

**VATSIM – VATSIM EUROPE - PORTUGAL VACC**  
**CODE OF REGULATIONS**  
**[Edition VI, Amendment 0208 2<sup>nd</sup> of February 2008]**

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**Article 1. Members**

1.1. Requirements

1.1.1. All persons who have completed thirteen (13) years of age on the date of enrolment may be members of Portugal VACC. (CoR A1 §1.01 A)

1.1.2. Members must agree with the VATSIM Code of Conduct, VATSIM Code of Regulations and the VATSIM User Agreement. (CoR A1 §1.01 E)

1.1.3. Active VATCs enrolled in Portugal VACC shall make available at least ten (10) hours per period of two (2) months for service in Virtual Air Traffic Control.

1.1.4. Enrolment in Portugal VACC implies agreement with the rating upgrade procedure imposed by VATSIM. (CoR A1 §1.01 G)

1.1.5. Written and spoken fluency in Portuguese and English.

## 1.2. *Rights and Duties*

1.2.1. All VATCs enrolled in Portugal VACC shall accept and register in one of the 10 ATC Units available which have a vacancy, considering the restrictions imposed by paragraph 1.4 of this Article.

1.2.2. The VATC shall cooperate in the operation and maintenance of his/her ATC Unit, completing the shifts to which he/she has agreed upon.

1.2.3. Respect the rules for composition of the sector indicators, as explained in Article 3 of this Code of Regulations.

1.2.4. Maintain composure and civility under any circumstance that may occur. (CoR A1 §1.01 F) (CoC A 1)

1.2.5. All VATCs shall ALWAYS make voice VATC communications available, notwithstanding written communications which are optional. (CoC C)

1.2.6. Upon the occurrence of a situation of violation of the VATSIM Code of Conduct, VATSIM Code of Regulations, VATSIM User Agreement, VATSIM-EUR Region Policy and/or VATSIM-EUR Division Policy, the VATC shall deal with the situation as soon as possible and, if required, call in a Supervisor.

1.2.7. If a VATC observes an illegal situation involving another member of Portugal VACC or a pilot within Portuguese airspace, he/she shall inform ZOP Director, including the following data in the report: user ID of party; callsign, time/date, description of occurrence, measures taken, other observations (Supervisor contacted, etc)

1.2.8. During an event or shift, the control positions shall be, in first instance, occupied by the VATCs belonging to that ATC Unit, and then by others.

1.2.9. All VATCs shall comply with Operational Orders and NOTAMs published in the Portugal VACC website.

## 1.3. *Training and Instruction*

1.3.1. Training sessions shall be made available by Training Department, where the VATCs shall participate in order to familiarise themselves with the ATC environment.

1.3.2. The Training Department may, at any time, consider necessary, require that a VATC undergo a training session.

1.3.3. All VATCs shall obtain approval in the form of a written or practical test, for the ATC Unit where they intend to control.

1.3.3.1. Unit certifications can be issued by Unit Chief of Staff, ZOP Director or Training Director.

1.3.4. The following members are qualified by VATSIM-EUR as examiners and may supervise a CPT: Pedro Sousa (810523 Instructor); Nuno Chambel (818806 Senior Instructor)

1.3.5. Mentors are volunteers that help other less experienced controllers of their unit in whatever they need, as long as duly accepted and certified by the Unit Chief of Staff.

#### 1.4. Restrictions

1.4.1. By imposition of VATSIM-EUR, VATCs with Tower Controller rating may not enrol and control in CTR or FSS Units – Lisboa ACC Unit (LPPC) and Santa Maria OACC Unit (LPPO).

1.4.2. VATCs may only control in the Units for which they are certified, unless for training purposes if supervised by a Mentor, Unit Chief of Staff, ZOP Director or Training Director.

1.4.3. In the case of an Event, shift or other system which reserves an ATC position for a controller, such position shall be left or made open as soon as the VATC enters for service.

#### 1.5. Visitors

1.5.1. Visiting VATCs are considered to be those who, belonging to another Region, Division or VACC, request authorisation for control in Portuguese Air Space.

1.5.2. After the request is received, the Board shall convene with the appropriate Unit Chief of Staff and only then will a decision for approval be made.

1.5.3. All Visiting VATCs shall be bound by the rules in force of this Code of Regulations, VATSIM Code of Conduct, VATSIM Code of Regulations, VATSIM User Agreement, VATSIM-EUR Region Policy and VATSIM-EUR Division Policy.

#### 1.6. Pilots

1.6.1. Pilots may register as active members of Portugal vACC, as long as in good status of membership of VATSIM complying with paragraph 1 of this article.

1.6.2. Pilots shall not be involved in Portugal vACC management, nor be able to vote under any circumstances.

## **Article 2. Staff**

### *2.1. Board of Directors*

2.1.1. The Board of Directors is composed of VATCs with valid enrolment in VATSIM and duly registered in Portugal VACC, with rating higher or equal then TMA Controller; members may accumulate responsibilities.

