

# FEDERATION AERONAUTIQUE INTERNATIONALE

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## COMMISSION D'AEROSTATION DE LA FAI

### FAI BALLOONING COMMISSION

#### CIA



### INTERNAL REGULATIONS

**VERSION 3.3**

**APRIL 2024**

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## CIA INTERNAL REGULATIONS: AMENDMENT RECORD

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3	Draft 3		1994			CIA RSC SBS
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Version 3.1 was not published in 2022. The 2023 version contains the previous updates.

**TABLE OF CONTENTS**

<b>FEDERATION AERONAUTIQUE INTERNATIONALE .....</b>	<b>1</b>
<b>COMMISSION D'AEROSTATION DE LA FAI .....</b>	<b>1</b>
<b>VERSION 3.3 .....</b>	<b>1</b>
<b>CHAPTER 1 - GENERAL PROVISIONS.....</b>	<b>8</b>
<b>1.1 CONSTITUTION.....</b>	<b>8</b>
<b>1.2 AIMS AND OBJECTIVES .....</b>	<b>8</b>
<b>1.3 DUTIES AND POWERS.....</b>	<b>8</b>
<b>1.4 DURATION .....</b>	<b>8</b>
<b>1.5 ORGANISATION.....</b>	<b>8</b>
1.5.1 Official Structure	8
1.5.2 Authority, Liability and Implementation of decisions and directives	8
<b>1.6 LANGUAGE OF THE CIA .....</b>	<b>8</b>
<b>1.7 CIA IDENTIFICATION.....</b>	<b>8</b>
1.7.1 The CIA LOGO	8
<b>1.8 THE CIA INTERNAL REGULATIONS (IR).....</b>	<b>9</b>
1.8.1 Authority	9
1.8.2 Publication	9
1.8.3 Revisions	9
1.8.4 Changes and Amendments	9
<b>CHAPTER 2 - MEMBERS.....</b>	<b>10</b>
<b>2.1 REPRESENTATIVES APPOINTED BY FAI MEMBERS.....</b>	<b>10</b>
2.1.1 Delegates and Alternate Delegates	10
2.1.2 Substitute Delegates and Substitute Alternate Delegates	10
2.1.3 Observers	10
<b>2.2 NON-REPRESENTATIVE MEMBERS .....</b>	<b>10</b>
<b>CHAPTER 3 - PLENARY MEETINGS.....</b>	<b>11</b>
<b>3.1 AUTHORITY AND POWERS .....</b>	<b>11</b>
3.1.1 Prerogatives	11
<b>3.2 COMPOSITION, ATTENDANCE AND QUORUM .....</b>	<b>11</b>
3.2.1 Composition	11
3.2.2 Attendance	11
3.2.3 Quorum	11
<b>3.3 NATURE, FREQUENCY AND LOCATION OF MEETINGS .....</b>	<b>11</b>
3.3.1 Nature of Plenary Meetings	11
3.3.2 Regular Annual Plenary Meeting	11
3.3.3 Extraordinary Plenary Meeting	11
3.3.4 Location	11
<b>3.4 NOTICE, SCHEDULE, SUMMARY OF CONCLUSIONS and MINUTES .....</b>	<b>11</b>
3.4.1 Notice	11
3.4.2 Schedule	11
3.4.3 Minutes	11
<b>3.5 AGENDA.....</b>	<b>12</b>
3.5.1 Preparation	12
3.5.2 Proposals for Agenda items	12
3.5.3 Reports	12
<b>3.6 PROCEDURES .....</b>	<b>12</b>
3.6.1 Order of business	12
3.6.2 Approval of previous minutes	12
3.6.2.1 Discussion of matters arising	12
3.6.3 Any other business	12

<b>3.7</b>	<b>MOTIONS .....</b>	<b>12</b>
3.7.1	Proposing and Seconding	12
3.7.2	Withdrawal	12
3.7.3	Right of reply	12
3.7.4	Amendments	12
3.7.5	Reports	13
<b>3.8</b>	<b>RULES OF DEBATE.....</b>	<b>13</b>
3.8.1	The Chair must be obeyed	13
3.8.2	Right to speak	13
3.8.3	Members must only speak when invited by the Chair	13
3.8.4	Speaker to address the Chair	13
3.8.5	Declaration of interest	13
<b>3.9</b>	<b>PROCEDURAL POINTS AND MOTIONS .....</b>	<b>13</b>
3.9.1	Procedural Points	13
3.9.2	Procedural Motions	14
<b>3.10</b>	<b>VOTING RIGHTS .....</b>	<b>14</b>
3.10.1	Delegates and Alternate Delegates	14
3.10.2	Proxies	14
3.10.3	President	14
3.10.4	Secretary	14
<b>3.11</b>	<b>VOTING PROCEDURES.....</b>	<b>14</b>
3.11.1	Prevoting	14
3.11.2	Decisions	14
3.11.3	Non secret Voting Methods	15
3.11.4	Secret ballot	15
3.11.5	Provisions for Voting	15
<b>CHAPTER 4 - CIA OFFICERS .....</b>		<b>16</b>
<b>4.1</b>	<b>PRESIDENT.....</b>	<b>16</b>
4.1.1	Duties and Powers	16
4.1.2	Representation	16
4.1.3	Eligibility	16
4.1.4	Nominations	16
4.1.5	Election	16
<b>4.2</b>	<b>VICE-PRESIDENTS.....</b>	<b>16</b>
4.2.1	Duties and Powers	16
4.2.2	Representation	16
4.2.3	Eligibility	16
4.2.4	Nominations – 1 <sup>st</sup> Vice-president	17
4.2.5	Election – 1 <sup>st</sup> Vice-president	17
4.2.6	Nominations - 2 <sup>nd</sup> and 3 <sup>rd</sup> Vice-presidents	17
4.2.7	Election – 2 <sup>nd</sup> and 3 <sup>rd</sup> Vice-presidents	17
<b>4.3</b>	<b>SECRETARY .....</b>	<b>17</b>
4.3.1	Duties and Powers	17
4.3.2	Representation	18
4.3.3	Eligibility	18
4.3.4	Nominations	18
4.3.5	Election	18
<b>CHAPTER 5 - CIA BUREAU .....</b>		<b>19</b>
<b>5.1</b>	<b>COMPOSITION.....</b>	<b>19</b>
<b>5.2</b>	<b>MEETINGS.....</b>	<b>19</b>
<b>5.3</b>	<b>DUTIES AND POWERS.....</b>	<b>19</b>

<b>CHAPTER 6 - COMMITTEES.....</b>	<b>20</b>
<b>6.1    GENERAL PROVISIONS.....</b>	<b>20</b>
6.1.1    Establishment and Disestablishment	20
6.1.2    Authority	20
6.1.3    Composition	20
6.1.4    Chairman	20
6.1.5    Members	20
<b>6.2    COMMITTEE PROCEDURES .....</b>	<b>20</b>
6.2.1    Committee Members voting rights	20
6.2.2    Committee Procedures	20
6.2.3    Committee Working and Study Groups	20
6.2.4    Committee Meetings	20
6.2.5    Committee Advisers	21
6.2.6    Committee Documents	21
6.2.7    Committee Files	21
<b>6.3    ESTABLISHED CIA SUBCOMMITTEES .....</b>	<b>21</b>
6.3.1    THE RULES SUBCOMMITTEE	21
6.3.2    THE SAFETY AND EDUCATION SUBCOMMITTEE	22
6.3.3    THE CIA RECORDS SUBCOMMITTEE	23
6.3.4    THE CIA PUBLIC AND MEDIA RELATIONS SUBCOMMITTEE	23
6.3.5    THE CIA JURY BOARD	24
6.3.6    THE CIA OFFICIALS' SUBCOMMITTEE	24
6.3.7    The EVENT DEVELOPMENT SERVICE (EDS)	25
6.3.8    THE CIA COMPETITORS SUBCOMMITTEE	26
6.3.9    The CIA NEW TECHNOLOGY SUBCOMMITTEE	27
<b>6.4    ESTABLISHED CIA WORKING GROUPS.....</b>	<b>27</b>
<b>6.5    ESTABLISHED CIA STUDY GROUPS .....</b>	<b>27</b>
<b>CHAPTER 7 - CIA ADMINISTRATIVE FUND &amp; SANCTION FEES .....</b>	<b>28</b>
<b>7.1    CIA SANCTION FEES .....</b>	<b>28</b>
7.1.1    Application of sanction and registration fees	28
7.1.2    Sanction Fees Structure	28
7.1.3    Sanction Fees Payment Procedures	28
7.1.4    CIA Sanction Fees Account Administration	28
<b>CHAPTER 8 - CIA DEFINITIONS AND STATISTICS.....</b>	<b>29</b>
<b>8.1    CIA MEMBERS ANNUAL STATISTICS.....</b>	<b>29</b>
8.1.1    Members' Obligation	29
<b>8.2    CIA DEFINITIONS.....</b>	<b>29</b>
8.2.1    Definitions	29
<b>CHAPTER 9 - CIA PUBLICATIONS.....</b>	<b>30</b>
<b>9.1    GENERAL.....</b>	<b>30</b>
<b>9.2    THE CIA PUBLICATIONS.....</b>	<b>30</b>
9.2.1    CIA NEWSLETTER	30
9.2.2    CIA POLICY MANUAL	30
9.2.3    SAFETY LIBRARY LIST	30
9.2.4    CIA INTERNAL REGULATIONS	30
9.2.5    CIA JURY BOARD NEWSLETTER	30
9.2.6    CIA MODEL EVENT RULES	30
9.2.7    CIA JURY HANDBOOK	30
9.2.8    CIA COMPETITION OPERATIONS HANDBOOK	30
<b>9.2.9    EVENT SANCTIONING, A GENERAL INTRODUCTION .....</b>	<b>30</b>
9.2.10    FAI FIRST CATEGORY EVENTS, SANCTION APPLICATION & EVENT PLANNING GUIDE	30

