

Subject:	R&R – Proposal to Amend Internal Regulations, Annex 6	Agenda #	21.2.1
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## ANNEX 6 (DRAFT 2024)

### HOSTING AN ISC PLENARY MEETING

The ISC Plenary will normally meet at ~~Headquarters~~ the FAI Secretariat, unless an absolute majority of the ISC Delegates vote to hold this meeting at another location (Internal Regulations 3.4.1 and FAI By-law 3.4.3).

Delegates, FAI Members or National Parachuting Associations affiliated with FAI Members who wish to host an ISC Plenary Meeting away from the FAI ~~Headquarters~~ Secretariat must submit a proposal to the ISC in sufficient time for inclusion in the Agenda for an ISC Plenary meeting prior to the meeting subject to the hosting proposal, so that a decision on the proposal can be made no later than the Plenary meeting held immediately prior to the meeting subject to the hosting proposal.

Before making a proposal, the potential Host should be fully familiar with the provisions of paragraphs 3.2, 3.4.2 and 3.4.3 of these Internal Regulations.

When organizing an ISC Plenary Meeting away from the FAI ~~Headquarters~~ Secretariat, there are many requirements to be satisfied and prepared for. These include, but are not limited to, communication bulletins, airport pickup and delivery service, accommodation arrangements, local transportation, meeting rooms, secretarial services, equipment for document preparation, and detailed information on international travel connections to the meeting site.

The main requirements to hold an ISC Plenary Meeting are:

#### 1 Main Meeting Room

This room must accommodate up to ~~120~~ 100 persons, have desktops or other suitable writing surface and will be used to conduct the Open Meetings held on the first three days and the Plenary Meeting on the last two days. This room must be equipped with a projector, a large projector screen, and an adequate sound system with sufficient microphones for comments from the floor. ~~It should also be equipped to enable connection to an on-line meeting facility.~~

#### 2 Additional Meeting Rooms

~~At least Three~~ two additional rooms, ~~which must be able to~~ accommodate up to 15 persons, must be provided and be available throughout the meeting period for committees and working groups to meet and work in. They ~~will sometimes be needed during evenings and sometimes until late at night~~ must be also available in the evenings. ~~Three is overkill, we have seen them often empty and it is an additional cost to an organiser. Two rooms should be sufficient especially as the main meeting room can be used too and often is.~~

#### 3 Technical Workroom

This workroom should have at least one computer ~~connected to internet~~ and a colour network printer for use by members of the committees and working groups. The computer(s) should ~~be PCs outfitted with updated hardware and include MS Office and Adobe Acrobat software, including MS Office Word, Excel, and Adobe Acrobat.~~ The printer(s) should be easily accessible by personal computers or function from a memory stick or other storage device. ~~laser jets. The computer must be connected to the Internet.~~ Sufficient printing paper and office supplies (stapling machine, staple remover, scissors, glue, pens, etc.) must be available.

We have passed the days where everything has to be printed and if we are in the USA we will not have A4 paper! Do we really need the computer to include Adobe Acrobat? It is easy to convert documents into .pdf and Adobe software is expensive and not systematically installed in computers.

#### 4 Internet Connections

The main meeting room, all auxiliary meeting rooms and the technical workroom must all provide free and secured Wireless Internet connection and access. The Organiser must make sure that the Internet Connection has sufficient capacity to provide simultaneous and concurrent log-on access to all persons attending any meeting.

#### ~~5 Printing Room~~

~~This room may be combined with the Technical Room. It should have one large photocopier, which must have automatic feed, preferably with capability for duplex printing, and must have a large capacity collation function and one smaller photocopier. A minimum of 20 reams of A4 paper should be provided, with a source for additional paper on immediate stand-by. This room will also need to be supplied with typical office supplies, such as stapling machines, staple removers, scissors, glue, pens, etc. It is suggested to remove this, we do not need a separate Printing Room, we do not do enough printing. Having one support room is enough.~~

#### 6.5 Support Personnel

Non-technical support personnel will be needed for registration, secretarial support, etc. Technical support personnel will be needed for operating the technical equipment used during the meetings (projectors, video players, microphones, etc.) Technical support must be on 24-hour call for maintaining and repairing within an acceptable short period of time all computers, any network used, the paragraph 4 internet connection, and any electronic and office equipment.

#### 7.8 Accommodation (open for discussion – Bureau)

~~If the meeting rooms are in a hotel, the hotel must be large enough to accommodate and cater for the whole group including accompanying persons and media (90–130 persons).~~

~~If the meeting rooms are in a Congress Pavilion or other place separate from the accommodation, it should be within walking distance or a shuttle bus should be provided. It would be appropriate to provide a choice of three hotels.~~

~~If the venue is a state sport centre with budget accommodation, normally all participants will stay at this facility.~~

The accommodation must be large enough to accommodate and cater for the whole group including accompanying persons and media (estimated to be between 65 and 100 persons).

