



FÉDÉRATION AÉRONAUTIQUE INTERNATIONALE

BALLOONING COMMISSION - CIA

**Report on the JB Meeting on Wednesday March 13, 2024, at 08:30 local time
Salon Olympique at the FAI HQ / MSI in Lausanne**

1. Roll call, apologies for absence.

CIA Jury Board members present:

Chairman	JC Weber (LUX)	Yes
Member	Debbie Spaeth (USA)	Yes
Member	Hikomori Soejima (JPN)	Yes
Member	Garry Lockyer (CAN)	ZOOM
Member	John Grubbstrom (SWE)	Excused

2. Confirmation and selection of event juries 2024 and later.

a) CIA Approved Juries:

25th World Hot Air Balloon Championship 2024, Szeged (Hungary) 08-14 September 2024

- Pres.: Lindsay Muir (GBR)
- Bengt Stener (SWE)
- David Gleed (CAN)

b) Juries to be approved:**67th Gordon Bennett, Germany 2024, Münster (Germany) 12-21 September 2024**

Jury	
President	Moniek Vande Velde (BEL)
Member	Claude Weber (LUX)
Member	Stefan Handl (GER)
Member	Luc Van Geyte (BEL) (stand-in off-site)

23rd European Hot air Balloon Championship, Wieselburg (Austria) 16-21 August 2025

Jury	
President	Claude Weber (LUX)
Member	Cheri White (USA)
Member	Hiromi Furukawa (JPN)

6th FAI Women's World Hot Air Balloon Championship, Brazilia (Brazil) 07-14 September 2025

Jury	
President	Garry Lockyer (CAN)
Member	Sylvia Meini (GER)
Member	Kimberlee Magee (USA)

3. Bidding and approval process for Gordon Bennett events

On a proposal from the EDS chair, Lindsay Muir, the Jury Board recommends to modify the GB sanction application procedures re. the Invitation process. In fact, the present process does not allow for the event Jury to monitor the invitation process from the beginning.

The modified wording in the CIA documents **FAI FIRST CATEGORY EVENT BIDDING AND SANCTION PROCEDURES Version 8.0 / March 20152018 and SC S1 Annex 7 – Section 3** would read as follows:

SECTION B - COUPE AERONAUTIQUE GORDON BENNETT

In accordance with the General Principles regulating the event (as amended at the CIA Meeting March 2010), this document specifies the requirements and deadlines that shall be met. These deadlines and requirements are based on the FAI Sporting Code and the Special GB Rules, as well as the relevant excerpts of the Sporting Code and Special GB Rules pertaining to the sanctioning process of the event.

Deadlines:

1.	<i>November in the winning year</i>	<i>If the holder renounces the organization of the race, it should inform the FAI Secretariat within two months following the competition in which it was the winner.</i>
2.	<i>November in the winning year</i>	<i>The winning NAC must have their intention to bid – to organize the concerned Coupe Aéronautique Gordon Bennett event – submitted to the FAI Secretariat within 60 days of the Jury declaring the event finished.</i>
3.	<i>June 30, in the following year</i>	<i>In case the winning NAC positively intends to bid, this NAC has a deadline of June 30th of that following year – about 14 month prior to the concerned event – to submit the bid. Ensuing/resulting bids, supported by the completed bid files, shall be received by June 30th of the intermediate bidding year unless these time limits are changed by the CIA under special circumstances.</i>
4.	<i>September 1 in the following year</i>	<i>The CIA Bureau to eventually grant the official CIA sanction approximately 13 months before the concerned event. The CIA is empowered to accept or reject bids to organise the Coupe Aéronautique Gordon Bennett. Event Director, Safety Officer and Jury Members approved by the CIA Bureau</i>
5.	<i>March in the year of the event</i>	<i>Rules approved by the CIA Plenary Meeting</i>

4. On-site vs. Off-site Jurors

After discussion it was agreed that the proposal written by the JB chairman be studied and discussed by the JB and be presented to the JB Meeting March 2025.

The proposal as presented and to be discussed reads as follows:

3.1. THE FUNCTIONS OF THE JURY DURING THE EVENT

Juries for the Coupe Aéronautique Gordon Bennett and/or Single Flight Long Distance Competitions

Event organisers shall specify in their initial Bid Application if they propose to have a “Regular Jury” or a “Remote Jury”.

A “Regular Jury” is one where

- the Jury President and the Jury members are required to be physically present on site during the whole event as defined in the official event schedule.

The Jury President is allowed to authorise leave of absence for Jury members under agreed conditions. They may leave the event location provided that they remain highly available to confer as requested by the Jury President. Additional travel costs are the responsibility of each member of the Jury.

