



 **UCI**
CYCLING WORLD
CHAMPIONSHIPS


GLASGOW
SCOTLAND

CHEF DE MISSION SEMINAR
29th MARCH 2023





AGENDA

Welcome from the UCI President
Key Event Information
Visa Application Process
Questions



DAVID LAPPARTIENT

President

Union Cycliste Internationale (UCI)



CHEF DE MISSION ROLE 2023 UCI CYCLING WORLD CHAMPIONSHIPS

CHEF DE MISSION

- All participating countries need to appoint a Chef de Mission, responsible for managing the National Federation's Delegation before and during the event.
- Chef de Mission will be a single point of contact for each National Federation, to ensure the correct information is delivered to the relevant teams.
- Chef de Mission will be responsible to escalate any concerns from the 13 Championships Team Managers to the organizers.

Link to complete the [Chef de Mission Info](#)

For further clarification, please email the Organizing Committee:
Federations@cyclingworldchamps.com



CHEF DE MISSION

Before the Event

- Be the main point of contact for the Federation related to the 2023 UCI Cycling World Championships
- Review and direct communication from the UCI and organisers within the Federation
- Lead the Federation's effort to prepare for the event (accreditation, sport entries, visa applications, appointment and briefing of mission staff – example: appointment of team managers, logistics – hotel and travel bookings, et cetera)
- Attend any future briefings
- Generally, stay up-to-date about the event

During the Event

- Be the main point of contact for the Federation
- Lead the federation's mission to the 2023 UCI Cycling World Championships
- Attend any briefings for Chefs de Mission held during the event
- Ensure that all information from the organisers or the UCI is shared with mission staff



COMMUNICATION AND KEY CONTACTS

2023 UCI CYCLING WORLD CHAMPIONSHIPS

INFO BULLETIN VERSION 2

Published end of February

What's new:

- Detailed schedules for each event (note: some minor updates may still be made before the event starts)
- Road: Full course maps and links to download the GPX files
- Dates / times of official meetings
- More information added regarding visa applications and temporary import of materials

Key points:

- Reminder – Hotel Bookings
- Reminder – Radio Spectrum Applications
- Reminder – Temporary Import of Materials
- Reminder – National Federations Survey (Deadline: 30th April)

NF SURVEY

- The National Federations Survey was sent to the nominated Chef de Mission at the beginning of the month.
- The information is related to your Team size, accommodation and general event logistics.
- The link is here: National Federations Survey <https://forms.office.com/e/vjZWcb3cmm>
- Please make sure you complete this information by 30 April 2023.



A mountain biker wearing a white jersey with 'GBR' and 'ASBC UK' logos, black shorts, and a helmet is performing a wheelie on a silver mountain bike. The bike is balanced on a red obstacle course. In the background, a man in a black cap and jacket is watching. The scene is outdoors with trees and a white structure in the background.

UK CUSTOMS AND

FREIGHT INFORMATION

Since the United Kingdom's formal withdrawal from the European Union and the end of the Brexit transitions period on 31 December 2022, the rules for the import of goods from outside the UK from EU countries have changed.

It is strongly recommended that clients use the services of a Licensed Customs Broker who is familiar with the specific import requirements to the UK.

If you are planning on sending items in advance of your arrival, please allow additional time for customs clearance.

For more information on customs when entering the UK please [review the UK Government guidance.](#)

Further information on import and export procedures for the UK can be obtained via the [UK Government website.](#)



RADIO FREQUENCIES

- To use radio equipment in the UK you must apply for a Programme Making and Special Events (PMSE) licence from [Ofcom](https://www.ofcom.gov.uk) (the regulator of communication services in the United Kingdom).
- It has been noted from previous cycling events held in the UK that team equipment is often operated on frequencies that are not licensable in the UK (as they are the frequencies in use for Emergency Services).
- Equipment may have to be re-programmed, which can take some time. Please submit your frequency applications as early as possible.