The meeting rooms should preferably be in the same venue as the accommodation. If the meeting rooms are in a different location it should be within walking distance.

#### 8.7 Meals

Breakfast, lunch and coffee breaks must be included in the accommodation package offered to Delegates and Appointed Observers. Depending on location, the evening meal may also be included [and/or a gala dinner](#) but is at the option of the host.

Accompanying Persons will only be provided with breakfast and may be provided with the evening meal, but only if it is offered to the Delegates.

#### 9.10 Travel Considerations

Comprehensive details must be provided for international flight connections and schedules from major cities around the world to the nearest convenient international airport and for domestic connections and schedules to the meeting site. Any local transportation arrangements must be described, or the proposal must state that meeting participants are responsible for their own local transportation.

~~The meeting participants are all from different nations, therefore many of them will not speak the local language. If possible, either an FAI Member representative or a well-briefed information service person should meet Delegates at the international arrival airport to direct them to the source of local transport which will take them to the accommodation and/or meeting venue.~~  
Old fashioned, expensive and mostly not needed nowadays.

## 109 Registration Fee

The amount of the registration fee must be clearly stated in the proposal as must the exact details of what will be provided within the registration fee. It must also be clearly stated whether a late payment or registration fee is to be levied.

The accommodation packages offered must be for ~~between up to two to five 5~~ nights ~~(with a minimum of 2 nights)~~ for Delegates, Alternate Delegates and Appointed Observers, thereby making it possible for them to attend all or part of the scheduled meetings (i.e. Full Attendance, Open Meetings only and Plenary only). The package period commences the evening before the start of the official open committee meetings and finishes with lunch on the fifth day (when the Plenary Meeting finishes). The accommodation/registration packages should have a fee per person for sharing a double room and a fee for a single room.

There must be an accommodation package offered for Accompanying Persons, who do not attend the meetings and do not take lunch or coffee breaks.

An Organiser, at his discretion, may offer a day entry fee to the Meetings that should include lunch and coffee breaks.

Information must be provided on the cost of accommodation ~~hotel~~ rooms for those arriving before the registration period or leaving after this. This should be in line with whatever price the accommodation venue offers through direct registration.

## 11 Bulletin

The Organiser of an ISC Plenary Meeting must issue an Information Bulletin no later than 90 days before the start of the Plenary Meeting. The information in this Bulletin may not differ from the accepted bid unless the ISC Bureau has given approval for any changes. The Bulletin must provide full and complete information relevant to the Plenary Meeting, including transport arrangements, registration, bank details, payment dates, etc. The Bulletin must be submitted, at least 10 days before the issue date, to the ISC Bureau for review and correction if necessary and, having received ISC Bureau approval, shall be immediately posted on the FAI/ISC web site, after which it may be posted on the Organiser's own website.

## 12 Financial Matters

The registration fee will usually be paid by wire transfer to a bank. However as some countries may have problems with wire transfers, payment by credit card, money order or cash should be made available. The proposal may impose a payment deadline, after which a late payment fee may be levied. The proposal must state exactly what payment methods are allowed.

## 13 Hosting Agreement

As required by 3.4.2 of these Internal Regulations, a Hosting Agreement must be prepared and signed. This will be completed if the hosting proposal is accepted; following which ~~CHF 500~~ a Fee as per the ISC Fees Schedule must be paid to FAI/ISC as a refundable deposit. This needs reviewing with Gail and should be the same as whatever is indicated when bidding for a competition as FAI now issue an invoice before any payment.

**PROPOSAL FORM**

The following form may be used as a guide, but the hosting proposal must include information and details as outlined in items 1 to 12 above. Any proposal that does not provide all necessary information or meet the requirements of all 12 items will not be considered.

Name of organization: .....

Function of organization (FAI Member, etc.): .....

Meeting facility: .....

City: .....

Nation: .....

Complete detailed information as required by items 1 to 12 in Internal Regulations Annex 5.

Person authorizing proposal:

Name: .....

Position: .....

Contact person: .....

Name: .....

Email: .....

Telephone: .....

Address: .....

City: .....

**Hosting Agreement:** This constitutes a draft of the required agreement.

## HOSTING AGREEMENT

**THIS AGREEMENT** is made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**BETWEEN: FÉDÉRATION AÉRONAUTIQUE INTERNATIONALE** of  
Maison du Sport International, Avenue de Rhodanie 54, CH-1007 Lausanne, Switzerland  
("FAI")

**and: THE FAI SKYDIVING COMMISSION** of the same address  
("The Commission")

**and:** The FAI MEMBER of [ \_\_\_\_\_ ] OR ITS DULY APPOINTED  
REPRESENTATIVE ("The Organiser")

WHEREAS:

- (A) The FAI is the sole internationally recognised governing body for air sports worldwide.
- (B) The FAI Skydiving Commission is the body within FAI responsible for the organisation of the annual Plenary Meeting.

