



*Fédération
Aéronautique
Internationale*

CIVL Finance Schedule

**2025-2 Edition
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1 Introduction

This is the working document compiled to centralise all CIVL prices and fees into a single document. It provides the detailed input required for the *CIVL Schedule of fees** page on the FAI website 'Commission Schedule of Fees'.

Some prices and fees require the CIVL plenary approval, some just CIVL Bureau approval. This document shall be adjusted accordingly at any time and any amendments issued into the consolidated FAI ASC Fees listing. Refer:

<https://www.fai.org/documents> -> **Other FAI Documents -> Fees Schedules for Secretariat and Commissions -> CIVL Fees Schedule**

All payments to the credit of FAI/CIVL must be preceded by an FAI-generated invoice.

Unless specified otherwise, billing details of the Payer (name, address, contact details, amount of the invoice) must be provided to the CIVL Administrator and payments must strictly only be made upon receipt of invoice from FAI.

Each FAI invoice will state the payment and banking details. For questions, kindly liaise with the FAI Finance Manager at finance@fai.org

2 Contacts

FAI Secretary General:	sec.gen@fai.org
FAI Finance Manager:	finance@fai.org
FAI Competition Manager:	competitions@fai.org
CIVL Financial Secretary:	civil-financial-secretary@fai.org
CIVL Competition Coordinator:	civil_comps@fai.org
CIVL Administrator:	civil-administrator@fai.org

3 First Category Events Sanction Fees

The sanction fee for each Category 1 event is:

CHF 6.75 per pilot per programmed number of competition flying days, not including practice days or days specifically dedicated to the opening and closing ceremonies. Rest-days are part of the scheduled flying day programme.

Payment:

The top four ranking NACs shall pay their team's event entry fees directly to the FAI. This shall be defined within the Local Regulations referencing the relevant event ID number and the relevant FAI bank account number.

The Jury President shall prepare the JP Event finance report with the organiser during the event by agreeing the final sanction fees due (including the final number of competitors in the competition and any protest fees). This report must be sent direct to the FAI finance department and the CIVL Finance Secretary. This must direct the FAI Finance Manager to either reimburse costs as applicable or, as necessary, send an additional invoice to the organiser.

3.1 Process

- The CIVL Plenary/CIVL bureau sanctions the event.
- The CIVL calculates the sanction fee deposit to be invoiced and states the payment period. Details are provided to FAI Secretariat for inclusion in the Organiser Agreement.

FAI secretariat provides the invoice according to the CIVL instructions given (invoice recipient, payment date)
Second Category Events Sanction Fees

For events beginning after January 1, 2024

1 pilot entry fee X 2.

Minimum fee of CHF 100.

Exception: for Aerobatics PG competitions limited to 12 pilots or less: there shall be a standard fee of CHF 70

Paid by the organiser. (refer 4.1 below)

Refund of sanction fee

For events that have been cancelled up to week before the event, amount paid less CHF 50.

3.2 Process

The organiser shall submit the application via the Application Management System (AMS – <https://ams.fai.org/>), then create the invoice within AMS. The organiser should pay according to this invoice either by bank (details provided via AMS) or by PayPal via integrated button inside the invoice page.

It is necessary to mention invoice number in the payment subject.

4 Protest Fees

Protest fees shall not be larger than CHF 100 or the equivalent in the event currency and defined in the Local Regulations.

First Category Events

Protest Fees should be paid to the Meet Director. For protests that are not upheld, the fee should be forwarded to the FAI. (See process below)

Second Category Events

Protest fees should be forwarded to the organiser. For protests that are not upheld, the fee may be retained by the organiser.

4.1 Process

First Category Event: protest fees must be taken into account when the Jury President finalises the event sanction fee balance and agrees the Jury President event finance report with the organiser.

5 First Category Events Package

Medals, Diploma and FAI Flags

The cost of medals, diplomas and FAI flags are paid by the CIVL.

Transportation costs and customs duties are to be paid by the event organiser.

5.1 Process

The amount due by the CIVL is charged to its sub-account by the FAI Finance Manager. Transportation costs are to be invoiced to the organiser.

6 IPPI Card per Level

- 1 to 99 pieces: CHF 3.00 per piece.
- 100 to 499 pieces: CHF 2.75 per piece.
- 500 to 999 pieces: CHF 2.50 per piece.
- 1000 to 4999 pieces: CHF 2.25 per piece.
- 5000 and more pieces: CHF 2.00 per piece.

6.1 Process

Associations that want to join the IPPI Card Programme per IPPI level, order or renew their stock of cards can get more information from the FAI Office.

Contact:

Fédération Aéronautique Internationale

Maison du Sport International

Av. de Rhodanie 54

CH 1005 Lausanne

Switzerland

Attention : Christine Rousson – Email : christine@fai.org

Tel : +41 21 345 1070 – Fax : +41 21 345 1077

7 IPPI Card per Year

CHF 0.20 per pilot with a minimum charge of CHF 50.

7.1 Process

Contact CIVL Administrator to be added on the list and join the programme.

More info: <https://www.fai.org/page/order-ippi-cards>

8 Badges and Pins

Bronze, Silver & Gold Pins or Embroidered Patches

1 piece: CHF 10

10 pieces: CHF 60

Diamond Pins

1 pin: CHF 25

10 pins: CHF 185

Paid by NAC to CIVL/FAI.

Individual requests can be made to CIVL with NAC approval. In this case, it is paid by the individual to CIVL/FAI including shipping costs.

8.1 Process

Follow the procedure described on the website <https://www.fai.org/page/civil-badges>

9 Stipends

Stipends

The following stipends are applicable for CIVL officials at Cat1 events.

Stewards

CHF 120 per programmed event day, up to a maximum of 16 days, including up to 4 days prior and after the event.

Jury President

CHF 80 per programmed event day, up to a maximum of 15 days, including 2 days after the finish of the event.

Jurors

CHF 60 per programmed event day.

PGA Chief Judge

CHF 80 per programmed event day.

Stipends will be paid by FAI/CIVL when the amount is claimed on the appropriate FAI expense claims form.

9.1 Process

The correctly completed expenses claim form is to be submitted to the CIVL Financial Secretary for checking and approval. It is to be double checked by a CIVL Bureau member. When approved, it will be forwarded to the FAI Finance Manager who arranges, FAI payment authorisation and then reimbursement.

10 Expenses Claims by CIVL Officials

Travel and subsistence claims for First and Second Category events are to be claimed from and paid direct by the event organiser.

Other CIVL travel and subsistence and other claims are paid by FAI/CIVL when the amount is claimed on the appropriate expense form.

A nominal 5% is allowed to be included in the claim to cover banking exchange rate costs and other bank charges.

See CIVL Internal regulations for Claiming Expenses.

10.1 Administrative costs

Bureau members are allowed to claim a contribution to their annual administrative costs (for example: IT Application Software annual fees... MS Office, Project planning, Anti-virus, etc.)

- President
CHF 320 per year
- Vice presidents and Secretaries
CHF 160 per year
- Other costs (i.e. postal/transportation/customs costs,...) must also be pre-approved by a Bureau member and the Finance Secretary before claims are made.

10.2 Process

- Claims to be paid by CIVL:

The correctly completed FAI expense claims form is submitted to the CIVL Financial Secretary for checking and approval. These are to be double-checked by a CIVL Bureau member.

When approved, it will be forwarded to the FAI Finance Manager who arranges, FAI payment authorisation and reimbursement.

- Claims to be paid by Event Organiser:
Reimbursement for these claims are to be agreed directly with the organiser.