



CÂMARA
MUNICIPAL DE
GUIMARÃES



TEMPO LIVRE
GUIMARÃES



2022
AEROBIC
GYMNASTICS

WORLD CHAMPIONSHIPS

16-18 JUNE



AEROBIC GYMNASTICS

📍 MULTIUSOS GUIMARÃES // PORTUGAL

WORKPLAN



ID 16967

**17TH FIG AER GYMNASTICS WORLD CHAMPIONSHIPS
GUIMARÃES (POR)
June 16-18, 2022**



**2022
AEROBIC
GYMNASTICS**



**10TH WORLD AGE GROUP COMPETITIONS
17TH WORLD CHAMPIONSHIPS
10-12 // 16-18 JUNE • GUIMARÃES • PORTUGAL**

WORKPLAN

Update: June 15

Schedules

COVID-19 MEASURES

Schedules and Meals information

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FOREWORD

This work plan for the 17th FIG Aerobic Gymnastics World Championships in Guimarães to be held from **June 16th until June 18th 2022** has been developed between FIG Headquarters, the FIG AER-TC and the Local Organising Committee (LOC) in accordance with the following FIG regulations and rules (as valid in 2022):

- Statutes
- Code of Ethics
- Code of Conduct
- Technical Regulations
- Code of Discipline
- AER Code of Points and relevant Newsletters
- General Judges' Rules
- AER Specific Judges' Rules
- Anti-Doping Rules
- Licence rules
- FIG Framework for Safeguarding Athletes and other Participants from Harassment and abuse in Sport during Events
- Medical organization of the FIG competitions and events
- FIG Medical Guidelines for FIG Competitions and Events during the COVID-19 pandemic
- Media Rules
- Apparatus Norms
- Advertising and Publicity Rules
- Regulations for Award Ceremonies
- Accreditation Rules

and subsequent decisions of the FIG Executive Committee and AER Technical Committee

All participating Federations commit to respect the FIG Statutes and all FIG rules and regulations, especially with regards to the licence, the age and nationality of the gymnasts as well as the respective regulations concerning "Insurance" (Art. 11.6 of the Technical Regulations).

Federations which have not fulfilled their financial obligations towards the FIG (e.g. annual membership fees, unpaid invoices, non-refundable entry fee, etc) and the LOC (such as accommodation, meals, etc.) will not be allowed to participate in these World Championships.

The official languages of these World Championships will be English. Interpretation from and into any other language must be organized by the Delegations. Announcements will be made in English. This Work Plan is available in English ONLY.

1. FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE (FIG)

Coordinates of the FIG

FIG – Fédération Internationale de Gymnastique

Contact persons: Mr. Alexandre Cola and Mrs. Sylvie Martinet

Avenue de la Gare 12A

CH-1003 Lausanne

SWITZERLAND

Telephone: +41 21 321 55 10 / Direct: +41 21 321 55 18 / 15

E-mail: acola@fig-gymnastics.org and smartinet@fig-gymnastics.org

Website: www.gymnastics.sport

FIG Officials

| | |
|--|----------------------|
| President | Morinari WATANABE |
| Secretary General | Nicolas BUOMPANE |
| Jury of Appeal and the Supervisory Board President | Suat CELEN |
| Jury of Appeal and the Supervisory Board Member | Maria FUMEA |
| Anti-Doping, Medical and Mental Health Commission Representative | Dr. Yasunobu IWASAKI |

AER Technical Committee and Superior Jury

| | |
|------------------------------|---------------------|
| TC President | Tammy YAGI-KITAGAWA |
| TC Vice-president | Jorge FILLON |
| TC Vice-president | Cristina CASENTINI |
| TC member | Desislava BOGUSHEVA |
| TC member | Vladislav OSKNER |
| TC member | Ana MACANITA |
| TC member | Maria Eduarda POLI |
| AER Athletes' Representative | Dora HEGYI |

FIG Staff

| | |
|---|-----------------|
| Technical Coordinator | Steve BUTCHER |
| Sports Manager | Alexandre COLA |
| Sports Manager | Sylvie MARTINET |
| Marketing, Television Manager and Coordinator | Vilma RUFFINI |
| Editor | Blythe LAWRENCE |
| Official Photographer | Volker MINKUS |

TV – HOST BROADCASTER

| | | |
|-------------|---|--------------|
| Host | TV Director | Carlos VAZ |
| Broadcaster | Host Broadcast Producer and International Broadcast Liaison | RTP/SPORT TV |

Swiss Timing – IRCOS

| | |
|-------------|--------------|
| Team Leader | Nicola COLLI |
|-------------|--------------|

2. LOCAL ORGANISING COMMITTEE

Coordinates

The LOC of the 2022 Aerobic World Championships

Gymnastics Federation of Portugal (FGP)

Contact Person: Ms. Teresa Loureiro

Address : Estrada da Luz, 30 A
1600 - 159 Lisboa

Tel: +351 218 141 145

E-mail: federacao@ginastica.org | teresa.loureiro@ginastica.org



LOC Officials

| | |
|---------------------------------------|------------------------|
| Local Organizing Committee | |
| President | Luís ARRAIS |
| Vice President | Vera LEITÃO |
| Executive Director | Teresa LOUREIRO |
| Competitions` Director | Sara LUNA |
| Administration | Paula ARAÚJO |
| Head of Secretariat and Accreditation | Sandra PIRES |
| Head of Finance | Tiago HORTA |
| Venue Manager | Bernardo MIGUEZ |
| Deputy Venue Manager | Elena ROSCA |
| Head of Press and Marketing | Dr. Ana Úrsula MARTINS |
| Official Doctor of the LOC | Emanuel MARTINS |
| Head of Security | |

| | |
|---------------------------------|-----------------------------------|
| Ceremonies' Director | Andreia SANCHES Adriana CASTRO |
| Volunteer Work Manager | Cidália FREITAS |
| Sport Presentation | Sérgio MATEUS Nelson RODRIGUES |
| Transportation Manager | André NOGUEIRA |
| Accommodation and Meals Manager | Bernardo TOMÁS |
| General Support | Ricardo LIMA |

LOC Office & Sport Information Center (SID)

The LOC Office will be located at the competition venue and will be in operation from June 13th until 18th, 2022.

It will be open approximately 30 minutes before the start of the first training and 30 minutes after the last training / competition session.