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9.2.11	CIA PREMIER SPORTING EVENTS, SANCTION APPLICATION & EVENT PLANNING GUIDE	30
9.2.12	CIA PREMIER FIESTA MEETING, SANCTION APPLICATION & EVENT PLANNING GUIDE	31
9.2.13	SAFETY OFFICER HANDBOOK	31
9.2.14	ALTITUDE CALCULATION	31
9.2.15	YOUTH CAMPS – ORGANISERS GUIDELINES	31
9.2.16	SAFE HANDLING OF PROPANE	31
9.2.17	FAI/CIA CLOUD GUIDELINE	31
<b>9.3</b>	<b>CIA DOCUMENTS CLASSIFICATION</b> .....	<b>31</b>
9.3.1	DEFINITIONS	31
9.3.2	ISSUING AUTHORITY	32
9.3.3	PRODUCTION & PUBLICATION	32
9.3.4	DISTRIBUTION	32
<b>CHAPTER 10 - FAI AWARDS</b> .....		<b>33</b>
<b>CHAPTER 11 - CIA EVENT MEDALS, DIPLOMAS, CERTIFICATES OF PROFICIENCY AND CIA SPORTING BADGES</b> ....		<b>34</b>
11.1	CIA EVENT MEDALS AND DIPLOMAS .....	34
11.2	CERTIFICATES OF PROFICIENCY AND CIA SPORTING BADGES.....	34
<b>CHAPTER 12 - CIA TROPHIES</b> .....		<b>35</b>
12.1	THE WORLD GAS BALLOON CHAMPIONSHIP TROPHY .....	35
12.2	THE WORLD HOT AIR BALLOON CHAMPIONSHIP TROPHY .....	35
12.3	THE WORLD HOT AIR AIRSHIP CHAMPIONSHIP TROPHY .....	35
12.4	THE EUROPEAN HOT AIR BALLOON CHAMPIONSHIP TROPHY .....	35
12.5	THE "COUPE AERONAUTIQUE GORDON BENNETT" TROPHY .....	35
12.6	THE ALAN FRAENKEL & JOHN STUART-JERVIS MEMORIAL TROPHY .....	35
<b>CHAPTER 13 – FAI Ballooning Commission International Hall of Fame</b> .....		<b>35</b>
13.1	REFERENCE .....	35
13.2	CONCEPT.....	36
13.3	LOCATION.....	36
13.4	NOMINATION AND SELECTION.....	36
13.4.1	Selection Committee	36
13.4.2	Nominations	36
13.4.3	SELECTION OF INDUCTEES	36
13.4.4	NOTIFICATION OF INDUCTION	36
<b>CHAPTER 14 – SPORTING RIGHTS (BL: 1.2)</b> .....		<b>37</b>
<b>CHAPTER 15 – CIA REGISTER OF NOTABLE FLIGHTS AND ACHIEVEMENTS</b> .....		<b>38</b>
15.1	REFERENCE .....	38
15.2	PURPOSE.....	38
15.3	DEFINITION.....	38
15.4	ENTRIES.....	38

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**CHAPTER 1 - GENERAL PROVISIONS****1.1 CONSTITUTION**

The FAI BALLOONING COMMISSION or COMMISSION D'AEROSTATION DE LA FAI, CIA, is a permanent Air Sport Commission of the FEDERATION AERONAUTIQUE INTERNATIONALE, FAI, established in accordance with the Statutes and By-Laws of the FAI, to be responsible for all matters relating to balloons and airships.

Its work shall be in accordance with these Internal Regulations, the FAI Statutes and By-laws, and the FAI Sporting Code. The CIA is responsible to the FAI General Conference and is under the obligation to implement the FAI Statutes, By-Laws and Sporting Code.

**1.2 AIMS AND OBJECTIVES**

The CIA shall promote FAI aims and objectives in aerostation as defined in the FAI Statutes.

**1.3 DUTIES AND POWERS**

The CIA shall exercise its duties, powers, functions and responsibilities in accordance with the FAI Statutes, By-laws and Sporting Code.

FAI Commissions are authorised to prepare, approve and publish internal rules to cover their own procedures within the parameters of the FAI Statutes, By-Laws and Sporting Code.

Rules regarding composition of and representation on FAI Permanent and Temporary Bodies, responsibilities and duties of officials, voting rules and other procedural matters are set forth in the By-Laws, in the Sporting Code and, where appropriate, in the internal regulations of the bodies concerned.

**1.4 DURATION**

The CIA is a permanent Commission of the FAI, established by the GENERAL CONFERENCE of FAI for an indefinite period of time.

**1.5 ORGANISATION****1.5.1 Official Structure**

CIA's official elements are:

1. The Plenary Meeting, which is the governing body of the CIA, shall deal with and decide on all CIA legislative, executive, financial and procedural matters within its responsibilities.
2. The CIA Bureau, which, between Plenary Meetings, carries out the policy and directions of the Plenary Meeting, and may exercise certain responsibilities as defined by the Plenary Meeting and specified in IR: 5.3.
3. CIA temporary Subcommittees and Working Groups established by the Plenary Meeting and to be responsible only to the CIA Plenary Meeting.

**1.5.2 Authority, Liability and Implementation of decisions and directives**

The CIA shall be responsible to the FAI General Conference and comes under its overall authority. By this fact, the FAI General Conference accepts responsibility and shall be liable for all acts carried out in good faith by the CIA President and/or other designated holders of CIA executive powers under the terms of the FAI Statutes, By-Laws, Sporting Code and the CIA Internal Regulations.

Implementation of decisions and directives issued by any FAI authority under the terms of the FAI Statutes, By-Laws, Sporting Code and the CIA Internal Regulations, shall be the responsibility of the CIA President and/or other designated CIA members.

**1.6 LANGUAGE OF THE CIA**

The working language of the CIA shall be English, and all documents, minutes, rules etc. shall be prepared and presented in English.

**1.7 CIA IDENTIFICATION****1.7.1 The CIA LOGO**

The specific CIA Logo as shown is approved by the FAI Executive Board.

Conditions of use for the FAI and CIA logos are defined in the FAI Style Guide. The FAI Style Guide contains instructions designed to ensure standardized use of the graphical elements that make up the visual image of the FAI.





**1.8 THE CIA INTERNAL REGULATIONS (IR)**

**1.8.1 Authority**

The CIA is authorised to prepare, approve and publish internal rules to cover its own procedures within the parameters of the FAI Statutes, By-Laws and Sporting Code

**1.8.2 Publication**

The CIA INTERNAL REGULATIONS shall be maintained and published by the CIA Secretary on the CIA webpage of the FAI website. <https://fai.org/cia-documents>

There will not be a printed version.

**1.8.3 Revisions**

Revisions of the CIA Internal Regulations will be published periodically.

**1.8.4 Changes and Amendments**

Changes in the FAI Statutes, By-Laws and Sporting Code shall be deemed to be automatically incorporated into these Regulations. Necessary changes resting on CIA adopted resolutions and decisions and concerning any matter already covered or to be covered by the IR shall also be incorporated with immediate effect. Other changes to the CIA Internal Regulations may only be decided by the CIA Plenary Meeting on an absolute majority vote.

Proposed changes to the IR shall be published with the CIA Agenda for the Plenary Meeting concerned. Amendments to the CIA Internal Regulations shall come into force at the close of the CIA Plenary Meeting having adopted the amendment.

CIA adopted changes to the IR shall be prepared into a final draft amendment document by the CIA Rules Subcommittee and presented to the CIA President for approval before publication by the CIA Secretary. Revisions and Amendments shall be easily identifiable by Version and Amendment numbering and publication date.

**CHAPTER 2 - MEMBERS**

**2.1 REPRESENTATIVES APPOINTED BY FAI MEMBERS**

**2.1.1 Delegates and Alternate Delegates**

Delegates and Alternate Delegates are appointed annually by FAI Active and Associate Members in accordance with the relevant FAI provisions

FAI Members appointing Delegates and Alternate Delegates to the CIA shall report these appointments to the FAI secretariat not later than three months before the FAI General Conference

The list of Delegates and Alternate Delegates shall be approved by the FAI General Conference. The mandate of Delegates and Alternate Delegates begins with the General Conference approval.

A national representative not yet approved by the General Conference must present proper credentials from the FAI Member concerned, with copies direct to the FAI secretariat

**2.1.2 Substitute Delegates and Substitute Alternate Delegates**

Substitute Delegates and Substitute Alternate Delegates, who may take the place of the official Delegate or Alternate Delegate may at any time be appointed by FAI Active Members.

**2.1.3 Observers**

An FAI Member who has not appointed a Delegate to the CIA may, in order to be represented at CIA meetings, at any time appoint a non-voting Observer.

**2.2 NON-REPRESENTATIVE MEMBERS**

The CIA is entitled to call on non-representative and non-voting individuals for advice, guidance and to perform special tasks. The mandate of such individuals must be clearly defined in the minutes of the Plenary Meeting approving their appointment. All such appointments shall be subject to the absence of opposition from the appointees' FAI Member.

CIA Presidents of Honor may be invited to take part in CIA meetings.

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**CHAPTER 3 - PLENARY MEETINGS****3.1 AUTHORITY AND POWERS****3.1.1 Prerogatives**

The CIA's authority and powers are derived from the FAI Statutes, By-Laws and Sporting Code, and the Plenary Meeting shall deal with and decide on all CIA legislative, executive, financial and procedural matters within its responsibilities.

**3.2 COMPOSITION, ATTENDANCE AND QUORUM****3.2.1 Composition**

The Plenary Meeting shall consist of official delegates, alternate delegates, observers, substitute delegates and alternate delegates appointed by FAI members in good standing and, where appropriate, approved by the FAI General Conference.

**3.2.2 Attendance**

Others wishing to attend, in addition to the FAI officials and Presidents of FAI Commissions and Committees or their representatives, may be admitted space permitting, by the CIA President.

**3.2.3 Quorum**

A minimum of twenty five percent of the delegates, appointed by FAI Members and approved by the FAI General Conference, must be present at any time if the acts of the meeting are to be valid.

This is defined as present in the room at the Roll Call, or holding a secure electronic voting method and being eligible to vote in a secret ballot.

Delegates on video link where the secretary has not initiated a procedure for secure electronic voting cannot be deemed to be present at the meeting.

**3.3 NATURE, FREQUENCY AND LOCATION OF MEETINGS****3.3.1 Nature of Plenary Meetings**

Plenary Meetings shall as a rule be held as meetings requiring physical attendance (physical meeting). Depending on circumstances, the CIA Bureau may decide to hold a Plenary Meeting as a virtual meeting with no physical attendance required (virtual meeting).

Procedures for the virtual meetings shall be published by the CIA Secretary.

**3.3.2 Regular Annual Plenary Meeting**

Unless required by exceptional circumstances, the regular annual Plenary Meeting shall take place no later than March 31 each year. It shall be preceded by Bureau and Sub-Committee meetings as appropriate, and shall not last longer than 4 days, including weekend days.

**3.3.3 Extraordinary Plenary Meeting**

On decision of the CIA Plenary Meeting or on request of not less than 25% of FAI Members listing aerostation as an airsport, the CIA President or, in his absence, the senior ranking Vice-president available, shall convene an Extraordinary Plenary Meeting. Except that this meeting shall meet not earlier than two months and not later than three months after receipt of the notice convening the meeting, rules for this meeting shall be the same as for regular annual Plenary Meetings.

**3.3.4 Location**

The CIA physical Plenary Meetings shall normally be held at or in the vicinity of the FAI headquarters. However, provided a two thirds majority has agreed, the CIA may meet in other locations selected by means of a vote on hosting proposals made by CIA delegates. The host organisation shall pay all costs including suitable travel, hotel and administrative expenses for the FAI Secretary General and/or his authorised representatives to attend.

**3.4 NOTICE, SCHEDULE, SUMMARY OF CONCLUSIONS and MINUTES****3.4.1 Notice**

The notice convening the meeting shall be dispatched by the FAI Secretariat not less than forty-five days before the date fixed for the meeting; in cases of urgency, this time limit may be reduced by the CIA President or Vice-president convening the meeting (By Laws: 3.4.2).

**3.4.2 Schedule**

The schedule for all Bureau and Sub-Committee meetings, established by the CIA President, shall be included in the notice.

**3.4.3 Minutes**

The minutes of each meeting, drafted by the Secretary and approved by the President, shall be sent by the FAI Secretariat to all CIA Members, to FAI Members and interested Associate Members as soon as possible, and within forty-five days of the meeting's adjournment

### **3.5 AGENDA**

#### **3.5.1 Preparation**

A detailed Agenda for each meeting shall be prepared at the direction of the CIA President, and shall be sent by the FAI Secretariat to all CIA members, as defined in IR para. 2.1, with the notice convening the meeting. The CIA Plenary Meeting cannot make final decisions on items that do not appear on the agenda

#### **3.5.2 Proposals for Agenda items**

CIA members may submit for consideration by the CIA President proposals for items to be included in the Agenda. The written proposals, sufficiently detailed for the issues to be understood, shall reach the CIA President no later than seventy-five days before the date set for the meeting. Such a proposal may not be rejected without consultation between the member and the CIA President.

