(v). Division Community Director – Student 3

3.1.e.All the above rating requirements can be waived if deemed necessary.

### **3.2. Organizational Structure**

3.2.a.For the purpose of the operations of the division and in conjunction with section 3.1.c.(iii) of this policy, the following departments are created, listed in alphabetical order: ATC Training Department, Community Department, Membership Department, Web Services Department.

3.2.b.The Division Director shall appoint a Department Director for each department. The Department Directors report to the Division Director.

3.2.c.Each Department Director shall, where applicable, appoint staff members to aid them in the operations of the department.

3.2.d.The VATEUD Board is a multi-person management body within the division. The VATEUD Board is collectively responsible for the operations within the division, setting goals for the departments of VATEUD as described in section 3.2.a of this policy, receiving and actioning feedback about the operations from the vACCs within the division, overseeing Virtual Area Control Centers in their operations, noticing trends within the division and suggesting points and topics of interest, improvement and feedback to individual Subdivision Directors or delegated by individual Subdivision Directors members of staff and/or the VATEUD Executive Board, as defined in section 3.2.h of this policy. The VATEUD Board shall seek the feedback of the VATEUD Executive Board or of delegated by the VATEUD Executive Board members of staff for any projects that will have a division-wide impact.

3.2.e.The Division Director, Deputy Division Director and Department Directors shall sit on the VATEUD Board.

3.2.f. For the purpose of the operations of the division and in conjunction with section 3.1.c.(iii) of this policy the countries listed in section 3.1.b of this policy are organized into Subdivisions.

3.2.g.A list of all active Subdivisions is published in Appendix A of this policy.

3.2.h.The VATEUD Executive Board (VATEUD EB) is a multi-person management body within the division. The VATEUD EB shall monitor the operations and notice trends in the different

Subdivisions of VATEUD, monitor and give feedback on the operation of the VATEUD Board and shall be consulted about strategical pathways to be taken and executed by the VATEUD Board.

- 3.2.i. The Division Director, Deputy Division Director and each Subdivision Director shall sit on the VATEUD EB.
- 3.2.j. Only a home member of a VATEUD Subdivision can hold a staff position within the division and/or its Subdivisions.
- 3.2.k. Certain staff positions may utilize a network callsign in the format "VATEUDXX" where XX is a number. Such callsigns shall be published on the VATEUD website.
- 3.2.l. Certain staff positions within the division may require a rating as deemed appropriate by the Division Director or a delegated by the Division Director member of staff.

## Section 4. Subdivisions

### 4.1. General

- 4.1.a. Each Subdivision is led by a Subdivision Director.
  - 4.1.a.(i). Subdivision Directors are appointed by the Division Director.
  - 4.1.a.(ii). A Subdivision Director can only appoint home controllers to a staff position within its own Subdivision.
  - 4.1.a.(iii). In cases where this is required, and in conjunction with the Division Director, a vACC Director may be elected. In such cases, all candidates shall be presented by the outgoing vACC Director to the Division Director. The Division Director shall approve all those who are members in good standing and meet a standard not lower than expected from other vACC Directors within the division.
  - 4.1.a.(iv). The Division Director delegates the responsibility for the country/countries which make up each Subdivision to the respective Subdivision Director.
  - 4.1.a.(v). The Subdivision Director shall delegate parts of their responsibilities to various members of staff. The Subdivision Director is responsible for appointing members of staff in the Subdivision they lead.
- 4.1.b. Should there be a country that is not assigned to a Subdivision, the Division Director may grant an existing Subdivision temporary jurisdiction over said country. This shall be for the purpose of

integrating it into an already existing Subdivision or for mentoring and tutoring of members with the aim of establishing a new Subdivision.

- 4.1.c. Each Subdivision shall have a Subdivision Policy detailing the organizational structure and operations of the Subdivision. This policy shall be approved by the Division Director.
- 4.1.d. Subdivision Policy documents shall be written and approved only in the English language. The English version shall be the official version of the policy where any and all matters to the network are concerned. Translations can be made as required and deemed necessary by local staff. The English version of the document shall be available on the Subdivision and/or Division websites at all time.
- 4.1.e. The following minimum rating requirements for staff positions within a Subdivision are established:
  - 4.1.e.(i). Subdivision Director – Controller 1;
  - 4.1.e.(ii). Deputy Subdivision Director – Student 3;
  - 4.1.e.(iii). Subdivision Training Director/Deputy Training Director – at least one shall hold a rating of Controller 1;
  - 4.1.e.(iv). No staff changes shall be enforced as a result of the requirements set forth in section 4.1.e of this policy when it comes into force. Staff not meeting the requirements set forth on this policy at the time of it coming into force shall be fast tracked to meet said requirements.
  - 4.1.e.(v). All the above rating requirements can be waived if deemed necessary.
- 4.1.f. A Subdivision is responsible for appointing its staff members (this includes “mentors”).
  - 4.1.f.(i). A Mentor is an official training department staff member, having access to databases and member training profiles.
  - 4.1.f.(ii). In order for a mentor to be appointed, he/she has to be a home controller (not visiting) in the intended Subdivision.
- 4.1.g. A Subdivision may be registered as an organization with the local court in the respective country with the written permission of the Division Director. A list of such Subdivisions shall be maintained by the Division Director and published in Appendix B of this policy.

