



## INTERNATIONAL AIR CADET EXCHANGE ASSOCIATION

### MEMORANDUM OF AGREEMENT

#### 1. ORGANIZATION

- (i) The organisation known as the "International Air Cadet Exchange Association" (hereafter referred to as the Association) consists of a number of co-operating national air organizations.
- (ii) By joining the Association each national organisation agrees to the rules and procedures laid down in this memorandum.

#### 2. AIM OF THE ASSOCIATION

- (i) The aim of the Association is to foster international understanding, goodwill and friendship among young people who have an interest in aviation.
- (ii) It endeavours to realize this aim by organising an annual exchange of air cadets between organizations of the participation countries.

#### 3. MEMBERSHIP

- (i) Only one organisation from each country may be a member of the Association.
- (ii) To be eligible for membership the sponsoring organisation must be linked to aviation.

#### 4. MANAGEMENT

- (i) The Association is managed by a Standing Committee, consisting of a President, Vice-President, a Secretary General and members nominated by the participating organizations.
- (ii) The Annual General Meeting of the Association, known as the Planning Conference, is held in September/October. The conference is chaired by the President of the Association or, in the absence of the President, by the Vice-President. At the conference each member organisation has one vote only, regardless of the size of its delegation or of its participation in the exchange program.
- (iii) The President and Vice-President of the Association will be elected annually at the Planning Conference by a two-stage, secret ballot.

- (iv) The Secretariat of the Association will, with the approval of the Standing Committee, be operated by one of the member countries from which the Secretary General will be appointed. No term of office is set for this appointment.
- (v) In the absence of the President, the Vice-President shall act in his place and stead. The Vice-President shall have all power and authority of and may perform any and all of the duties of the President.
- (vi) The official language of the Association is English which will be used in all correspondence and at the Annual Planning Conference.
- (vii) All member organizations will contribute towards the operating costs of the Secretariat. The amount of the contribution will be determined by the Standing Committee in the currency of the country operating the Secretariat.

## **5. PLANNING THE EXCHANGE**

- (i) Details of the exchange for the forthcoming year and all matters affecting the Association are agreed at the Annual Planning Conference held in September/October.
- (ii) The agenda for the conference must be in the possession of member organizations at least three weeks prior to the conference and must include the following items:
  - (a) Review of the last exchange.
  - (b) Planning of the forthcoming exchange
  - (c) Election of the President
- (iii) Each member organisation takes it in turn to host the Planning Conference.
- (iv) Member organizations decide for themselves the extent to which they wish to participate and with which countries they wish to exchange-
- (v) For an exchange to come within the framework of the IACE Association:
  - (a) Both countries must be members of the Association.
  - (b) The exchange must be made within the time scale of the exchange agreed at the Planning Conference.
  - (c) The share of transportation costs to be borne by each side and the responsibility for arranging flights, must be agreed between the two organizations concerned at the Annual Planning Conference and before an exchange of cadets confirmed.
- (vi) Except in cases where a direct exchange of cadets between countries is made, member organizations are required to transport their cadets to the assembly centre at Rhein Main Air Base, near Frankfurt in Germany on the first day of the exchange and to return home with their visitors. At the end of the exchange cadets are transported to and from Rhein Main in the reverse direction.

## 6. THE COST

Each member organisation is required to meet the following costs:

- (i) The cost of the exchange program in its own country including the cost of accommodation, meals and transportation for visiting cadets and their escorts. Visiting cadets and escorts should have no expenses apart from private expenditure.
- (ii) The cost of transporting its own cadets and visiting cadets and escorts to and from Rhein Main, both at the start and at the end of the exchange program.
- (iii) The cost of hotel accommodation and meals for its own cadets and escorts during their stopovers at Rhein Main at the start and at the end of the exchange program.
- (iv) Member organizations are required to insure adequately their participants against any damage resulting from accidents and/or illness, or otherwise safeguard all receiving countries against any such claims. Countries who want additional insurance against possible claims from next of kin of visiting IACE participants, must arrange this by bilateral agreement.
- (v) The annual subscription of the Association which is levied to meet the operating costs of the Secretariat.
- (vi) The host country of the Annual Planning Conference may ask for a Registration Fee from attendees. Fees may be broken down as follows (i) Fee for delegates -- maximum two each country; (ii) Fee for other representatives from a member country; (iii) Fee for Honorary Presidents and Honorary Members not acting as delegates; and (iv) Fee for partners. The amount for the fee in each area, is to be announced at the previous Planning Conference.