Any questions please

contact Radio.Spectrum@cyclingsworldchamps.com

KEY CONTACTS

UCI

Sport / Technical matters, including Sport Entries and Accreditation
[See page 62 of the Information Bulletin for the relevant contacts.](#)

Other Matters

internationalrelations@uci.ch

[International Relations Department](#)

Organising Committee

National Federations Relations (NFR)

Practical and Logistical matters related to the Championships

Federations@cyclingworldchamps.com

Anna Roca NFR Liaison

Accommodation Agent

Corporate & Sporting Events Management (CSE)

cyclingworlds23@cseplc.com

Tel: +44 (0)121 647 4090

Ref: Anna Cox





USEFUL LINKS

[National Federations Website](#)

[Accommodation CSE](#)

[Check if you need a UK VISA](#)

[UK Custom Information](#)

[Radio Frequency Application](#)

[Team Medical Licensing](#)



UK Visa Application Process



Jill Elborn
Senior Central Services Manager
2023 UCI Cycling World Championships

VISA INFORMATION

- Who requires a visa to enter the United Kingdom
- Type of visa required to participate in UCI 2023 Cycling Worlds
- What supporting information you require to apply for a visa
- Timelines for a successful application
- Support and guidance in the process



VISA NATIONAL LIST

Check if you need a UK visa - GOV.UK (www.gov.uk)

1. Afghanistan	2. Albania	3. Algeria	4. Angola	5. Armenia
6. Azerbaijan	7. Bahrain*	8. Bangladesh	9. Belarus	10. Benin
11. Bhutan	12. Bolivia	13. Bosnia Herzegovina	14. Burkina Faso	15. Burundi
16. Cambodia	17. Cameroon	18. Cape Vere	19. Central African Republic	20. Chad
21. People's Republic of China*	22. Comoros	23. Congo	24. Côte d'Ivoire (formerly Ivory Coast)	25. Cuba
26. Democratic Republic of the Congo	27. Djibouti	28. Dominican Republic	29. Ecuador	30. Egypt
31. El Salvador	32. Equatorial Guinea	33. Eritrea	34. Eswatini (formerly Swaziland)	35. Ethiopia
36. Fiji	37. Gabon	38. Gambia	39. Georgia	40. Ghana
41. Guinea	42. Guinea Bissau	43. Haiti	44. India	45. Indonesia*
46. Iran	47. Iraq	48. Jamaica	49. Jordan	50. Kazakhstan
51. Kenya	52. Korea (North)	53. Kosovo	54. Kuwait*	55. Kyrgyzstan
56. Laos	57. Lebanon	58. Lesotho	59. Liberia	60. Libya
61. Madagascar	62. Malawi	63. Mali	64. Mauritania	65. Moldova
66. Mongolia	67. Montenegro	68. Morocco	69. Mozambique	70. Myanmar (formerly Burma)
71. Nepal	72. Niger	73. Nigeria	74. North Macedonia (formerly Macedonia)	75. Oman*
76. Pakistan	77. Philippines	78. Qatar*	79. Russia	80. Rwanda
81. São Tomé and Príncipe	82. Saudi Arabia	83. Senegal	84. Serbia	85. Sierra Leone
86. Somalia	87. South Africa*	88. South Sudan	89. Sri Lanka	90. Sudan
91. Suriname	92. Syria	93. Taiwan*	94. Tajikistan	95. Tanzania
96. Thailand	97. Togo	98. Tunisia	99. Turkey*	100. Turkmenistan
101. Uganda	102. Ukraine	103. United Arab Emirates*	104. Uzbekistan	105. Venezuela
106. Vietnam*	107. Yemen	108. Zambia	109. Zimbabwe	

* There are some exceptions, i.e. for holders of specified travel documents, as a diplomatic passports or an Electronic Visa Waiver (EVW).

