



FAI/CIA CLOUD GUIDELINE

FAI Ballooning Commission (CIA)
Subcommittees and Working Groups



VERSION March 2025

INTRODUCTION

In 2023 the CIA plenary discussed that the subcommittee and working group files should be transferred to the FAI cloud to ensure access and longevity.

The FAI cloud service is provided by FAI for free to the ballooning commission.

The CIA plenary in 2023 also approved to purchase licenses for Mountain Duck to ease the access to the cloud files for all subcommittee and working group members.

This guideline outlines the use of the FAI cloud for the ballooning commission.

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1 SCOPE

This guideline applies to all subcommittees and working groups of the ballooning commission (CIA).

2 ROLES

The CIA bureau oversees the use of the FAI cloud for the ballooning commission (CIA).

Marc André (cia-cloud@fai.org) is the primary administrator and point of contact for any questions.

The FAI cloud is managed by the FAI IT manager (it@fai.org).

General access support is provided by the FAI IT manager and by Marc André. Support for Mountain Duck is generally provided by Mountain Duck directly (once the license is obtained, see 4.1.1 LICENSE).

The subcommittees and working groups chairs are in charge to ensure that the guidelines are followed for their subcommittees and working groups.

3 FILE STORAGE

3.1 GUIDELINE

Relevant files used for the subcommittees and working groups (ScWGs) must be stored on the central FAI cloud to ensure longevity and access in case of change of control in subcommittees.

This includes as a minimum:

- Any source documents and files for rules and other published documents.
- Documents used to ratify records.
- Documents related to the sanction of events.
- Documents of historic interest.

The files in the FAI cloud must be at the most up-to-date version.

The subcommittee and working groups are encouraged to store all their files in the FAI cloud and to abstain from using other cloud sharing folders (Dropbox, G-Drive, etc.).

3.2 FOLDER STRUCTURE

FAI/CIA provides a cloud storage root folder for each subcommittee and working group. The ScWG members can organize the sub-folders at their discretion.

Each root folder must contain at least the folder “_Published Documents” with the most recent versions of approved rules.

3.2.1 RULES SC

The Rules Subcommittee contains of several working groups. The working group folders are created under the Rules Sc root folder. This ensures that the Rules Sc members have access to the files of the working groups.

3.2.2 JURY BOARD

Because the Jury board documents contain a lot of person related content an exemption was approved by the Plenary in 2024. The Jury Board folder is created outside the other CIA documents and access is only given to the Jury Board and the FAI IT Manager.

3.3 QUOTA

The storage used and the file sizes on the FAI cloud should be reasonable. No specific size limit is given as this might vary between the subcommittees. In case more than 2 GB of storage is needed by a subcommittee or working group, please contact the FAI/CIA cloud administrator.

4 CLOUD ACCESS

The members don't need to have a FAI cloud account to access the shared folders.

A link to access the folder of each ScWG is provided to the members via the chairs together with the password. This link can be opened with a web browser and all files can be accessed and new files can be uploaded.

An example of such a link is <https://cloud.fai.org/s/SebPQHt8j57JrHM>

4.1 MOUNTAIN DUCK

Mountain Duck (<https://mountainduck.io/>) lets users mount server and cloud storage as a disk in Finder on macOS and the File Explorer on Windows. Any remote (FAI cloud) files may be opened with any application and work like on a local volume.

This tool allows the members to work with the files on the cloud conveniently.

4.1.1 LICENSE

FAI/CIA has purchased the license for Mountain Duck in 2023 for each ScWG member. Each member is allowed to use the license for accessing the FAI cloud as well as other clouds services provided by Mountain Duck. The license may be used for the duration of the individual servicing as a subcommittee or working group member/chair. After that the software must be uninstalled or an individual license must be purchased directly from Mountain Duck.

To obtain the license, please fill in the form:

<https://cloud.fai.org/apps/forms/s/K7f6SQjFHCEaJKLoKcLqqxS3>

The license information may not be shared with other users!