The LOC phone number is as follows: **+351 926 242 558**

Emergency number (out-of-office hours):

- LOC phone number (above)
- 112 (European Emergency number)

No hard copies of any documents (start list, results & other relevant documents) will be available for distribution.

The relevant documents will be distributed electronically via Swiss Timing.

All STARTING ORDERS, intermediate RESULTS and FINAL RESULTS' BOOK will be sent ONLY via email to the National Federations' official email and Head of Delegations' (or his/her representative) email. Delegations will be requested to inform the LOC about the correct email address upon arrival.

In addition, all the necessary information will be communicated via WhatsApp group (mobile phone numbers of HoD will be collected for this purpose).

3. PROVISIONAL GENERAL SCHEDULE (SUBJECT TO CHANGES)

| Date | Event | Location | Start Time | End Time |
|-------------------------------|--|---------------------|--------------|--------------|
| Monday 13 June 2022 | | | | |
| | Official arrival of WCH | 00:00 | All day | 00:00 |
| | Accreditations (no training available) | LOC Office | All day | 00:00 |
| Tuesday 14 June 2022 | | | | |
| | Training and podium training | Multiusos Arena | 08:50 | 17:57 |
| | Athlete's portrait photo session | Multiusos Arena | 10:00 | 17:57 |
| | Opening ceremony rehearsal | Multiusos Arena | 18:05 | 19:05 |
| | Orientation meeting | Judges' Room | 19:15 | 20:15 |
| Wednesday 15 June 2022 | | | | |
| | Training and podium training | Multiusos Arena | 08:50 | 17:57 |
| | Athlete's portrait photo session | Multiusos Arena | 10:00 | 17:57 |
| | Medical and Anti-Doping Round Table | Judges' Room | 11:00 | 12:00 |
| changed | Medical and Anti-Doping Round Table | Judges' Room | 11:00 | 12:00 |
| changed | Judges' instruction CJP + D | Judges' Room | 13:30 | 15:00 |
| changed | Judges' instruction A + E | Judges' Room | 15:00 | 17:00 |
| | Meeting with AER TC Continental Presidents | TC office | 18:00 | 19:00 |
| | Athletes' meeting | Judges' Room | 18:30 | 19:30 |
| Thursday 16 June 2022 | | | | |
| | Training Session for IM, MP and GR | Multiusos Arena | 08:45 | 14:00 |
| | Judges' draw, briefing and Q&A | Judges' Room | 13:30 | 15:00 |
| | Qualification Trio and Individual Women | Multiusos Arena | 15:30 | 18:05 |
| | Opening ceremony and 8 counts | Multiusos Arena | 18:15 | 18:45 |
| | Qualification Aerobic Step and Aerobic Dance | Multiusos Arena | 18:45 | 19:42 |
| Friday 17 June 2022 | | | | |
| | Judges' briefing and draw | Judges' Room | 10:30 | 11:30 |
| | Qualifications Mixed Pair and Individual Men | Multiusos Arena | 12:00 | 13:45 |
| | Qualifications Group and Individual Men | Multiusos Arena | 14:30 | 15:41 |
| | Medal Award Ceremony for Team Ranking | Multiusos Arena | 15:50 | 16:00 |
| | Judges' draw for finalists | Judges' Room | 17:10 | 17:40 |
| | Presentation of the finalists Trio | Multiusos Arena | 17:56 | 18:00 |
| | Finals Trio | Multiusos Arena | 18:00 | 18:28 |
| | Presentation of the finalists Individual Women | Multiusos Arena | 18:28 | 18:32 |
| | Finals Individual Women | Multiusos Arena | 18:32 | 19:00 |
| | Medal Award Ceremony TR / IW | Multiusos Arena | 19:00 | 19:10 |
| | Presentation of the finalists Aerobic Step | Multiusos Arena | 19:12 | 19:16 |
| | Final Aerobic Step | Multiusos Arena | 19:16 | 19:35 |
| | Medal Award Ceremony Aerobic Step | Multiusos Arena | 19:35 | 19:40 |
| Saturday 18 June 2022 | | | | |
| | FIG AER TC Round Table | Judges' Room | 09:00 | 10:30 |

| | | | |
|--|-----------------|---------|-------|
| FIG President Round table | Judges' Room | 10:30 | 11:30 |
| Judges briefing and draw | Judges' Room | 13:45 | 14:30 |
| Presentation of the finalists Individual Men | Multiusos Arena | 15:01 | 15:05 |
| Finals Individual Men | Multiusos Arena | 15:05 | 15:33 |
| Presentation of the finalists Mixed Pair | Multiusos Arena | 15:33 | 15:36 |
| Finals Mixed Pair | Multiusos Arena | 15:36 | 16:02 |
| Medal Award Ceremony IM / MP | Multiusos Arena | 16:02 | 16:12 |
| Presentation of the finalists Group | Multiusos Arena | 16:14 | 16:18 |
| Finals Group | Multiusos Arena | 16:18 | 16:46 |
| Presentation of the finalists Aerobic Dance | Multiusos Arena | 16:46 | 16:50 |
| Finals Aerobic Dance | Multiusos Arena | 16:50 | 17:17 |
| Medal Award Ceremony GR / AER Dance | Multiusos Arena | 17:17 | 17:27 |
| Closing Ceremony | Multiusos Arena | 17:27 | 17:47 |
| Sunday 19 June 2022 | | | |
| Official departure of Delegations WCH | 00:00 | All day | 00:00 |

**All timings are subject to slight alterations*

4. PARTICIPATION AND SIZE OF THE DELEGATIONS

Participation / Accreditation

Please refer to the Directives for details on the participation rights, maximum delegation size, supplementary accreditations, payment procedures and insurance deadlines.

In addition, a list including all medical personnel duly approved by the FIG is published on the FIG website. Medical personnel seeking accreditation for these World Championships and who are not on this list must send to the FIG Office (attention Mr. Loïc Vidmer at vidmer@fig-gymnastics.org) a copy of his/her medical certificate/diploma duly translated into English or French and must complete the "Form to be accredited as Medical Doctor or Paramedical staff at FIG Events" which can be downloaded from the FIG database after creating a profile for Medical Staff, (please refer to the FIG database User instructions available on the FIG administration website) as soon as possible but at the very latest at the deadline of the nominative registration. Without this document, the accreditation of the medical personnel will not be released.