#### **3.5.3 Reports**

Reports, other than Subcommittee reports, pertaining to Agenda items should as far as possible be submitted to members in writing with the Agenda. If this is not possible, they shall at the latest be submitted to the members before the start of the meeting. These reports shall be considered as read, and each reporting member shall have a right to three minutes verbal presentation time.

### **3.6 PROCEDURES**

#### **3.6.1 Order of business**

The order of business shall meet the convenience of the meeting and any visitors. The Chair has discretion to suggest alteration of the order of business if there is good reason for it. He shall explain the reason and ask the agreement of the meeting before doing so.

#### **3.6.2 Approval of previous minutes**

Previous minutes shall be considered as read and the President shall ask if the minutes are a true record. He shall allow discussion and if necessary rule on any amendments requested only by those who were present. He shall then ask for a proposer and seconder for the adoption of the minutes.

##### **3.6.2.1 Discussion of matters arising**

Discussion of matters arising shall be confined strictly to minor tidying up and reporting back, and shall not be allowed until it has been agreed that the minutes are a correct record and have been signed as such. Major items shall be placed separately on the Agenda and shall be discussed in their proper place.

#### **3.6.3 Any other business**

Any item not on the Agenda may be discussed only if agreed to by at least two thirds of the delegates present, and a vote on such an item shall be valid only if at least half of the vote carrying members are present.

The Chair shall ask the members near the start of the meeting to give written notice of any items they wish to raise.

### **3.7 MOTIONS**

#### **3.7.1 Proposing and Seconding**

Decision-making business shall be conducted exclusively by means of motions.

Only Motions on items included in the agenda shall be discussed, and then only if they are first introduced to the meeting by a vote-carrying member or the Chair. Motions should be reduced to writing and read to the meeting before a vote is taken.

Unless a motion is proposed by the Chair, motions shall be required to be supported by a second vote-carrying member before being accepted for discussion. If a motion cannot find a "seconder" it is automatically lost.

**Approved or passed** motions are transmuted into "**resolutions**".

#### **3.7.2 Withdrawal**

When a motion has been properly proposed and seconded, it becomes the property of the meeting and the proposer may not withdraw his own motion without the unanimous agreement of the meeting.

#### **3.7.3 Right of reply**

The proposer or mover of a motion shall have a right of reply to the debate before a vote is taken. However, he must not introduce new matter and his remarks must be confined to genuine replies to the points made in the debate.

#### **3.7.4 Amendments**

Changes to motions, either by addition, removal or substitution of words, shall only be made in the form of amendments.

Amendments shall only be discussed if they are introduced to the meeting by a vote-carrying member or the Chair. Amendments should be reduced to writing and read to the meeting before a vote is taken.

Unless an amendment is proposed by the Chair, amendments shall be required to be supported by a second vote-carrying member before being accepted for discussion. If an amendment cannot find a "second" it is automatically lost.

The proposer of the motion subject to the amendments shall have the right to speak against or accept amendments to his motion. Wrecking amendments shall not be allowed to be put before the meeting.

Amendments must be discussed and resolved before the original motion is discussed. If there are more than one proposed amendment, the Chair shall decide which amendments to accept for discussion and what order to discuss them in. As a guide, amendments that would produce the least change should be resolved first.

An amended motion, called "substantive motion", shall be voted on as a whole after all amendments have been dealt with.

### **3.7.5 Reports**

Reports made to the meeting shall be submitted to the members in advance, and may be introduced and explained, at the Chair's discretion, by the appropriate person.

After presentation of the report, the Chair shall invite questions on it. After any questions and discussion, a motion shall be called for to accept, table, refer back or reject the report.

## **3.8 RULES OF DEBATE**

### **3.8.1 The Chair must be obeyed**

All that is done is subject to the direction and decision of the Chair who shall have overall authority.

### **3.8.2 Right to speak**

Only the Chair and Delegates shall have a right to speak, but the Chair may specifically permit others attending to speak. A Delegate may give specific permission in each case to other persons of his country to speak.

Speakers may be allowed to speak more than once on each motion or amendment but must stop speaking when requested to do so by the Chair. The Chair may also establish rules about length of speeches.

### **3.8.3 Members must only speak when invited by the Chair**

Only one speaker shall be allowed to address the meeting at a time. Members wishing to speak shall raise a hand to let the Chair know their intention. The Chair shall indicate to the meeting in what order the members wishing to speak will be called.

### **3.8.4 Speaker to address the Chair**

All speakers must address everything they say to the Chair, and not to one another.

### **3.8.5 Declaration of interest**

If any member of the meeting has an interest in the outcome of an item, he should declare it before discussion of that item starts and obey the ruling given.

Having declared an interest, he should not speak unless invited, and should leave the room during the voting proceedings. If the Chair has an interest, he should leave the Chair in favor of a deputy during the discussion and follow the other rules.

## **3.9 PROCEDURAL POINTS AND MOTIONS**

### **3.9.1 Procedural Points**

A member believing the procedures being followed are not correct may, by raising a procedural point, express his views to the meeting. The procedural points include:

#### **- Point of order**

A point of order may be raised by any member at any time and shall take immediate precedence over other business. It shall only be raised if something is being done wrongly that could invalidate the proceedings. It shall not be used as a disguised attempt to interfere with the content of what is being said. A member raising a point of order should do so loudly and clearly as soon as the point comes to his notice. The Chair should then stop the proceedings and invite the member to state briefly and clearly what appears to be wrong. The Chair will then rule on the point.

#### **- Point of information**

A point of information may be raised by any member who believes he has factual information, **and not an opinion**, which will materially add to or correct what the current speaker is trying to say.

The Chair may refuse to accept the point, or ask if the speaker wishes to take it, in which case the speaker may give way or not as he chooses. The point should be made very briefly.

#### **- Point of personal explanation**

A point of personal explanation may be raised by a member who believes the current speaker is misrepresenting something he has done or said. The Chair should accept the making of such a point, which should be made as factually and briefly as possible.

### 3.9.2 Procedural Motions

A member believing the procedures being followed are not correct may, by proposing a procedural motion, express his views to the meeting. If the motion is upheld, the meeting must accept it. The procedural motions include:

**- 'That the member be no longer heard'**

This motion is the most extreme way to stop the current speaker, if he is felt to be seriously damaging the proceedings, and should never be used merely to try to silence opposition.

If the Chair feels the motion is improper, he may refuse to accept it. If it is accepted, it shall not be debated, but voted on at once.

**- 'That the meeting do proceed to the next business'**

This motion seeks to say that the current item has been talked about long enough and is no longer fruitful. If passed, it shall have the effect of shelving the current motion, which may not be voted on or discussed further at that meeting.

**- 'That the question be now put'**

This motion is the common way of saying that the meeting has had enough debate on an item and should now vote on it. If it is moved during discussion of an amendment, it applies only to the amendment, not to the original motion.

It may be moved at any time, and if it is seconded it must be put, without discussion, to the vote.

If the motion is carried, the vote on the original amendment or motion must then be taken. If the motion is lost, it cannot be moved again for a reasonable period of time.

**- 'That the debate be now adjourned'**

This motion seeks to terminate discussion on the current motion without a vote.

If it is moved without a date for further debate, the discussion is shelved, and it should be put to the vote without discussion.

If a date or future meeting is specified, it may be debated briefly before the vote.

### 3.10 VOTING RIGHTS

#### 3.10.1 Delegates and Alternate Delegates

Subject to the provisions of FAI Statutes and By-Laws, each Delegate to the CIA shall have one vote. In case the Delegate is unable to exercise this right, and subject to the provisions, the Alternate Delegate may vote on behalf of the Delegate

#### 3.10.2 Proxies

If no Alternate Delegate is available, and if no substitute has been appointed under the provisions of FAI Statutes and By-Laws, a proxy may be given to one of the other CIA Delegates except to the Commission President who shall not have the right to cast proxy votes. All proxies must be given in writing and be signed by the President or Secretary of the FAI Member concerned

A Delegate may vote on behalf of only one other Member of the FAI

#### 3.10.3 President

The CIA President shall not take part in any vote, except in the event of a tie in two successive votes, where he shall cast a deciding vote without appeal

#### 3.10.4 Secretary

The CIA Secretary, if not a Delegate, shall have no voting rights

### 3.11 VOTING PROCEDURES

#### 3.11.1 Prevoting

Any kind of prevoting (e.g., by post) shall be prohibited.

#### 3.11.2 Decisions

Unless otherwise specified, decisions shall be taken on an absolute majority vote.

Absolute majority is "more than half of the votes belonging to Members present **or represented**". This means that to achieve this majority you need at least one vote more than half of the eligible votes.

Majority (or simple majority) is "more than **half of the votes cast** by eligible **votes present**". This means that you only need at least one vote more than half of the number of votes cast by those present.

### 3.11.3 Non secret Voting Methods

At the Chair's discretion, the following voting methods may be used:

**- 'On the nod'**

When the Chair believes there is no opposition, he may use this method of voting by asking the meeting '**All in favor?**', '**Any one against?**', and declare the motion passed unless there is a dissenting voice. In this case the 'Show of hands' method shall be used.

**- 'Show of hands'**

When the Chair believes there is opposition, he shall use this method of voting and count, after asking the meeting '**All in favor?**', '**Any one against?**' and '**Abstentions?**', the **Aye's**, **No's** and **Abstentions**.

If there is any doubt as to who is entitled to vote, the Chair may require a show of some identifying document to be distributed to vote carrying members only.

If the vote is close or the result declared is disputed, the Chair should choose one pair of tellers, if possible from known supporters of each side of the question.

### 3.11.4 Secret ballot

A secret ballot shall be compulsory when requested by the provisions in the FAI Statutes and By-Laws, or by any one of the Delegates or their representatives attending the meeting

A secret ballot always requires the Chair to set up a counting committee of at least two persons approved by the meeting by the 'On the nod' voting method.

In order to guarantee anonymity, identical ballots shall be distributed to vote carrying Delegates, and any ballot placed in the ballot box and marked so that the voter can be identified shall be considered invalid. In the case of elections, ballots that name persons not standing as candidates shall also be considered as void.

Any unmarked ballot placed in the ballot box shall be counted as an abstention.

In the event of a tie or a disputed count, and unless otherwise specified, a second vote shall be taken immediately.

Procedures for the virtual voting shall be published by the CIA Secretary.

### 3.11.5 Provisions for Voting

Voting in a secret ballot shall be undertaken by one of the following methods.

Physical – Paper ballot voting slips distributed by the counting committee members

Electronic. – Voting devices distributed by the Secretary at the start of the meeting.

Virtual – Voting by token ID distributed to each vote carrying Delegate by the Secretary prior to the meeting.

## **CHAPTER 4 - CIA OFFICERS**

### **4.1 PRESIDENT**

#### **4.1.1 Duties and Powers**

The duties and powers of the president are laid down in the FAI By-laws

#### **4.1.2 Representation**

The President shall no longer represent the FAI Member who appointed him to the CIA. The Member concerned may appoint a substitute Delegate who may take the place of the Delegate elected President.