VISA TYPES – STANDARD VISITOR VISA

- Applications are considered under the visitor immigration rules
- Applicant must satisfy the decision maker that they will leave at the end of their visit
- Applicant must also demonstrate that they can support and maintain themselves during their visit.
- Guidance on what Visa is most appropriate to your visit can be found on the following web page: www.gov.uk/government/publications/visit-guidance

SUPPORTING INFORMATION – VISITOR VISA

Provide evidence that:

- You're coming to do a permitted activity – invitation letter from event organiser is essential
- You'll leave the UK at the end of your visit – advise the date that you will depart the UK and that you will pay for your return travel
- You're able to support yourself for the duration of your trip – know where you are staying and visiting during the trip
- **Applicants are best placed to determine the documents they think best demonstrate that they meet the Immigration Rules.**

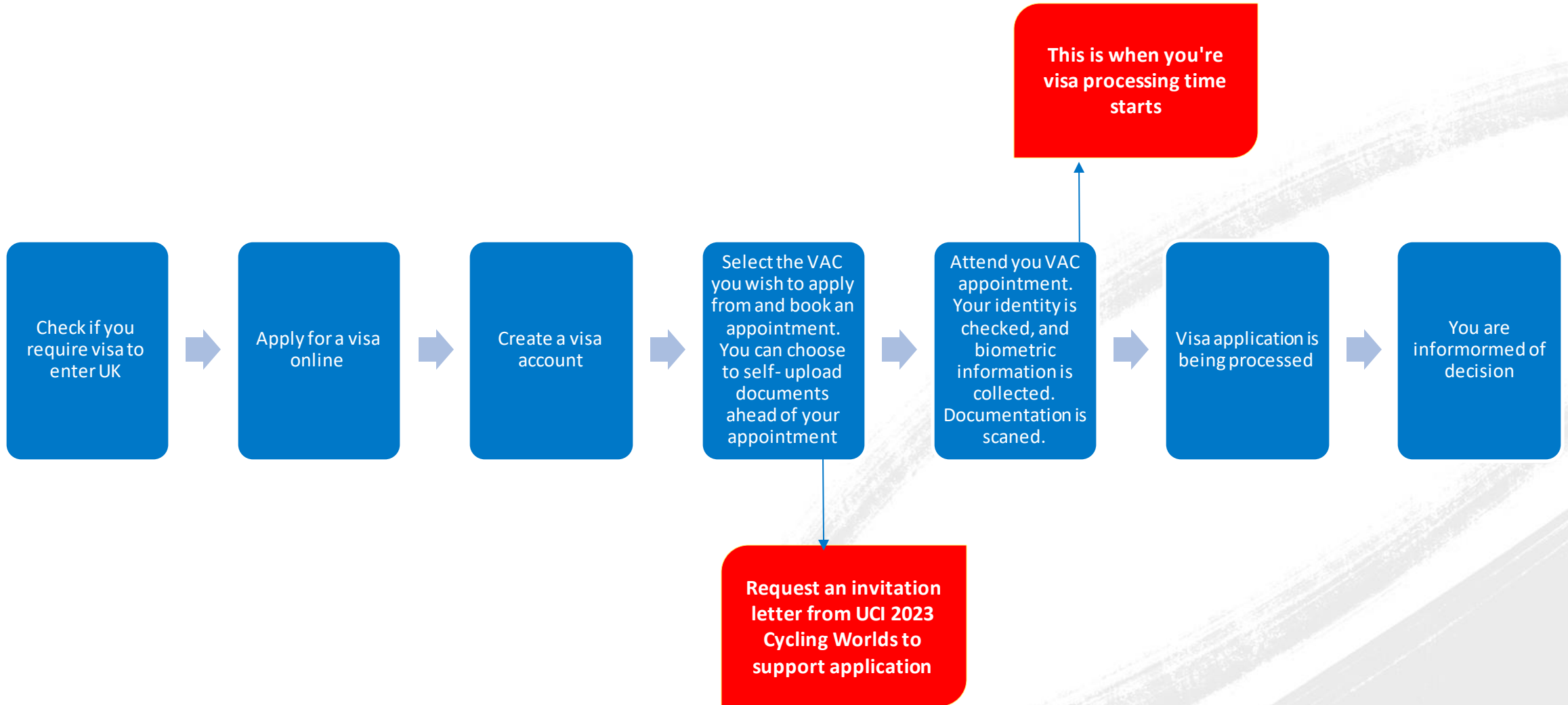
VISA – BIOMETRICS

- To complete your application, you need to provide your Biometrics (fingerprints and facial photograph).
- This may involve attending a visa application centre (VAC) operated by one of the UK home office commercial partners.
- It is very important that you enter the country where you would like to provide your biometrics.
- If there is no VAC in your selected country, you will be able to choose an alternative location.
- You will not be able to change the location after you have submitted your application.