2.1.1.1. At least one member from each Operational Zone (ZOP) must be part of the Board of Directors.

2.1.1.2. Each ZOP Director must be a member of the Board of Directors.

2.1.2. Each Department is maintained by at least one Director. If a member accumulates two positions, he/she shall use the lowest call sign.

2.1.3. The Board shall convene at least once (1) every two months, with the content of said meetings being open for distribution. The Board shall convene with the Hierarchy at least once (1) every six months. In these meetings a sufficient number of Directors shall be present to make up a majority over the total number of members that make up the Board.

2.1.4. The Board of Directors shall nominate committees composed of other elements enrolled in Portugal VACC, with predefined duties and validity which represent and work in the interests of the Board.

2.1.5. The Board is composed of the following departments and members:

2.1.5.1. General Director; Coordinates all functions of Portugal VACC; Has call sign ACCPT1.

2.1.5.2. Human Resources Director; Responsible for management, coordination, and solution of conflicts of its members; Has call sign ACCPT2.

2.1.5.3. Training Director; Instructs and maintains updated the VATC knowledge level; Has call sign ACCPT3;

2.1.5.4. Events and Public Relations Director; Responsible for public relations, communication and coordination of events. Has call sign ACCPT4.

2.1.5.5. Lisboa Operational Zone Director (ZOPLIS); Responsible for administration of Lisboa FIR, as well as all Units within, maintaining and coordinating the required operations; Has call sign ACCPT5.

2.1.5.6. Santa Maria Operational Zone Director (ZOPSMA); Responsible for administration of Santa Maria FIR, as well as all Units within, maintaining and coordinating the required operations; Has call sign ACCPT6.

2.1.5.7. Webmaster; Responsible for maintaining the website running under terms specified by each staff member.; Has call sign ACCPT7.

## 2.2. *Hierarchy*

2.2.1. The Hierarchy of Portugal VACC is made up by the Unit Chiefs of Staff and Pilot Support Team.

2.2.2. It is the duty of the Hierarchy, to maintain, coordinate and assist the VATCs enrolled in the respective Unit.

2.2.3. The Unit Chiefs of Staff are VATCs nominated by the Board who accept these duties and have a rating of TMA Controller or above.

2.2.4. Each Unit Chief of Staff shall whenever necessary report any problem, idea or suggestion firstly to the ZOP Director and only then to the respective Director to which the case pertains.

2.2.5. The Unit Chief of Staff shall monitor his/her VATCs, controlling the requirements of Portugal VACC for example, regarding the minimum hours controlled.

2.2.6. The Hierarchy may nominate committees made up of other elements enrolled in Portugal VACC with predefined duties and validity, which represent and work in the interests of the Hierarchy.

2.2.7. The members, positions, relations and call signs are published on the website.

2.2.8. Pilot Support Team is published in About page.

## 2.3. *Founders*

2.3.1. The Founders are a group of Portugal vACC members who by their experience and service apply for a special status. They serve most as advisors for the Board of Governors, keeping the vACC on the course they believe it is the most correct.

2.3.2. Members of the Founders group may also be members of the current Board of Governors.

2.3.3. A Portuguese vACC member may only get the Founder status after the founders themselves approve it, and under appointment by the Board of Governors.

2.3.4. Founders may never get involved in the daily operations of the vACC, but the Board of Governors must keep them updated of the current vACC status and projects.

2.3.5. The Founders have the power to impose a set of actions to the Board of Governors after the majority of the Founders voted for it.

### **Article 3. ATC Unit**

#### *3.1. Description*

3.1.1. For more efficient management and greater realism of Portugal VACC, the various control positions are grouped in strategically placed ATC Units. They are Lisboa ACC, Lisboa, Porto, Faro, Madeira, Santa Maria OACC, Santa Maria, Ponta Delgada, Lajes, Horta and Training.

3.1.2. Each ATC Unit is constituted by a group of VATCs who, being certified for control in the positions of the Unit, are enrolled in that same ATC Unit.

3.1.3. Visiting VATCs are those who, not being enrolled in the Unit, are nevertheless certified in said Unit.

#### *3.2. Enrolment*

3.2.1. All VATCs enrolled in Portugal VACC may enrol in the ATC Units provided they have obtained approval in the written and theoretical test for the Unit they have applied.

3.2.2. VATCs may control in any other Unit besides their own provided they are duly certified for such.

3.2.3. The theoretical test shall be carried out by the Unit Chief of Staff, and the practical test conducted by the Unit Chief of Staff and/or the Training Director.

3.2.4. Beginner VATCs shall be conducted in control only in the Training Unit, until their abilities are considered sufficient for enrolment in an ATC Unit.

#### *3.3. Operational Callsigns*

3.3.1. For the purpose of control, only the call signs presented in the form <ICAO>\_X\_<position suffix> shall be considered valid.

3.3.2. The following position suffixes are valid for Portugal: DEL (Clearance), GND (Ground), TWR (Tower), APP (Approach), CTR (Centre) e FSS (Oceanic).

