



2021 FAI Ballooning Commission ePlenary Planning details and agenda

Version 12-01-2021

TABLE OF CONTENTS

1.	PLENARY DECISION.....	4
2.	REGISTRATION.....	4
3.	PROCEDURES FOR THE SESSIONS - ZOOM.....	4
3.1.	Connecting.....	4
3.2.	Audio.....	5
3.3.	Presentations.....	5
3.4.	Other details and recommendations.....	5
3.5.	Duration, breaks, closing.....	6
3.6.	Recordings.....	6
4.	PROCEDURES FOR VOTING.....	6
4.1.	General voting.....	6
4.2.	Election Runner.....	6
4.3.	Election of officials.....	7
5.	SCHEDULE.....	7
5.1.	Working group and subcommittee working sessions.....	8
5.2.	Test session for ePlenary.....	9
5.3.	Plenary sessions.....	9
6.	AGENDA.....	10
6.1.	Introductions and welcome by the president.....	10
6.2.	In Memoriam.....	10
6.3.	Apologies for absence.....	10
6.4.	Delegate roll call.....	10
6.5.	Proxy votes.....	10
6.6.	Announcements.....	10
6.7.	Approval of 2019 minutes.....	10
6.8.	Review of bureau decisions 2019 and 2020.....	10
6.9.	CIA President's report on FAI activities.....	10
6.10.	Report on the FAI General Conference.....	10
6.11.	Jury Board Appendix 11.....	10

6.12.	Officials subcommittee	Appendix 12	10
6.13.	Event development service	Appendix 13	11
6.14.	Records Subcommittee	Appendix 14	11
6.15.	Safety and education subcommittee	Appendix 15	11
6.16.	Competitor subcommittee	Appendix 16	11
6.17.	Rules Subcommittee	Appendix 17	11
6.18.	New Technology	Appendix 18	11
6.19.	Public and media relations	Appendix 19	11
6.20.	Event and organiser support	Appendix 20	11
6.21.	Election of subcommittee chairpersons		11
6.22.	Reports and nominations of representatives to FAI TECHNICAL COMMISSIONS		12
6.23.	Sanctioned events – Reports and new applications		12
6.23.1.	Reports on sanctioned events 2020		12
6.23.2.	Reports on sanctioned events		12
6.23.3.	Sanction proposals: FAI CAT1		12
6.23.3.1.	Championship calendar and events open		12
6.24.	CIA Financial reports		13
6.25.	Award of Montgolfier diplomas – CIA Awards WG		13
6.26.	Award of Santos Dumont Gold Airship medal		13
6.26.1.	FAI General awards		13
6.26.2.	CIA Hall of fame		13
6.27.	Election of CIA Officers		13
6.28.	Election of subcommittee and working group members on recommendation of subcommittee chairpersons		13
6.29.	Any other business		14
6.30.	Date and place of next meeting		14

1. PLENARY DECISION

The CIA bureau decided unanimously on Dec 7th, 2020 to hold the 2021 FAI Ballooning Commission Plenary in electronic form with no physical attendance required, as allowed by the Covid-19 statute established in Switzerland where the FAI is located. The delegates have been informed about this decision on 10 December 2020.

The ePlenary will be scheduled from 17 to 20 March 2021.

The working sessions of all working groups and subcommittees will be organized a few weeks prior to the ePlenary sessions.

The schedule detailed further on in this document provisions for all working and plenary sessions to be held electronically using an online meeting tool provided by the FAI secretariat.

2. REGISTRATION

All participants to any session must first register using the FAI registration link below before 1 February 2021 at 24:00 UTC. Once you have registered to a session or the ePlenary, a link to the Zoom meeting registration will be sent to the email addresses that you have provided.