Please check the country here:

<https://www.gov.uk/find-a-visa-application-centre>

VISA APPLICATION PROCESS



APPLICATION ADVISE

- Applications can be made up to three months however you can create a visa application account at any time to pre-enter information.
- Please remember you will be required to attend a biometric appointment so factor this into your timescales
- Current application processing time is 4 weeks from submitting biometrics however this can vary
- Questions can be directed to UCI 2023 Cycling Worlds:

Federations@cyclingworldchamps.com

NEXT STEPS

- Start your Visa applications now!
- Start preparing your application supporting documentation
- Request an official invitation letter for UCI 2023 Cycling Worlds from 18th April onwards
- Applications can be submitted 3 months ahead of your entry date to the UK



Anna Roca

National Federations Relations Liaison

2023 UCI Cycling World Championships

VISA INVITATION LETTER ONLINE SYSTEM- INTRO

- National Federations can request a VISA invitation letter for their delegates in need of a VISA
- A bespoke VISA invitation letter online system was created to allow the Chef de Missions to provide the needed information on the participating delegates and obtain a VISA invitation letter.
- Due to the fact the letter contains sensitive personal data it will be a PDF that can be downloaded directly from the system.
- **The VISA invitation letter cannot be sent by email, due to the UK legislation on data collection.**

VISA INVITATION LETTER ONLINE SYSTEM - INTRO

- CdM will receive an individual account login by email
- CdM will need to provide details for each individual traveling to the UK and in need of a VISA:
 - Personal data (Full name, Gender, Country of birth, Country of residence)
 - UKVI Reference Number (GWF, it's the VISA application number generated online when you apply for the individual visa, sent by email)
 - Visa Application Centre (VAC- where the invitation letter be sent to for your biometrics)
 - Passport Number (expiry and place of issue)
 - Travel details (arrival & dept dates)

INFO TO REMEMBER FOR EACH APPLICANT

- **GWF Number GWF 123456789**

You will receive this by email from the visa application document that will be sent you automatically by the UK Immigration

- **Visa application centre (VAC)** operated by one of the UK home office commercial partners.

Where the Biometrics will be taken, to complete your application (fingerprints and facial photograph).

Please check the country here: <https://www.gov.uk/find-a-visa-application-centre>



PARTIALLY COMPLETED APPLICATION

APPLICANT NAME:	anna roca
GWF NUMBER:	GWF069788366
PASSPORT NUMBER:	YB7998865
COUNTRY OF NATIONALITY:	Angola
DATE OF BIRTH:	12 May 1980
GENDER:	Female
DATE OF APPLICATION:	
TYPE OF VISA / APPLICATION:	Visitor visa

VISA INVITATION LETTER ONLINE SYSTEM – LOG IN



The screenshot shows the login interface for the UCI Glasgow Scotland Visa Invitation Letter Online System. The page has a blue background with white abstract lines. In the top right corner, there are logos for 'Get Your Event', 'UCI CYCLING WORLD CHAMPIONSHIPS', and 'GLASGOW SCOTLAND'. The main content is a white login form with the following elements:

- A language dropdown menu set to 'English'.
- An 'E-mail Username' field with the placeholder text 'Enter your email/username'.
- A 'Password' field with the placeholder text 'Enter your password'.
- A 'Forgot password?' link below the password field.
- A blue 'Sign in' button.
- A link for 'PLATFORM GUIDES' at the bottom of the form.

At the bottom of the page, there is a logo for 'WINGS' with the tagline 'WINGS BY THE STRATHMORE'.

