

# Constitution

Hellenic virtual Area  
Control Center

HVACE  
where simulation meets reality



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# 1. Objective

Hellenic virtual Area Control Center (HvACC)

The main goal of the Hellenic virtual Area Control Center (from now on HvACC) is to provide regular, high quality ATC services within the Greek and Cypriot airspace on the VATSIM Network as well as to offer ATC training for its members.

Hellenic vACC shall strive to be on the frontline of making flight simulation "as real as it gets", and at the same time give pilots and controllers the opportunity to have fun and learn about flying and providing quality air traffic control services.

Official Subdivision Code: GRE, ACCGR

Secondary Subdivision Code: CYPR (merged now with GRE)

Official Website: hvacc.org

Official Discord: discord.hvacc.org

# 2. Relations, responsibility and ownership

The Hellenic vACC is part of the VATSIM Organization, VATSIM.net, responsible for the area covered by the following Flight Information Regions (FIRs): Athinai FIR (LGGG) and Nicosia FIR (LCCC). HvACC is currently organised in the VATEUD Division.

All material (documents, images, programs etc.) produced specifically for HvACC, are in the ownership of HvACC unless otherwise specifically noted at the time the material is made available. The person providing the material shall inform HvACC of any possible problems regarding copyright at the time the material is provided to HvACC.

# 3. Membership

## 3.1 Application

Any person who agrees with the objectives and rules of HvACC and its parent organisations may apply for membership. By being registered in the VATSIM and VATEUD membership database (<https://members.vateud.net>) as "Europe – Europe (except UK) – Hellenic vACC", the individual is automatically a member of HvACC. The applicant must have a valid VATSIM ID, a valid email address and be at least 13 y/o.

The HvACC staff reserves the right to refuse an application, together with VATEUD, if the attitude of the applicant is considered not compatible with VATSIM Regulations.

## 3.2 Types of Membership

Members of HvACC are divided into ATC Members and Home Members.

### 3.2.1 ATC Members

ATC Members of HvACC are divided into Home ATC Members and Visiting ATC Members.

Home ATC Members: must ensure to be correctly assigned to HvACC in the VATSIM and VATEUD membership database as stated in 3.1. They can either be:

- **Active Home ATC Members:** An Active ATC member is defined in the Endorsement & Controller Currency Policy.
- **Inactive Home ATC Members:** ATC Members not meeting the requirements of the Active Home ATC are considered Inactive ATC members. Inactive ATC members may not man ATC positions and must contact HvACC Training Department to return to Active ATC status.

Visiting ATC Members: A member of another vACC who wishes to control in Greek / Cypriot Airspace may acquire Visiting ATC status, if meeting the requirements of the Visiting and Transferring Controllers Policy and approved by the HvACC Director.

Only Active Home ATC Members are eligible to vote in HvACC matters unless stated otherwise.

### 3.2.2 Home Members

A home member is a person who:

- Meets the conditions stated in paragraph 4.1 of the Constitution.
- Has assigned VATEUD as his/her home division in myVatsim and Hellenic as his sub-division in the VATEUD database.

Home members are eligible to vote in HvACC votes, except from the ones referring to ATC matters.

## 4. Rules

On the VATSIM network, on the HvACC official forum, HvACC Discord and when presenting himself/herself as a member of HvACC within the Flight Simulation community:

### Members are required to abide by the following rules:

The duties of each member of the HvACC include:

- Caring for the appropriate representation of HvACC on the VATSIM network and beyond,
- Compliance with the statements of the overriding rules of VATSIM Rules and the HvACC Constitution,
- Maintaining a positive relationship with other members of the VATSIM network and HvACC,
- Taking care of the security of information, tasks and documents entrusted to them.
- Actively participating in activities organised by HvACC.

Additionally, all HvACC controllers are obligated to:

- Comply with instructions, rules and other documents relating to the operation and provision of air traffic control service, flight information service and other material,
- Providing the services in the most professional manner,
- Remain online for at least 30 minutes, when logging on to any ATC position,
- Treat all VATSIM members with respect when providing air traffic control and flight information services,
- Update their sector file regularly only with the one provided by the HvACC Navigation Department.

### Members are also entitled to:

- Fair and just treatment,
- Receive advice and support regarding information provided by HvACC,
- Request training in order to become a virtual Air Traffic Controller within the Hellenic and/or Cypriot Airspace,
- Use the materials intended for them, made available by HvACC (personal and for simulation use only),
- Propose suggestions, regarding any aspect of HvACC. These should be addressed to the HvACC Staff.

Additionally, HvACC controllers are entitled to:

- Utilising operational documents intended for them,
- Man any position within the LGGG and/or LCCC FIR's, in accordance with the authorizations held,
- Obtain information regarding them on the opinions sent through the feedback form.