<http://surveys.fai.org/index.php?sid=54534&lang=en>

To enter the the working sessions or ePlenary Zoom meetings, you need to register additionally by clicking on the Zoom Registration link obtained by email. After you have filled in the form, a link to the Zoom meeting itself will be sent to you automatically. The link is personal. Do not share the link with others. For reasons of security the Zoom session login details MUST NOT be communicated, distributed or published in any way at any time, especially via social media. This is essential to prevent unauthorised persons from joining and potentially disrupting the session. If this does occur the President or chairpersons will abandon the session immediately and circulate fresh details to people who have registered to initiate a new session.

If you carry a proxy vote for a non-present delegate this must be notified by email to FAI (sports-commissions@fai.org) latest by March 15th, 2021 at 12:00UTC. The proxies will be collected, verified and approved by FAI prior to the ePlenary. Details of the proxy must also be stated on your registration form.

3. PROCEDURES FOR THE SESSIONS - ZOOM

Each Zoom meeting will be established and managed by the CIA bureau or the chairpersons and will commence in accordance with the schedule given below under item 5.

There will not be a formal roll call at the beginning of the sessions. The thresholds for absolute majority votes will be established during the vote. Meeting logs will also be used to establish the quorum.

The President or chairpersons may be supported by moderators for purposes of technical operation, time keeping or the fair distribution of questions according to participation.

3.1. CONNECTING

Please connect to the meetings at least 15 minutes beforehand so that any technical issues (on your side or the organiser's) can be identified and resolved.

The meeting will start strictly at the identified start times.

You can join the Zoom meeting via computer, tablet or mobile phone, using the link sent to you.

To better understand who is presenting or speaking, please change your name in your profile settings on the Zoom website (not the application itself) to the following scheme:

- IOC country code (https://en.wikipedia.org/wiki/List_of_IOC_country_codes) followed by
- DEL (for delegates), ALT (for alternates), MEM (for other WG or SC memberships) or OBS (for observer) followed by
- your SURNAME and name

Example: LUX DEL WEBER Claude or GER OBS SURNAME name

3.2. AUDIO

It is intended to run throughout using the standard Zoom setting, i.e. not in Webinar mode. This will mean that the view-port of every participant will be visible to all others, and it is therefore essential that unless you are given approval to speak you should **keep your microphone muted**. Speakers will be organised to speak in an orderly manner.

With the number of participants expected, the transmission of unexpected comments and/or background noise can seriously interrupt proceedings, so if necessary all participants will have their audio stream muted by the President or Chair.

Use a headset (eg, your mobile phone ear buds/headset) to secure the clearest voice quality and the least noise (If this is not possible, please check your phone setup to ensure minimal disruption). Conduct a sound check prior to the meeting.

Please remain on mute unless invited to talk (regardless of whether you're using a laptop, smartphone, direct dial-in via phone, etc).

When unmuted, please avoid activities that may create background noise (eg, typing on a keyboard, moving a chair etc).

Enable your camera only when necessary (eg, when presenting).

3.3. PRESENTATIONS

To make the best use of this completely different conference environment:

- Speakers must always take steps to present their material in a brief and concise manner. A maximum of 5 minutes should be aimed for agenda related presentations.
- The CIA Bureau or the chairpersons will monitor requests to speak by participants, who will be able to communicate by using the *Raise hand* function in Zoom or clicking the Zoom chat system icon at the foot of the screen and typing their name and country details into the text-box, with brief details of their intended question or statement.
- These requests will be monitored and handled strictly in chronological order.
- When you are called to speak please remember to turn ON your microphone to reverse the muting, keep your comments as brief and relevant as you can so they are strictly related to the subject being discussed, and avoid wasting time through off- subject exchanges.
- Finally, you must mute your microphone again after giving your input.

Most reports will be published latest on 5 March 2021 using the FAI Cloud:

<https://cloud.fai.org/s/XELS5j3DrncrjTX>

All ePlenary participants are requested to read the reports beforehand to avoid lengthy and detailed presentations and discussions.

