

Appendice I)



FEDERATION INTERNATIONALE DE L'AUTOMOBILE

**PROTOCOL
FOR FIA OFFICIALS ATTENDING
FIA CROSS COUNTRY WORLD CUP RALLIES AND EVENTS IN THE FIA INTERNATIONAL CUP FOR
BAJAS**

The following guidelines are for the use of ASNs and event promoters in relation to the correct protocol to be observed concerning the FIA officials appointed to attend championship rallies.

GENERAL – BEFORE THE RALLY

1. The host ASN will be responsible for the payment of all travel expenses and costs for all the FIA officials other than the FIA observers whose travel costs are paid directly by the FIA. For candidate events all the travel costs and expenses of the FIA Observer are paid by the host ASN or the event organizer. Payment must be made to cover the costs of travel from the homes of the officials to the international departure airport and return as well as for the cost of intentional flights in business class if the flight time is more than two (2) hours, otherwise in economy class.
2. Establish contact with all the officials as soon as their names have been notified to the ASN and the organizer of the rally. Send the detailed timetable of the event so that each official can prepare his programme for the visit according to the time needed to be present at the rally and any extra time required for travel to and from the event venue.
3. Advise the FIA officials if any special air travel sponsorship is available to the organizers in case they wish to make use of this. However, all FIA officials are free to choose the method of travel that best suits their requirements.
4. All FIA officials should ascertain if they require entry visas for the country to be visited and either obtain them direct before departure if this is possible and convenient or inform the event organizers to request them to obtain visas and have visas ready before arrival. Notify visa details to each FIA official before arrival. If visas are to be collected on arrival this must be detailed and arranged. Any visa payments must be made by the event organization. The responsibility for obtaining visas for all FIA officials rests with the ASN of the country where the rally takes place.
5. Inform all FIA officials of the name and contact numbers of the rally headquarters and the hotel(s) where they will be accommodated during the event.
6. All FIA officials should be accommodated at the main rally hotel if appropriate and in any case they should all stay at the same hotel. Full board accommodation must be provided which includes food and beverage, but excludes all other costs and expenses. (This should be made clear in writing in the welcome letter sent to all rally officials).
7. Confirm arrival flight numbers and times for each FIA official and arrange for them to be met at the airport and transported to their hotel or to the Rally HQ.
8. Note all FIA officials' departure flight details and if necessary arrange for return flight reconfirmation if this is required. Arrange transport to take them to the airport in due time.
9. Send the rally timetable and schedules to the Chairman of the Stewards well ahead of time together with the proposed schedule and times of the stewards meetings for approval so that the secretariat can then prepare this and the draft agendas before arrival. The final entry list should also be sent to all FIA officials immediately it is published.
10. Prepare all paperwork for collection by the FIA officials upon their arrival. This should include the following as a minimum:
 - Schedule and draft agendas of the stewards meetings.
 - Official bulletins already issued (plus copies of FIA written approvals)
 - Rally timetable and schedules for each leg.

- Overall route map and individual SS maps etc.
- Event identity badges if appropriate (otherwise the permanent FIA badges will be used). Guest identity badges for accompanying persons.
- Schedule for the CRO.
- Schedule and itinerary for pre event scrutineering and route to the venue etc.
- Social programme together with invitation cards as appropriate.
- Supplementary Regulations, Safety Plan.
- Other relevant documentation and promotional items etc.
- Any fuel vouchers or coupons that are available or the officials' cars.
- Meal vouchers if appropriate.

