

REPORT OF CAC CHAIR

Presented by Constitution and Administration Committee (CAC)

Summary**Annual Report – Constitution and Administration Committee****1. Introduction**

The report of the Chair of the Constitution and Administration Committee (CAC) is below.

2. Discussion

Work by the representatives of CAC has been conducted by email, online meetings, and in person at a joint Finance (FIC)/CAC meeting held in Brisbane on December 1 and 2, 2025. CAC thanks Frequentis Australasia and the Civil Air Operations Officers' Association of Australia for their generous support of the meeting.

The Executive Board (EB), and other relevant standing committees have been included in email distribution and, from time to time, have been requested to provide input into preparation of the working papers (WP).

CAC Members:

The following Member Associations were elected as members of CAC as per item A.7.1 of the 2025 Annual Conference Report as detailed below:

- Ghana
- Nigeria
- Senegal

In addition, the following Member Associations nominated as corresponding members of CAC and have provided valuable input in our deliberations:

- Kenya
- Trinidad and Tobago
- Uganda
- Zimbabwe

Australia continued as Chair.

All members of the team, including Corresponding Members, have contributed to construction and review of all papers presented. I would like to thank my peers for their considerable efforts and support in 2025/2026.

*Notes: All Committee positions are due for nomination and election
CAC Chair position is due for nomination and election*

CAC Work Programme 2025/2026

The following table lists agenda items addressed by Working Papers (WP) Reports for Conference 2026 to meet the work programme:

Agenda Item	Paper Type	Item
A.6.1	Report	CAC Chair Report
A.6.2		CAC Work Program
A.6.2.1	WP	WP, IP, Reports and treatment of recommendations
A.6.2.2	WP	IAM rewrite WP: <ul style="list-style-type: none"> • A.6.2.2 Overview of rewrite principles <ul style="list-style-type: none"> • A.6.2.2.1 Article 1 General • A.6.2.2.2 Article 2 Membership • A.6.2.2.3 Article 3 Finance • A.6.2.2.4 Article 4 Conferences • A.6.2.2.5 Article 5 Executive Board • A.6.2.2.6 Article 6 Ex-officio Members of the Executive Board and Appointed Officials • A.6.2.2.7 Article 7 Regional Organisation • A.6.2.2.8 Article 8 Management • A.6.2.2.9 Article 9 Unforeseen Circumstances • A.6.2.2.10 Article 10 Miscellaneous
A.6.2.3	WP	Revise Elected Standing Committee Member Terms to Two Years
A.6.2.4	WP	Definitions update: "EVPR elect"
A.6.2.5	WP	Add references IAM for handling of AI generated content, plagiarism and copyright to IFATCA Website
A.6.2.6	WP	Provide precis of WP under development to Directors as work item(s) for 2025/26
A.6.2.7 / FIC	WP	Review limitations to application for Financial Circumstances Fund – Addressed by FIC WP
A.6.2.8	WP	Late nominations to EB Roles
A.6.2.9	WP	Technical and Professional Secretary (TPSec) Role Amendment
A.6.2.10	Withdrawn	Quorum, Voting, and Election Alternatives – Carried for 2026/27 work programme -
A.6.2.11	WP	Categorisation of Speak English Programme
A.6.2.12	WP	Size of Working Papers
A.6.2.13	WP	Change of Member Association Representation

All agenda items have been addressed by properly brought Working Papers before Directors at Conference for their consideration.

2025 Working Paper A.6.2.5 errata

During amendment of the IFATCA Constitution and Administrative Manual (IAM) post Conference 2025, an error in paragraph numbering as described by WP A.6.2.5/25 was discovered. Apologies to the Office for the confusion generated. CAC considered the amendments in the context of the paper, as approved by Directors, and determined that there was no change to the approved content other than order and paragraph numbering. As such, this falls within the remit of errors and omissions corrected by the Office post-conference. Resubmission of the paper is not required. Correspondence relating to the correction is available from cac.chair@ifatca.org for examination by Directors, should they wish to confirm details.

3. Conclusions

The Office continues to provide the highest level of scrutiny and professional standards in documenting constitution, rule, and policy changes voted by Directors, post conference. As CAC Chair I would like to personally recognise the significant efforts of Tatiana on our collective behalf over this, and many prior years.

The Constitution and Administrative Committee has ensured that the Executive Board has been included in email discussions and has been given opportunity to participate in the work items.

The Constitution and Administrative Committee has discharged its responsibility to provide reports to Conference in accordance with the assigned work programme and its capabilities.

Our expectation is that 2026/2027 will afford us an opportunity to work collaboratively within CAC, with the other Standing Committees, and the Executive Board.

4. Recommendation

It is recommended that this report be accepted for information.

5. References

Annual Conference Report 2025
IFATCA Constitution and Administrative Manual 2025
WP A.6.2.5/25

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