The President shall take office upon election for a Two-year term

#### **4.1.3 Eligibility**

Annually the CIA Plenary Meeting shall elect its President from among approved Delegates and its President, who may be reelected for an unlimited number of terms. (FAI COUNCIL Statutes Sub-Committee conclusion / Meeting minutes 9/10.6.92)

#### **4.1.4 Nominations**

Nominations for President shall be made by approved Delegates during a pre-election secret nomination procedure.

Identical nomination paper slips shall be distributed to Delegates or their representatives only, who shall write the name of the person they wish to nominate on the nomination paper slip and return it to the ballot box.

The names of the nominated persons shall be announced to the meeting and written down on a flip chart or similar device for every member to see. Nomination paper slips that name more than one person, or a person not eligible as President, shall be considered as void.

The Chair shall then ask nominated persons individually whether they accept or decline the nomination, and strike out the names of those declining the nomination. Those accepting the nomination are declared candidates.

#### **4.1.5 Election**

The election of the CIA President shall be by secret ballot, and the 'Declaration of interest' rule as laid down in IR 3.8.5 applies.

Identical ballots shall be distributed to Delegates or their representatives only, who shall write the name of the candidate they wish to elect on the ballot and return it to the ballot box. Ballots that contain more than one name shall be considered as void.

The names from the ballot shall be read 'loud and clear' by one member of the counting committee, and the votes shall be counted and written down on a flip chart or similar device for every member to see. If no candidate has obtained an absolute majority on the first vote, a second vote shall be taken at which a plurality shall carry the election

Procedures for the virtual voting shall be published by the CIA Secretary.

If only one candidate has been nominated, then the election may be by acclamation

### **4.2 VICE-PRESIDENTS**

#### **4.2.1 Duties and Powers**

The Vice-presidents shall perform the duties and functions of the CIA President in his absence or as requested by the CIA President. There shall be three Vice-presidents.

In absence of the President, and if not otherwise requested by the President, the senior ranking Vice-president available shall assume presidential powers and duties.

#### **4.2.2 Representation**

A Vice-president shall continue to represent the FAI Member of which he is a Delegate unless he is called upon to act as President. Vice-presidents shall take office upon election for a Two-year term.

#### **4.2.3 Eligibility**

Annually the CIA Plenary Meeting shall elect the Vice-presidents from among its Members, who may be reelected for an unlimited number of terms. Vice-presidents shall not be of the same nationality as the CIA President.



**4.2.4 Nominations – 1<sup>st</sup> Vice-president**

Nominations for 1<sup>st</sup> Vice-president shall be made by approved Delegates during a pre-election secret nomination procedure.

Identical nomination paper slips shall be distributed to Delegates or their representatives only, who shall write the name of the person they wish to nominate on the nomination paper slip and return it to the ballot box.

The names of the nominated persons shall be announced to the meeting and written down on a flip chart or similar device for every member to see. Nomination paper slips that name more than one person, or a person not eligible as Vice-president, shall be considered as void.

The Chair shall then ask nominated persons individually whether they accept or decline the nomination and strike out the names of those declining the nomination. Those accepting the nomination are declared candidates.

**4.2.5 Election – 1<sup>st</sup> Vice-president**

The election of the CIA 1<sup>st</sup> Vice-president shall be by secret ballot and plurality vote and the 'Declaration of interest' rule as laid down in IR 3.8.5 applies.

Identical ballots shall be distributed to Delegates or their representatives only, who shall write the name of the candidate they wish to elect on the ballot and return it to the ballot box. Ballots that contain more than one name shall be considered as void.

The names from the ballot shall be read 'loud and clear' by one member of the counting committee, and the votes shall be counted and written down on a flip chart or similar device for every member to see.

Procedures for the virtual voting shall be published by the CIA Secretary.

If only one candidate has been nominated, then the election may be by acclamation.

**4.2.6 Nominations - 2<sup>nd</sup> and 3<sup>rd</sup> Vice-presidents**

Nominations for 2<sup>nd</sup> and 3<sup>rd</sup> Vice-presidents shall be made by approved Delegates during a pre-election nomination procedure.

Identical nomination paper slips shall be distributed to Delegates or their representatives only, who shall write the name or names of no more than two persons they wish to nominate on the nomination paper slip and return it to the ballot box.

The names of the nominated persons shall be announced to the meeting and written down on a flip chart or similar device for every member to see. Nomination paper slips that name more than two persons, or persons not eligible as Vice-president, shall be considered as void.

The Chair shall then ask nominated persons individually whether they accept or decline the nomination and strike out the names of those declining the nomination. Those accepting the nomination are declared candidates.

**4.2.7 Election – 2<sup>nd</sup> and 3<sup>rd</sup> Vice-presidents**

The election of the CIA 2<sup>nd</sup> and 3<sup>rd</sup> Vice-presidents shall be by secret ballot and plurality vote, and the 'Declaration of interest' rules as laid down in IR 3.8.5 applies.

Identical ballots shall be distributed to Delegates or their representatives only, who shall write the names of no more than two candidates they wish to elect on the ballot paper slip and return it to the ballot box. Ballots that contain more than two names shall be considered as void.

The names from the ballot shall be read 'loud and clear' by one member of the counting committee, and the votes shall be counted and written down on a flip chart or similar device for every member to see.

Procedures for the virtual voting shall be published by the CIA Secretary.

In the case of a tie, seniority as a CIA Delegate will carry the election.

**4.3 SECRETARY****4.3.1 Duties and Powers**

The CIA Secretary shall serve under the authority of the CIA President.

In addition to his role as meeting secretary at CIA Plenary Meetings, the Secretary shall have the following responsibilities:

- Assist all elements of CIA and FAI in furthering the aims and objectives of the CIA and FAI;
  - draft and send the minutes of each Plenary Meeting to the CIA President within 25 days of the Meeting's adjournment, and make sure the document is sent to the FAI Secretariat within the established time limits;
- maintain the archives of the CIA;
- maintain approved lists of Jury members as supplied by the Jury Board;
- prepare definitions on CIA statistics and collect, maintain and distribute such statistics to all interested parties;

- maintain and keep current a CIA POLICY MANUAL containing policies and procedures established by CIA Plenary Meeting Resolutions that are still in force, prepare and issue amendments;
- participate in and prepare and keep records of CIA Bureau meetings or decisions;
- maintain and administer the CIA ADMINISTRATIVE FUND and account under the guidance of the CIA President;
  - maintain and keep current, if necessary with the relevant Sub-Committee, the history of CIA Officers, Members, Subcommittees, Championships, Champions, World Record holders, Trophies , Medals , Diplomas , Certificates, Badges and other rewards recipients;
- prepare and issue the CIA-NEWSLETTER and other CIA publications as requested;
- to publish the CIA INTERNAL REGULATIONS document, supplied by the Rules Sub-Committee including any amendments.

#### **4.3.2 Representation**

The Secretary, if a Delegate, shall continue to represent the FAI Member of which he is a Delegate. The Secretary shall take office upon election for a Two-year term

#### **4.3.3 Eligibility**

Annually the CIA Plenary Meeting shall elect the Secretary from among its Members or from outside the CIA. If chosen from outside the CIA, the election shall be subject to the agreement by the Delegate concerned, and the Secretary shall have no voting right

#### **4.3.4 Nominations**

Nominations for Secretary shall be made by approved Delegates during a pre-election secret nomination procedure.

Identical nomination paper slips shall be distributed to Delegates or their representatives only, who shall write the name of the person they wish to nominate on the nomination paper slip and return it to the ballot box.

The names of the nominated persons shall be announced to the meeting and written down on a flip chart or similar device for every member to see. Nomination paper slips that name more than one person shall be considered as void.

The Chair shall then ask the nominated persons individually whether they accept or decline the nomination and strike out the names of those declining the nomination. Those accepting the nomination are declared candidates, subject to agreement by the Delegate concerned if the nominated person is not a CIA Member.

#### **4.3.5 Election**

The election of the CIA Secretary shall be by secret ballot and plurality vote, and the 'Declaration of interest' rule as laid down in IR 3.8.5 applies. The Secretary may be re-elected for an unlimited number of terms

Identical ballots shall be distributed to Delegates or their representatives only, who shall write the name of the candidate they wish to elect on the ballot and return it to the ballot box. Ballots that contain more than one name shall be considered as void.

The names from the ballot shall be read 'loud and clear' by one member of the counting committee, and the votes shall be counted and written down on a flip chart or similar device for every member to see.

If no candidate has obtained an absolute majority on the first vote, a second vote shall be taken at which a plurality shall carry the election.

Procedures for the virtual voting shall be published by the CIA Secretary.

If only one candidate has been nominated, then the election may be by acclamation

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**CHAPTER 5 - CIA BUREAU**

**5.1 COMPOSITION**

The CIA shall have a Bureau comprising the following duly elected CIA officers):

- the President,
- the Vice-presidents,
- the Secretary.

The Secretary, if not a Delegate, shall have no voting rights

**5.2 MEETINGS**

The Bureau shall meet immediately before each CIA Plenary Meeting.

At the President's discretion, the Bureau shall either meet or otherwise arrange communication between members if, between CIA Plenary Meetings, it has to consider any matter arising.

The President shall make every reasonable effort to consult with all Bureau members before making decisions on matters arising between meetings.

**5.3 DUTIES AND POWERS**

The Bureau shall have authority to consider, discuss and make decisions on any matter arising between CIA Plenary Meetings which demand urgent response, and not explicitly reserved to the Plenary Meeting.

The Bureau shall however consult with Delegates where in their discretion they consider it necessary, and thereafter determine the matter. Where a CIA Committee is concerned, the Bureau shall consult with the respective Chairman in writing before any Bureau actions.

Decisions taken by the Bureau shall be communicated immediately to the FAI Secretariat for information and shall be duly recorded in the minutes of the following CIA Plenary Meeting.

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**CHAPTER 6 - COMMITTEES****6.1 GENERAL PROVISIONS****6.1.1 Establishment and Disestablishment**

Temporary CIA Subcommittees and/or CIA Working Groups (called COMMITTEE hereafter) may be established or disestablished by the CIA Plenary Meeting by a two thirds majority vote of Delegates present or represented.

In all cases the record of action establishing a Committee shall include a mission directive and such instructions on composition, duration and disestablishment as the CIA Plenary Meeting shall deem appropriate.

The terms of reference (ToR) for each Committee shall be drawn up by the respective Committee's Chairman and the CIA Bureau, approved by the Plenary Meeting and published in the CIA Internal Regulations. Modifications proposed by the committees or the Plenary Meeting, shall be approved by the Plenary Meeting and published as amendments to the CIA Internal Regulations.

**6.1.2 Authority**

Committees shall be responsible only to the CIA and shall be under its overall authority  
Committee Chairmen shall keep the CIA President informed concerning significant activities, developments and needs arising between CIA Plenary meetings.  
Any proposal by a committee shall be subject to the approval of the CIA Plenary Meeting.

**6.1.3 Composition**

Committees shall be composed of a Chairman and Members. If not otherwise decided by the CIA Plenary Meeting, the number of Members, including the Chairman, shall be decided by each committee according to its needs.

