

IFATCA Administrative Manual (IAM) Overhaul – Article 4

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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 Article 4 of the IAM.

1. INTRODUCTION

1.1. This working paper presents the proposed changes to Article 4 of the IAM, “CONFERENCES”. 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 4 is composed of 7 sub-sections. Part 2, Section 4 is composed of 9 sub-sections. The current structure of Article 4 and Section 4 is as follows:

ARTICLE 4	CONFERENCES
1	TYPES OF CONFERENCES
2	ATTENDANCE
3	AGENDA
4	JURISDICTION
5	QUORUM
6	VOTING
7	ORDER OF BUSINESS
1	TYPES AND PURPOSE OF CONFERENCES; ORGANISATION
	1.1. Types of Conferences
	1.2. Purpose of Conferences
	1.3. Procedures for Determining the Conference Venue
	1.4. Organisation of Conferences

	1.5. Duration of Annual Conferences
	1.6. Technical Exhibition
	1.7. Registration Fee
	1.8. IFATCA Panel
	1.9. Conference Accommodation
	1.10. Organisation of “Emergency” Conferences
	1.11. Organisation of Special Conferences
2	ATTENDANCE AT CONFERENCE
	2.1. Representation of Member Associations
	2.2. Representatives of Other Organisations or Individuals
	2.3. Rules Governing the Activities of Observers at Conference
	2.4. Participation in Debate by Registered Members of an MA
	2.5. Registration Categories
	2.6. Attendance at Closed Sessions
3	AGENDA
	3.1. General
	3.2. Distribution of Working Papers
	3.3. Normal Order of Business
4	JURISDICTION
5	QUORUM, ACCREDITATION, PROXY
6	VOTING
	6.1. General
	6.2. Development of IFATCA Policy
	6.3. Electronic Voting Outside Conference
7	ORDER OF BUSINESS
	7.1. General
	7.2. Rules of Order for IFATCA Meetings and Conferences
	7.3. Rules of Procedure for Conference Committees
8	LAY-OUT OF WORKING PAPERS
9	CONFERENCE REPORT
	9.1. Contents
	9.2. Production

2.2. The proposed new structure of Article 4 is as follows:

ARTICLE 4 CONFERENCES	
1	Types of Conferences
1.1.	Types of Conferences
1.2.	Purpose of Conferences
1.3.	Procedures for Determining the Conference Venue
1.4.	Organisation of Conferences
1.5.	Duration of Annual Conferences
1.6.	Technical Exhibition
1.7.	Registration Fee
1.8.	IFATCA Panel
1.9.	Conference Accommodation
1.10.	Organisation of “Emergency” Conferences
1.11.	Organisation of Special Conferences
2	Attendance
2.1.	Representation of Member Associations
2.2.	Representatives of Other Organisations or Individuals
2.3.	Rules Governing the Activities of Observers at Conference
2.4.	Participation in Debate by Registered Members of an MA
2.5.	Registration Categories
2.6.	Attendance at Closed Sessions
3	Agenda
3.1.	General
3.2.	Distribution of Working Papers
3.3.	3.3. Normal Order of Business
4	Jurisdiction
5	Quorum
6	Voting
6.1.	General
6.2.	Development of IFATCA Policy
6.3.	Electronic Voting Outside Conference
7	Order of Business
7.1.	General
7.2.	Rules of Order for IFATCA Meetings and Conferences
7.3.	Rules of Procedure for Conference Committees
8	Layout of Working Papers
8.2.	Format of Working Papers
9	Conference Report
9.1.	Contents
9.2.	Production

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

- 2.3.1. Regarding paragraph 1.3.1 of the bye laws, Member Associations willing to proceed with a formal bid following an expression of intent typically do it in the form of a working paper the following year. The second sentence should be modified as follows:

1.3.1. Three years in advance, Member Associations intending to bid to host Conference should submit a Statement of Intent, which shall be noted by the Directors. The making of such a Statement will not commit the Member Association to present a bid the following year. If the Member Association decides to proceed with a bid, they shall submit ~~an application on the approved form to the Conference Coordinator no later than 1 October in the year before they present their bid to the~~ **a working paper at the** following Annual Conference.