## 7. RULES FOR THE EXCHANGE

- (i) **ELIGIBILITY** To take part in the IACE, cadets must be at least 17 years and no more than 20 years of age on the first day of August in the year of the exchange. The upper age limit may be raised to 21 years by bilateral agreement between the countries concerned. Both male and female cadets may be exchanged. As English is the official language of the organisation, cadets selected should have a working knowledge of English, but this requirement may be waived when cadets speak the language of their host country.
- (ii) **SELECTION OF CADETS** Each organisation is free to adopt its own selection procedures, but emphasis must invariably be placed on the candidate's knowledge and interest in aviation subjects and on their being good representatives of their organisation and country.
- (iii) **ESCORTS** By agreement, escorts may be appointed to accompany cadets. An escort is required when exchanging groups of 6 or more cadets. Escorts must be over 25 years of age, be physically fit, be knowledgeable of the aims of the association and have some experience in the field of aviation. They will not be accompanied by their spouses or any other relative unless such person is also an assigned participant of the exchange.

Escorts should be appointed by the host organisation to accompany visiting cadets throughout the period of the exchange in the host country. They should be fully briefed on all aspects of the exchange program and be aware of their own responsibility and that of the host organisation for ensuring the success of the visit. They should be actively involved in the day-to-day operation of the exchange and be prepared to assist organizers of the host program to supervise all cadets regardless of nationality.

- (iv) PROGRAM Each country is free to decide on the contents of its own program, but all countries should aim to provide a program which will appeal to young people, with the right balance between aviation subjects, visits to industry, cultural activities, sightseeing and leisure entertainment. Cadets and escorts are obliged to take part in each event of the program offered them by their host country.
- (v) DRESS Each organisation will issue its cadets and escorts with clothes of a similar pattern. Either uniform or civilian clothes may be worn. The official dress of the country must be worn by its cadets on all formal occasions and for travel to and from the host country.

The following three tier Dress Code will apply:

DC - Casual – Polo shirt/Slacks  
DSF - Semi Formal – Shirt and tie/Slacks  
DF - Formal – Shirt and tie/Blazer or Pullover/Slacks

- (vi) MEDICAL FITNESS Cadets and escorts should have no health problems which would prevent them taking a part in all aspects of the exchange program, including flying as passengers in military and civilian aircraft and gliding. Where any special medication is required this must be notified in advance to the host country. Members must brief their participants that if necessary they must be prepared to accept medical treatment under arrangements made by their host country.
- (vii) REPORT OF ILLNESS OR ACCIDENTS In the event of illness or accident the host country **must**, in addition to any other action it might take, inform as a matter of priority the IACEA organisation of the country concerned.
- (vii) EXCHANGE DETAILS Members are required to submit details of their participants and of their exchange program according to a time schedule produced by the Secretariat each year.
- (ix) CADET AND ESCORT LUGGAGE All participants in the exchange are limited to one piece of luggage weighing no more than 20K and one small handbag.

## 8. HONORARY APPOINTMENTS

The Standing Committee may honour a member by inviting him/her to become an Honorary President or Honorary Member of the Association. To be eligible for the appointment of Honorary President, the person must have served as President of the IACEA. To be eligible for the appointment of Honorary Member the person must have attend five IACEA Conferences. Once an honorary appointment has been accepted, the person accepting is responsible for their own expenses. In addition, attendance at an IACEA Conference for honorary appointees could involve a Registration Fee.