Accreditation Principles

FIG Accreditation Rules have to be strictly respected and applied notably as far as the number of accreditations and transferable access cards (TAC) per federation is concerned. The accreditation identifies individuals in good standing from FIG affiliated federations participating in the event. It indicates and defines individuals' right to access to the different zones as per their functions. All participants and officials are required to wear their Accreditation Card at all times.

The accreditation is personal, non-transferable and compulsory to have access to the training and competition halls, the official functions and the transport system of the LOC (if applied). The access in the warm-up Hall is strictly limited to the gymnasts participating in the specific competition and according to the warm-up schedule, with the appropriate delegation member's transferable access card. The accreditation card is also necessary to pass the security controls.

Accreditations for the World Age Group Competitions will not be valid for the World Championships.

Any misuse of an accreditation (zone, time, transfer, etc.) will lead to the withdrawal of the accreditation and a fine of CHF 2500.- for each case. Further steps are possible (e.g. case to be submitted to the Gymnastics Ethics Foundation).

In case of lost or stolen accreditation, the LOC must be informed immediately to block the accreditation. Lost or stolen accreditations may be replaced (except TAC) at the charge of the card holder (refer to the directives for the price).

The accreditation procedure will only be dealt and accepted from delegations by the Head of Delegation, the Team Manager or any other person with the Appendix 9 dully filled, stamped and signed by the National Federation President or Secretary General.

Transferable access cards (TAC)

The TACs are only transferable within the NF's official delegation and appropriate function.

They can only be used in conjunction with the primary accreditation card.

Lost or stolen transferable cards shall not be replaced.

Media Accreditation

For Media accreditation, please see point 26.

5. NOMINATIVE REGISTRATIONS

On-line Nominative Registrations

Please note that the order of filling in the Nominative entry form have established the place of the gymnasts, pairs, trios and groups against his/her country and the number of the starting order. Please, refer to the drawing of lots (see Appendix 2)

First gymnasts, pairs, trios and groups will get the number 1, second pairs and trios the number 2. **No changes will be allowed.**

Team Ranking:

Delegations who would like to take part in the Team ranking must announce the composition of their team using Appendix 13, **at the very latest at the accreditation.**

Failure to do so would result in the Delegation not being accepted to participate in the Team Ranking.

Decision from the FIG Council (April 11, 2022)

The Step category does not count in the Team Ranking competition.

This means that the Team Ranking will be based as follows (based upon 2022 FIG Technical Regulation, Art 3.2 Section 6) **and** FIG Council decision taken on April 11, 2022:

- The five (5) best places (ranking) from Aerobic Gymnastics: Individual Men or Individual Women, Mixed Pair, Trio, Group **and** AER Dance

Music

All the music shall be uploaded on SmartScoring digital platform, only format MP3 as soon as possible, The LOC will contact the Federation which have not finalized the procedure.

Specific name: please refer to the directives

During the Competitions all music will be played by computer only. It is the responsibility of each delegation to ensure that the correct music is played for the respective gymnasts / units.

The Head Delegation or coach will have to confirm by signing that it is the correct music corresponding to the gymnast / units during the podium training of their delegation.

Fines

The fines after missing the Registrations deadlines or after late Registrations are as follows (as per the Technical Regulations):

| | |
|---|-----------|
| Fine after missing the Nominative Registration deadline or after late Nominative Registration | CHF 1'000 |
|---|-----------|

Change of Starts list

- If gymnasts get injured or ill before the arrival at the place of the competition (between the Nominative Registration and the Accreditation), the injured or sick gymnasts can be replaced by another gymnast (and accredited) upon arrival. The FIG and the LOC must be informed immediately (Appendix 5 and Appendix 8 if needed).

- In the case of injuries or illness between the time of accreditation and until 24 hours prior to the beginning of the respective Qualifications, the Federation is allowed to change accreditations. The gymnast injured or ill must return his/her accreditation and another gymnast can be accredited. The FIG and the LOC must be informed immediately (Appendix 5 and Appendix 8 if needed).
- 60 min prior to the beginning of each phase of the competition (with medical certificate verified by the official FIG / LOC medical doctor), a gymnast can be substituted. The substitute shall take exactly the same place as the replaced gymnast. The FIG and the LOC must be informed immediately (Appendix 5).

In all above-mentioned cases, the replacing gymnast will fill the position of the replaced gymnast (in the draw/starting order).

- After 24 hours prior to the beginning of Qualification, no accreditations can be changed. The 24 hour period is from the start of the day of the respective Qualification.
- In case a Federation withdraws a gymnast/unit from the Qualification Round, this place in the starting order will not be taken by the next gymnast from the same Federation. I.e. if NED 1 is withdrawn the NED 1 place will remain "empty".

6. VENUE AND HALLS

Competition Venue details

For general layout of the offices, seats, training area, warm-up area and Field of Play (FOP), please see Appendix 1.

Please note that the entire venue complex is a non-smoking area.

7. TRAINING FORMAT AND SCHEDULE

Official Training Schedule

The Official training schedules (Appendix 3a, to be given later) have been structured in groups and subdivisions in accordance with the Technical Regulations.

Delegations must respect the designated training times and the allocated training halls.

Detailed competition schedules (Appendix 3b, to be given later) will be sent shortly after the nominative deadline in order to respect the 10 min rules.

Changes to the official scheduled training hours will not be accepted and delegations will be responsible for following the official training schedules.

Access to the competition hall and to the training locations will be given only to the members of the delegation and only during their respective training times.

The judges have no access to the training and warm-up halls.

During the trainings in the training halls, athletes will have to use their personal 3rd copy of CDs.

Podium Training

The podium trainings will be held in accordance with the schedules as published.

During the podium trainings in the official competition hall, the original music, uploaded in the LOC platform will be played.

In order to be well prepared and not lose time, each Federation is requested to fill in the attached "Order for training" form (Appendix 4) and present it to the LOC during the Accreditation.

Training for Finalists

This training is available only **for Finalists** in the training hall as follows:

- **Friday June 17, 2022** – IW / TR / AS

- **Saturday June 18, 2022** – IM / MP / GR / AD

After the qualification, a training timetable for FINALISTS will be communicated to all federations.

8. COMPETITION FORMAT AND SCHEDULE

General Principles

The Competition Director will be in charge of the competition, warm-up, and training areas. All instructions given must be strictly observed, especially during TV broadcast (i.e. in relation with Kiss & Cry, etc.).