**6.1.4 Chairman**

Annually the CIA Plenary Meeting shall nominate and elect the Chairman of each committee, who may be re-elected for an unlimited number of terms. He should not be elected Chairman of more than one committee.  
The Chairman of a committee should as far as possible be nominated from among CIA delegates. In the event that the Chairman is chosen from outside the CIA, the nomination shall be subject to the agreement of the Delegate from the prospective nominee's FAI Member.

Nomination and voting procedures are as laid down in IR 4.1.4 and IR 4.1.5, except that the nominees need not be delegates and that the majority vote shall be replaced by a plurality vote.

**6.1.5 Members**

Members of a committee, proposed by the committee's Chairman to the CIA Plenary Meeting and chosen among nominees and volunteers, shall be approved "*in toto*" by a majority vote. In all Committee business, approved members shall no longer represent the FAI Member of their respective countries, and no more than two members per country shall sit on the same committee.

In the event that a nominated Member of a committee is chosen from outside the CIA Members, the nomination shall be subject to the absence of opposition from the prospective nominee's FAI Member.

**6.2 COMMITTEE PROCEDURES****6.2.1 Committee Members voting rights**

Only CIA approved committee members present shall have one vote each, and proxy voting shall not be allowed. Pre voting (e.g. by post) may be allowed if agreed upon by all the respective committee members.

The committee Chairman, or person replacing the Chairman, shall not take part in any vote, except in the event of a tie in two successive votes, where he shall cast a deciding vote without appeal.

**6.2.2 Committee Procedures**

In absence of specific committee procedural rules, Committee Procedures should, where appropriate and applicable, follow the rules laid down in Chapter 3 of the CIA Internal Regulations.

**6.2.3 Committee Working and Study Groups**

Committees may establish Working Groups and/or Study Groups to study and/or advise on specific activities or matters, or to carry out specific tasks.

Committee Working or Study Groups shall be responsible to the Committee Chairman of the Committee that established it, and shall be under his overall authority.

Any proposal by a Committee Working or Study Group shall be subject to the approval of the Committee which established it.

**6.2.4 Committee Meetings**

Except for Committee meetings to be held as called by the Plenary Meeting Agenda, other Committee meetings may be called by Committee Chairmen as they see fit.

A Committee Chairman shall allow CIA Members who are not members of his Committee to sit in on Committee meetings with the right to speak if recognized by the Chair, but with no right to vote.

### 6.2.5 Committee Advisers

Committees shall be entitled to call on specialists for advice from outside the CIA. They shall be allowed to sit in on Committee meetings with the right to speak, but with no right to vote.

### 6.2.6 Committee Documents

The Committee Chairman shall be responsible for the update and publication of any documents under their control, in consultation with the CIA Secretary.

### 6.2.7 Committee Files

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.).

The FAI/CIA Cloud Guideline outlines the details of the usage of the FAI cloud.

## 6.3 ESTABLISHED CIA SUBCOMMITTEES

### 6.3.1 THE RULES SUBCOMMITTEE

The following STATEMENT OF PURPOSE was approved by the CIA Plenary in March 1995:

#### 6.3.1.1 Mission and Responsibilities

The purposes of the Rules Subcommittee (RSC) are

1. to review, revise, update, refine and make recommendations to the CIA Plenary Session for approval or disapproval, and publication of
  - a) the **Sporting Code Section One**, paying particular attention to the FAI Sporting Code General Section and CIA policy,
  - b) the **CIA Internal Regulations**, paying particular attention to the FAI Statutes, By-Laws and CIA policy,
  - c) the **CIA Model Rules**, paying particular attention to the FAI Sporting Code General Section, Section One and CIA policy,
  - d) proposed **FAI Category One Event Rules** in aerostation, paying particular attention to the CIA Model Rules,
2. to monitor the FAI policy, Statutes, By-Laws, Sporting Code and CIA published documents for any impact on CIA policy, FAI Sporting Code, CIA Internal Regulations and CIA Model Rules, and to report any such impact, with eventual recommendations, to the CIA Plenary Session,
3. to assist FAI and CIA Members in all matters concerning rules and regulations, paying particular attention to the principle that rules shall encourage and not prevent activities (rules by objective),
4. to perform assigned special duties by the CIA President or the CIA Plenary Session.

#### 6.3.1.2 Duration and Disestablishment

The Committee, responsible only to the CIA and under its overall authority, was established by the CIA in 1978 for an unlimited period of time. The Committee may be disestablished by the CIA Plenary Meeting by a two thirds majority vote of Delegates present or represented.

#### 6.3.1.3 Composition

##### 1. Members

The Committee shall be composed of the following voting members:

- The RSC Chairman, proposed by the Committee and nominated by the CIA Plenary Session, and elected by the CIA Plenary Session,

- the Chairmen of the Committee's established Working Groups, proposed by the RSC Chairman and approved "in toto" by the CIA, each Chairman representing the consensus of his Working Group's members at the RSC meeting.

## 2. Working Groups

Working Groups (WG), established by the Committee in accordance with the CIA IR 6.2.3, shall have a limit of five voting members each, including the Working Group's Chairman proposed by its members and reporting to the RSC Chairman and its meeting.

There are presently 5 Working Groups, assigned their respective responsibilities by the RSC Chairman in accordance with the RSC mission and responsibilities defined in IR 6.3.1.1:

- **FAI Statutes, By-Laws and Sporting Code Working Group (SBS-WG)**
- **Scoring Working Group (SC-WG)**
- **AA & AM Working Group (AA-WG)**
- **AX Working Group (AX-WG)**
- **BX Working Group (BX-WG)**

### 6.3.1.4 Procedures

Approved procedures are as laid down in IR 6.2. Additional established working procedures and deadlines are as follows:

#### 1. Rules for Category One Events

Proposed EVENT RULES, together with the final information on the organisational structure and entry fee must be received by the CIA at least 60 days before the date fixed for the last CIA meeting before the event, unless this time limit is waived by the CIA or its Bureau under special circumstances.

Rules submitted for Category One Events shall be reviewed by one member of the appropriate Working Group for their discussion and recommendation to the RSC, who in turn shall make a recommendation to the CIA Plenary.

#### 2. Deadlines

- November 1.** : All solicited and unsolicited comments and proposals, except rules for First Category Events (deadline covered by the Sporting Code), to reach the RSC Chairman or the respective Working Group Chairman.
- December 1.** : Working Group Chairmen to transmit to the RSC Chairman any item with attachments they wish to see on the RSC meeting agenda.
- January 1.** : Final RSC meeting agenda with attachments mailed to CIA Secretary and all RSC members.

## 6.3.2 THE SAFETY AND EDUCATION SUBCOMMITTEE

### 6.3.2.1 Mission and responsibilities

The **mission** of the Safety and Education Subcommittee are:

- to support pilots to achieve correct behavior and attitude when flying, with regard to rules and regulations affecting the flight, other air users and the people in his care. In one word, AIRMANSHIP, which means the practical application of training, skill, experience and professional judgement.

The **responsibilities** of the Safety and Education Subcommittee are:

- to review, revise, update, refine and make recommendations to the CIA Plenary Session for approval or disapproval, and publication of The Safety Officer Handbook
- review the nominations of Safety Officers.
- review Safety Officer reports.
- to assist training and education material, with focus on safety seminars
- to assist in developing and publish educational material on the CIA Internet site

### 6.3.2.2 Duration and Disestablishment

The Subcommittee was established by the CIA in 1989 for an unlimited period of time. The Committee may be disestablished by the CIA Plenary Meeting by a two thirds majority vote of Delegates present or represented.

### 6.3.2.3 Composition

The Subcommittee consists of the Subcommittee Chairman and a maximum of five voting members.

#### 6.3.2.4 **Procedures**

Approved procedures are as laid down in IR 6.2.

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### 6.3.3 **THE CIA RECORDS SUBCOMMITTEE**

#### 6.3.3.1 **Mission and responsibilities**

The following STATEMENT OF PURPOSE was approved by the CIA in March 1994:

Purpose of Subcommittee:

- To review record attempt and CIA sporting badges claims which have been submitted to the FAI, and make recommendation concerning the validity of the claim.

Duties of Subcommittee:

- Set up internal procedures for handling claims.
- Monitor the CIA record attempt and CIA sporting badges reporting procedures and documents. Prepare recommendations as appropriate.
- Resolve technical issues concerning aerostation equipment and record attempt instrumentation.
- In the review of record attempt and CIA sporting badges claims, be as helpful as possible in comments to assist claimants who have difficulty with the reporting requirements.

#### 6.3.3.2 **Duration and Disestablishment**

The Committee was established by the CIA in 1989 for an unlimited period of time. The Committee may be disestablished by the CIA Plenary Meeting by a two thirds majority vote of Delegates present or represented.

#### 6.3.3.3 **Composition**

The Subcommittee consists of the Subcommittee Chairman and up to 5 members. Subcommittee advisers are to be appointed by the Subcommittee Chairman when the workload requires more reviewers. Nominated subcommittee advisor candidates should possess practical aerostation experience along with technical expertise in the areas of mathematics and physics or engineering.

#### 6.3.3.4 **Procedures**

Approved procedures are as laid down in IR 6.2.

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### 6.3.4 **THE CIA PUBLIC AND MEDIA RELATIONS SUBCOMMITTEE**

#### 6.3.4.1 **Subcommittee Mission and Responsibilities**

In March 1999, the CIA Plenary revised the Subcommittee structure by adding a new Media WG and removing EPAS. The PR Subcommittee was called the PR & Development Subcommittee. In 2007, following a presentation by FAI on standardizing PR activities across FAI Commissions, the name of the SC was changed to Public & Media Relations SC

The purpose of the subcommittee was amended to:

To promote the work of the FAI/CIA and develop the sport of aerostation amongst balloonists and the general public.

Duties and Powers:

The PMR duties include:

1. To distribute aerostation information to balloonists and the general public.
2. Develop media contacts in the press, TV, radio and the Internet.
3. Create and support opportunities for the development of new opportunities for sport aerostation.
4. Liaison with the FAI Public Relations Committee.
5. Perform any other PR or development tasks as required by the CIA President, Bureau, or Plenary session.
6. Work with the FAI Communications Coordinator to publish news and information on the CIA Web and social media sites.

#### 6.3.4.2 **Duration and Disestablishment**

The Committee was established by the CIA in 1992 for an unlimited period of time. The Committee may be disestablished by the CIA Plenary Meeting by a two thirds majority vote of Delegates present or represented.

#### 6.3.4.3 **Composition**

##### 1. **Members**

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The Committee shall be composed of the following voting members:

- The SC Chairman, proposed by the Committee and nominated by the CIA Plenary Session, and elected by the CIA Plenary Session,
- Up to six members, one person for each ballooning 'region', (namely Europe, Japan/Asia, Australia, North America, South America). Approved in 'toto' by the CIA,

## **2. Working Groups**

Working Groups (WG), established by the Committee in accordance with the CIA IR 6.2.3, shall have a maximum of five voting members each, including the Working Group's Chairman proposed by its members and reporting to the PMR Chairman and its meeting.

There are currently no Working Groups assigned.

## **3. Balloon Youth Camps –**

At the 2018 CIA Plenary in Spain, it was decided Balloon Youth Camps (BYC) will be added to the duties of the PMR Subcommittee.