AFTER ARRIVAL OF THE FIA OFFICIALS

11. All FIA and other officials should be issued with rally mobile telephones together with a rally telephone directory.
12. Cars to be allocated to the FIA officials should be ready with all branding and official identification stickers and passes already applied. All cars should have full fuel tanks.
13. The car for the FIA observer must be suitable for the conditions and have a pre calibrated trip meter fitted. If the SSs are over loose surface the vehicle should be 4x4 drive. The vehicle should also have working rally radio fitted. It must be well maintained and reliable.
14. A driver with good knowledge of the rally route and local conditions must be provided for the FIA observer. He should be available before the rally to meet the FIA observer and coordinate and advise on various matters. The FIA observer may elect to drive himself, in which case he must inform the rally administration as soon as possible. If this is the case he/she may wish to be accompanied by someone with local knowledge.
15. An appropriate cash payment must be made to all FIA officials in local currency to cover expenses directly connected with the rally. If the amount provided proves to be insufficient, any balance should be settled by the rally organization upon presentation of receipts.
16. The steward's secretary, who should be fluent in English together with the national language of the country if appropriate, must be available to meet the chairman of stewards as soon as possible so that they can preview necessary procedures and routines together. The secretary should, if possible, have previous experience of this role and in any case be conversant with correct procedures for the preparation of minutes of meetings, document numbering systems and for the preparation of the stewards meeting room before each meeting. He/she must not have any other duties in the rally administration after the arrival of the Chairman of Stewards.
17. The stewards' room at the rally HQ should be prepared ahead of time, it should not be used for any other purpose by event officials after the arrival of the steward's, it should be large enough to accommodate a minimum of ten (10) persons around the meeting table. (Chief steward, FIA steward, national steward, FIA Technical delegate, FIA Observer, Chief Scrutineer, Clerk of the Course, CRO(s), Chief Safety Officer, ASN observer etc.). The Chief Steward will decide if any other persons should attend any of the stewards meetings. Place names, paper, pens etc. should be provided as well as document trays or all the main officials. Copies of all documents such as the International Sporting Code, standard and supplementary Regulations, Safety Plans, maps, Road Books etc. should be always available in the Stewards Room. Refreshments and beverages should be available at all times. The room should be secured between meetings and only be accessible to the FIA officials.
18. The Stewards Room at the Bivouacs should, as far as possible and practical be to the best possible standard bearing in mind the conditions and available resources. It should comply with the above requirements as far as possible.

19. The FIA officials should meet all senior event officials and be given a tour of the rally headquarters offices and rooms and be briefed on all aspects of the event organization by the chairman of the organizing committee and/or the clerk of the course.
20. The FIA Technical Delegate should be taken to the scrutineering venue by the chief scrutineer to verify that all arrangements are in order and that all necessary items of equipment etc. are available.

FIA TECHNICAL DELEGATE – CHIEF SCRUTINEER

21. The following items must be prepared ahead of time for the use of the FIA Technical Delegate and the scrutineers.
 - A qualified and experienced national Chief Scrutineer must be appointed to work with the FIA Technical Delegate.
 - At least three other scrutineers must be appointed to undertake routine inspection and other designated tasks.
 - The FIA Technical Delegate, or the Chief Scrutineer, will be responsible for the supply of numbered metal seals, sealing wire and sealing pliers.
 - The following components and equipment must be available at the pre event scrutineering venue:
 - Car lifts or inspection pits.
 - Inspection lamps
 - Reactive paint marker pens for sealing and tyre marking
 - Weighing equipment for weighing the cars
 - Measuring calipers etc.
22. The Chief Scrutineer will be responsible for the preparation of scrutineering forms for all cars as well as for the schedule/timetable for the presentation of cars, the check-in procedure and timing of arrival of the cars at the scrutineering venue.

DURING THE RALLY

23. One of the stewards, normally the chairman, will remain in the vicinity of the Rally headquarters or Rally Control in order to be at the disposal of the Clerk of the Course during the running of the rally.
24. The FIA Observer must be given unfettered access to all areas of the event organization and to all parts of the route at all times.
25. The FIA Technical Delegate will be responsible for undertaking general technical checking duties and any specific tasks requested by the Stewards. He should be accompanied by the Chief Scrutineer at all times during the rally if he so desires.
26. The Stewards' secretary must be available during the rally, between scheduled meetings, by prior arrangement with the Chief Steward. He/she will also be responsible for the preparation of the written reports of the FIA Technical Delegate, the CRO and for any other paperwork needed for presentation during or between the stewards meetings.

AFTER THE RALLY

27. Arrangements must be made for the FIA Observer to have a private meeting with the Chairman of the organizing committee and the clerk of the course to discuss relevant aspects of the running of the rally and to review the contents of the observer's report.
28. The event organization is responsible for the preparation and supply of event statistics to the FIA observer as soon as possible after the finish of the rally.
29. The Chief Steward is responsible for sending the final overall classification to the FIA as soon as possible after the rally.

30. The event organization is responsible for sending to the FIA secretariat in Geneva all the minutes of the Stewards Meetings together with attachments such as the Stewards decisions and supporting documents, official bulletins issued during the rally etc..
31. The event organization should check with all the FIA officials to see if there is anything that they need concerning the rally before departure. Arrangements must be made to transport all FIA officials to the departure airport and for the payment of any airport departure taxes or fees.