

# International Virtual Aviation Organisation

## Special Operations Instruction No 7

Special Agreements

Revision 1.1 – 5<sup>th</sup> June 2021



*Special Operations Department*

International Virtual Aviation Organisation

## Amendments

Revision	Modifications	Effective Date	Amendments By
1.0	N/A	**	SOAD - 419127
1.1	Brand Updated, Letter of agreement renamed Special Agreements	05Jun21	SOD - 419127

\* All changes or additions will be highlighted in yellow.

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## Introduction

Special Agreements are documents containing all information relating to an agreement between 2 or more parties on IVAO. These documents are official and shall be published to be accessible by all members of IVAO.

## Establishing Special Agreements

Special Agreements are established when there is a requirement that particular parties need to diverge from the standard procedure or the rules and regulations.

## Parties Involved

Special Agreements are not to be established with individuals, parties that can be a part of an LOA are special operation groups, divisions, departments (HQ/Division), executive and SO-HQ.

SO-HQ and the executive will only be involved with matters directly related to them. This will also consist of any issues related to the regulations.

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## Structure of Special Agreement's

Special Agreements shall be constructed and written in a precise and transparent manner. There is no set structure to Special Agreements, but we advise the below structure,

### Parties involved

- A formal display of all parties involved, including VID's/role of crucial stakeholders but do not use names.

### Date and time of enforcement

- This shall be the time the Special Agreements comes into effect.

### Title and summary of the agreement

- A clear title to the agreement and a brief description of the agreement.

### Related Information

- This shall include any regulations, rule, other Special Agreements, and documents that are pertinent to the Special Agreement.

### Concerned parties

- This shall list any parties and individuals that this agreement will affect, such as members of a particular division, for example. This can be for all users of IVAO.

### Detailed description of the agreement

- This description shall be of a very detailed level, including any geographical locations that are particularly relevant to the agreement.

### Timescale for the review of the Special Agreement

- This shall be a reasonable time scale, in which the Special Agreement shall be reviewed. This review shall be done to ensure that the Special Agreement is still relevant with possible changes to related documents.

## Signatures of the parties involved

-This shall include the signature of the parties involved to ratify the Special Agreement; this can be a digital signature and does not require a handwritten signature.

## Publishing an Special Agreement

Special Agreement shall be added to the SO order of the division of the concerned parties and published on their website. This includes SOG's which shall publish on their site and also that of their home division. In the case of HQ departments, this shall be posted clearly on an IVAO site.

Then suitable announcements shall be made to ensure that any parties that may be affected by the Special Agreement are made aware.