4.1.2 INSTALLATION

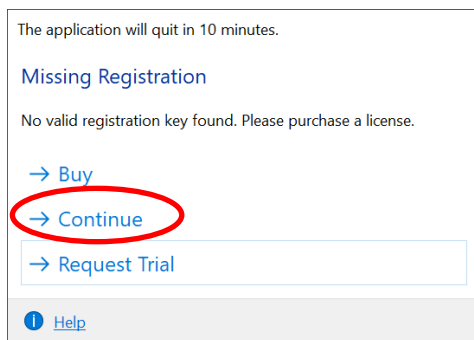
Download Mountain Duck from here: <https://mountainduck.io/>

For a detailed installation guide see here: <https://docs.mountainduck.io/mountainduck/installation/>

Note: The license is valid for any 4.x versions of Mountain Duck. If a newer version is offered, access the Changelog (<https://mountainduck.io/changelog/>) to download the latest version of 4.x

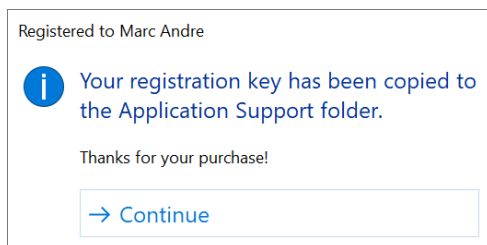
Run the installation file. This might require a reboot of the computer.

Run Mountain Duck. The software will complain about the missing license. Select "Continue".



Next you will be asked to configure the first cloud account. Please configure as outline below (4.1.3 CONFIGURATION).

Next install the license by saving the license file received by email (see 4.1.1 LICENSE). To register the registration key, download the email attachment and double-click on the file. Make sure the filename of the registration key ends with “.mountainducklicense” when saving the attachment from your email application. You should see a confirmation:

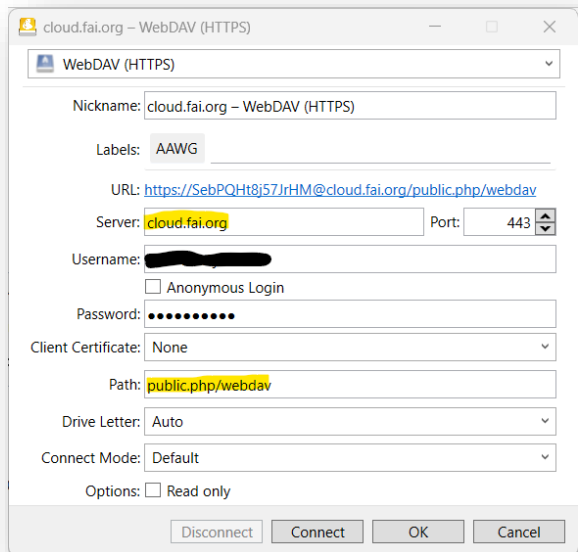


You are all set!

4.1.3 CONFIGURATION

Once Mountain Duck is installed, the shared folder(s) must be configured. Multiple folders may be configured if the user is member of multiple subcommittees and working groups.

In the Mountain Duck task menu select “Open Connection”. Configure the connection as follows:



Important: The username is a 15-character string which defines the folder which should be synchronized. This string is given to you by the ScWG chairman or the CIA cloud administrator.

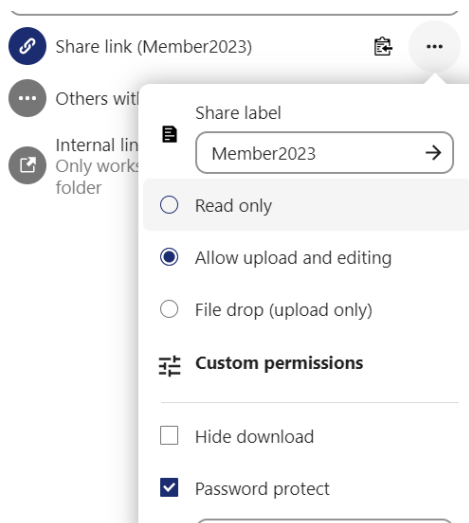
Once configured and connected, Mountain Duck registers a new drive on the computer which contains all the files of the shared folder.

Mountain Duck must be running to be able to access the shared folders. In Mac you see the Mountain Duck icon on the top right corner, on the PC it is in the task bar on the right.

Please note that Mountain Duck has a smart management of the files. It only downloads the files as needed and caches them for some time locally. Find more information about that in the Mountain Duck documentation.

4.2 CREATE A SHARE LINK

(This content is mostly used by the FAI/CIA cloud administrators)



Share each Sc or WG folder with Allow editing rights, add a password and name the share with "MemberXXXX".

No R/W shares may be created without a password.

In case access needs to be removed for a group of members, the old link is deleted, and a new link is created.

It is allowed to create a read-only public access link to a sub-folder of the ScWG folder (e.g. to publish rules), but no other share link may be created other than by the FAI/CIA cloud administrators.



Fédération Aéronautique Internationale
Avenue de Rhodanie 54
CH-1007 Lausanne
Switzerland
Tel: +41 21 345 10 70
Fax: +41 21 345 10 77
www.fai.org
info@fai.org