

## **Working Paper Nomenclature**

Presented by Constitution and Administrative Committee (CAC)

<b>Working Paper, Information Paper, Reports</b>
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### **1. INTRODUCTION**

- 1.1. In consideration of commonly used terms to describe Working Papers (WP), Information Papers (IP), and Reports, CAC was asked to consider implications for recommendations.
- 1.2. WPs are often considered as papers that make recommendations for change of policy, rules, or the Constitution.
- 1.3. Information Papers are often considered as those WPs that do not contain recommendations for change of policy, rules, or the Constitution.
- 1.4. Reports are a WP (*see reference immediately below*) that should not contain recommendations for change, other than to refer to a specific WP in which the issue, discussion, conclusion and draft recommendation(s) are clearly articulated.
- 1.5. Member Associations are reminded that "Late Working Paper" refers to any paper submitted after the relevant published Conference submission deadline (45 days prior to Conference for general working papers). Late Working Papers may be considered by Conference after all properly brought papers have been addressed, or with specific permission of Member Associations present.

### **2. DISCUSSION**

- 2.1. The IFATCA Constitution and Administrative Manual (IAM) does not currently contain any reference material defining Information Papers as a class of Working Paper. It is accepted that this practice has probably occurred due to utilisation of a generic document template for WP with a recommendation

section. WPs that do not contain recommendations for change contain a recommendation “That this paper be accepted for information” or similar.

- 2.2. The IAM specifies at Chapter 4 Conferences, Section 8 Layout of Working Papers:

*8.2.10. A Working Paper which does not contain any draft recommendations (e.g., a report) may be in "free" format but shall still contain the items shown in the header section of the example in Part 2, Chapter 4, para 8 such as title, presenter etc. The format for the body of the report may be adopted but section 4 'Draft Recommendation' is not required. (Ottawa 94.A.45; Bali 13.A.12)*

### **3. CONCLUSION**

- 3.1. The IAM adequately covers the discussion of Reports and WP that both contain, and do not contain recommendations.
- 3.2. “Reports” are already adequately contemplated within the IAM.
- 3.3. The WP template may erroneously lead to categorising WP without recommendations as an “information paper”.

### **4. RECOMMENDATION**

- 4.1. That the Working paper template produced annually by the Office be amended to remove [INFORMATION] from the classification per example appended overleaf.

### **5. REFERENCES**

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

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**Agenda Item:**  
**A.6.2.X**

**WORKING PAPER**

**WP No:**  
**XX/26**

**TITLE**

Presented by Constitution and Administrative Committee (CAC)

<b>SUMMARY</b> text
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1. **INTRODUCTION**  
1.1.
2. **DISCUSSION**  
2.1.
3. **CONCLUSION**  
3.1.
4. **RECOMMENDATIONS**  
4.1.
5. **REFERENCES**  
5.1.

--END--