- Log in page for the system– here you will enter your unique login for the module (that you will receive via email)
- The system will generate the visa presentation letter that can be downloaded by the NFs.
- When requests are approved by the OC, the system will generate a PDF letter with the full list of applicants that have requested a visa.

VISA INVITATION ONLINE LETTER SYSTEM - DASHBOARD

UCI CYCLING WORLD CHAMPIONSHIPS GLASGOW SCOTLAND

Messages Notifications Profile

Katherine Austin
VISA Admin
Katherine.Austin@CyclingWorldChamps.com

Get Your Event

Main

- Main Menu
- VISA
- Enter requests
- Requests
- Support - Guides

VISA Users

Download Data

- 0 New request
- 1 Approved
- 4 Request visualized (downloaded)
- 0 Request edited
- 0 Refused

Show 25 entries Search:

Users	Company	Arrival date	Departure date	
AUSTIN Katherine	Afghanistan Cycling Federation	23/07/2023	16/08/2023	🇦🇫 😊
ROCA Adam Smith	Afghanistan Cycling Federation	10/05/2023	20/12/2023	🇦🇫 😊
ROCA Anna	Afghanistan Cycling Federation	09/05/2023	20/12/2023	🇦🇫 😊
ROCA Leisa	Afghanistan Cycling Federation	29/05/2023	23/09/2023	🇦🇫 😊
ROCA TEST Anna Roca	Afghanistan Cycling Federation	09/05/2023	20/12/2023	🇦🇫 😞

Showing 1 to 5 of 5 entries Previous 1 Next

Support - Guides Privacy Contact
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Dashboard

- Main Menu
- Enter Request

The colors of the smiling faces will tell you about the status of the individual request:

- Yellow- approved
- Green- Requested visualized by OC
- Purple- request edited
- Red- request refused

Press Enter Request

VISA INVITATION LETTER ONLINE SYSTEM- DATA ENTRY

The screenshot displays the user interface of the VISA INVITATION LETTER ONLINE SYSTEM. The header includes the UCI CYCLING WORLD CHAMPIONSHIPS logo, the GLASGOW SCOTLAND logo, and navigation links for Messages, Notifications, and Profile. The user profile for Fazli Ahmad Fazli, President of the Afghanistan Cycling Federation, is shown. A sidebar menu on the left contains options like Main, Main Menu, VISA, Enter requests, Requests, and Support - Guides. The main content area shows a form titled 'Afghanistan Cycling Federation' with a 'Back' button. The form fields include: Company (Afghanistan Cycling Federation), Country (Afghanistan), Championship Role (Select value), Given Name (Enter your name), Middle name (greyed out), Family name (Enter your lastname), Gender (Select value), Nationality (Afghanistan), Country of Residence (Afghanistan), UKVI Reference Number (GWF) (Enter your UKVI), and Visa Application Centre (VAC) (Select value). A 'Save' button is located at the bottom of the form.

- From the main menu clicking on the Enter Request you can data entry the requested information for each delegate.
- National Feds will need to data entry all the requested information:
- Personal data
- UKVI Reference Number (GWF)
- Visa Application Centre (VAC)

Press SAVE

VISA INVITATION LETTER ONLINE SYSTEM – DATA ENTRY

The screenshot shows a web application interface for the VISA INVITATION LETTER ONLINE SYSTEM. The header includes the UCI CYCLING WORLD CHAMPIONSHIPS logo, the GLASGOW SCOTLAND logo, and navigation links for Messages, Notifications, and Profile. The user profile for Fazli Ahmad Fazli, Visa - Afghanistan Cycling Federation, is displayed. A sidebar menu on the left contains links for Main, Main Menu, VISA, and Support - Guides. The main content area is a data entry form titled 'Personal Data' with a 'Document' tab and a 'Remove' button. The form contains the following fields:

- Passport Number * (text input: Enter passport number *)
- Passport Expiry Date * (text input: Enter passport expiry date *)
- Place of Passport issue * (dropdown menu: Afghanistan)
- Arrival date * (text input: Enter arrival date *)
- Departure date * (text input: Enter departure date *)

Navigation buttons at the bottom of the form are 'Previous', 'Next', and 'Finish'. The footer includes links for Support - Guides, Privacy, and Contact, along with the copyright notice © 2023 - Wings srl and the WINGS logo.

