

IFATCA Administrative Manual (IAM) Overhaul – Article 10

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SUMMARY

The IAM is most probably the most important document of our Federation. Yet, it has never benefited of a comprehensive overhaul since its creation in 1961. This working paper presents the proposed changes to Article 4 of the IAM.

1. INTRODUCTION

1.1. This working paper presents the proposed changes to Article 10 of the IAM, “CHANGES AND INTERPRETATION OF THE CONSTITUTION”. It is to be noted that changes proposed here are, for the most part, editorials. The balance of the proposed changes is either modifications to align the text with current practice and modern times, or remove text that is no longer relevant, redundant, or inaccurate.

2. DISCUSSION

2.1. At present, Part 1, Article 10 is composed of two sub-sections. Part 2, Section 10 is composed of eight sub-sections. This Article and bye laws contain a bit of everything. For this reason, the title of the Article should be changed to “Miscellaneous”, the two first sub-sections would remain the same in terms of structure, and the remainder sub-sections 3 to 8 would be housed under a new sub-section titled “Miscellaneous”. The current structure of Article 10 and Section 10 is as follows:

ARTICLE 10	CHANGES AND INTERPRETATION OF THE CONSTITUTION
1	CHANGES OF THE CONSTITUTION
2	INTERPRETATION
1	CHANGES TO THE CONSTITUTION 1.1. Procedures for Constitutional Changes 1.2. Changes of the Constitution
2	INTERPRETATIONS 2.1. General 2.2. Limitations

	2.3. Fundamental Principles
	2.4. Procedures
3	IFATCA AWARDS
	3.1. Scroll for the Recognition of Outstanding Service to the Federation
	3.2. IFATCA Award of Merit
	3.3. Award of the Executive Board
	3.4. IFATCA Technical Award
4	ANNOUNCEMENTS OF THE POSITION TAKEN BY THE FEDERATION
5	IFATCA POLICY REGARDING NATIONAL DISPUTES
	5.1. Policy
	5.2. Procedure to be followed in the Event of a National Dispute
	5.3. ICAO Contingency Measures
6	CONCESSIONARY TRAVEL
7	LAYOUT OF PRESENTATIONS BY IFATCA REPRESENTATIVES
8	THE INTERNATIONAL DAY OF THE AIR TRAFFIC CONTROLLER

2.2. The proposed new structure of Article 10 is as follows:

ARTICLE 10 MISCELLANEOUS	
1	Changes of the Constitution
1.1.	Procedures for Constitutional Changes
2	Interpretation of the Constitution
2.1.	General
2.2.	Limitations
2.3.	Fundamental Principles
2.4.	Procedures
3	Miscellaneous
3.1.	IFATCA Scroll for the Recognition of Outstanding Service to the Federation
3.2.	IFATCA Award of Merit
3.3.	IFATCA Award of the Executive Board
3.4.	IFATCA Technical Award
3.5.	Announcements of the Position Taken by the Federation
3.6.	IFATCA Policy Regarding National Disputes
3.7.	Concessionary Travel
3.8.	Layout of Presentations by IFATCA Representatives
3.9.	The International Day of the Air Traffic Controller

2.3. **Proposed Modification – Title of the Article**

2.3.1. It is proposed to rename the Article “Miscellaneous”, to better reflect the nature of its content.

2.4. **Proposed Modifications – Sub-section 1**

2.4.1. In the bye laws, paragraph 1.1.2 is a reminder that is unnecessary. The paragraph is proposed for deletion.

2.4.2. 1.2 of this sub-section contains a history of the changes to the Constitution. As mentioned in the “General” paper of the IAM overhaul, the content of 1.2 should be moved to a new “IFATCA Chronicles” document.

2.5. **Proposed Modifications – Sub-section 2**

2.5.1. The title of this sub-section, for clarity and to be consistent with sub-section 1, should be amended to “Interpretation of the Constitution”.

2.5.2. In paragraph 2.4.1 of the bye laws, the term “Secretaries” should be replaced with “Chairs and Co-chairs”:

2.4.1. Conference Committee Secretaries Chairs and Co-chairs should either include in their Conference Reports, or if not possible, should furnish the Board in writing within one month after the Conference for inclusion in the final report, brief reasons for Constitutional or Bye-Law changes, if it appears from the discussion that difficulties might arise in the future if someone has to interpret why a decision was made. The reasons shall be promulgated in the Administrative Manual.