3.3.3. The following Call signs are valid for control in Portugal: LPPC\_X\_CTR, LPPT\_X\_DEL, LPPT\_X\_GND, LPPT\_X\_TWR, LPPT\_X\_APP, LPPR\_X\_TWR, LPPR\_X\_APP, LPFR\_X\_TWR, LPFR\_X\_APP, LPMA\_X\_APP, LPMA\_X\_TWR, LPPS\_X\_TWR, LPPO\_X\_FSS, LPPO\_X\_CTR, LPAZ\_X\_TWR, LPAZ\_X\_APP, LPPD\_X\_TWR,

LPPD\_X\_APP, LPLA\_X\_APP, LPLA\_X\_TWR, LPLA\_X\_GND, LPHR\_X\_APP, LPHR\_X\_TWR, LPFL\_X\_TWR.

3.3.4. The following are valid call signs for control for positions not directly pertaining to ATC Units: LPCS\_X\_TWR, LPAM\_X\_CTR. The aerodromes served by these call signs, although not integrated in an ATC Unit, shall report to the nearest Unit, and shall be preferentially occupied by controllers from that Unit.

3.3.5. Remaining aerodromes which do not belong to an ATC Unit and which only provide information services (AFIS) shall use callsigns of the type LPXX\_X\_TWR. Any controller may occupy one of these positions.

3.3.6. Military aerodromes shall be controlled by the nearest enclosing area.

3.3.7. Callsign indicator rules

3.3.7.1. The central character X shall be replaced with: Nothing; Numerals; Any letter indicating a sector split.

#### 3.4. *Position occupancy rules*

3.4.1. Due to it being impossible to maintain all sectors of the ATC Units regularly occupied and active, a rule shall exist to allow various active sectors with a minimum of VATCs online. As such, some rules exist in the sequence of activation of the various sectors of each ATC Unit to be enforced online. Therefore:

3.4.1.1. In ATC Units (Porto, Faro, Santa Maria, Lajes, Ponta Delgada and Horta) which only have Approach and Tower sectors, the Approach sector will be activated first and then the Tower.

3.4.1.2. In Lisboa ACC Unit one sector may be activated which can be divided into 2 sectors, West and East, when another VATC of Lisboa ACC Unit is connected.

3.4.1.3. In Lisboa Unit, the activation rule shall respect Approach, Tower and then Ground.

3.4.1.4. In Madeira Unit, after Approach activation, Madeira Tower shall be activated and then Porto Santo Tower.

3.4.1.5. In Santa Maria OACC Unit, the first sole area sector shall be activated, and then the TMA.

3.4.2. Note: The activated sectors within each Unit shall be responsible for providing services otherwise provided by the inactive sectors below. For example, in the Madeira Unit, upon activation of Madeira Approach sector, it shall be responsible for the Madeira Tower and Porto Santo Tower sectors; upon activation of Madeira Tower, Madeira Approach will continue to be responsible for Porto Santo Tower.

#### 3.5. *ATIS*

3.5.1. All units shall contain in the ATIS <voice channel> <position name and frequency>, except:

3.5.1.1. LPPT and LPLA – Shall contain <voice channel> <Position name and frequency> <information> <active runway> <transition level> <approach type> <other information> < latest METAR>. The ATIS shall be defined by the lowest position (GND) and only the extreme shall have it (APP and GND). Remaining Positions shall have ATIS the same as other Units.

### 3.6. Airport Classification and requirements

3.6.1. All airport are subject to the minimum requirements of:

3.6.1.1. DEL, GND and TWR position subject to minimum Tower Controller rating.

3.6.1.2. APP position subject to minimum TMA Controller rating.

3.6.2. Exception made for:

3.6.2.1. Flores LPFL TWR and Porto Santo LPPS TWR position requires TMA Controller rating.

## **Article 4. Amendments**

Amendment 0106 12<sup>th</sup> of June 2006 - Revision of the entire document

Amendment 0206 3<sup>rd</sup> of July 2006 - New paragraph 1.6 of article 1

Amendment 0306 4<sup>th</sup> of October 2006 - New line 1.3.3.1 of article 1; New line 1.3.5 of article 1; Amended line 1.4.2 of article 1.

Amendment 0406 21<sup>st</sup> of December 2006 – Amended lines 1.2.5 and 1.3.4 or article 1

Amendment 0108 27<sup>th</sup> of January 2008 – New paragraph 2.3

Amendment 0208 2<sup>nd</sup> of February 2008 – Updated rating names; New position added in 3.3.3 LPHR\_X\_APP; New paragraph 3.6; New paragraph 2.2.6; New paragraph 2.1.5.7

**The reading of this document does not exempt the reading and compliance with the Code of Conduct, Code of Regulations and User Agreement of VATSIM, VATSIM-EUR Region Policy and VATSIM-EUR Division Policy of VATSIM-EUR, as well as other Internal Service Orders and NOTAMS published in the Portugal VACC website - <http://www.portugal-vacc.org>.**

*(This CoR is based on the VATSIM Code of Regulations, with adaptation to VATSIM-EUR regulations and inclusion of internal regulations)*