In the second page of the data entry, you can add the :

- Passport Number (Expiry and place of issue)
- Travel details (Arrival & Dept dates)

Press FINISH

VISA INVITATION LETTER ONLINE SYSTEM – DOWNLOADS

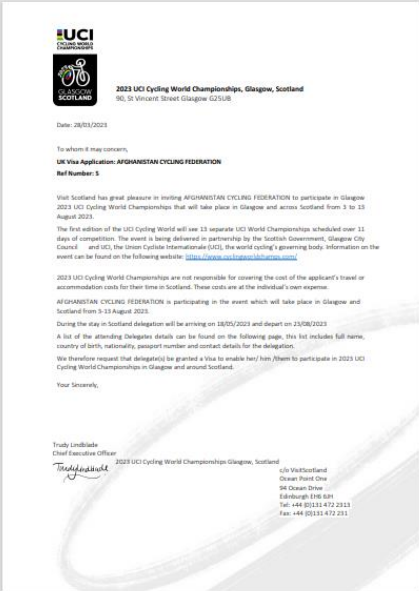
The screenshot displays the VISA INVITATION LETTER ONLINE SYSTEM interface. At the top, there are logos for UCI CYCLING WORLD CHAMPIONSHIPS and GLASGOW SCOTLAND. The user profile for Fazli Ahmad Fazli, President of the Afghanistan Cycling Federation, is shown. A navigation menu on the left includes options like 'Main Menu', 'VISA', 'Enter requests', 'Requests', and 'Support - Guides'. The main content area is titled 'VISA Users' and features a 'Download Data' button with a PDF icon. Below this, there are statistics for request status: 0 New request, 0 Approved, 6 Request visualized (downloaded), 0 Request edited, and 0 Refused. A table lists users with columns for Users, Company, Arrival date, and Departure date. The table contains 6 entries for users from the Afghanistan Cycling Federation. At the bottom, there are links for 'Support - Guides', 'Privacy', and 'Contact', along with the copyright notice '© 2023 - Wings srl' and the WINGS logo.

Users	Company	Arrival date	Departure date		
AUSTIN Katherine	Afghanistan Cycling Federation	23/07/2023	16/08/2023		
ROCA Adam Smith	Afghanistan Cycling Federation	10/05/2023	20/12/2023		
ROCA Anna	Afghanistan Cycling Federation	09/05/2023	20/12/2023		
ROCA Anna Roca	Afghanistan Cycling Federation	18/05/2023	23/08/2023		
ROCA Laina	Afghanistan Cycling Federation	29/05/2023	23/08/2023		
ROCA TEST Anna Roca	Afghanistan Cycling Federation	09/05/2023	20/12/2023		

- On the right hand side, you will see the icon for the PDF
- This PDF is the presentation letter that can be download directly to the user computer
- This PDF letter is the one you will need to add to the documents for the VISA application letter.

VISA INVITATION LETTER SYSTEM

Leggi ad alta voce



2023 UCI Cycling World Championships, Glasgow, Scotland
90, St Vincent Street Glasgow G2 5UB

Date: 26/03/2023

To whom it may concern,

UK Visa Application: AFGHANISTAN CYCLING FEDERATION
Ref Number: 5

Visit Scotland has great pleasure in inviting AFGHANISTAN CYCLING FEDERATION to participate in Glasgow 2023 UCI Cycling World Championships that will take place in Glasgow and across Scotland from 3 to 13 August 2023.

The first edition of the UCI Cycling World will see 13 separate UCI World Championships scheduled over 11 days of competition. The event is being delivered in partnership by the Scottish Government, Glasgow City Council and UCI, the Union Cycliste Internationale (UCI), the world cycling governing body. Information on the event can be found on the following website: <https://www.uci.org/uci-world>

2023 UCI Cycling World Championships are not responsible for covering the cost of the applicant's travel or accommodation costs for their time in Scotland. These costs are at the individual's own expense.