3.4. OTHER DETAILS AND RECOMMENDATIONS

Please also consider the following:

- Please do not use the Zoom chat during the plenary sessions which will be used as an administrative channel for the chairperson, administrators and moderators.
- Do not disconnect during a day's session. Should you be kicked out of the Zoom session, please reconnect.
- To keep bandwidth requirements low, participant video will not be activated unless required by presenting a topic, etc
- Should Zoom fail, information about plenary continuation and technical matters will be shared on the FAI Cloud document web page:

<https://cloud.fai.org/s/XELS5j3DrncrjTX>

3.5. DURATION, BREAKS, CLOSING

The President or chairpersons will decide when to make breaks or close the meeting. Unless there is a compelling reason, the latter will be at the scheduled stop time.

Individual participants may, of course, take breaks if necessary but are requested to take these in a way that is not disruptive to other participants (eg, remain connected to the Zoom session, ensure you are muted before leaving, do not re-introduce yourself on your return).

3.6. RECORDINGS

All plenary sessions will be recorded. The recordings will be used solely to support the chairpersons, minute takers and meeting facilitators. Recordings will not be published or shared.

4. PROCEDURES FOR VOTING

4.1. GENERAL VOTING

Voting will be conducted as follows:

- If an initial call for objections or abstentions receives none then the matter will be deemed approved by acclamation.
- Significant items and if secret ballot is demanded, votes will be dealt with using Election Runner (see below).
- If voting results in a tie then the least voted item(s) will be set aside and voting repeated until the required majority is achieved.
- If debate on a topic has effectively covered the matter under consideration and additional constructive input is viewed as unlikely then a final vote may be called by the President or chairpersons.

4.2. ELECTION RUNNER

Election Runner will be used when voting on significant items, items requiring secret ballot and for elections.

- A Voting ID and Voting Key will be sent out by email to each delegate a few days prior to the plenary session. The ID and key are personal and must not be shared with anybody else. Delegates with proxy votes will receive an additional set of ID and key for each proxy.
- When voting starts, each participant eligible to vote will receive an email with a direct link to the corresponding Election Runner vote. Clicking this link will take you to the vote and there is no need to enter the voting token and password (Voting ID and Voting Key).
- In case you did not receive the email within two to three minutes from the announced beginning of the vote, all of the open votes can also be reached via the web:

<http://fai.electionrunner.com>

- From this page, you can vote on any item open for voting and view the published results of closed votes. When using this page to vote, you are required to enter your Voting ID and Voting Key.
- After you have voted, you have the opportunity to download a voting confirmation image. This image includes a code which can be used to confirm that your vote was properly received. Unless you suspect that something has gone wrong, the code is not needed.
- Voting with Election Runner is anonymous. The participants, technical support and system administrators do not see the context of individual votes.
- Quorum and majorities will be calculated individually for each vote, based on the total number of casted votes.

4.3. ELECTION OF OFFICIALS

All positions of the CIA bureau are up for election in 2021.

Nominations for any position will be done as follows:

- Nominations must be submitted to sports.commissions@fai.org latest on Monday 15 March 2021 by 12:00 UTC.
- A follow-on check will be made to ensure that nominees agree to stand for the stated position, at which stage withdrawals, if necessary, will be accepted.
- Voting to select the final name from those nominated will be conducted during the session as indicated in the schedule and agenda below.

5. SCHEDULE

The schedule includes all plenary sessions as well as all working group and subcommittee working sessions.

For all plenary sessions, a backup session is scheduled for unfinished business and agenda items of the previous session. Whether the backup session is used or not, will be announced by the CIA president at the end of the main session.

In case the agenda items of a session have been dealt with early, the session will finish early. No items on the agenda will be brought forward from the next day.

Working group and subcommittee sessions participants may decide on an individual basis to use one additional session on another day. The time and date will be agreed on by the working group or subcommittee members at the end of the main session. If no agreement is found, the additional session will be held the same evening from 20:00-21:00 UTC. No further announcement or publication will be made for these additional sessions.