Duties will include:

- 1) Establish an application form for Balloon Youth Camp Organizers to apply for CIA Scholarship Funds.
- 2) Recommend the distribution of CIA Balloon Youth Camp Scholarship funds based on applications received from BYC organizers.
- 3) Follow-up with BYC Organizers for submission of Camp report prior to payment of CIA Scholarship fund.
- 4) Update, as needed, the CIA document Balloon Youth Camp Guidelines (ver 2021).

### **6.3.4.4 Procedures**

Approved procedures are as laid down in IR 6.2.

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## **6.3.5 THE CIA JURY BOARD**

### **6.3.5.1 Mission and Responsibilities**

The following STATEMENT OF PURPOSE was approved by the CIA in March 1994:

- Prepare, maintain and publish the CIA JURY HANDBOOK as laid down in 5.10.3 of the Sporting Code, S1;
- establish and manage a Juror Grading System, which will specifically outline qualifications and criteria, including an OPEN BOOK TEST, for three different levels of Jurors. The system will incorporate a provision for training and upgrading at all levels;
- prepare, maintain and publish a list of CIA approved Jurors, to be used by CIA CAT 1 event organisers for selection of Jurors to be appointed by the CIA;
- prepare and publish an annual NEWSLETTER for all CIA approved Jurors;
- establish a procedure to obtain and to maintain case histories of protests handled in CIA CAT 1 events.

### **6.3.5.2 Duration and Disestablishment**

The CIA Jury Board was established as a CIA Subcommittee by the CIA in 1991 for an unlimited period of time. The Committee may be disestablished by the CIA Plenary Meeting by a two thirds majority vote of Delegates present or represented.

### **6.3.5.3 Composition**

The Committee shall be composed of a Chairman and four members, all with extensive CIA experience and knowledge of the FAI Statutes, By-Laws and Sporting Code.

### **6.3.5.4 Procedures**

Approved procedures are as laid down in IR 6.2.

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## **6.3.6 THE CIA OFFICIALS' SUBCOMMITTEE**

The following revised Mission Statement was approved by the CIA Bureau in July 2021

### **6.3.6.1 Mission and Responsibilities**



In order to keep level with the constantly advancing standards of competition flying, it is of vital importance that the data gathering functions of competition scoring (i.e: observing, measuring and debriefing) be equally improved world-wide. To achieve this goal, the Officials Subcommittee shall address the following:

- to maintain a listing of Chief Officials of the member nations to encourage the exchange of ideas and information;
- to coordinate a 'Model' Training curriculum as a basis for member nations to use in developing and improving their officials Corp;
- to develop a set of 'Model' Documents and Forms as a basis for the member nations to use in enhancing their officials Corp;
- to create and maintain a Registry of International officials.
- to prepare for the changing role of data gathering in the constantly evolving future of competition aerostation.

#### 6.3.6.2 Duration and Disestablishment

The Committee was established by the CIA Plenary in Lausanne March 2005 (the successor of the Observer Subcommittee established in 1992) for an unlimited period of time. The Committee may be disestablished by the CIA Plenary Meeting by a two thirds majority vote of Delegates present or represented.

#### 6.3.6.3 Composition

The Committee shall be composed of a Chairman and a minimum of 4 members.

#### 6.3.6.4 Procedures

Approved procedures are as laid down in IR 6.2.

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### 6.3.7 The EVENT DEVELOPMENT SERVICE (EDS)

The EVENT PLANNING WORKING GROUP was established by the CIA Plenary Meeting in March 1993 as a CIA Working Group.

In March 1994, the CIA Plenary decided to incorporate this CIA WG into the CIA PUBLIC RELATIONS & DEVELOPMENT Subcommittee as a Subcommittee Working Group.

In March 1995, the CIA Plenary Meeting decided to change its name from EVENTS PLANNING WORKING GROUP to EVENT PLANNING ADVISORY SERVICE and to modify its statement of purpose.

In March 1999, the CIA Plenary Meeting moved the Events Planning Advisory Service to the CIA Subcommittee level and added two Working Groups:

- Event Development and Assistance Working Group
- Event Standards and Evaluations Working Group

In March 2006 EPAS was changed to EDS after review by the CIA Structure Special Working Group

In March 2023 the Organisers and Event Support (OES) subcommittee was combined with EDS

#### 6.3.7.1 Subcommittee Mission and Responsibilities

The following STATEMENT OF PURPOSE was approved by the CIA Bureau in July 2021.

1. To provide a service to organisers which will assist them in the planning, operation and evaluation of their event.
2. To promote aerostation through quality events which are safe, fair, financially honest and maintain the good name of FAI and the CIA.

Duties and Powers:

- To ensure that EDS are working closely to examine each sanction application, monitor the operation, evaluate the event and make recommendations for the future.
- To maintain and publish CIA Sanctioning Guidelines documents, making them available to any organisers showing interest in obtaining CIA sanctioning for their event.
- To provide assistance as required to any NAC (or balloon federation, club or other organisation authorised by an NAC) wishing to hold a CIA sanctioned event (Note: The use of the word 'event' implies 'event' or 'meeting').
- To review all applications made to the CIA for an event sanction, work with organisers to ensure completeness and to report to the CIA on their suitability for acceptance.
- To Work closely with other working groups to ensure they will receive the required information.
- To appoint an ASC Co-ordinator who will work in close cooperation with the ORGANISER and also liaise with the ASC. All costs of the activities of the coordinator shall be carried by the respective ASC.
- The ASC Co-ordinator function will cease at the start of the Invitation process when Jury responsibility starts.

#### 6.3.7.2 Duration and Disestablishment

The Service was established by the CIA in 1999 for an unlimited period of time. The Service may be disestablished by the CIA Plenary Meeting by a two thirds majority vote of Delegates present or represented.

**6.3.7.3 Composition****Members**

The Service shall be composed of the following voting members:

- The EDS Chairman, proposed by the Service members and nominated by the CIA Plenary Session, and elected by the CIA Plenary Session,
- 5 members, including the Chairmen of the Competitors Subcommittee and PRM Subcommittee, proposed by the EDS Chairman and approved "in toto" by the CIA,

**6.3.7.4 Procedures**

Approved procedures are as laid down in para. 6.2.

**6.3.8 THE CIA COMPETITORS SUBCOMMITTEE****6.3.8.1 Mission and Responsibility:**

The committee shall be advisory in nature. The committee and its members will not have voting powers in the Plenary and shall advise the delegates and other standing committees or working groups in matters that concern competition.

The committee shall be responsible for the following:

1. Receiving and responding to issues concerning competition that are being considered by other committees or work groups of the CIA.
2. Assist the EDS committee in active soliciting of bids for events that are of concern to the CIA for presentation to the CIA as a means of increasing the quality of the events through competition for the events.
3. Advise EDS in developing minimum standard guidelines for any events to be considered by the CIA. This would include site standards, guidelines relating to pilot costs imposed by the organiser and suitability of the event organiser based on past performance or guarantees of performance.
4. Develop standard guidelines for the selection of event officials. This would include the implementation of written testing similar to materials now in use by the Jury Board. Additionally, it would provide for standards of experience and success in past events in each official's respective position.
5. Proposing papers or recommendations relating to competition to be voted upon by the Plenary.
6. Addressing new items that may be of concern to the general competition community as they arise.
7. Act as advisor and resource to the delegates on matters relating to competition.
8. Develop a web site, as a branch of the CIA's site, identifying and discussing issues that are before the committee so that any competition pilot, committee member or CIA delegate can be fully informed as to the issues.
9. Provide for a public and open forum at each major event for constructive input from competition pilots' issues that may concern them. Results of each forum to be sent to each committee member.

**6.3.8.2 Duration and disestablishment:**

The Competitors Committee will be established in the year 2000 for an unlimited period of time. The committee may be disestablished by the CIA plenary meeting by a two-thirds vote of delegates present or represented.

**6.3.8.3 Composition:**

Whereas there is currently no requirement that a delegate or existing committee member of the CIA be a competitor, the Competitor's Committee shall be comprised of only top ranked and actively competitive pilots representing their respective countries.

The committee shall consist of a core of 20 competitors representing the very most active and top ranked of the competitor nations using a proportional or semi-proportional selection method. In this manner, the committee shall have a direct and link to the current concerns of the competitive community. The committee may choose to invite other competitors to the committee if they show particular aptitude, interest and responsibility regardless of that member's competitor population. Thereby, any truly interested competitor from any nation would have an equal chance of serving and contributing to the core group of the committee. The committee shall choose officers on an annual basis in accordance with CIA practices.

**6.3.8.4 Procedures:**

A delegation of the committee shall be present at the annual plenary meeting and have the same rights as delegates with the exception that they may not vote in the plenary. Committee members, designated by the committee, shall have the right to speak during a Plenary. It is suggested that the bulk of the work of the committee be done via e-mail and that the competitor members communicate with their competition populations in the same manner on a regular

basis. The beginning membership of the committee will be taken from the top of the respective National Championships. If any competitor chooses not to serve as a member of the committee, the next highest-ranking competitor shall become eligible. Each year the membership of the committee shall be adjusted to reflect the current top ranking of each country and a new committee Chairman shall be installed. Rotation of the chairmanship would be required on an annual basis. The committee's operations and recommendations shall be open and available to the public.

**6.3.9 The CIA NEW TECHNOLOGY SUBCOMMITTEE**

**6.3.9.1 Working Group Mission and Responsibilities**

The following statement of purpose is

To advise on new technologies in ballooning sport and competition,  
To analyse new solutions available,  
To help in active development and implementation of new technologies,  
To monitor their implementation and usage,  
To issue recommendations on the use of new technologies,  
To manage CIA technology projects

The working group has an advisory mission.

**6.3.9.2 Duration and Disestablishment**

The CIA NTSC was established as a Special CIA Tracking Working Group in March 2002 for a limited period of time. In March 2006, the WG was renamed CIA Online Contest Working Group. In March 2008, the name was changed to CIA New Technology Subcommittee and its existence changed to an unlimited period of time.

The SC may be disestablished by the CIA Plenary Meeting by a two thirds majority vote of Delegates present or represented.

**6.3.9.3 Composition**

The SC shall be composed of:

- a) a chairman, responsible for overall administration and planning
- b) up to 4 voting members working as advisers, administrators or experts.

**6.3.9.4 Procedures**

Approved procedures are as laid down in para. 6.2.

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**6.4 ESTABLISHED CIA WORKING GROUPS**

**There are presently no Established CIA Working Groups.**

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**6.5 ESTABLISHED CIA STUDY GROUPS**

**There are presently no Established CIA Study Groups.**

**CHAPTER 7 - CIA ADMINISTRATIVE FUND & SANCTION FEES**

**7.1 CIA SANCTION FEES**

**7.1.1 Application of sanction and registration fees**

**7.1.2 Sanction Fees Structure**

FAI Air Sport Commissions will determine the scale of sanction and registration fees in Swiss Francs once a year for the following sporting events:

- World Air Games, as approved by the General Conference;
- World and Continental Championships, as approved by the FAI Air Sport Commissions and Council;
- Special International Events approved by the FAI Air Sport Commission concerned;
- Other International sporting events organised by or under the authorisation of NACs.

The scale of fees can be determined for a class of events or for individual events and can be different for different air sports and events.

This (determination of the scale of fees) will be done during the annual meeting of the Air Sport Commission concerned for the coming year in which the event is scheduled to take place. National FAI Members will be informed by the FAI Secretariat.