- 2.3.2. In paragraph 1.3.5, the last sentence should be clarified to indicate the flight is paid by IFATCA, but the rest of the expenses are borne by the Member Association:

1.3.5. During the period between the election of a Member Association to host Annual Conference and the commencement of that Conference, the Conference Coordinator shall ensure sufficient visits to the venue are carried out for the purpose of providing the Directors with adequate information to vote on the confirmation of the selection and to furnish the Executive Board with assurance that the provisions of the Conference Guidelines have been met. The costs associated with these visits, **except the airfare,** shall be the responsibility of the prospective host Member Association.

- 2.3.3. Regarding paragraphs 1.7.1 and 1.7.2, registration has not been done this way for many years. Also, it is essential cost is different for the three categories of Mas, which is not the case at present:

1.7.1. The host Member Association may levy a fee for registration to Conference. The Executive Board shall from time to time review the level of such fees, and may present a Working Paper to Conference recommending revised fee levels. There shall be ~~two~~ **three** categories of fees: **aligned with the same three categories of Member Associations.**

~~a) category 1 for IFATCA Officers, Conference Officers, one Director plus not more than three Deputy Directors for each Member Association, invited Advisers and Panel Speakers;~~

~~b) category 2 for Delegates, Industry Partners, individual Members, Observers and Accompanying Persons.~~

1.7.2. **The host Member Association should keep registration fees as low as reasonably possible, bearing in mind the Conference should remain accessible to all Member Associations of the Federation.** ~~The level of category 2 fees shall be set at a rate which will meet the realistic cost of attendance at Conference and shall not be less than the level of the category 1 fee.~~

- 2.3.4. With respect to paragraph 1.8.1, the text insinuates the IFATCA Panel is a requirement for Conference. However, there have been Conferences without a Panel, and Conferences where other forms of fora were employed instead. Regarding paragraph 1.8.2, it is already word for word in Article 2, 3.2.5 b), and should be deleted:

1.8. ~~IFATCA Panel~~ **Panels and other fora**

1.8.1. ~~The organization of the IFATCA Panel shall be the responsibility of the Executive Board.~~ **Conferences may include panels and/or other fora, attended by experts chosen by the Executive Board.** Participation by Industry Partners shall be encouraged for the purpose of achieving a balance with specialists from other organizations with a close relationship with IFATCA, or who have skills and information not available through the Industry Partners.

1.8.2. ~~Papers presented by commercial organizations shall be directed exclusively to giving information about the technology and services which industry as a whole can bring to the aid of controllers and other airspace users. Within such papers examples of an individual company's products may be given, but the "selling" of company products will not be acceptable.~~

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

2.4.1. In the constitution, the second sentence of 2.1 is unnecessary. The first sentence already covers all possible attendees; should a director, or their proxy or deputy, unable to attend, credentials would be arranged and coordinated with the Office, in accordance of the first (and last, as appropriate) paragraph;

2.1. Persons permitted to attend Conferences shall be accredited Directors together with their advisors and the Executive Board. ~~The Directors, or in the event of a Director being unable to attend the Conference, the duly designated proxy or deputy, shall present to the Conference a credential in duplicate, countersigned by the President, Chair, Secretary, or other official of the respective Member Association. The original of such credential shall be retained by the IFATCA Office.~~ Other persons permitted to attend the Conference shall be Associate Professional Members, Honorary Associate Members, the representatives of Industry Partners, persons designated to carry out specific Federation duties, and observers from appropriate organisations as authorised by the Executive Board.

2.4.2. In paragraph 2.5.1 b) of the bye laws, "Secretaries" should be replaced with "Co-chairs" to align the text with the rest of the manual:

b) Conference Officer (Committee Chairs & ~~Secretaries~~ **Co-chairs**),

2.4.3. Paragraph 2.6.1 can be deleted *in toto*, it is word for word paragraph 2.3 of the constitution (Article 4).

2.4.4. In paragraph 2.6.2, "Secretary" should be replaced with "Co-chair" to align the text with the rest of the manual:

2.6.2. A closed session will normally only be attended by members of the Executive Board, the Directors, and the Chair and ~~Secretary~~ **Co-chair**.