5.1. WORKING GROUP AND SUBCOMMITTEE WORKING SESSIONS

Date	Time	Session details
Working groups (WG)		
Wednesday 03 Feb 2021	19:00-21:30 UTC	AA/AM WG
Thursday 04 Feb 2021	12:00-14:30 UTC	AX WG
Friday 05 Feb 2021	19:00-21:30 UTC	Scoring WG
Saturday 06 Feb 2021	12:00-14:30 UTC	BA/BX WG
Wednesday 10 Feb 2021	19:00-21:30 UTC	Statutes, By-Laws & Sporting Code WG
Subcommittees (SC) and other groups		
Thursday 11 Feb 2021	19:00-21:30 UTC	Records SC
Friday 12 Feb 2021	12:00-14:30 UTC	Officials SC
Saturday 13 Feb 2021	19:00-21:30 UTC	Competitors SC
Wednesday 17 Feb 2021	12:00-14:30 UTC	Public and media relations SC
Friday 19 Feb 2021	12:00-14:30 UTC	Hall of Fame
Saturday 20 Feb 2021	12:00-14:30 UTC	Jury Board
Sunday 21 Feb 2021	14:00-16:30 UTC	Safety and education SC
Wednesday 24 Feb 2021	12:00-14:30 UTC	Rules SC
Thursday 25 Feb 2021	19:00-21:30 UTC	New Technology SC
Friday 26 Feb 2021	12:00-14:30 UTC	Event Development Service
Saturday 27 Feb 2021	19:00-21:30 UTC	Event and organiser support (Strategy workshop)

The reports of all working groups and subcommittees must be submitted to the CIA bureau by 3 March 2021. They will then be published in the FAI Cloud for all participants of the ePlenary.

5.2. TEST SESSION FOR EPLENARY

To test the setup and different modes (participant, presenter...) the following session is scheduled:

Monday 15 Mar 2021 12:00-13:00 UTC

5.3. PLENARY SESSIONS

Date	Time	Session details
Wednesday 17 Mar 2021	12:00-14:30 UTC	Main plenary session:
	19:00-21:00 UTC	Backup session (announced at the end of the previous, session if required)
Thursday 18 Mar 2021	12:00-14:30 UTC	Main plenary session:
	19:00-21:00 UTC	Backup session (announced at the end of the previous, session if required)
Friday 19 Mar 2021	12:00-14:30 UTC	Main plenary session:
	19:00-21:00 UTC	Backup session (announced at the end of the previous, session if required)
Saturday 20 Mar 2021	12:00-14:30 UTC	Main plenary session:
	19:00-21:00 UTC	Backup session (announced at the end of the previous, session if required)

6. AGENDA

6.1. INTRODUCTIONS AND WELCOME BY THE PRESIDENT

6.2. IN MEMORIAM

6.3. APOLOGIES FOR ABSENCE

6.4. DELEGATE ROLL CALL

For information about the delegate roll call and voting procedures please refer to item 3 of this document.

6.5. PROXY VOTES

For proxy votes please refer to item 2 of this document.

6.6. ANNOUNCEMENTS

- i. Agenda Order (IR 3.6.1)
- ii. Review of Procedures (IR 3.7 & 3.8)
- iii. Counting Committee (IR 3.11.4)
- iv. New Business (IR 3.6.3, BL 3.4.4)
- v. Absolute Majority
- vi. Voting Procedure
- vii. Selective Voting Procedure Adopted at 2013 Plenary
- viii. FAI Code of Ethics FAI Document Centre Web page
- ix. Domestic

6.7. APPROVAL OF 2019 MINUTES

See <https://www.fai.org/cia-documents>

6.8. REVIEW OF BUREAU DECISIONS 2019 AND 2020

- | | |
|--|--------------|
| a) Bureau decisions 2019 | Appendix 8.1 |
| b) Bureau decisions based on 2020 plenary agenda | Appendix 8.2 |
| c) Bureau decisions 2020 | Appendix 8.3 |