2.6. **Proposed Modifications – Sub-section 3**

2.6.1. There is nothing to tie this sub-section to the Constitution. Since all sub-sections have a constitutional anchor, for consistency, it is proposed to add the following text:

3.1. This section is reserved to address miscellaneous items.

2.6.2. The first portion of this sub-section is former sub-section 3.1 (Scroll). For consistency, it is proposed to amend the title as follows:

3.1. IFATCA Scroll for the Recognition of Outstanding Service to the Federation

2.6.3. In the bye laws, the preamble to 3.1.1 is history, it should be removed:

3.1.1. Rules

~~The Munich Conference, 1968, decided that a suitable Scroll should be developed for the recognition of outstanding service to the Federation. The following rules for awarding the Scroll were laid down:~~

a) To qualify for the Scroll, the recipient must be an individual member, Member Association, individual Industry Partner representative, or an Industry Partner of the Federation.

[...]

- 2.6.4. Paragraph 3.1.2 contains the list of recipients. This should be moved to the new “Chronicles” document mentioned above.
- 2.6.5. In paragraph 3.2.1.1, a) is redundant, as it is already in the preamble, and c) is unnecessary (it is not pertinent to explicit what doesn’t need to be done). Both should be deleted:

3.2.1.1. *General*

The IFATCA Award of Merit is established for the recognition of outstanding professionalism in ATC. The following rules govern the award of the IFATCA Award of Merit:

~~a) — The IFATCA award for outstanding professionalism in ATC shall be known as “The IFATCA Award of Merit”.~~

b) The IFATCA Award of Merit shall be presented to recipients that have distinguished themselves to a degree that is considered outstanding by IFATCA, in the provision of air traffic control service or in a related service that enhances or promotes the profession of air traffic control or furthers the objectives of the Federation.

~~c) — The Award will not necessarily be awarded every year nor is it restricted to only one Award in any one year.~~

- 2.6.6. In paragraph 3.2.1.3, a) is something that is not done anymore and should be deleted:

3.2.1.3. *Procedures*

~~a) — The IFATCA Office shall publicise this Award both in the official IFATCA journal and within other appropriate aviation publications each year, describing the basis of the Award and inviting submissions regarding worthy recipients.~~

[...]

- 2.6.7. Paragraph 3.2.2 contains the list of recipients. This should be moved to the new “Chronicles” document mentioned above.
- 2.6.8. The third portion of this sub-section is former sub-section 3.3 (EB Award). For consistency, it is proposed to amend the title as follows:

3.3. **IFATCA** Award of the Executive Board

- 2.6.9. It is proposed to rewrite 3.3.1 to remove the historical part, and remove the reference to the Blue Book, since there are no guidelines there regarding bestowal. A general statement is proposed instead:

3.3.1. *Introduction*

3.3.1.1. — The Executive Board ~~decided, in 1996, to create the Executive Board Award~~ **may bestow the Award of the Executive Board to recognise** ~~for the purpose of recognising persons or organisations who have made significant contributions to the Federation. The rules for bestowal of the Award are contained in the “Guidelines for IFATCA Officers and Representatives”.~~

- 2.6.10. Paragraph 3.3.2 contains the list of recipients. This should be moved to the new “Chronicles” document mentioned above.
- 2.6.11. It is proposed to rewrite 3.3.1 to remove the historical part, and remove the reference to the Blue Book, since there are no guidelines there regarding bestowal. A general statement is proposed instead:

3.4.1. ~~Introduction~~

3.4.1.1. The Executive Board in cooperation with the Technical and Operational Committee (TOC) ~~decided, in 2014, to create~~ **may bestow** the IFATCA Technical Award ~~for the purpose of recognising~~ **to recognise Industry Partner(s) with** the best technology. The winning Industry Partner **(s)** will have an exclusive right to use the awarded label in promotional material and publicize this at their discretion.

- 2.6.12. Paragraph 3.4.2 contains the list of recipients. This should be moved to the new “Chronicles” document mentioned above.
- 2.6.13. 3.5 *in toto* should be deleted, it is word for word what is in Article 8, subsection 3, bye law 3.1.
- 2.6.14. Paragraphs 3.6.1.2 and 3.6.1.3 are unnecessary and should be deleted. This topic belongs to PLC and IFATCA already has policy on the matter in the TPM (TRNG 9.4.2 on the Use of Unqualified Personnel), which was recently updated in Singapore in 2024.
- 2.6.15. In paragraph 3.6.1.2 a), item iii. should be amended as follows:

iii. The National Civil Aviation ~~Department~~ **Authority**,

- 2.6.16. Also in paragraph 3.6.1.2, the note is verbatim what is in Article 8, subsection 1, paragraph 1.6.2. It is proposed for deletion.
- 2.6.17. Paragraph 3.6.2.5 should be amended to remove unnecessary restrictions to the EB:

3.6.2.5. The Executive Board will use all means possible ~~within the policy laid down in 5.1.~~ to support the Member Association. They shall ensure that detailed information is released to the media, so that the controllers' point of view is made clear.