AFGHANISTAN CYCLING FEDERATION is participating in the event which will take place in Glasgow and Scotland from 3 to 13 August 2023.

During the stay in Scotland delegation will be arriving on 18/05/2023 and depart on 23/08/2023

A list of the attending Delegates details can be found on the following page. This list includes full name, country of birth, nationality, passport number and contact details for the delegation.

We therefore request that delegate(s) be granted a Visa to enable her/ him/ them to participate in 2023 UCI Cycling World Championships in Glasgow and around Scotland.

Your Sincerely,

Trudi Lambdin
Chief Executive Officer

Trudi Lambdin

2023 UCI Cycling World Championships Glasgow, Scotland

10, Victoria Road
Edinburgh EH6 6JH
Tel: +44 (0)131 472 2113
Fax: +44 (0)131 472 211

UCI CYCLING WORLD CHAMPIONSHIPS **GLASGOW SCOTLAND**

National Federation or COMPANY	AFGHANISTAN CYCLING FEDERATION	Contact Person:	Address:
		Name: <input type="text"/>	
		Phone: <input type="text"/>	
		E-mail: <input type="text"/>	
		COUNTRY: Afghanistan	

Championships Role	Full Name	Gender	Nationality	Country of Birth	Passport Number	Passport Expiry Date	Passport Issue Date	Arrival Date	Departure Date	UCI/UKBikesport Member ID/VI	2023 Visa Application Status
General Secretary	ROSA ANA RIZA	Female	Afghanistan	Afghanistan	YU 123456	01/01/2011	Afghanistan	18/01/2023	25/08/2023	4287123456789	Active
Coach	ALISTIN ROLFSON	Female	Australia	Afghanistan	12312321	31/12/2023	Australia	23/07/2023	16/08/2023	12312321	Active
General Secretary	ROSA ANA RIZA	Female	Angola	American Samoa	YU 12345678	07/01/2011	Angola	08/05/2023	20/12/2023	gpe023456789	Angola
General Secretary	ROSA ANA RIZA	Male	American Samoa	Angola	YU 12345678	07/01/2011	Angola	18/05/2023	20/12/2023	YU 12345678	Angola
Official	ROSA ANA RIZA	Female	Afghanistan	Afghanistan	YU 123456	01/01/2011	Afghanistan	20/01/2023	25/08/2023	YU 123456	Active

VISA Invitation letter template with all the delegates names on it.

- If you have more delegates, you can add a new record form the dashboard
- The new record info will need to be approved by the OC
- The letter can be re-issued and downloaded again with the new delegate in it

WHAT WILL BE PROVIDED BY THE UCI 2023 CYCLING WORLDS

- Visa application step by step guide
- Video from UK VISA Immigration office partner that will explain the same process
- VISA Letter of Presentation for each National federation team member travelling to the UK
- User guide and Assistance on the VISA letter of presentation system
- Assistance on general enquiry related to the event logistics: Federations@cyclingsworldchamps.com

WHAT WILL NOT BE PROVIDED BY UCI 2023 CYCLING WORLDS

- Assistance on the UK Visa & Immigration Home Office, online individual VISA application, this can only be completed by the National Federation for each delegate travelling to the UK.

ORGANIZING COMMITTEE

KEY CONTACT

2023 UCI Cycling World Championships -Glasgow, Scotland

Member Federations Relations (MFR)

Federations@cyclingworldchamps.com

Anna Roca MFR Liaison

Accommodation Agent

Corporate & Sporting Events Management (CSE)

cyclingworlds23@cseplc.com

Tel: +44 (0)121 647 4090

Ref: Anna Cox

Radio Equipment

Any questions please contact

Radio.Spectrum@cyclingworldchamps.com



 **UCI**
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Q&A



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2023
**GLASGOW
SCOTLAND**



THANK YOU!