6.9. CIA PRESIDENT'S REPORT ON FAI ACTIVITIES

6.10. REPORT ON THE FAI GENERAL CONFERENCE

Activities budgeted/planned for 2021 and new matters arising

6.11. JURY BOARD

APPENDIX 11

Jury Reports CIA Events 2019 and 2020 Report and Proposals
2019 Jury reports

Appendix 11.1

6.12. OFFICIALS SUBCOMMITTEE

APPENDIX 12

Report and Proposals

6.13. EVENT DEVELOPMENT SERVICE	APPENDIX 13
Report and Proposals	
6.14. RECORDS SUBCOMMITTEE	APPENDIX 14
Report and Proposals	
6.15. SAFETY AND EDUCATION SUBCOMMITTEE	APPENDIX 15
Report and Proposals	
6.16. COMPETITOR SUBCOMMITTEE	APPENDIX 16
Report and Proposals	
6.17. RULES SUBCOMMITTEE	APPENDIX 17
Report and Proposals	
x. AA/AM Working Group	Appendix 17.1
xi. AX Working Group	Appendix 17.2
xii. BA/BX Working Group	Appendix 17.3
xiii. Scoring Working Group	Appendix 17.4
xiv. Statutes, Bylaws and Sporting Code Working Group	Appendix 17.5
	Appendix 17.5.1
	Appendix 17.5.2
	Appendix 17.5.3
	Appendix 17.5.4
	Appendix 17.5.5
6.18. NEW TECHNOLOGY	APPENDIX 18
Report and proposals	
6.19. PUBLIC AND MEDIA RELATIONS	APPENDIX 19
Report and proposals.	
Guideline to organizing youth camps document for approval	Appendix 19.1
6.20. EVENT AND ORGANISER SUPPORT	APPENDIX 20
Report and proposals.	
6.21. ELECTION OF SUBCOMMITTEE CHAIRPERSONS	
a) Jury Board	
b) Officials Subcommittee	
c) Public and Media Relations Subcommittee	
d) Records Subcommittee	
e) Rules Subcommittee	
f) Safety and Education Subcommittee	
g) Event Development Service	
h) Competitor Subcommittee	
i) New Technology Subcommittee	
j) Event and organiser support	
Note: <i>the respective Subcommittees propose Subcommittee Chairmen. However, CIA delegates may nominate other additional candidates.</i>	

6.22. REPORTS AND NOMINATIONS OF REPRESENTATIVES TO FAI TECHNICAL COMMISSIONS

FAI Medico-Physiological Commission (CIMP)	Dr. David Bareford (<i>appendix 22.1</i>)
FAI Environmental Commission	Steve Ireland
Europe Air Sports Liaison Report:	
CIA Representative to CASI	Mark Sullivan

6.23. SANCTIONED EVENTS – REPORTS AND NEW APPLICATIONS

Reminder: The Plenary Process for each event is:

- (a) approve Sanction applications presented by the Event Development Service, which includes the Event Director, Deputy Director(s), Safety Officer and Sanction Fee;
- (b) approve the Rules for Sanctioned Events presented by the Rules Subcommittee; appoint the Jury for Sanctioned Events nominated by the organisers and presented by the Jury Board.

6.23.1. REPORTS ON SANCTIONED EVENTS 2020

- a) 3rd Women's World Hot Air Balloon Championship, Poland, 2020 - Cancelled
- b) 24th World Hot Air Balloon Championship - postponed to 2022.
- c) 64th Gordon Bennett Race, Poland – postponed to 2021.

