

ICAR Air Rescue Commission

Internal Regulations

January 2019

The International Commission for Air Rescue (ICAR AirCom) is a sub-commission of the International Commission for Alpine Rescue (ICAR). ICAR statutes, bylaws, rules and recommendations (as determined by the Assembly of Delegates or Executive Board of ICAR) take priority over the internal regulations of ICAR AirCom.

1. Charter

The ICAR Air Rescue Commission serves to advance the knowledge, expertise, and safety of helicopter search and rescue and Helicopter Emergency Medical Services (HEMS) worldwide. We do this by serving as a forum for discussion, analysis, and education for helicopter SAR and HEMS agencies.

(NOTE: A final Charter will be approved by delegates at 2019 Congress in Zakopane)

2. Goals

The goals of ICAR AirCom are:

- To establish and publish statements, recommendations and guidelines dealing with aspects of helicopter search and rescue and Helicopter Emergency Medical Services, with the aim of improving safety in such operations.
- To support educational materials for the instruction and training of personnel in helicopter search and rescue and Helicopter Emergency Medical Services.
- To establish a database of knowledge related to helicopter search and rescue and Helicopter Emergency Medical Services (including helicopter incidents and accidents), and to be recognized as an international resource and leader in the field of helicopter search and rescue and Helicopter Emergency Medical Services

3. Language

The official language of meetings, oral discussions, publications and correspondence is English.

4. Participants

Attendance and participation in ICAR AirCom meetings is open to all ICAR members.

4.1. Members of ICAR AirCom consist of Delegates and Non-Delegate Members.

4.1.1 Delegates

Member organisations of ICAR can nominate one person to be a Delegate to ICAR AirCom. They have voting rights in the AirCom with the same weight as their Member organisation has at the Assembly of Delegates.

Member organisations are requested to nominate Delegates that can contribute in the AirCom for at least four years. On request of the President of ICAR AirCom, Member organisations of ICAR must confirm the identity of their Delegate.

4.1.2. Non-Delegate Members

A Non-Delegate Member is

- an active or experienced air rescue professional who is involved with an air rescue service allied to an ICAR Member organization
- a member of ICAR organisation but not the organization's delegate
- an ICAR Board or Honorary member, or
- The AirCom past-President (see 6.5).

Their membership is decided by ICAR AirCom with reference to ICAR Statute 4.5.3 in that the number of members of the technical committees shall be only as large as necessary to enable efficient work. They can contribute to the work of ICAR AirCom but have no voting rights but through their relationship with ICAR, have ICAR Membership rights.

4.2. Other participants

4.2.1. Experts

The President of ICAR AirCom can co-opt experts and invite them to attend ICAR AirCom meetings. They can contribute to the work of ICAR AirCom but have no voting rights and no right to ICAR membership benefits.

4.2.2. Observers

Admittance to ICAR AirCom meetings is open to all persons registered at an ICAR Congress or registered with the organiser of a stand-alone meeting. They can contribute to the work of ICAR AirCom at the discretion of the AirCom President.

5. Rights and duties

All participants must inform the President of ICAR AirCom of any potential conflict of interest (financial or otherwise) before attending a meeting. All participants with a conflict of interest relevant to the subject matter being discussed must inform the meeting before contributing.

5.1. Additional duties of Members

All members should be familiar with spoken and written English language and should be reachable by electronic mail.

No financial benefit is allowed in the name of ICAR membership.

All members have a right to address a meeting.

All members can use the affiliation "member of ICAR Air Rescue Commission" for publications.

5.2. Additional duties of Delegates

If a Delegate cannot attend at least one ICAR AirCom meeting in a year, they should arrange for a substitute to attend in agreement with the member's organisation. The President can inform the respective organisation when a Delegate does not join the meetings without apology. Delegates who do not attend for 2 years should be replaced by their organisation.

Delegates should represent ICAR AirCom in their home organisation concerning the helicopter rescue aspects of mountain rescue. They should ensure that official ICAR AirCom statements, recommendations and guidelines are translated into their language and spread among helicopter search and rescue and Helicopter Emergency Medical Services according to whom the paper is intended.

6. Finances

6.1 Annual sub-commission administrative budget (ICAR Statute 6.4).

The AirCom President can request payment of expenses to the Executive Board of ICAR. These expenses can include non-reimbursed ICAR AirCom expenses of the AirCom President, his/her deputy or other Experts, and other ICAR AirCom expenses. The rules on expenses such as class of travel is determined by the ICAR Expenses regulations.

