

Size of Working Papers

Presented by Constitution and Administrative Committee (CAC)

Define Speak English Program in IFATCA Administrative Manual

1. INTRODUCTION

- 1.1. Post Conference 2025, the Executive Board discussed potential need to streamline processing of Working Papers (WP) presented at Annual Conference. The ability to complete Committee work within the schedule of Annual Conference is becoming increasingly challenging.
- 1.2. CAC was asked to consider possible structural alternatives to facilitate presentation of papers and still allow completion of Conference business within the allotted Conference schedule.

2. DISCUSSION

- 2.1. IFATCA regularly considers complex technical, professional, financial, and administrative matters. Research on some of these topics may span multiple years and require extensive consideration. It is a fact that IFATCA seeks to provide quality policy and recommendations to our Member Associations, and that it is inevitable that the detail is important to support policy.
- 2.2. The complexity of papers has been increasing and this contributes to extensive time required in Committee to consider the paper in full before voting the recommendations.
- 2.3. The structure of the working papers themselves leads to the research being detailed in the discussion section of the WPs.
- 2.4. WPs are required, under the provisions of the IFATCA Administrative Manual (IAM) to be submitted a minimum of 45 days¹ in advance of Annual Conference

¹ IAM pp93 para 3.1.5 refers: "All Working Papers shall be delivered to the IFATCA Office not less than 45 days before the Conference, to allow for proper distribution."

to allow collation and distribution to MAs for their detailed consideration **before** the Committee sessions. *This timing has been subject to detailed consideration and discussion by Directors in 2018 and 2024.*

- 2.5. In consideration of other fraternal organisations (some of our MAs and IFALPA), general discussion of the papers may be limited to discussion of conclusions and recommendations, rather than a full prosecution of the research that led to them. The main body of the papers is limited to key points and details are provided as an appendix. There is an expectation that Directors have read, and understood that provided detail, prior to Conference.
- 2.6. IFATCA would like to limit the body of the Working Papers to a maximum of 10 pages (excepting any required Appendix).
- 2.7. Presentation of the WP should be limited to the main body of the WP except where Directors challenge the details leading to the conclusions and recommendations therein.

3. CONCLUSION

- 3.1. Assuming that Directors have read the papers prior to Annual Conference, detailed discussion of the research leading to conclusions and recommendations is not required.
- 3.2. Committee discussion of the WP provided can be limited to consideration of the conclusions drawn, and recommendations

4. RECOMMENDATION

- 4.1. That the IAM PART 2 ADMINISTRATIVE POLICY (BYE-LAWS), Chapter 4 Conferences, Section 8 Layout of Working Papers, Sub-section 8.2 Format of Working Papers (pp109) be amended as shown below in **red**:

Insert new para **8.2.2.** as shown:

8.2.2. Working papers, excluding appendices (if required), should not exceed 10 A4 pages in length

Renumber existing paras 8.2.2. – 8.2.6. to **8.2.3. – 8.2.7.** respectively

Amend existing 8.2.6. (now **8.2.7**) to:

8.2.6. Discussion:

~~List~~ Provide a short summary of your facts (~~report~~ key points of a meeting attended on behalf of the Federation, result of studies made, etc.). if more detail is required, refer Directors to Appendices (if required) detailing discussion leading to your conclusions.

Renumber existing paras 8.2.7. – 8.2.9. to **8.2.8. – 8.2.10.** respectively

Insert new para 8.2.11. as shown:

8.2.11. Appendices: (if required) additional supporting information.

Renumber existing para 8.2.10. to 8.2.12.

5. REFERENCES

- 5.1. IFATCA Constitution and Administrative Manual (IAM) Ver 70 Aug 2025 (pp93 and 109)

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