A **Remote Jury** is one where

- only the Jury President’s physical presence is required on-site during the whole event as defined in the official event schedule,
- Jury members may be off-site (physically absent) during the whole or part of the event. Jury members are not required to be physically present on-site but they are required to remain highly available to confer as requested by the Jury President. They may also be requested by the Jury President to travel to the event location and if requested shall do so. Additional travel costs are the responsibility of each member of the Jury.

Jury Presidents must determine in advance how jury meetings will be held when members of the Jury are not at the event location. Juries may make use of available technology (including audio/video teleconferencing). Location and equipment set-up, access and communication methods must be known and have been tested in advance.

Jury Presidents must inform the Event Director which of these provisions they will use and make appropriate arrangements for travel, transport, lodging, meals, etc. Additional communication costs must be covered by the organizers.

Jury Presidents using the above provisions are required to describe their effectiveness and to suggest modifications and/or improvements in their Jury Report. (A2024)

5. New Juror, regrading applications and testing.

a) Applications received:

- 1. Paolo Oggioni**
Paolo is proposed to the Plenary for upgrading to Senior.
- 2. Hiromi Furukawa**
Hiromi is proposed to the Plenary for upgrading to Intermediate.

b) Removal request:

In accordance with the Juror Downgrading Procedures, the Jury Board agreed to a request from the UK CIA delegate that an UK approved Juror be removed from the CIA Approved Jurors List.

c) Tests:

It was decided that:

- All Tests shall be updated to the latest standards as proposed by the JB and put online.

- All Tests to be renamed as follows:

Test 1: Entry Level

Test 2: Intermediate Level

Test 3: Senior Level

Test 5: Airships - BX

Test 3 to be deleted and any unique question (not found in any other Test) be moved to Test 4 which will increase the number of questions and therefore increase the possible margin of error to achieve 90%.

- Non-multiple-choice questions shall be scored with 2 points instead of 1 point, so that credit for partially correct answers can be given.
- The Jury Handbook be updated after the changes.

d) Application procedures:

It was decided to update the Application Procedures published in the Jury Handbook as follows for clarification purposes:

1.4. INITIAL APPLICATION PROCEDURES

To become an International Juror, all candidates must make an application on the approved application form (Appendix H) to the Jury Board. All applications must be signed by the applicant's CIA delegate or his NAC, and must be addressed and sent to the Jury Board at cia-jury@fai.org in time to allow the candidate to take the required CIA Jury Board OPEN BOOK TEST(s) before 31st December in any year. Candidates should carefully check the published qualification requirements (Appendix C) and indicate on the application form for which level they believe they meet the published requirements.

*Applications received by the Jury Board will be verified **by the Jury Board chairman**, and if compliant, **the Jury Board chairman will ask the Jury Board Test administrator to invite the candidates** to pass the relevant OPEN BOOK TEST(s) according to the qualification level and type requested and retained.*

Applications which do not meet the relevant requirements will be sent back to the applicant with the denying reasons. Candidates wishing to reapply must send a new application to the Jury Board at cia-jury@fai.org. Candidates failing to submit the required test papers before the 31st of December deadline will remain on the Jury Board candidates list for one additional year.

The passing grade for any Open Book Test shall be 90%. Candidates passing the relevant Open Book Tests, as well as the concerned CIA delegate, will be informed of the Test results by the Jury Board Test administrator. Candidates failing to achieve the 90% result in any test will be informed that they failed without being given the details as to the failed test(s) or questions. They will be invited to resubmit the required test paper(s) as soon as possible but within an indicated deadline. If they fail again, or do not resubmit, no further test will be allowed until the Jury Board has reconsidered the application.

Open Book Tests, passed and verified by the Jury Board Test administrator up to the 31st of December in any year, will qualify the respective candidates to appear on the Jury Board list of approved Jurors to be published with the Agenda for the CIA Plenary Meeting the following March, for ratification and final approval by the CIA. Should any disqualifying evidence be claimed during the application and approval process to prevent approval by the Jury Board or the CIA, then the candidate shall be invited, and the disqualifying evidence be put in his presence, and the candidate shall have the right to reply.

The CIA approved Jurors will appear on the CIA list of CIA APPROVED JURORS, published with the CIA Plenary Meeting minutes, which shall then be used for the selection of Jury Members for events held that or subsequent years.