All FAI Sporting Events approved by the CIA shall be subject to a sanction fee with a minimum of 500.- Swiss Francs (CIA MIN. item 9/1993)

**7.1.3 Sanction Fees Payment Procedures**

FAI Members will submit for registration in the FAI International Sporting Calendar all the international airport events to be organised in their respective countries. (By-Laws 1.2.1) Such submission for registration must be received by the FAI Secretariat a minimum of three months before the starting date of the event.

Sanction and/or registration fees are to be paid in to the Bank account of FAI before the event.

Sanction Fees are due and payable upon first request by the FAI. Extensions of this deadline can only be authorised by the CIA President.

Sanction fees unpaid at that date invalidate the bid, and the CIA Bureau is empowered to consider any other rejected or new bid.

Sanction invoices will be issued by the FAI Secretary General.

Sanction fee payments shall be made following FAI instructions.

**7.1.4 CIA Sanction Fees Account Administration**

The administrative work and bookkeeping connected with the sanction and registration fees will be done by the FAI Secretariat. In case of default of payment of registration and/or sanction fees, FAI Enforcement Procedures (By-laws, Chapter 6) will be applied.

The CIA Secretary, on behalf of the CIA and under the guidance of the CIA President, may at any moment request a money transfer to the CIA Administrative Fund Account.

The CIA Secretary shall present to the CIA Plenary Meeting the accounts for the past year and the proposed budget for the coming year. The financial year will be the calendar year.



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**CHAPTER 8 - CIA DEFINITIONS AND STATISTICS****8.1 CIA MEMBERS ANNUAL STATISTICS****8.1.1 Members' Obligation**

CIA Members shall submit each year their national statistics as defined by the CIA. Statistics for the previous year shall reach the CIA Secretary in the standard format at least 30 days before the date set for the next CIA Plenary Meeting.

CIA Members shall use the terms and definitions as defined by the CIA.

**8.2 CIA DEFINITIONS****8.2.1 Definitions**

- **ACCIDENT** : An occurrence associated with the operation of an aerostat, which takes place between the time any person boards the aerostat with the intention of flight, until such time as all such persons have disembarked, in which:
    - a) a person is fatally or seriously injured; or
    - b) the aerostat sustains serious damage; or
    - c) the aerostat is missing or un-retrievable.
  - **CHIEF OFFICIAL** : Person nominated by each CIA Member, keeper of the listings and records of eligible Event Officials in the respective CIA Member's country. Officials include competition observers, record observers and any other Official required and coming under the event organiser's responsibility. Officials do not include FAI Officials.
  - **EVENT DIRECTOR** : The person, defined in the Sporting Code General Section Chapter 4, in overall operational charge of a sporting event.  
  
NOTE: Should other titles be needed, appropriate local titles, excluding the word 'DIRECTOR', should be used. (Examples: President, Championship Chairman)
  - **GAS AIRSHIP** : Class B, except Sub-class BX.
  - **GAS BALLOON** : Class A, except Subclass AX.
  - **HOT AIR AIRSHIP** : Subclass BX only.
  - **HOT AIR BALLOON** : Subclass AX only.
  - **INCIDENT** : An occurrence, other than an accident, associated with the operation of an aerostat, which affects or could affect the safety of operation.
  - **OBSERVER** : Competition Observer or Record Observer, officially registered by an NAC or a National Balloon Federation, holder of an FAI Sporting License.
  - **PILOT** : Licensed aerostat pilots only (no student pilots), eligible to compete in FAI Sporting Events and holder of an FAI Sporting License.
  - **ROZIERE** : Subclass AM only
  - **SAFETY SEMINAR** : Seminar sanctioned by the CIA, NAC or National Balloon Federation.
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**CHAPTER 9 - CIA PUBLICATIONS****9.1 GENERAL**

The CIA Secretary is responsible for the issuing of all CIA publications. Section One of the Sporting Code is not to be considered as a CIA publication and shall be issued and amended by the FAI Secretariat.

**9.2 THE CIA PUBLICATIONS**

All CIA Publications shall be paperless and be published on the CIA's Documents webpage on the FAI website.

**9.2.1 CIA NEWSLETTER**

A CIA Information Document prepared by the CIA Secretary and issued under the CIA President's authority.

The CIA shall issue a publication named THE CIA NEWSLETTER, covering its activities, meetings, decisions, policies and other matters as deemed appropriate. Publicity and advertising shall not be allowed.

**9.2.2 CIA POLICY MANUAL**

A CIA Information Document prepared, maintained and issued under the CIA Secretary's authority.

The CIA POLICY MANUAL, published and maintained by the CIA Secretary, will contain CIA policies and procedures that have been established by past CIA resolutions.

**9.2.3 SAFETY LIBRARY LIST**

A CIA Information Document prepared, maintained and issued under the Safety and Education Subcommittee Chairman's authority.

The Safety and Education Subcommittee shall maintain a directory of all aerostation safety related documents and video material available, to be published annually.

**9.2.4 CIA INTERNAL REGULATIONS**

A CIA Policy Document prepared under the CIA Rules Subcommittee Chairman's authority, maintained under the CIA Secretary's authority, and issued under the CIA President's authority.

The CIA INTERNAL REGULATIONS are published and maintained as set forth in para. 1.7 of the IR.

**9.2.5 CIA JURY BOARD NEWSLETTER**

A yearly CIA Information Document prepared and issued under the CIA Jury Board Chairman's authority.

The CIA JURY BOARD shall issue a yearly publication named THE CIA JURY BOARD NEWSLETTER, covering its activities, meetings, decisions, policies and other matters as deemed appropriate (CIA decision, March 1993). Publicity and advertising shall not be allowed.

Production, mailing and associated costs shall be covered by the CIA Administrative Fund, and no other financial contributions shall be allowed.

**9.2.6 CIA MODEL EVENT RULES**

CIA Policy Documents prepared and maintained under the CIA Rules Subcommittee Chairman's authority and issued under the CIA President's authority.

**9.2.7 CIA JURY HANDBOOK**

A CIA Policy Document prepared and maintained under the CIA Jury Board Chairman's authority, and issued under the CIA President's authority.

**9.2.8 CIA COMPETITION OPERATIONS HANDBOOK**

A CIA Advisory Document prepared and maintained under the CIA Rules Subcommittee Chairman's authority and issued under the CIA President's authority.

**9.2.9 EVENT SANCTIONING, A GENERAL INTRODUCTION**

A CIA Advisory Document prepared and maintained under the CIA Event Development Service Chairman's authority, and issued under the CIA President's authority.

**9.2.10 FAI FIRST CATEGORY EVENTS, SANCTION APPLICATION & EVENT PLANNING GUIDE**

A CIA Policy Document prepared and maintained under the CIA Event Development Service Chairman's authority and issued under the CIA President's authority.

**9.2.11 CIA PREMIER SPORTING EVENTS, SANCTION APPLICATION & EVENT PLANNING GUIDE**

A CIA Policy Document prepared and maintained under the CIA Event Development Service Chairman's authority and issued under the CIA President's authority.

#### 9.2.12 **CIA PREMIER FIESTA MEETING, SANCTION APPLICATION & EVENT PLANNING GUIDE**

A CIA Policy Document prepared and maintained under the CIA Event Development Service Chairman's authority and issued under the CIA President's authority.

#### 9.2.13 **SAFETY OFFICER HANDBOOK**

A CIA Advisory Document prepared and maintained under the CIA Safety and Education Subcommittee Chairman's authority and issued under the CIA President's authority.

#### 9.2.14 **ALTITUDE CALCULATION**

A CIA Information Document prepared, maintained and issued under the CIA Records Subcommittee Chairman's authority.

#### 9.2.15 **YOUTH CAMPS – ORGANISERS GUIDELINES**

A CIA Advisory document prepared and maintained under the CIA Public and Media Relations Subcommittee Chairman's authority and issued under the CIA President's authority.

#### 9.2.16 **SAFE HANDLING OF PROPANE**

A CIA Information Document prepared, maintained and issued under the CIA Safety and Education Subcommittee Chairman's authority.

#### 9.2.17 **FAI/CIA CLOUD GUIDELINE**

A CIA Policy Document prepared and maintained under the CIA Bureau's authority and issued under the CIA President's authority.

### 9.3 **CIA DOCUMENTS CLASSIFICATION**

#### 9.3.1 **DEFINITIONS**

By decision of the CIA Plenary Meeting in March 1995, CIA documents published by the CIA shall conform to the rules as laid down in the FAI STATUTES, BY-LAWS and SPORTING CODE and to the following definitions:

##### 9.3.1.1 **CIA Policy Document**

Document containing **MANDATORY RULES and/or REGULATIONS** on matters within the CIA's delegated authority and competence, the uniform application of which is mandatory and to which FAI Members and their individual members must conform in accordance with the FAI Statutes

The following are to be considered Policy Documents:

- SPORTING CODE SECTION 1 and ANNEXES
- CIA MODEL EVENT RULES (MERs)
- CIA JURY HANDBOOK
- CIA INTERNAL REGULATIONS
- FAI FIRST CATEGORY EVENT SANCTION APPLICATION AND EVENT PLANNING GUIDE
- CIA PREMIER SPORTING EVENT SANCTION APPLICATION AND EVENT PLANNING GUIDELINES
- CIA PREMIER FIESTA MEETING SANCTION APPLICATION AND EVENT PLANNING GUIDELINES

##### 9.3.1.2 **CIA Advisory Document**

Document containing **RECOMMENDED PRACTICE**, the uniform application of which is recognised as desirable in the interest of safety, regularity or efficiency, and to which FAI Members and their individual members will endeavor to conform in accordance with the FAI Statutes).

The following are to be considered Advisory Documents:

- CIA COMPETITION OPERATIONS HANDBOOK
- EVENT SANCTIONING, A GENERAL INTRODUCTION
- SAFETY OFFICER HANDBOOK
- INTERNET POLICY AND GUIDELINES
- YOUTH CAMPS – ORGANISERS HANDBOOK

##### 9.3.1.3 **CIA Information Document**

Document containing **INFORMATION**, the uniform dissemination of which is recognised as desirable in the interest of air sport activities and/or aerostation.

The following are to be considered Information Documents:

- CIA NEWSLETTER
- CIA JURY BOARD NEWSLETTER
- CIA POLICY MANUAL
- ALTITUDE CALCULATION
- SAFETY LIBRARY LIST
- SAFE HANDLING OF PROPANE

**9.3.2 ISSUING AUTHORITY**

- Policy Documents : CIA President
  
- Advisory Documents : CIA President  
CIA Secretary
  
- Information Documents : CIA President  
CIA Secretary  
CIA Subcommittee Chairman

**9.3.3 PRODUCTION & PUBLICATION**

All documents should be published under the exclusive authority of the CIA Secretary, keeper of all original documents and of the records of publications.

All documents should be published on the CIA Documents webpage.

**9.3.4 DISTRIBUTION**

All published CIA Policy and Advisory documents shall, as a minimum, be advertised to:

- FAI Secretariat
- FAI Members
- CIA President
- CIA Secretariat
- CIA delegates and alternate-delegates
- CIA Subcommittee and Working Group Chairmen
- CIA approved Jurors

Published CIA Information documents shall be advertised to:

- FAI Secretariat
  - CIA President
  - CIA Secretariat
  - CIA delegates and alternate-delegates
  - CIA Subcommittee and Working Group Chairmen
  - Selected (by the issuing authority) interested/concerned parties
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**CHAPTER 10 - FAI AWARDS**

The award of FAI Medals and Diplomas shall be governed by Statute Chapter 10 and By-Laws Chapter 7.