During competition on the FOP, gymnasts, coaches, and judges are absolutely prohibited from using any electronic device to talk, transmit or receive messages (mobile phones, mini-notebooks, computers, etc.) or use any camera or video device.

Drawing of Lots

Based on the drawing of lots the starting order in the different categories has been established. The starting order per gymnasts/units will be according to the nominative registrations made by the member Federations, where the gymnasts/pairs/groups are written down from 1 to 2.

This starting order will be confirmed after the arrival of the nominative registered gymnasts in Guimarães.

At the completion of the Qualifications, a list of the qualified gymnasts (IM / IW / MP / TR / GR / AS / AD) for the finals will be published at the Sport information Center and in the hotels as well as send to the head of delegations.

Starting Order

The FIG, in consultation with the TC and the LOC, reserves the right to apply minor adjustments to the draw and starting order after the nominative registrations received in order to avoid competition schedules problems.

9. CEREMONIES

For all presentations of nations (8 counts), the Opening Ceremony, Award Ceremonies and Team Ranking, all competitors must wear their national tracksuit.

Presentation of Nations (8 counts)

The Opening performance will take place at Competition Hall on the official podium **and participation is compulsory for all nations taking part in the event (max 3 gymnasts per country).**

For specific timing, please refer to the general schedule.

The Nations will be presented by the competitors during 16-counts (two eights).

Further detailed information will be given during the Orientation Meeting.

Official Opening Ceremony

The Official Opening Ceremony will take place at Competition Hall on the official podium **and participation is compulsory for all nations taking part in the event.**

For specific timing, please refer to the general schedule.

Further detailed information will be given during the Orientation Meeting.

Presentation of the Finalists:

The LOC will make a presentation of the finalists (in all categories) before the respective finals.

Presence for all finalists is compulsory.

Timing is already considered in the schedule.

Dress code is competition attire.

More information about meeting point and circulation will be given at the Orientation Meeting.

Award Ceremonies

The award ceremonies will be held as per the schedule of this work plan and carried out in accordance with the FIG Regulations for Award Ceremonies.

The competitors requested to attend the awards ceremonies are:

- Individual Men, Individual Women, Mixed Pairs, Trios, Groups, AER Dance Groups, and AER Step Groups: ranked 1st to 3rd.
- All gymnasts of the team ranking competition (1 Individual Men, 1 Individual Women, 1 Mixed Pair, 1 Trio and 1 Group, AER Dance and one coach) in the respective teams, as registered until the accreditation are invited to attend – ranked 1st to 3rd.

The gymnast(s) must be on time for the award ceremony as advised according to the schedule.
A gymnast or a team who is absent with unjustified reason will be disqualified.

Dress code: national tracksuit

The national flags of the best 3 competitor(s) per category will be hoisted and the national anthem of the winner(s) will be played.

Closing Ceremony

The Closing Ceremony will be part of the final session of the Finals at the Competition Hall on the official podium.

For specific timing, please refer to the general schedule.

10. FIG CERTIFIED EQUIPMENT

Floor Supplier: Gymnova
Reference number: FIG ID: 158

Step Supplier: Venturelli
Reference number: FIG ID: 218

Only the steps provided by the LOC will be allowed during the trainings and competition.

11. JUDGES' PANELS, SUPERIOR JURY AND JURY OF APPEAL

For all draws, please refer to 2022-2024 AER Specific Judges' Rules.

World Championships

The Chairs of Judges' Panels, Difficulty Judges have been communicated to the respective National Federations following the draw made on April 6th, 2022 in Lausanne (SUI).

- **Panel A:**

CJP: FERENTINOIU Lefki (GRE) / D: SPINU Cristiana (ROU) and SINKO Andrea (HUN)

- **Panel B:**

CJP: DARONE Monica (ITA) / D: GARCIA ALCAZAR Sergio (ESP) and WIETHOFF Monika (GER)

All E- and A- Judges together with the Line and Time judges (seated at the technical table) and reserve Judges for the respective Qualifications and Finals will be drawn the day of each competition.

In the draw of the judges for the Finals, if possible, only E-, A-, Line, Time and Reserve Judges whose Federations are not represented in the Final or have not a No 1 reserve competitor, will participate.

The drawing of lots will take part the day of each Final.

Superior Jury

The Superior Jury will consist as follows:

Tammy YAGI-KITAGAWA

Jorge FILLON

Cristina CASENTINI

Desislava BOGUSHEVA

Vladislav OSKNER

Ana MACANITA

Maria Eduarda POLI

President: Tammy YAGI-KITAGAWA
Assistant: Dora HEGYI (Athletes' Representative)
Artistic: Jorge FILLON
Maria Eduarda POLI
Execution: Desislava BOGUSHEVA
Vladislav OSKNER
Difficulty: Cristina CASENTINI
Ana MACANITA

Jury of Appeal and Supervisory Board

| | | |
|------------|-------------|---------------------------------|
| President | Member | Member |
| Suat CELEN | Maria FUMEA | To be named on site if required |

The Jury of Appeal will consist of two members and a third person to be designated in accordance with the matter of the appeal. In case of a judge's appeal, a person not involved in the decision of the Superior Jury and in the judging process of the apparatus concerned will be nominated.

12. SCORING

Swiss Timing will provide the official scoring equipment and IRCOS for the video control. FIG will provide a live scoring of the World Championships on the [FIG website](#). Competition results will be sent to the e-mail addresses of each Head of Delegation (responsible persons) provided at the Accreditation procedures.

13. INQUIRIES

Please refer to Technical Regulations, Section 1, Reg. 8.4.

Inquiries for the difficulty scores will be allowed provided that they will be made verbally immediately after the publication of the score or at the very latest before the end of the routine/pass of the following unit. For the last unit of a rotation, this limit is one minute after the score is shown on the scoreboard. The person designated to receive the verbal inquiry will have to note the time of receiving it and this will start the procedure.

In case two (2) categories are judged alternatively (by two (2) panels or one single panel) the inquiry must be made before the score of the following gymnast or group of the same category is shown.

Only the accredited coaches in the competition area will be entitled to submit an inquiry. Late verbal inquiries will be rejected.

A Federation will not be allowed to complain against a gymnast / unit from another Federation. Inquiries for all other marks (i.e Execution, Artistic/score, etc.) will not be allowed.