1.5. REGRADING APPLICATION PROCEDURES

To be upgraded, all approved Jurors must make a regrading application on the approved application form (Appendix H) to the Jury Board, highlighting new experience according to the published qualification requirements. All regrading applications must be signed by the applicant's CIA delegate or his NAC and must be addressed and sent to the Jury Board at cia-jury@fai.org in time to allow the candidate to take the required CIA Jury Board OPEN BOOK TEST(s) before 31st December in any year. Candidates should carefully check the published qualification requirements (Appendix C) and indicate on the regrading application form for which level they believe they meet the published requirements.

Applications received by the Jury Board will be verified by the Jury Board chairman, and if compliant, the Jury Board chairman will ask the Jury Board Test administrator to invite the candidates to pass the relevant OPEN BOOK TEST(s) according to the qualification level and type requested and retained.

Applications which do not meet the relevant requirements will be sent back to the applicant with the denying reasons. Candidates wishing to reapply must send a new application to the Jury Board at cia-jury@fai.org. Candidates failing to submit the required test papers before the 31st December deadline will remain on the Jury Board candidates list for one additional year.

The passing grade for any Open Book Test shall be 90%. Candidates passing the relevant Open Book Tests, as well as the concerned CIA delegate, will be informed of the Test results. Candidates failing to achieve the 90% result in any test will be informed that they failed without being given the details as to the failed test(s) or questions. They will be invited to resubmit the required test paper(s) as soon as possible but within an indicated deadline. If they fail again, or do not resubmit, no further test will be allowed until the Jury Board has reconsidered the application.

Subsequent Open Book Tests for all Juror qualification levels and types may be requested at any time by the Jury Board from approved Jurors. Regrading will be based upon the Juror's resubmitted evidence and the results of the appropriate Open Book Tests. Jurors failing to achieve the 90% result in any test will be informed that they failed without being given details as to the failed test(s) or questions. They will be invited to resubmit the required test paper(s) as soon as possible but within an indicated deadline. If they fail again, or do not resubmit, no further test will be allowed, and the Juror will be downgraded to the level at which a successful result was achieved.

Jurors having queries, problems or disputes regarding this Handbook or any other matter concerning their duties and responsibilities should contact the Jury Board (cia-jury@fai.org).

6. Jury reports and Performance Bond release.

<i>2021 Cat 1 Events</i>	<i>Report</i>	<i>Debriefing</i>	<i>Protests</i>	<i>P B Release</i>
66th Gordon Bennett 2023	Yes	Yes	None	In Jury Report
5th FAI Women WHABC 2023	Yes	Yes	None	Debbie 14/09/23
6th FAI Junior WHABC 2023	Yes	No	3	John 04/09/23

Jury Reports and Event Debriefings for two events have been published on the CIA webpage.

After a discussion on the procedures for the Performance Bond Release, it has to be noted that the release is the responsibility of the CIA President.

Jury Presidents will however be reminded that it is their responsibility to inform the CIA President, the FAI Secretary General and the Jury Board chairman as soon as possible what proportion of the Performance Bond should be released or retained. The Event Organiser shall be informed by the CIA President within 20 days after having received the Jury Report.

These procedures shall be introduced into the Jury Handbook.

7. Changes in rules.

It was noted the CASI published an amended version of the New GS 2024 with corrections re. cancellation of events. The corrections becoming necessary after these modifications have been considered by the CIA RSC and Plenary shall be integrated into the Jury Handbook.

8. Jury Handbook update procedures

It was decided that any changes to the Jury Handbook becoming necessary after decisions by the CIA Plenary or Bureau shall be incorporated into the Jury Handbook without any further approval by the CIA Plenary.

9. Update of CIA jurors lists.

The updated APPROVED CIA JURORS list shall be published after the CIA Plenary Meeting 2024.

10.Implementation of JB decision re. access to Scoring System database and traceability

Work in progress.

11.Introduction of the FAI/CIA Cloud archives

After discussion of the privacy issues concerning named persons in JB documents, it was decided to oppose the NTSC's request that relevant JB documents MUST be filed to the CIA Cloud (request formulated in Marc André's email message and in the Guidelines). Only documents presenting no privacy issues SHOULD be archived there.

12.In-person on-site event debriefing and on-line event debriefing

It was decided to propose to the Plenary to adopt, in addition to the in-person on-site event debriefing, the possibility for an on-line event debriefing Survey.