The Organiser has applied to the Commission to organise the annual Plenary Meeting in [year], commencing on [date] and ending on [date] ("the Meeting") and the Commission has agreed to appoint the Organiser to organise and host the Meeting.

**NOW IT IS HEREBY AGREED as follows:**

### 1. APPOINTMENT

FAI hereby grants to the Organiser the sole and exclusive right to host the Meeting.

### 2. CONSIDERATION

In consideration of FAI granting to the Organiser the right to the Organiser shall, give the undertakings, perform the obligations and comply with the terms and conditions set out in this Agreement.

### 3. STAGING

The Organiser shall observe all the provisions of and provide all the equipment listed in Annex 6 of the Commission Internal Regulations and shall abide by all the terms and commitments included in the accepted Bid document.

The Commission may, should it elect to do so, appoint an individual to advise the Organiser on behalf of the Commission, on all technical and administrative aspects of the Meeting, on behalf of the Commission at any stage in the organisation of the Meeting. The Organiser agrees to accept the reasonable recommendations of this person.

### 4. INDEMNITY

The Organiser agrees to indemnify FAI and the Commission and their members, servants and/or agents against all costs (including legal costs), claims, damages and expenses made against, incurred or paid by FAI, the Commission and/or their members, servants or agents in respect of

any claims whatsoever as a result of or arising out of any breach or default by the Organiser with respect to its obligations under this Agreement.

## **5. MEETING DEPOSIT**

The Organiser agrees to pay CHF 500, at the time the Bid to host the Meeting is accepted, in a manner acceptable to the Commission, to FAI, by way of deposit ("the Deposit").

The Deposit may be retained by the FAI if the Organiser fails to follow any of the requirements included in the ISC Internal regulations, especially Annex 6 and the terms of the Accepted Bid. The ISC Bureau will determine if the Organiser has failed in its commitments.

If the ISC Bureau determines that the Organiser has met its commitments, the Deposit will be refunded as soon as possible after the Meeting has ended.

## **6. TERMINATION**

FAI may terminate this agreement forthwith upon notice in the event that the Organiser:

Commits a material breach of any obligation under this Agreement which breach is incapable of remedy or cannot be remedied in time.

Commits a material breach of any obligation under this Agreement, and if such breach is capable of remedy fails to so remedy such breach within 28 days of receiving notice from FAI requiring remedy.

Enters into a composition or arrangement with its creditors, has a receiver or administrator or administrative receiver appointed or becomes insolvent or unable to pay its debts when they fall due.

## **7. ENTIRE AGREEMENT**

This Agreement, including the attached Schedule, and the ISC Internal Regulations contains the entire agreement of the parties and supersedes all other agreements between them and no variation of any of the terms or conditions of this Agreement may be made unless such variation is agreed in writing and signed by all parties to this Agreement. In the event of a conflict arising between this document and the ISC Internal Regulations, the terms of this Agreement will take precedence.

## **8. GOVERNING LAW**

This Agreement shall be construed in accordance with and governed by English law and shall be subject to the non-exclusive jurisdiction of the English Courts.



## 9. DISPUTE RESOLUTION

If a dispute arises between the FAI and the Organiser (the parties) concerning their respective rights under this Agreement the parties shall each appoint a senior representative (each empowered to make binding decisions on behalf of his or her appointer) and such representatives shall meet with a view to resolving the dispute. The parties agree that the appointment of their representatives and the scheduling of meetings shall be undertaken by each of them promptly and in good faith. The parties agree to accept as final the solution agreed by these senior representatives. Nothing contained in this clause shall preclude either party from applying to a court for urgent and/or injunctive relief.

SIGNED by:

For and on behalf of  
**FÉDÉRATION AÉRONAUTIQUE  
INTERNATIONALE**  
A duly authorised signatory

For and on behalf of  
**FÉDÉRATION AÉRONAUTIQUE  
INTERNATIONALE**  
A duly authorised signatory

SIGNED by:

For and on behalf of  
**[ORGANISER]**  
A duly authorised signatory

For and on behalf of  
**[ORGANISER]**  
A duly authorised signatory

SIGNED by:

For and on behalf of  
**FAI SKYDIVING COMMISSION**  
A duly authorised signatory

For and on behalf of  
**FAI SKYDIVING COMMISSION**  
A duly authorised signatory