The inquiry must be confirmed as soon as possible in writing but within 4 minutes at the latest after the verbal inquiry and **requires an agreement of payment** of CHF 300.- for the first complaint, CHF 500.- for the second complaint and CHF 1'000.- for the third and all subsequent inquiries, lodged by the same Federation throughout the World Championships (and not starting from "1" at each competition phase).

Federations shall not pay cash as cash money is not allowed on the FOP.

Should the inquiry not be confirmed in writing within 4 minutes, the procedure becomes obsolete.

After review of the inquiry, should the final score be higher, this sum will not be invoiced by FIG to the Federation. However, should the final score remain unchanged or be lower, the sum will be invoiced and transferred to the FIG Foundation for Solidarity.

Every inquiry will be examined by the Superior Jury and a final decision, which may not be appealed, will be taken at the very latest:

- at the end of the rotation for the qualifying competitions
- before the score of the following gymnast/unit is shown for finals.

14. MEETINGS AND INSTRUCTIONS

Orientation Meeting

Please refer to the General Schedule.

The participants will be able to ask their questions at the end of the meetings as usual.

Judges may not represent their country at the Orientation Meeting.

In case a federation is composed only by a gymnast and a judge, the gymnast must attend the orientation meeting.

Important information about the organization of these Championships will be given by the LOC and the FIG. This Meeting will be held exclusively in English. As per Technical Regulations, Section 1, Reg.

5.11. unjustified failure to attend this meeting will result in a sanction of CHF 1'000.- against the Federation to be paid to the FIG.
For specific timing please refer to the general schedule.

Judges Instructions, Meetings, Briefings and Draws

The Judges' Instruction, will be as per the general schedule.

All registered judges are required to take part in the judges' instructions, subsequent meetings and draws.

Judges' briefings and draws scheduled for June 16, 17 and 18 will be held as per the general schedule. The judges must respect the dress code mentioned in the Code of Points.

TC Meeting and Video Analysis

A continued evaluation will be carried out by the Superior Jury This will be done by observation and scoring by the responsible members of the SJ during the competitions and by analysis from videos after the competitions.

Scoring: Swiss Timing Instructions

The scoring Instruction will be held on the judges' podium. For specific timing, please refer to the general schedule.

Judges who do not participate in the judges' meetings/instructions/draws will not be authorized to judge, will receive warnings and possibly other sanctions as well.

15. PRIZE MONEY

The following Prize Money will be allocated to the medalists:

| Ranking | IM/IW/MP/TR (per medalist) | Groups (per group) | AER Step (per group) | AER Dance (per group) | Team Ranking (per team) |
|-------------|-------------------------------|-----------------------|-------------------------|--------------------------|----------------------------|
| 1st | 1'500. CHF | 3'000. CHF | 3'000. CHF | 3'000. CHF | 5'000. CHF |
| 2nd | 1'000. CHF | 2'000. CHF | 2'000. CHF | 2'000. CHF | 3'000. CHF |
| 3rd | 500. CHF | 1'000. CHF | 1'000. CHF | 1'000. CHF | 2'000. CHF |
| Total | 21'000.CHF (3'000.- x 7) | 6'000. CHF | 6'000. CHF | 6'000. CHF | 10'000. CHF |
| Grand Total | CHF 49'000. CH | | | | |

Additional Prize Money / Support paid by FIG according to the Team ranking (in USD)

| Ranking | Amount |
|-----------------|-------------|
| 1st | 5'000. USD |
| 2 nd | 3'000. USD |
| 3rd | 2'000. USD |
| Total : | 10'000. USD |

In case of a tie, the prize money of the respective ranking is added and divided by the number of tied gymnasts/units. Examples:

Ranking: 1. Gold - Gold (tie) 2. – 3. Bronze

The prize money for rank 1 and 2 are added and divided by 2.

Ranking: 1. Gold 2. Silver – Silver (tie) 3. -

The prize money for rank 2 and 3 are added and divided by 2

Ranking: 1. Gold 2. Silver 3. Bronze – Bronze (tie)

The prize money for rank 3 is divided by 2

16. ROUND TABLE

3 round tables will take place.

For location and timing, please refer to the general schedules if not expressed otherwise below

The **FIG President Round Table** will be directed by the FIG President Mr. Morinari WATANABE in the presence of FIG representatives and the TC members. Date and location to be confirmed later on.

The **AER TC Round Table** will be directed by the FIG AER TC President in the presence of FIG representatives. Date and location to be confirmed later on.

The **medical and anti-doping Round Table** will be directed by the Anti-doping, Medical and Mental Health Commission representative. All accredited National Federations' Medical doctors and Paramedical Staff are welcome to take part to this round table.

The topic will be communicated later on.

This medical round table is **highly recommended** for all participating Federations and meant to provide valuable information on medical aspects.

Date and location to be confirmed later on.

Registration forms are to be found in the appendices forms and must be returned to the FIG office (attention: Ms. Sylvie Martinet / e-mail at smartinet@fig-gymnastics.org) at the very latest by the accreditation day.

17. GYMNASTICS AMBASSADOR

Mrs. Sara Moreno is the Aerobic Gymnastics Ambassador for the World Championships. She will be on site from June 16 to 18, 2022.

18. TRANSPORTATION AND VISA

Please refer to the Directives for details on Visas, International Transportation, Local Transportation, Shuttle Services and deadlines.

Arrival

The LOC personnel will be present at all arrival points with greeting signs to welcome the Delegation members. Delegations will be requested to make their ways to meet with them.

Upon arrival, all the delegations will be informed of the time of accreditation assigned for them according to the Accreditation schedule made by the LOC.

Departure

If entitled, transportation will be coordinated by the LOC from the official hotels to the departure area based on the information collected from the Delegations and confirmed by the Head of Delegation during the accreditation. A detailed schedule for departures will be displayed via WhatsApp group.

Accreditation cards will not give the possibility to use the public transports in Guimarães.

Transportation Managers will be present at the accreditation center during accreditations.

The transport office phone number (printed on the back of each delegate's accreditation card) is: +351 926 242 709.

International Transportation

The travel to Guimarães will be at each delegation's own expenses. The FIG and the LOC strongly recommend that each Federation take a cancellation insurance for their international transportation.

Arrival in and departure from Guimarães

Accredited team delegations who:

- will arrive and depart on the official arrival and departure dates

- have filled-in the online LOC platform will be provided with local transport from Aeroporto Francisco Sá Carneiro (Porto's airport – OPO) to the official hotels based on the information received.