The proposal reads as follows:

- a) *In-Person Event Debriefing shall be included in the overall Event Schedule as published by the Event Organizers. This shall include date, time, and meeting location to allow all participants the opportunity to include the Event Debriefing in their competition plans as well as their travel plans.*
- b) *The location for the In-Person Event Debrief shall be a meeting room available to all participants Including Competitors, Crew, & Officials. And dedicated to the Event Debriefing (i.e. not part of a social event).*
- c) *To allow for additional comments from those unable to attend the in-person debrief session, an on-line survey may be utilized as well. Survey to be open for no more than 2 weeks after the conclusion of the event Awards.*
- d) *Link to an On-line survey shall be shared with all participants via best means.*
- e) *Sample Survey is available from the Jury Board.*

- f) Survey results shall only be collected by the Jury President, not event organizers.
- g) Jury President shall compile the “Event Debriefing” report based on in-person debrief session and, if applicable, on-line debrief survey.
- h) Prior to release of the Event Debriefing Report, the Event Organizer and Event Director shall be given the opportunity to read the report. If the Organizer or Director would like to add comments, they may address specific items in the Event Debriefing report. However, they will not be able to edit the report.

It was also decided to request EDS to implement the following proposal:

- a) *In-Person Event Debriefing shall be included in the overall Event Schedule as published by the Event Organizers. This shall include date, time, and meeting location to allow all participants the opportunity to include the Event Debriefing in their competition plans as well as their travel plans. The location for the In-Person Event Debrief shall be a meeting room available to all participants including Competitors, Crew, & Officials, dedicated to the Event Debriefing (i.e. not part of a social event or a location open to the public).*
- b) *Request EDS to include the “In-Person CIA Event Debrief Session” as an item in the event schedule information as listed on the Page 1 “Dates” portion of the CIA Event Sanction Application.*

13.Any Other Business

14.Next meeting.

ZOOM meeting on Tuesday October 1st, 2024, at 13:00 UTC

15.Jury Board members 2024

Suggested JB composition:

Chairman :	Jean Claude Weber (LUX)	Reports
Members:	Debbie Spaeth(USA)	Statistics & History: Juries & Events
	Hikomori Soejima (JPN)	Communication: Jurors & CIA
	Garry Lockyer (CAN)	Jurors Testing
	John Grubbstrom (SWE)	Jury Handbook editor & Rules

March 13, 2024 , meeting closed at 10:35 local.

EoD
13/03/24

MOTIONS:**Motion # 1:**

To approve the following event Juries:

67th Gordon Bennett, Germany 2024, Münster (Germany) 12-21 September 2024

Jury	
President	Moniek Vande Velde (BEL)
Member	Claude Weber (LUX)
Member	Stefan Handl (GER)
Member	Luc Van Geyte (BEL) (stand-in off-site)

23rd European Hot air Balloon Championship, Wieselburg (Austria) 16-21 August 2025

Jury	
President	Claude Weber (LUX)
Member	Cheri White (USA)
Member	Hiromi Furukawa (JPN)

6th FAI Women's World Hot Air Balloon Championship, Brazilia (Brazil) 07-14 September 2025

Jury	
President	Garry Lockyer (CAN)
Member	Sylvia Meini (GER)
Member	Kimberlee Magee (USA)

Motion # 2:**16. Bidding and approval process for Gordon Bennett events**

To approve the modified wording in the CIA document documents **FAI FIRST CATEGORY EVENT BIDDING AND SANCTION PROCEDURES Version 8.0 / March 20152018** and **SC S1 Annex 7 – Section 3** as follows:

SECTION B - COUPE AERONAUTIQUE GORDON BENNETT

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Deadlines:

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4.	<i>September 1 in the following year</i>	<i>The CIA Bureau to eventually grant the official CIA sanction approximately 13 months before the concerned event. The CIA is empowered to accept or reject bids to organise the Coupe Aéronautique Gordon Bennett. Event Director, Safety Officer and Jury Members approved by the CIA Bureau</i>
5.	<i>March in the year of the event</i>	<i>Rules approved by the CIA Plenary Meeting</i>

Motion #3:

To approve the regrading of

Paolo Oggioni

Paolo is proposed to the Plenary for upgrading to Senior.

Hiromi Furukawa

Hiromi is proposed to the Plenary for upgrading to Intermediate.

Motion #4:

To approve the modified Application procedures published in the Jury Handbook as follows:

1.4. INITIAL APPLICATION PROCEDURES

To become an International Juror, all candidates must make an application on the approved application form (Appendix H) to the Jury Board. All applications must be signed by the applicant's CIA delegate or his NAC, and must be addressed and sent to the Jury Board at cia-jury@fai.org in time to allow the candidate to take the required CIA Jury Board OPEN BOOK TEST(s) before 31st December in any year. Candidates should carefully check the published qualification requirements (Appendix C) and indicate on the application form for which level they believe they meet the published requirements.

