

**IFATCA Administrative Manual (IAM) Overhaul – General**

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**SUMMARY**

The IAM is most probably the most important document of our Federation. Yet, it has never benefited from a comprehensive overhaul since its creation in 1961. This working paper presents the proposed changes to the structure of the manual and explains the overall process of this proposed overhaul.

**1. INTRODUCTION**

1.1. The IAM overhaul is a long overdue project. Never in the history of IFATCA has this manual been completely examined for accuracy, consistency, logic, flow, and relevance. This working paper presents the proposed new structure of the manual, a graphical overview of those changes, and presents the proposed result in an Annex (separate file) to this working paper. The author humbly proposes to put to a vote the changes in the structure first, and then to vote on the changes to the content of each section of the new manual separately.

**2. DISCUSSION**

2.1. At present, the IAM is composed of three parts.

2.1.1. **Part 1 – Convention, Constitution and Bye Laws** contains three items: the Convention, the Constitution, and policy that is part of the Constitution (ten articles). Contrary to what its title indicates, it does not contain bye laws (maybe it did in the past, but not anymore). It also doesn't contain a preamble; this is in fact an integral part of the Constitution.

2.1.2. **Part 2 – Administrative Policy (Bye Laws)** contains bye laws. This part is divided in ten sections, each of them mirroring the ten articles of the constitution, except for the last one (Part 1, Article 10 is Changes and Interpretation of the Constitution, but Part 2, Section 10 is Miscellaneous). This is probably an oversight that happened with time.

2.1.3. **Part 3 – Chronicle of IFATCA** contains a detailed history of the Federation, some chronological data and a list of industry partners.

The present IAM can be summarized as follows:

PART 1 - CONVENTION, CONSTITUTION AND BYE-LAWS	
CONVENTION	
CONSTITUTION	
PREAMBLE	
ARTICLE 1	GENERAL
ARTICLE 2	MEMBERSHIP
ARTICLE 3	FINANCE
ARTICLE 4	CONFERENCES
ARTICLE 5	EXECUTIVE BOARD
ARTICLE 6	EX-OFFICIO MEMBERS OF THE EB AND APPOINTED OFFICIALS
ARTICLE 7	REGIONAL ORGANISATION
ARTICLE 8	MANAGEMENT
ARTICLE 9	UNFORESEEN CIRCUMSTANCES
ARTICLE 10	CHANGES AND INTERPRETATION OF THE CONSTITUTION
PART 2 - ADMINISTRATIVE POLICY (BYE-LAWS)	
1	GENERAL
2	MEMBERSHIP
3	FINANCE
4	CONFERENCES
5	EXECUTIVE BOARD
6	EX-OFFICIO MEMBERS OF THE EB AND APPOINTED OFFICIALS
7	REGIONAL ORGANISATION
8	MANAGEMENT
9	UNFORESEEN CIRCUMSTANCES
10	MISCELLANEOUS
PART 3 - CHRONICLE OF IFATCA	
IFATCA HISTORY	
CHRONOLOGICAL DATA	

2.2. The first proposal is to **merge Part 1 with Part 2**. Some elements of the ten Articles cannot be understood fully without looking at the associated bye laws. Conversely, bye laws cannot be interpreted alone, they are subordinate to the associated Article. It is therefore proposed to present the Constitution part of the IAM, followed by the associated bye laws (e.g.: Article 1 followed by Section 1).

2.3. The second proposal is to **move Part 3 to a new document**. Chronological data of the Federation, its history, and random elements such as a list of industry partners, do not belong in the IAM. Furthermore, industry partners are already part of the Contact List (formerly A55), which duplicates the information and increase the risk of inaccuracies.

2.4. These changes render the concept of “Parts” obsolete. The proposed new IAM would look as follows. *Note the proposed **change of the title of Article 10**, to align with its content:*

IFATCA ADMINISTRATIVE MANUAL (IAM)	
CONVENTION	
CONSTITUTION	
***PREAMBLE***	
<b>ARTICLE 1</b>	<b>GENERAL</b>
1	GENERAL
<b>ARTICLE 2</b>	<b>MEMBERSHIP</b>
2	MEMBERSHIP
<b>ARTICLE 3</b>	<b>FINANCE</b>
3	FINANCE
<b>ARTICLE 4</b>	<b>CONFERENCES</b>
4	CONFERENCES
<b>ARTICLE 5</b>	<b>EXECUTIVE BOARD</b>
5	EXECUTIVE BOARD
<b>ARTICLE 6</b>	<b>EX-OFFICIO MEMBERS OF THE EB AND APPOINTED OFFICIALS</b>
6	EX-OFFICIO MEMBERS OF THE EB AND APPOINTED OFFICIALS
<b>ARTICLE 7</b>	<b>REGIONAL ORGANISATION</b>
7	REGIONAL ORGANISATION
<b>ARTICLE 8</b>	<b>MANAGEMENT</b>
8	MANAGEMENT
<b>ARTICLE 9</b>	<b>UNFORESEEN CIRCUMSTANCES</b>
9	UNFORESEEN CIRCUMSTANCES
<b>ARTICLE 10</b>	<del>CHANGES AND INTERPRETATION OF THE CONSTITUTION</del> <b>MISCELLANEOUS</b>
10	MISCELLANEOUS
***CHRONICLE OF IFATCA***	
IFATCA HISTORY	
CHRONOLOGICAL DATA	

2.5. Furthermore, each article of the Constitution is composed of sections. In the bye laws, these sub-sections match (for most of them) the sections of the articles. However, it is not always the case. In some cases, sub-sections exist in the bye laws that are not attached to anything in the Articles. In some other cases, the Article section(s) do not match sub-sections of the bye laws. This overhaul proposes to fix this, and each individual occurrence will be examined and clearly indicated in the appropriate working papers.

### 3. CONCLUSION

3.1. The IAM is long overdue for a major overhaul. This working paper presented the proposed new structure of the manual and invites the Directors of IFATCA to welcome these changes favourably.

#### **4. RECOMMENDATIONS**

- 4.1. It is recommended that Parts 1 and 2 of the IFATCA Administrative Manual be merged, each Article of the Constitution be followed by the associated bye laws Section.
- 4.2. It is recommended that Part 3 of the IFATCA Administrative Manual be removed to become a standalone document.
- 4.3. It is recommended to change the title of Article 10 of the Constitution to “Miscellaneous”, to align with its content and with the associated bye laws.

#### **5. REFERENCES**

- 5.1. International Federation of Air Traffic Controllers’ Associations. (2025). *IFATCA Administrative Manual (IAM)* (Version 70) Montréal, Canada: IFATCA.

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