### 4.1 Termination/Suspension of Membership

During a member's suspension from VATSIM or in an event of VATSIM membership termination the member loses all rights within the area of responsibility of HvACC. In this case, staff has no obligation as to retain or remove traces (like documents or forum posts) of the member unless the member in question request this at the membership Department of VATSIM/VATEUD.

## 5. Hellenic vACC Staff

The daily business of HvACC is handled by the staff. The staff shall, within the frames of the constitution, work for the members of HvACC and defend their interests.

### 5.1 Duties

Staff members are required to:

- Ensure that all members obey the rules of this constitution, including the staff itself,
- Fulfill their assignments on a continuous basis,
- Listen to the members of HvACC, and take up suggestions and questions put forward from the members,
- Plan and lead the work within HvACC,
- Maintain an ordered record of external communication, agreements, and documents, for this to be handed over to a successor,
- Temporarily hand over responsibility during vacation periods to other staff members,
- Hand over external communication, agreements and documents to the successor, or the Director, in case of leaving the staff position,
- Resign with at least one (1) months' notice by letter to the Director.

### 5.2 Staff Structure

This section of the constitution regarding the Staff may be altered if necessary to accommodate needs that may occur in the future. The HvACC staff contain the following positions:

The HvACC Staff is divided into three categories:

- Department Directors
- Department Deputy Directors
- Department Assistants

Furthermore:

- All Department Directors (DDs), including Deputies, have voting rights for all matters concerning the management of HvACC, whereas Department Assistants (DAs) have limited authority and no voting rights in the Staff Meetings, unless they represent their Department Director or Deputy Director.
- DAs are appointed by the corresponding Department Director with the approval of the HvACC Director. There is no limit to the number of DAs that a department can have.
- Assistant positions may be used for a limited amount of time (max 1 year). It is up to the Department Directors and HvACC Director to consider extending the period of service of a member in his/her assistant position.

The structure of the HvACC Staff is described in the table below:

HvACC Director HvACC Deputy Director	ACCGR1 ACCGR11
Training Director Training Deputy Director Training Assistants	ACCGR2 ACCGR21 ACCGR22 +
Nicosia FIR Director	ACCGR3
Public Relations Director Public Relations Deputy Director Public Relations Assistants	ACCGR4 ACCGR41 ACCGR42 +
Navigation Director Navigation Deputy Director Navigation Assistants	ACCGR5 ACCGR51 ACCGR52 +
Web Services Director Web Services Deputy Director Web Services Assistants	ACCGR6 ACCGR61 ACCGR62 +

- Staff positions not on this list can be ordained by the Director.
- Each staff position shall have a working description.

### 5.3 Working Description

#### 5.3.1 HvACC Director

The work in HvACC is led by the Director. The Director represents the organisation towards its parent and other organisations. The Director has the overall responsibility for all subordinated areas and the main responsibility for all areas not covered by any other staff position. The HvACC Director is responsible for appointing and removing staff members. It is then a Director's responsibility to ensure that other staff positions are adequately manned, and to preserve mutual communications between HvACC and its parent organisations about any subject.

#### 5.3.2 HvACC Deputy Director

Works closely with the HvACC Director. Oversees and develops rules and regulations to facilitate the online experience of each member of HvACC. The Deputy Director may represent and at the same time continue the work of the Director if he or she is on leave until he or she returns.

### 5.3.3 Training Department Directors

The Training Department (TD) oversees ATC training within HvACC, which consists of introducing new members to ATC procedures, retaining old ATC members who wish to reactivate and checking the competency of non home members who wish to become visitors. Thus, the Training Director is responsible for:

- Providing HvACC members ATC training upon request.
- ATC manuals, documentation and procedures regarding training that are made available on the HvACC Forum, Wiki and Moodle.
- Issuing rating upgrade proposals to VATEUD TD for ATC members that are qualified based on the ATC Training procedures and regulations.
- The selection of the HvACC Mentors and Examiners, who will be considered as members of the Training Department.
- Monitoring the course of ATC training and compliance with standards compatible with the VATSIM GRP, to ensure the quality level of ATC students.
- Conducting student exams smoothly and timely to obtain the appropriate rating once they are deemed ready.
- Informing the Director of training progress in a report containing the number of trainees and CPT's, every 6 months.

### 5.3.4 Nicosia FIR Director

- Is responsible for day-to-day operation in Nicosia FIR (LCCC).
- Works closely with the Training Director to ensure quality of ATC services in Nicosia.
- Works closely with the Public Relations Director to organise events in the Cypriot Airspace.
- Contacts neighbouring vACCs and maintain positive relations.
- Develops ATC documents and manuals for Nicosia FIR, in coordination with the Training Director.