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Open Book Tests, passed and verified by the Jury Board Test administrator up to the 31st of December in any year, will qualify the respective candidates to appear on the Jury Board list

of approved Jurors to be published with the Agenda for the CIA Plenary Meeting the following March, for ratification and final approval by the CIA. Should any disqualifying evidence be claimed during the application and approval process to prevent approval by the Jury Board or the CIA, then the candidate shall be invited, and the disqualifying evidence be put in his presence, and the candidate shall have the right to reply.

The CIA approved Jurors will appear on the CIA list of CIA APPROVED JURORS, published with the CIA Plenary Meeting minutes, which shall then be used for the selection of Jury Members for events held that or subsequent years.

1.5. REGRADING APPLICATION PROCEDURES

To be upgraded, all approved Jurors must make a regrading application on the approved application form (Appendix H) to the Jury Board, highlighting new experience according to the published qualification requirements. All regrading applications must be signed by the applicant's CIA delegate or his NAC and must be addressed and **sent to the Jury Board at cia-jury@fai.org** in time to allow the candidate to take the required CIA Jury Board OPEN BOOK TEST(s) before 31st December in any year. Candidates should carefully check the published qualification requirements (Appendix C) and indicate on the regrading application form for which level they believe they meet the published requirements.

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Subsequent Open Book Tests for all Juror qualification levels and types may be requested at any time by the Jury Board from approved Jurors. Regrading will be based upon the Juror's resubmitted evidence and the results of the appropriate Open Book Tests. Jurors failing to achieve the 90% result in any test will be informed that they failed without being given details as to the failed test(s) or questions. They will be invited to resubmit the required test paper(s) as soon as possible but within an indicated deadline. If they fail again, or do not resubmit, no further test will be allowed, and the Juror will be downgraded to the level at

which a successful result was achieved.

Jurors having queries, problems or disputes regarding this Handbook or any other matter concerning their duties and responsibilities should contact the Jury Board (cia-jury@fai.org).

Motion # 5:

Changes in rules.

To approve that the GS 2024 modifications concerning the cancellation of events may be integrated into the Jury Handbook after having been considered by the CIA RSC and Plenary.

Motion # 6:

Jury Handbook update procedures

To approve that any changes to the Jury Handbook becoming necessary after decisions by the CIA Plenary or Bureau shall be incorporated into the Jury Handbook without any further approval by the CIA Plenary.

Motion #7:

In-person on-site event debriefing and on-line event debriefing

To approve the proposal to adopt, in addition to the in-person on-site event debriefing, the possibility for an on-line event debriefing Survey. The respective necessary Jury Handbook modifications to be left to the Jury Board for publication after the CIA Plenary 2024

The proposal reads as follows:

- i) *In-Person Event Debriefing shall be included in the overall Event Schedule as published by the Event Organizers. This shall include date, time, and meeting location to allow all participants the opportunity to include the Event Debriefing in their competition plans as well as their travel plans.*
- j) *The location for the In-Person Event Debrief shall be a meeting room available to all participants Including Competitors, Crew, & Officials. And dedicated to the Event Debriefing (i.e. not part of a social event).*
- k) *To allow for additional comments from those unable to attend the in-person debrief session, an on-line survey may be utilized as well. Survey to be open for no more than 2 weeks after the conclusion of the event Awards.*
- l) *Link to an On-line survey shall be shared with all participants via best means.*

- m) *Sample Survey is available from the Jury Board.*
- n) Survey results shall only be collected by the Jury President, not event organizers.
- o) Jury President shall compile the “Event Debriefing” report based on in-person debrief session and, if applicable, on-line debrief survey.
- p) Prior to release of the Event Debriefing Report, the Event Organizer and Event Director shall be given the opportunity to read the report. If the Organizer or Director would like to add comments, they may address specific items in the Event Debriefing report. However, they will not be able to edit the report.

It was also decided to request EDS to implement the following proposal:

- c) *In-Person Event Debriefing shall be included in the overall Event Schedule as published by the Event Organizers.* This shall include date, time, and meeting location to allow all participants the opportunity to include the Event Debriefing in their competition plans as well as their travel plans. The location for the In-Person Event Debrief shall be a meeting room available to all participants including Competitors, Crew, & Officials, dedicated to the Event Debriefing (i.e. not part of a social event or a location open to the public).
- d) *Request EDS to include the “In-Person CIA Event Debrief Session” as an item in the event schedule information as listed on the Page 1 “Dates” portion of the CIA Event Sanction Application.*