6.2 Requests to ICAR to set expenses against the previous ICAR AirCom bank account are to be made by the AirCom President following a discussion and majority approval of the ICAR AirCom Delegates at an ICAR Congress.

6.3 The expenses incurred by participants to attend an ICAR AirCom meeting are the responsibility of the attending person. It is hoped that the ICAR member organisation will reimburse a Delegate's expenses.

6.4 Organisers of meetings can acquire funds to reduce the expense costs of meeting participants. As far as practical, such contributions should be shared equally between all participants. The AirCom President must be informed of all such funds before they are accepted and be satisfied that commercial support fulfils ICAR statutes and Organisational rules, as well as ICAR AirCom Commercial Support internal regulations (see 9). All contributions must be listed in the minutes of the meeting.

7. Election and Term of Office of the Chairman/President of ICAR AirCom (as defined in the ICAR Statutes or Organisational Rules)

The President of ICAR AirCom is elected by the Assembly of Delegates. The period of AirCom Presidency lasts four years. The President may be re-elected twice (ICAR Statute 4.3.1).

7.1. Without removing the rights of ICAR organisation members to nominate a President of a Technical Commission, ICAR AirCom Delegates at an ICAR Annual Congress will ordinarily propose a President from within their membership. (ICAR Organisational Rules 7.7.1).

7.2. ICAR AirCom Delegates must discuss and consider other candidates for the Presidency at the Annual meeting preceding the Assembly of Delegates where the sitting AirCom President steps down or is being re-elected.

7.3 Should more than one candidate be proposed for the post of AirCom Presidency by ICAR AirCom Delegates, a vote of the ICAR AirCom Delegates should be taken. This can be a 'secret' vote should any Delegate wish. If more than one candidate attracts more than one third of the eligible votes, a second vote may take place of the leading two candidates.

7.4. In order to ensure continuity in leadership of the Commission, the Commission will elect a Vice-President. This Vice President shall assume the responsibilities of President if the sitting President should resign from his or her position prior to election of a replacement. The Vice President should be a possible successor to the current President.

7.5 The Past President, i.e. the predecessor of the actual President, should remain in the Commission for at least two years following the appointment of a new President.

8. Other posts

In order to ensure continuity in leadership of the Commission, the Commission will also elect a Vice-President whenever an election for President takes place. This Vice President shall assume the responsibilities of President if the sitting President should resign from his or her position prior to election of a replacement. The Vice President may serve as a substitute for the President in case of his or her absence and can represent ICAR AirCom at the conferences and congresses. The President may give the Vice President specific areas of responsibility.

The AirCom Commission may appoint a General Secretary for its meetings. The General Secretary supports the President in all administrative matters and writes the minutes of the meetings.

9. Meetings

The AirCom President usually calls one meeting a year

9.1. The meeting will be held during the General Assembly of ICAR.

10. Commercial support.

Financial support from commercial organisations can be accepted at any ICAR AirCom meeting. The support must be recorded in the minutes of the meeting. It must be proportionate, fair and within the relevant industry rules. No support must jeopardise the impartiality of ICAR as set out in its Statues or the ability of ICAR AirCom to publish its work. In general, presentations by commercial organisations should not occur within the Agenda of meetings. ICAR AirCom members may acquire assistance in the way of a demonstration by a commercial organisation during a presentation. The member should specifically consider whether his/her presentation is balanced and has covered areas of controversy and other options. Any member with a conflict of interest (financial or otherwise) must declare it at the meeting and this must be recorded in the minutes.

11. Recommendations, Statements and Guidelines

ICAR AirCom statements, recommendations and guidelines should be free of charge at point of use. They should be developed in a way compliant with the Process Recommendation 20160827-BOA-REC0006. Recommendations, Statements and Guidelines are developed by consensus. Usually this will involve review, discussion and an almost universal agreement of ICAR AirCom Delegates during an ICAR General Assembly. Strenuous efforts should be made to achieve unanimous agreement.

12. Endorsement and Certification

12.1. ICAR AirCom can endorse guidelines or papers written by others. In general, an endorsement of the content of a guideline or paper requires the consensus of ICAR AirCom Delegates at an ICAR General Assembly. An endorsement of the educational value to helicopter emergency services of a guideline or paper can be made by the AirCom President following discussion with appropriate ICAR AirCom members and experts.

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