### 5.3.5 Public Relations Department Directors

The Public Relations Department (PRD) is charged with promoting HvACC within the community. Thus, the PRD:

- Organises and publishes local or international events in coordination with other vACCs and vAs when possible.
- Maintains the HvACC social media accounts.
- Publishes notices about events on the HvACC forum, discord and social media.
- Advertises HvACC events, news or any other content approved by the staff, to keep members up to date.
- Informs the Director of the department's activity in a report containing the number of events conducted, the progress in relations between HvACC and other vACCs / vAs and an evaluation of HvACC's social media presence.



### 5.3.6 Navigation Department Directors

The Navigation Department (ND) is responsible for the proper operation and updating of all services related to air navigation for the Athens FIR and Nicosia FIR (LGGG & LCCC respectively). Thus, the Navigation Director is responsible for:

- Updating the data provided by HvACC to VATSIM API, such as Airport information, ACT positions and frequencies and squawk ranges.
- Updating and maintaining the Airport Briefing Page with the newest aeronautical information, such as charts, airport details, procedures etc.
- Updating the GNG sector files used for Greece and Cyprus (LGGG & LCCC), while also ensuring their quality.
- Maintaining the HvACC GitHub page used for reporting bugs in the sector files and proposing changes.
- Informing the Director of the department's activity in a brief report.

### 5.3.7 Web Services Department Directors

The Web Services Department is charged with the smooth operation, renewal and updating of the HvACC Web Services as well as various technology activities.

Thus, Web Services Director is responsible for the proper operation, and administration of the HvACC Web Services, such as Main Site/Forum, Wiki, Moodle, Email etc.

## 5.4 Staff Candidate Requirements

Every staff member should:

- Have a rating of at least S1 or higher on VATSIM,
- Be a Greek native speaker.
- Be fluent in English.

Additionally:

An HvACC Director candidate must:

- Be an active ATC and Pilot member of HvACC,
- Have been a member of HvACC for at least 1 year,
- Have a rating of at least C1 or higher on VATSIM,
- Have been active in discussions on the HvACC forum and discord for at least 1 year,
- Have knowledge of VATSIM structure,
- Display leadership skills.

An HvACC Training Director candidate must:

- Be an active ATC and Pilot member of HvACC for at least 1 year,
- Have a rating of C1 or higher on VATSIM,
- Have knowledge of Greek and Cypriot Airspace and ATC operations.

An HvACC Deputy Director and Deputy Training Director must:

- Have a rating of at least S3 or higher on VATSIM.

## 5.5 Data security

All HvACC IT systems, tools, databases and passwords will be kept and secured by the HvACC Director together with the Web Services Director and Web Services Deputy Director. In case one of the position is empty, a vote will be held to select one extra person.

## 5.6 Meetings and voting

The staff has meetings when the Director, and/or at least half of the staff, decide so. The date of the meeting should be announced to the staff at least one week, if possible, before the meeting.

- A voting in a staff meeting can only be held when  $\frac{2}{3}$  of the staff members are present.
- Decisions are taken with a simple majority. Each staff member has one (1) vote. The proposal voted by the Director wins in case of equal votes.
- Only the department Directors and Deputies are eligible for voting.
- Every staff member has the right to be represented by another staff member in a staff meeting. In this case, the vote of the represented staff member does not count if their representative already has a voting right in the staff meeting.
- The department Assistants are considered staff members so they may participate in a staff meeting unless the Director decides they should not.

## 5.7 Appointment

Appointment of staff members is done exclusively by the Director, after evaluative advice from other staff members. Deputies and Department Assistants may be appointed by the respective department director, upon approval of the Director.

The Director may declare a position vacancy if a department director position is vacant or if a department is actively seeking members to help. In that case, interested members who possess the necessary requirements may express their interest for the position as outlined in the specific announcement.

## 5.8 Resignation

Members of the staff have the right to resign. They must inform the Director well in advance (about 1 month) and it is considered good manners to stay in office until a successor has been appointed. The staff member resigning is obligated to help the successor during the transition and train them, if necessary, on any material deemed necessary for day-to-day operations.

## 5.9 Dismissal

Dismissal is executed by the Director of HvACC.

Department directors may be dismissed only if they have violated any part of the HvACC constitution or are considered as incapable to perform their duties. Assistants may also be dismissed, before the end of their agreed period, following the same theme. Discussions should be held with the affected staff member and efforts should be made to avoid dismissal.

## 5.10 Vacant Director Chair

If the Director chair is empty, for any reason, VATEUD should post a vacancy, according to both VATEUD and HvACC standards, as mentioned in paragraph 5.4. In this case the Deputy Director becomes the interim Director. If the Deputy Director chair is vacant or if he/she refuses to take the position a staff meeting should be held to elect an interim Director. The interim Director shall have the same powers, duties, and responsibilities as the previous Director until a permanent replacement is appointed. The HvACC staff may arrange a meeting to propose possible candidates for the HvACC Director position to VATEUD.