- 2.6.18. In paragraph 3.6.2.6, references should be amended, should the changes proposed to 3.6.2.1 accepted, and to add the missing carriage return for the last bullet point:

3.6.2.6. When the withdrawal of service ceases or is expected to cease, the Member Association concerned shall:

- a) Notify as soon as possible and/or practicable, the parties mentioned in ~~5.2.1. a)~~ **3.6.2.1. a)**;

- b) Include in the notification:
- i. Results,
 - ii. A request to notify parties informed under 5.2.1. b) 4 3.6.2.1. b) iv.,
 3. iii. Any other pertinent information.

2.6.19. Paragraph 3.6.3.1 is most likely something that was relevant in the beginning of the 80s, but not anymore today. It is proposed for deletion.

2.6.20. Paragraph 3.7.1 is something that the EB keeps an eye on permanently, and a bye law is not required for it. Furthermore, the likelihood of achieving this, nowadays, seems to be less than probable. It is proposed for deletion.

2.6.21. Paragraphs 3.8.1 to 3.8.9, including the template that was previously in the IAM, should be deleted. There is already a whole section on how to write and format working papers, in Article 4, sub-section 8 of the IAM. Instead, a short paragraph (inspired by what is in 3.8.4) is proposed:

3.8.1. Working Papers should follow the conventions of Article 4, Section 8 for style and layout. A working paper template can be requested from the Office.

~~3.8.1. Unless otherwise required by the host organisation, the layout of papers for presentation should be as follows:~~

~~3.8.2. If possible, the IFATCA logo should be incorporated at the top of the front page of the presentational paper.~~

~~3.8.3. Include the following items in the title information of the paper:~~

- ~~a) the full title of the Federation;~~
- ~~b) the title of the paper;~~
- ~~c) the author/presenter of the paper;~~
- ~~d) the date that the paper is being presented;~~
- ~~e) whether the paper represents agreed IFATCA policy and/or contains personal viewpoints. (In the latter case these points should be identified).~~

~~3.8.4. Where possible, follow the conventions of the IFATCA Administrative Manual "Layout of Working Papers" in terms of style and layout. IFATCA Administrative Manual Part 2, Chapter 4, Section 8 refers.~~

~~3.8.5. When abbreviations or acronyms are used, they should be spelt out in full at their first use in the paper and the abbreviation placed in brackets. No matter how basic the abbreviations are this rule should be followed on all occasions.~~

~~3.8.6. At the foot of the paper include the following information:~~

- ~~a) computer file reference (if appropriate);~~
- ~~b) page number and total number of pages;~~
- ~~c) date paper was prepared.~~

~~3.8.7. At the end of the document list relevant material references and acknowledgements.~~

~~3.8.8. A copy of the presentation should be sent to the IFATCA Secretariat and, if suitable for publication, to the Communications Coordinator.~~

~~3.8.9. If visual images are made to support a presentation, they should contain the following:~~

~~a) the full name of the Federation;~~

~~b) the Federation logo.~~

2.6.22. Paragraph 3.8.10 (it would now be 3.8.2) should be updated to modern times in the same manner:

3.8.10. Keynote presentations should be made using the approved Microsoft PowerPoint IFATCA template, which can be obtained from the Office.

~~3.8.10. A Federation approved template for visual presentation (in PowerPoint format) and copies of the IFATCA logo (in MS Word format) are available from the Secretariat Office or the Communications Coordinator. When presenters have not been able to obtain a copy of the approved template, they should endeavour to incorporate the full name of the Federation at the bottom of each slide or flimsy with the IFATCA logo in the bottom right hand corner. The background colour of the presentational material should be blue and the lettering black and/or white.~~

2.7. IAM Part III – Chronicles of IFATCA

2.7.1. Part III of the IAM contains the IFATCA history and chronological data (officers of the Executive Board, Regional Vice-Presidents, Executive Secretaries and Office Managers, Conference venues, Member Associations joining and leaving the Federation, the number of Member Associations per year, and current Industry Partners).

2.7.2. It is proposed to move Part III *in toto* to the new “IFATCA Chronicles” document mentioned at the beginning of this paper, with the exception of Industry Partners, which are already listed and kept up to date in the Contact List (former A55).

3. CONCLUSION

3.1. This working paper presented the proposed changes to the Constitution and Bye Laws related to Article 10 and invites the Directors of IFATCA to welcome these changes favourably.

4. RECOMMENDATIONS

4.1. It is recommended that the IFATCA Administrative Manual (IAM) be amended as per the discussion above.

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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