6.23.2. REPORTS ON SANCTIONED EVENTS

- a) 5th FAI Junior World Hot Air Balloon Championship, Leszno, Poland. 9th – 14th August 2021.
- b) 64th FAI Gordon Bennett Race, Wroclaw, Poland. 19th – 23rd August 2021
- c) 22nd FAI European Hot Air Balloon Championship, Szeged, Hungary. 13th – 18th September 2021
- d) 24th World Hot Air Balloon Championship - postponed to 2022.
- e) Voting on invitation process Worlds 2022
- f) 65th Gordon Bennett Race, Switzerland – postponed to 2022.
- g) 4th Women's World Hot Air Balloon Championship - postponed until 2023.

6.23.3. SANCTION PROPOSALS: FAI CAT1

6.23.3.1. Championship calendar and events open

- a) 2022 Women's Continental Championship – Open for bids
- b) 2022 Junior Continental Championship – Open for bids

6.23.3.2. Bids

2023 Junior World Hot Air Balloon Championship – Bid (Poland)

Appendix 23.3.2

6.23.3.3. Intentions to bid

2024 World Hot Air Balloon Championship – Intention to bid submitted by Mallorca.

Appendix 23.3.3.1 and 23.3.3.2

6.24. CIA FINANCIAL REPORTS

- | | | |
|------|---|---|
| i. | CIA Account Statement 2019 | <i>Appendix 24.1 & 24.2</i> |
| ii. | CIA Account Statement and budget 2020 | <i>Appendix 24.3 (available at plenary)</i> |
| iii. | CIA Budget 2021 presentation | <i>Appendix 24.4</i> |
| iv. | CIA Budget 2022 presentation and approval | <i>Appendix 24.5</i> |
| v. | CIA Inventory | <i>Appendix 24.6</i> |
- (Financial reports have not yet been provided by the FAI and will be presented at the Plenary meeting).*

6.25. AWARD OF MONTGOLFIER DIPLOMAS – CIA AWARDS WG

Nominations 2020:

- | | | |
|-----|--------------------------------------|----------------------|
| i. | Montgolfier Best Performance Gas | <i>Appendix 25.1</i> |
| ii. | Montgolfier Best Performance Hot Air | <i>Appendix 25.2</i> |

Nominations 2021:

-

6.26. AWARD OF SANTOS DUMONT GOLD AIRSHIP MEDAL

6.27. FAI GENERAL AWARDS

Reminder: *CIA Delegates and NAC's can nominate individuals and groups for a number of FAI Awards. Please see the FAI Statutes – Chapter 10 for available awards and conditions.*

6.28. CIA HALL OF FAME

Report and Election of CIA members of the Selection Committee.	<i>Appendix 26</i>
Ales Kubicek	<i>Appendix 26.1</i>
Vincent Leys	<i>Appendix 26.2</i>
Wilhelm Eimers	<i>Appendix 26.3</i>

6.29. ELECTION OF CIA OFFICERS

For nominations, please refer to item 4.3 of this document.

6.30. ELECTION OF SUBCOMMITTEE AND WORKING GROUP MEMBERS ON RECOMMENDATION OF SUBCOMMITTEE CHAIRPERSONS

- i. Safety and Education Subcommittee
- ii. Officials Subcommittee
- iii. Public and Media Relations Subcommittee
- iv. Records Subcommittee
- v. Rules Subcommittee
- vi. AX Working Group
- vii. AA & AM Working Group
- viii. BX Working Group
- ix. Statutes, Bylaws & SC Working Group
- x. Scoring Working Group
- xi. Jury Board
- xii. Event Development Service (EDS)
- xiii. Competitor Subcommittee

- xiv. World Ranking List Working Group
- xv. New Technology Subcommittee
- xvi. Public & Media Relations
- xvii. Organizers and Event Support
- xviii. CIA Awards Working Group

6.31. ANY OTHER BUSINESS

6.32. DATE AND PLACE OF NEXT MEETING

The bureau suggests the following date and place for the next meeting, unless we receive an invitation from an NAC to have it somewhere else.

16-19 March 2022 in Lausanne, Switzerland



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