The LOC will contact the Federation which have not finalized the procedure.

This service will be guaranteed by the LOC. Upon receipt of the travel information, further instructions will be provided to the Delegations as required.

For those Delegations or member of Delegations that do not arrive on the official arrival day as mentioned on the general schedule, upon request, the LOC may arrange additional transportation. Please, contact the LOC for additional information.

Buses will be available for the local transportation of all accredited persons from the official hotels to the training, warm-up, and competitions venue (following the competition, warm-up, training and meeting schedules) as well as to any other official activities and back as needed.

Buses timetables will be provided to the Heads of Delegation upon arrival and will also be available by WhatsApp number.

19. INSURANCE

Please refer to the directives for details on the insurance policy.

Please also refer to the document provided by FIG for Athletes and Judges on the First-Class Assistance published on the [FIG website](#).

20. ACCREDITATION

Procedure

Please refer to point 4.

Accreditation center

The accreditation center is located at the Competition Hall – LOC Office (Level 0 – Participants entrance) (please refer to point 2).

No additional accreditations may be issued without the prior approval of the FIG (for changes after the on-line nominative registration (please refer to Appendix 5 and Appendix 8).

Accreditations will not be delivered unless all financial, organizational and insurance obligations have been met.

If a delegation decides to complete the accreditation procedure at another moment, the LOC will try to help as soon as possible. The LOC however will give priority to those countries who arrive at the agreed time and those delegations who fulfilled their financial obligations.

As mentioned in the Directives, the Federations must submit online picture for each of their delegation member to the LOC via SmartScoring digital platform.

The picture requirements are as follows:

Requirements for each identity color photo:

- Identity: country code_function_full name, for example: CHN_Team Manager_LI Haoyang
- File format: .jpg or .jpeg
- Dimensions: 350 mm x 450mm or 276 pixels wide x 354 pixels high



If a photo has to be taken during the accreditation because none has been sent within the deadline or sent in the unofficial requested format, there will be a charge of **10 Euro for each photo taken at the accreditation desk. The LOC will contact the Federation which have not finalized the procedure.**

The member's profile made without pictures will not be handled with priority. You may wait at the accreditation center.

If there are any changes, the definitive work plan, starting order, and schedules will be sent to the Head of Delegations via email addresses and WhatsApp numbers provided at the Accreditation.

The HoD will furthermore be requested to present to the LOC their FIG License (in addition to their valid passport) for further age control as well as for anti-doping purposes, and all FIG licences will be collected at the accreditation and given back after the photo portrait session (see Art. 32).

The National Federations are requested to submit passport copies of each members of their delegation to the LOC online via the SmartScoring digital platform.

Control and Distribution of the Required Material

Upon accreditation Heads of Delegations or their representatives (max 2 people) will be requested to:

- check the correct names of their complete Delegation members
- present to the LOC a valid passport of all Delegation members for proof of identity and control of Nationality.
- confirm the NF contact details onsite (e-mail and mobile phone) for proper delivery of the gymnasts' start lists, judges' lists and results)
- provide a phone number (HoD, or other responsible person) with WhatsApp
- hand in copies of the passport of the gymnasts (if not uploaded online into the LOC system)
- prove of the fulfilment of all financial obligations to the LOC and finalize the necessary payments if needed (i.e. insurance, additional accreditation, etc.)
- verify the accommodation and meal requirements
- show proof of the cover note or photocopy of the valid insurance policy in English
- Hand in the filled in advance order for podium trainings WCH (Appendix 4) – this order will be followed only during the podium trainings in the competition hall.
- confirm the accuracy of the Federation National Anthem and National Flag presented by the LOC, and sign the relevant form
- confirm the accuracy of the Music, uploaded on the LOC digital platform
- hand in 2 back up CD (2 CD per gymnast/group and per apparatus) for safety reasons or in case of technical problems
- **No Difficulty Sheets are needed for the World Championships.**

The Head of delegation/delegation members have to bring his/her/their own workplan and any other appendices.

21. ACCOMMODATION

Official FIG hotel:

Santa Luzia ArtHotel

Rua Francisco Agra, 100

4800-157 - Guimarães

Website: <https://www.santaluziaarthotel.com/>

Hotels for Delegations:

Category 1:

Santa Luzia ArtHotel

Rua Francisco Agra, 100

4800-157 - Guimarães

Website: <https://www.santaluziaarthotel.com/>

Category 2:

Hotel de Guimarães

Rua Eduardo Manuel de Almeida, 202

4810-440 Guimarães

Website: <https://www.hotel-guimaraes.com/>

Open Village Sports Hotel

Travessa da Ribeira, 629
Mesão Frio
4810-235 Guimarães
Website: <https://www.ovs.pt/>

Category 3:

Hotel Bienestar Termas de Vizela

R. Dr. Abílio Torres 855
4815-552 Caldas de Vizela
Website: <https://www.hotelbienestervizela.com/>

Hotel Fundador

Avenida D. Afonso Henriques, 740
4810-431 Guimarães
Website: <https://www.hotelfundador.com/>

Hotel Ibis Guimarães Centro

Av. Conde Margaride, 12
Creixomil
4810-537 Guimarães
Website: <https://www.booking.com/hotel/pt/ibis-quimaraes.pt-pt.html>

Category 4:

Hotel Vila

Rua Vila Marita, 36
Vila de Ponte
4805-343 Guimarães
Website: <https://www.booking.com/hotel/pt/vila-marita.pt-pt.html>

Hotel do Paço

Rua 10 de junho, 372
Vila de Ponte
4805-211 Guimarães
Website: <https://www.hoteldopaco.com/en/>

Low Cost:

Flag Hotel Braga

Rua Damiana Maria da Silva, 20
4700-085 Braga
Website: <https://flagworldhotels.com/hotel.php?h=1>

HI Guimarães – Youth Hostel

Largo da Cidade,
4810-430 Guimarães
Website: <https://www.pousadasjuventude.pt/pt/pousadas/pousada-de-quimaraes/>

For Accommodation prices, payments, and cancellation policy: please refer to the Directives.

Check In Procedures

Each Official Hotel will have received a rooming list from those delegations who have submitted the necessary information to the LOC online via SmartScoring digital platform. The room keys and hotel information will be distributed to the delegation upon their hotel check-in.

Credit cards imprints may be made to cover all incidental costs during the individuals' stay...