The CIA Secretary shall keep a list of all past and present holders of FAI awards related to the CIA.

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**CHAPTER 11 - CIA EVENT MEDALS, DIPLOMAS, CERTIFICATES OF PROFICIENCY AND CIA SPORTING BADGES**

**11.1 CIA EVENT MEDALS AND DIPLOMAS**

**CIA EVENT MEDALS** are available for **CAT1** events which do not qualify for FAI Medals.

CAT 1 Events receive 3 Medals (Gold, Silver and Bronze) and 10 Diplomas

Other CIA Sporting Events will receive 10 Diplomas

**GORDON BENNETT**

Gordon Bennett will receive 6 FAI Medals (2Gold, 2Silver and 2Bronze) and 20 Diplomas

**NATION RANKING DIPLOMA**

Diplomas to be awarded to the NAC and competitors of the top three highest ranking NAC's in WAG, World and Continental Championships. All competitors in the top 3 Nations will receive Diplomas.

**11.2 CERTIFICATES OF PROFICIENCY AND CIA SPORTING BADGES**

CIA CERTIFICATES OF PROFICIENCY and CIA SPORTING BADGES are documentation for the level of performance or qualifications of an individual. They may be issued for ability in any of the CIA sports activities. The requirements and rights accorded to the holders of proficiency certificates are determined by the CIA and detailed as laid down in the Sporting Code Section One (S1: CHAPTER 8).

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**CHAPTER 12 - CIA TROPHIES**

The CIA shall award the following trophies in World, Continental or other Special Championships. The CIA secretary shall keep a list of all past and present holders of CIA trophies.

**12.1 THE WORLD GAS BALLOON CHAMPIONSHIP TROPHY**

12.1.1 The Permanent Official Trophy was donated in 1987 by Mr. David N. LEVIN and the BALLOON FEDERATION OF AMERICA.

12.1.2 The Trophy shall be awarded to the winner of the Championship, custodian of the Trophy until the next Championship.

**12.2 THE WORLD HOT AIR BALLOON CHAMPIONSHIP TROPHY**

12.2.1 The Permanent Official Trophy was donated in 1984 by Dr. Robert KINSINGER, Battle Creek/USA.

12.2.2 The Trophy shall be awarded to the winner of the Championship, custodian of the Trophy until the next Championship.

**12.3 THE WORLD HOT AIR AIRSHIP CHAMPIONSHIP TROPHY**

12.3.1 The Challenge Cup was donated in 1988 by the Luxembourg National Aeroclub.

12.3.2 The Challenge Cup shall be awarded to the NAC of the winner of the Championship, custodian of the Challenge CUP until the next Championship.

The Cup will be won permanently if a pilot or pilots from the same NAC win the World Hot Air Airship Championship, at three consecutive Championships.

12.3.3 The NAC that becomes the final holder of the Challenge Cup has the right to offer a new Cup. If within one month this NAC has not informed the CIA of its intention to use its right, the CIA may accept a new CUP from another NAC or another source.

**12.4 THE EUROPEAN HOT AIR BALLOON CHAMPIONSHIP TROPHY**

12.4.1 The 1st Challenge Cup was donated in 1982 by the Luxembourg National Aeroclub. The 2nd Challenge Cup was donated in 2021 by the Swiss Ballooning Association

12.4.2 The Challenge Cup shall be awarded to the NAC of the winner of the Championship, custodian of the Challenge CUP until the next Championship.

The Cup will be won permanently if a pilot or pilots from the same NAC win the World Hot Air Airship Championship, at three consecutive Championships.

12.4.3 The NAC that becomes the final holder of the Challenge Cup has the right to offer a new Cup. If within one month this NAC has not informed the CIA of its intention to use its right, the CIA may accept a new CUP from another NAC or another source.

**12.5 THE "COUPE AERONAUTIQUE GORDON BENNETT" TROPHY**

12.5.1 The 1st Challenge Cup was donated in 1906  
The 2nd Challenge Cup was donated in 1925 by the Belgian Aero Club  
The 3rd Challenge Cup was donated in 1929 by the United States Aero Club  
The 4th Challenge Cup was donated in 1933 by the United States Aero Club  
The 5th Challenge Cup was donated in 1936 by the Polish Aero Club  
The 6th Challenge Cup was donated in 1983 after the 5th Challenge Cup was lost in World War II  
The 7th Challenge Cup was donated in 1988 by the Austrian Aero Club  
The 8th Challenge Cup was donated in 1991 by the Austrian Aero Club  
The 9th Challenge Cup was donated in 2004 by the French Aero Club  
The 10th Challenge Cup was donated in 2014 by the French Aero Club

12.5.2 Regulations regarding awarding of the trophy are laid down in Chapter IV and V of the COUPE AERONAUTIQUE GORDON BENNETT rules.

**12.6 THE ALAN FRAENKEL & JOHN STUART-JERVIS MEMORIAL TROPHY**

The brother of one Pilot, late Viktor Fraenckel, sponsored a special trophy to commemorate the two accomplished airmen that lost their lives.

In 2022 Victor Fraenckel asked to present this traveling trophy to the winning team of the Coupe Aeronautique Gordon Bennett to acknowledge the accomplishment and airmanship of the entire team.

**CHAPTER 13 – FAI Ballooning Commission International Hall of Fame****13.1 REFERENCE**

The motion to endorse an official CIA International Balloon & Airship Hall of Fame was passed at the march 1994 CIA Plenary Meeting.

**13.2 CONCEPT**

The following concept of "fame" was adopted. The person selected:

1. Must have a high degree of recognition in the lighter-than-air world for worthwhile accomplishments
2. Must have a favorable overall reputation.

**13.3 LOCATION**

The location of the Hall of Fame is at the Anderson Abruzzo Albuquerque International Balloon Museum in Albuquerque, New Mexico / USA (AAAIBM), called the Museum hereafter, until which time both the CIA and the Museum decide otherwise. The Museum assumes full financial responsibility for the establishment and maintenance of the Hall of Fame Display.

**13.4 NOMINATION AND SELECTION****13.4.1 Selection Committee**

The Selection Committee is composed of seven members:

- Three CIA Delegates and the CIA President called the CIA Members,
- Three Museum representatives called the Museum members.

Three CIA Delegates, members of the Selection Committee, are nominated and elected annually at and by the CIA Plenary Meeting.

The Selection Committee shall meet annually to review new nominees and to select the inductees. Communication and voting may be done by any means agreed to by the Selection Committee members. The approval of new nominees and the selection of the inductees will be made during the CIA Plenary Meeting.

**13.4.2 Nominations**

Nominations of both living and posthumous aeronauts must be received at the FAI Offices on or before 31 December each year.

CIA delegates have the right to annually recommend one posthumous and one living person from their country to be discussed for inclusion on the nomination list. The Selection Committee, as a whole, may also annually recommend one posthumous and one living person to be discussed for inclusion on the nomination list. The delegates may only recommend persons of the same nationality as their own NAC. The Selection Committee is free to recommend persons from any FAI Member. Persons currently serving on the Selection Committee may be nominated but will not be eligible to be elected as long as they serve on the Selection Committee. Previous years' nominees will remain on the nominated list in perpetuity.

**13.4.3 SELECTION OF INDUCTEES**

Each year the Selection Committee will normally elect one living and one posthumous inductee. A person may not be nominated and inducted in the same year. The living inductee will be invited to the Induction Ceremony usually held in early October. The nearest living relatives of the posthumous inductee will also be invited. The Museum may choose to pay for some or all of the associated expenses incurred by the inductees.

**13.4.4 NOTIFICATION OF INDUCTION**

Following the selection of the inductees, the CIA President shall notify the living inductee and the family of the posthumous inductee of their selection. This notification should happen within two weeks of the conclusion of the CIA Plenary. The FAI and the Museum will jointly author a Press Release for the announcement of the inductees.

**CHAPTER 14 – SPORTING RIGHTS (BL: 1.2)**

- 14.1 Under Statute 1.8.1, FAI owns and controls all rights relating to international air sport events organised wholly or partly under the rules of the FAI Sporting Code. FAI Members shall, within their national territories, enforce FAI ownership of international air sports events and require them to be registered in the FAI Sporting Calendar. With the agreement of the CIA, any or all of FAI's rights to an LTA event may be transferred by the FAI to an event organiser, subject to the restrictions indicated below.
- 14.2 Any FAI event organiser who wishes to exploit rights (see 14.3) to any commercial activity at such events shall seek prior agreement with FAI, in the form of an "Organisers Agreement". The CIA Secretariat shall maintain a standard format for such agreements and make this available on request to FAI members for event organisers.
- 14.3 The rights owned by FAI which may, by agreement, be transferred to event organisers include, but are not limited to:
- advertising at or for FAI events
  - use of the event name or logo for merchandising purposes
  - use of any sound, image, program and/or data, whether recorded electronically or otherwise or transmitted in real time (including specifically all rights to the use of any material, electronic or other, including software, that forms part of any method or system for judging, scoring, performance evaluation or information utilised in any FAI Sporting Event).
- 14.4 Any person or legal entity that accepts responsibility for organising an FAI Sporting Event, whether or not by written agreement, in so doing also accepts the proprietary rights of FAI stated above. Where no transfer of rights has been agreed in writing, the FAI shall retain all rights to the event.
- 14.5 Regardless of any agreement on transfer of rights, FAI shall have, free of charge for its own archival and/or promotional use, full access to any sound and/or visual images of any FAI Sporting Event. The FAI also reserves the right to arrange at its own expense for any and all parts of any event to be recorded, filmed and/or photographed for such use, without payment to the organiser.
- 14.6 The CIA may negotiate agreements, with FAI Members or other entities authorised by the appropriate FAI Member, for the transfer of all or parts of the rights in 14.3 above to any FAI International Sporting Event (except World Air Games events) or waive the rights. Any such agreement or waiver, after approval by the CIA President, shall be signed by FAI Officers
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**CHAPTER 15 – CIA REGISTER OF NOTABLE FLIGHTS AND ACHIEVEMENTS**

**15.1 REFERENCE**

In 1996 the CIA plenary decided to maintain and publish a register of notable flights and achievements. The CIA Records Subcommittee will maintain the register and the rules concerning the register.

**15.2 PURPOSE**

- To save for the future reliable references to flights or activities that for historical reasons are regarded as significant achievements.
- To avoid claims for an achievement that has already been accomplished.

**15.3 DEFINITION**

- A Notable flight or achievement may be any of the following:
- A significant historical event, achievement, performance or invention
- A significant "first" of any kind
- A flight to or over a significant geographical feature
- A flight between two significant geographical features
- A significant performance regardless of whether the flight established a new world record or not

**15.4 ENTRIES**

Any person may propose an entry to the Notable Register. The proposal shall be sent to the CIA Records Subcommittee together with as much details and evidence as possible. The Records Subcommittee may also make entries to the register on its own initiative. The details and merits of the proposal will be examined by the Records Subcommittee according to the guidelines of these rules.

To maintain the historical value of the list entries will be made regardless of the status of the event.