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

2.5.1. Paragraph 3.1.1 of the bye laws should be amended; the deadline of August is not realistic and has never been applied. Typically, the first iteration of the draft agenda is sent after CAC, FIC, PLC and TOC have refined their work programme and had their first meeting, which is sometime in December.

3.1.1. The IFATCA Office shall issue a draft Agenda in August **December** of the year preceding the Annual Conference.

- 2.5.2. Paragraph 3.1.2 should be deleted. The agenda is sent electronically by the office, published on the website of IFATCA (or the webapp) and most of the time on the OC website as well.
- 2.5.3. Paragraph 3.1.6 should be deleted. It is not common practice, and Directors have the authority to consider material at their discretion, regardless of the nature of the material.
- 2.5.4. Paragraph 3.1.7 should be amended, should the deletion of 3.1.6 above be approved, for consistency:

3.1.7. Any ~~other~~ Working Paper submitted after that date shall be marked as a "Late Working Paper" and may be considered at the Directors' discretion.

- 2.5.5. Paragraph 3.1.9 does not reflect current practice. The Office allocate working paper numbers in a logical order, per agenda item, per committee, which is not consistent with the moment it is received by the Office. The paragraph should be amended as follows:

3.1.9. All Working Papers shall be numbered ~~sequentially, on receipt in the IFATCA~~ **by the Office**, and shall be assigned to appropriate agenda items. Resolutions shall be numbered sequentially based on the Plenary Session or Conference Committee where the item was discussed e.g. 89.A.67 indicates that Resolution number A.67 was discussed in Committee A at Annual Conference 1989.

- 2.5.6. Paragraphs 3.2.1 and 3.2.2 should be amended to reflect the fact that working papers are available online and are password protected, but not necessarily on the website; for the last years, they were made available on the webapp:

3.2.1. Working Papers will be made available ~~on the Members-Only section of the IFATCA web site~~ **on a password protected portal accessible from the website.**

3.2.2. Working Papers for Committee B and C shall be made available to Observers on a ~~protected area of the IFATCA website~~ **password protected portal accessible from the website.**

- 2.5.7. In paragraph 3.3.2 e), "Secretary" should be replaced with "Co-chair" to align the text with the rest of the manual:

e) Appointment of the Chair and ~~Secretary~~ **Co-chair** for each Committee;

- 2.5.8. In paragraph 3.3.3 – Committee A: k), l), and m), it is proposed to remove the "(see also para 3.3.6). These are unnecessary, and a rewrite of paragraph 3.3.6 is proposed in this working paper to address them (see below):

k) Confirmation of place and Date of next Conference (~~see also para 3.3.6~~);
 l) Provisional acceptance of following Conference (~~see also para. 3.3.6~~);
 m) Nomination of Officers (~~see also para. 3.3.6~~);

2.5.9. In paragraph 3.3.3 – Committee B: f) should be reworded to be consistent with the terminology used in Committee C point b):

f) Reports ~~on co-operation with~~ of Liaison Officers to International Organisations;

2.5.10. In paragraph 3.3.3 – Committee C: the order of elements should be changed to be consistent with Committee B. Furthermore, point c) in Committee B should be added here for consistency. The new section for Committee C would be as follows:

Committee C

- a) Report of the Executive Vice-President Professional;
- b) ~~Report of Liaison Officers to International Organisations;~~
- e**b)** Report of Professional and Legal Committee (PLC);
- c)** Review and realisation of IFATCA Professional Policy;
- d) Composition of PLC;
- e) Work programme for PLC for the next year;
- f)** Report of Liaison Officers to International Organisations;
- f**g)** Report and proposals to Plenary.

2.5.11. In paragraph 3.3.4, a point should be added for the combined Committee B+C, to reflect current practices:

- a) Roll Call of Directors;
- b) Report and proposals of Committee C;
- c)** Report and proposals of Committees B and C combined;
- e**d)** Report and proposals of Committee B;
- [...]