Check-in time at official hotels is 15:00.

The check-in times of the respective hotels must be strictly respected.

Check out Procedures

All extra services at the hotel should be paid by the delegations during the check-out. Delegations will be responsible for all extra costs incurred.

The check-out time at official hotels is 11:00.

The LOC recommend to do the respective check out at least one hour before the scheduled transportation to the airport.

22. MEALS

Please refer to the Directives for details on the prices, reservations, arrangements, payments procedures.

Breakfast (included in the price of each of the official hotels), lunch and dinner will be served in accordance with training and competition schedules as per the following meal timing **provided that the delegations sent their meal request on due time:**

- Breakfast from 06:00 to 10:00

At the Competition Hall:

- Lunch from 12:00 to 15:00
- Dinner from 18:00 to 21:00

*Other schedule might be arranged if the request is duly presented and justified, at least 24h before, at the Accreditation Center.

As delegations were asked to book their meals at the Competition Hall through the LOC via **Gymdata** digital platform, they will receive the meal vouchers during the accreditation procedure and then use them at the Competition Hall.

The LOC will provide the Delegations with free water bottles in the training and in the warm-up hall. The LOC will provide the judges throughout the event with refreshments in the judges' room.

No farewell banquet will be organized.

23. MEDICAL SERVICES AND INSURANCE

The medical service is provided by the LOC according to the [Medical Organization of the FIG Competitions and Events](#).

Please refer to Appendix 11.

Please refer to the directives for details on the insurance policy.

Upon the World Championships accreditation, the document "Medical and anti-doping practical information" will be handed out to each delegation. It contains information regarding the access to medical care and mentions useful contact details in case of emergency.

24. COVID-19 MEASURES

These World Championships will be organized according to the [FIG Medical Guidelines for FIG Competitions and Events during the COVID-19 pandemic](#) and additional measures agreed between the FIG and LOC.

The Mixed Zone will be operated in person.

Upon arrival to Guimarães

Since 17th of February in Portugal, considering the high percentage of the population with complete vaccination and/or recovering from Covid-19, there is no longer the need to present certificates or negative test results, to access sporting or other events.

At FIG Competition :

"The FIG requires all participants, judges and officials to take standard precautionary measures, such as frequent hand-washing, wearing masks or face coverings at all times and keeping a physical distance of at least 1.5 meters whenever possible.

Gymnasts do not need to wear a mask or face covering while they are performing at the training venue or on the FOP and keeping a physical distance of at least 1.5 metres whenever possible.

Delegations are required to wear protective masks at all time while entering in the Arena

~~Masks are not mandatory. If you choose to wear a mask, don't leave your used mask anywhere, be sure to put it in the trash can.~~

In this sense and adopting the health standards in force in Portugal, there will be no quick tests upon arrival, nor the need to verify the existence or not of certificates of vaccination.

Additional and update information can be found [here](#).

- 1) National Federations shall have a health insurance for each member of their delegations covering the treatment of the COVID-19 disease, which shall be submitted to the LOC during the accreditation. If any person has positive PCR COVID-19 test result after the arrival to Guimarães without any symptoms and no need to be hospitalized, this person will have a 7-day quarantine at the hotel. If the insurance does not cover these quarantine costs, the participating Federations shall bear these costs (accommodation and meals) of 7-day quarantine at the hotel. Athletes and judges have FIG's IMSSA insurance which covers the costs of COVID-19 disease's treatment (outpatient or hospitalization). IMSSA insurance does not cover other costs (accommodation and meal) connected with 7-day quarantine rather than treatment of COVID-19 disease.
- 2) No chalk (either powder or liquid) will be provided by the LOC. The delegations may bring only liquid chalk, if they actually need it. No powder chalk will be allowed in the arena.
- 3) Participants having signs or symptoms of COVID-19 during the event, should immediately contact the event medical team to arrange the evaluation.
- 4) The costs for tests and all the subsequent payments connected with the COVID-19 disease and measures can be made by the participating Federations in cash or via bank transfer.

Before departure from Guimarães

The participants who need (according to each Country rules) a PCR or a Quick Antigen COVID-19, will be tested either two days or the day before their departure. Please note that the **LOC cannot provide testing on Sunday**.

If the result is negative, a valid certificate will be issued.

Very important:

Those who need to be tested must inform the LOC Mrs. Paula ARAÚJO to AERPOR22@ginastica.org, no later than **20.05.2022**.

You will be informed about your testing day and place.

25. DOPING CONTROLS AND THERAPEUTIC USE EXEMPTIONS

Under the supervision of the FIG, doping controls will be organized according to the current WADA Code, WADA International Standards and FIG Anti-Doping Rules, ITA Testing Guidelines for In Competition Testing during the COVID-19 affected period.

The doping controls may take place at any time.

As per the applicable FIG Therapeutic Use Exemption (TUE) procedure in effect concerning the participation at FIG Events, any gymnast in need of a TUE is responsible, together with his/her Federation, to submit his/her request to the FIG no later than 30 days before the start of this competition.

No TUE request will be accepted nor approved on spot, except for duly justified emergency cases.

Should you need further assistance about TUE requests, please contact the FIG at antidoping@fig-gymnastics.org.

26. MEDIA ACCREDITATION AND ACCOMMODATION

Media representatives of FIG member federations

The FIG delivers a limited number of media credentials (max. 2 ES-F and 1 EP-F) per federation to the communications staff of FIG member federations.

Media representatives as well as federations' communications staff can register online at <https://media.gymnastics.sport> in order to request media credentials for the World Championships. In

addition, federations are requested to send a confirmation letter for their editorial staff and photographers to the FIG Media Department at mediafig@fig-gymnastics.org.

Registration timeline: 3-24 May 2022.

The FIG Accreditation Rules and Media Rules have to be strictly respected.

In case of necessity for Media accommodation, please contact the LOC at:

AERPOR22@ginastica.org

27. MEDIA POSITIONS

Mixed Zone

After podium training sessions and competitions, gymnasts must exit the Field of Play (FOP) through the Mixed Zone. Athletes who have been requested for an interview by the accredited media will be accompanied to an interview room, where the interviews will be held in person. Federations are responsible for the proper and timely appearance of their medalists in the Mixed Zone.

While there is no obligation for a gymnast to agree to the interview requests, cooperation with the press is most appreciated.