## 4.2. Subdivision Creation and Maintenance

- 4.2.a. Subdivisions can be created and closed by the Division Director.
- 4.2.b. To create a Subdivision, at minimum the following criteria must be met:
  - 4.2.b.(i). The Subdivision shall have a Subdivision Policy;
  - 4.2.b.(ii). The Subdivision shall have a staff team consisting of at least a Subdivision Director, Training staff. While not mandatory, it is highly encouraged for a Subdivision to have Event staff.;
  - 4.2.b.(iii). The Subdivision shall meet the requirements set forth in section 4.1.e of this policy;
  - 4.2.b.(iv). The Subdivision shall have a training programme for all VATSIM controller ratings up to and including Controller 1 (C1) and the capability to execute the prepared training programme;
  - 4.2.b.(v). The Subdivision shall present a strategic plan for development.
- 4.2.c. Should a Subdivision stop meeting the criteria set forth in section 4.2.b of this policy, the Division Director shall notify the Subdivision staff and form a working group including Subdivision members to work on a recovery plan.

## Section 5. ATC Training

### 5.1. General

- 5.1.a. The VATEUD ATC Training Department shall oversee the training in the division and shall be able to make recommendations to Subdivisions, if deemed necessary.
- 5.1.b. The VATEUD ATC Training Department shall publish a department policy on the VATEUD website. The department policy shall detail and govern the operations of the department.
- 5.1.c. Members shall receive rating progression training only in their assigned Subdivision.
- 5.1.d. All vACCs are to provide mentoring/training to all members within the vACC, independent of whether they speak the local language or not. Hence training material shall be available in English language as well (Ref. CoR 1.01A)

## 5.2. Administrative Ratings

5.2.a. Subdivision training staff may be awarded the non-permanent Instructor 1 rating for the duration of their tenure.

5.2.a.(i). Instructor 1 ratings shall not be used/connected with outside of the Subdivision the rating was awarded for.

5.2.b. Division training staff may be awarded the non-permanent Instructor 3 rating for the duration of their tenure.

5.2.b.(i). Instructor 3 ratings shall not be used/connected with outside of VATEUD.

## Section 6. Membership

### 6.1. General

6.1.a. Members wishing to assign themselves to a Subdivision shall use the platform at [members.vateud.net](https://members.vateud.net)

6.1.b. During an official event a roster may be created by local staff for the purpose of providing air traffic control services. This should be announced publicly for members to apply to control. In such a case, only rostered members shall control during the event.

### 6.2. Transferring and Visiting Controllers

6.2.a. To become a visitor within VATEUD a member shall meet the following requirements:

6.2.a.(i). 90 days shall have passed since the last permanent rating upgrade;

6.2.a.(ii). 90 days shall have passed since the last recorded transfer of home facilities;

6.2.a.(iii). 50 hours shall have been controlled with the last awarded permanent controller rating.

6.2.b. To transfer to (from another division or region) or within (another vACC) VATEUD a member shall meet the following requirements:

6.2.b.(i). 90 days shall have passed since the last permanent rating upgrade;

- 6.2.b.(ii). 90 days shall have passed since the last recorded transfer of home facilities;
  - 6.2.b.(iii). 50 hours shall have been controlled with the last awarded permanent controller rating.
- 6.2.c. The Subdivision Director and Division Director can, together, waive the requirements detailed in sections 6.2.a and 6.2.b for a reason benefiting the member's progression on the network or the Subdivision's standing.

## Section 7. Appendixes

### 7.1. Appendix A – List of active Subdivisions

Bulgaria vACC, Belux vACC, Dutch vACC, French vACC, Hellenic vACC, Latvia vACC, Polish vACC, Portugal vACC, ROVACC, TRVACC, vACC Austria, vACC Czech Republic, vACC Estonia, VACCHUN, VATADRIA, VATEir, VATITA, VATSIM Germany, VATSIM Scandinavia, VATSIM Spain, Eurocontrol vACC, Switzerland vACC, Ukraine vACC, Moldova vACC, Lithuania vACC, Slovakia vACC.

### 7.2. Appendix B – List of Subdivisions, registered with the respective local court

Austria - SUBDIVISION-Austria – Verein zur Förderung der virtuellen Luftfahrt und Flugsicherung in Österreich

Czech Republic - Simulated Aviation Association

Estonia - Estonia - VACC Estonia MTÜ (reg. nr. 80400009) - Non-profit association on VATSIM.net network, created for air traffic controllers, aviation enthusiasts and other volunteers interested in developing virtual aviation in Estonia. Registered as association related to recreational activity, entertainment, cultural activity or hobby.

Verein vACC Schweiz (vACC Switzerland Association) - Association pursuant to art. 60-79 of the Civil Code of Switzerland.