Federations are responsible for the proper and timely appearance of their gymnasts at press and media opportunities, such as the Mixed Zone and press conferences. According to the FIG Technical Regulations, Reg. 4.11.15, any federation whose athletes do not appear as stated above will be fined for each infraction. The amount of the fine has been fixed by the FIG Council at CHF 2'000.-

To assist gymnasts to talk to the press, each participating federation may ask for one Mixed Zone Card.

Training halls

No media are allowed in the training halls.

Warm-up halls

Warm-up halls are a No Go Zone for the media. Access will not be authorised.

Podium training

All accredited media representatives have access to the official podium training sessions in the designated zones (photographer positions and media tribune). ENR card holders are accepted with cameras.

Kiss and Cry Area

Gymnasts are requested to go to the Kiss and Cry Area immediately after the end of their routine/pass. The coaches are requested NOT TO STOP the gymnasts before they are seated in the K&C. Only one coach is allowed to assist the athletes in the Kiss and Cry Area.

Award ceremonies

After the playing of the national anthem, gymnasts are requested to face all directions, together, to allow photographers to take photos of all medallists.

28. PRESS CONFERENCES

Opening and closing press conferences

No opening or closing press conferences will be held at these World Championships.

Medallist press conferences

No medallists' press conferences are planned for this event.

29. PUBLICITY ON COMPETITION ATTIRE

Publicity and National Emblem Rules on attire and equipment must be strictly respected as per FIG Advertising Rules. As the Code of Points foresees deductions should the FIG Publicity Rules not be followed, each NF may fill in the Publicity form (Appendix 12) if deemed necessary by **May 18th, 2022** in order to have it approved.

While the Publicity Rule Chart is available on the FIG website under “[Rules](#) - Publicity” for additional information, you may also contact Mr. Loïc Vidmer at vidmer@fig-gymnastics.org for further assistance if required.

30. ATHLETES’ IMAGES FOR IMPROVED SPORTS PRESENTATION

The FIG has developed a system that allows us to use athletes’ profile photos for improved sport presentation during our World Championships.

The images will be shown on the scoreboards and video screen in the competition hall, during the TV broadcast and on the FIG website as part of the athletes’ biographies.

In order for us to promote your athletes and sponsors in the best possible way, an official and compulsory athlete photo session for all gymnasts will be organised during podium training on **June 14 and 15, 2022**. All gymnasts are requested to follow the volunteers after their podium training session for their photo to be taken at the dedicated area.

The athletes are requested to wear their national track suit and any visible branding must meet the FIG Advertising Rules.

31. SAFEGUARDING AND PROTECTING PARTICIPANTS IN GYMNASTICS

From the official date of arrival until the official day of departure of the event, participants (gymnasts, coaches, judges and any other delegation members) have the opportunity to contact by phone or e-mail a Safeguarding Officer in case of harassment or abuse of any type or if they are worried or do not feel comfortable.

There will be one LOC Safeguarding Officer as well as one person from the FIG. The contacts will be communicated upon arrival of the delegations.

In addition, posters of the “10 Golden Rules of Gymnastics” – the FIG campaign to raise awareness about youth protection in Gymnastics - will be displayed in several locations, including training and warm-up halls and public zones.

32. TELEVISION

Live television production of the finals is guaranteed. Competitors are requested to strictly follow the instructions of the Local Organising Committee.

33. CAMERAS AND VIDEO-RECORDING

In order to protect television rights, personal video or TV cameras and recording in the competition hall including **from the spectators’ and delegation** seating is permitted solely for personal, private, non-commercial and non-promotional purposes, with the exclusion of licensing, broadcasting and/or publishing any such video and/or sound recordings including on social media and the internet.

The only exceptions are the host broadcaster, rights holders and IRCOS cameras.

All exercises will be recorded in high definition by digital video cameras (IRCOS).

Photos without flash may be taken from the seats in the competition hall. In the training and warm-up halls, coaches may only take videos of their own gymnasts.

34. SPONSOR ACTIVATION AREA

There will be a dedicated area for Sponsors, at level 1, near the spectators’ entrance.

35. WEBSITES

- FIG website: www.gymnastics.sport
Facebook: <https://www.facebook.com/fig.gym>
Instagram: <https://www.instagram.com/figgymnastics/>
Twitter: <https://twitter.com/gymnastics>
Youtube: <https://www.youtube.com/user/figchannel>

- LOC website: www.ginastica.org
- Facebook: <https://www.facebook.com/ginasticaportugal>
- Instagram: <https://www.instagram.com/ginasticaportugal/>
- Twitter: https://twitter.com/FGP_Ginastica
- Youtube: <https://www.youtube.com/user/ginasticaportugal>

36. INFORMATION GUIMARÃES

Currency:

The currency in Portugal is the Euro

Power supply:

Voltage 220 volts; frequency 50 Hz. An adapter might be needed.



GMT: UTC / GMT + 1Hr (WEST)

Temperature in June

Average minimum: 13,1 °C

Average maximum: 23, 8 °C

37. SUMMARY OF THE REMAINING DEADLINES

FOR the FIG

| | |
|------------------------------------|------------------|
| Online Registrations (FIG website) | Closing Date |
| Round tables deadline | at accreditation |

FOR THE LOC

| Information / documents / requests to be submitted to the LOC via Gyndata – LOC online platform) | Deadline |
|--|--------------------------|
| Visa request | 18th of May, 2022 |
| Meal's order | |
| Music Release form | |
| Music | |
| Pictures & passport copies to be send to the LOC | |
| Media accreditation | |

38. APPENDICES

- Appendix 1: Plans of the competition venue
- Appendix 2: Results of drawing of lots
- Appendix 3: Complete schedules
- Appendix 4: Order for podium training
- Appendix 5: Gymnast change of start list
- Appendix 6: Inquiry form
- Appendix 7: Gymnast injury report form
- Appendix 8: Request for accreditation changes
- Appendix 9: Accreditation release form
- Appendix 10: Medical organization of the FIG competitions and Events during COVID-19 pandemic
- Appendix 11: First class assistance for athletes and judges
- Appendix 12: Publicity form
- Appendix 13: Confirmation of Team participation
- Appendix 14: FIG President round table registration
- Appendix 15: FIG medical and anti-doping round table registration

Appendix 16: AER TC round table registration

Sincerely Yours,

A handwritten signature in black ink, appearing to read 'Nicolas Buompane', written in a cursive style.

Nicolas Buompane
FIG Secretary General