[EDITORIAL NOTE: renumber all following points accordingly.]

2.5.12. It is proposed to rewrite paragraph 3.3.6 for added clarity, and split the Conference items from the nomination of Officers. The intent of the paragraph doesn't change with these editorials:

~~3.3.6. The Conference Committee, in conjunction with the Executive Board, will arrange the Conference Programme such that items l) and m) on the Committee A agenda are dealt with at a fixed date and time early in the Conference and that item n) on the Committee A agenda is dealt with at a fixed date and time toward the end of Conference.~~

3.3.6. The Conference Committee, in conjunction with the Executive Board, will arrange the Conference Programme of Committee A such that the confirmation of place and date of the next Conference and the provisional acceptance of following Conference are dealt with at a fixed date and time early in the Conference.

[NEW] 3.3.7. The Conference Committee, in conjunction with the Executive Board, will arrange the Conference Programme of Committee A such that the nomination of Officers is dealt with at a fixed date and time toward the end of Conference.

2.6. **Proposed Modifications – Sub-section 5**

- 2.6.1. From a procedural perspective, it is very uncommon to have notes in a Constitution. The note below 5.2 should be a standalone paragraph, and “is therefore not” replaced with “shall not be”:

Note: 5.3. A Member Association under suspension is deemed to have had its affiliation “temporarily terminated” and is therefore shall not be included in the calculation of any quorum.

- 2.6.2. In the bye laws, paragraph 5.1 and its note are redundant, they are exactly the text of the first paragraph of the Constitution and its note. The whole 5.1 should be deleted.
- 2.6.3. In paragraph 5.2, a small editorial to remove telefax, email or telephone call is deemed necessary. In the last sentence, the reference to paragraph 5.1 should be changed to a reference to the Constitution, should the deletion of the said paragraph 5.1 be approved:

5.2. If the above quorum is not present at the commencement of the first Plenary Session, the President and Chief Executive Officer shall suspend proceedings for a period not to exceed twenty-four hours. A telefax, email, or telephone call notification shall be sent to all Member Associations not present or represented by proxy requesting attendance or nomination of proxy. The proceedings shall recommence as soon as either sufficient late arrivals or nominations of proxy, within the 25% limit required in para. 5.1. above the Constitution, permit the quorum, provided that this occurs within twenty-four hours of the termination of the proceedings in the first Plenary Session.

- 2.6.4. Paragraph 5.3 should also be amended to accommodate the changes above (if accepted): the reference to 5.2 would become 5.1. Also, the text should be amended to allow the work of Committees B and C (it was done successfully during the virtual Conference):

5.3. If, following the twenty-four-hour period defined in para. 5.2.1. above, there is still no quorum, the President and Chief Executive Officer shall proceed to the business of Committee A only and Chairs of Committees B and C shall proceed with the business of their respective committee. Matters requiring a two-thirds majority a vote shall automatically be placed on the Agenda for the next regular or Special Conference. Applications for membership shall be put to an electronic vote. Those Member Associations present and those represented by proxy shall have limited powers to accept all reports concerning the day to day administration of the Federation including Financial reports and budgets.

- 2.6.5. Paragraphs 5.6 and 5.7 invoke a Credential Form that is no longer in usage. Both paragraphs should be deleted, except for the first sentence of paragraph 5.7, with respect to voting:

5.6. ~~The IFATCA Office will issue to each Member Association a Credential Form with the Provisional Agenda. The Credential Form will include space for the names of the Directors and Deputy Directors. The Form shall be signed by the Director and the President or Secretary of the Member Association. The Form shall be returned to the Office or Conference Secretariat no later than the day immediately prior to the Opening Plenary Session of Conference.~~

5.7. ~~Only properly accredited Directors will be allowed to vote at the Plenary and Committee sessions of Annual Conference. Unless the Accreditation Form is completed and returned as required in para. 5.6 above, the Member Association shall be deemed not to have fulfilled the requirements of this section and shall not be properly accredited.~~

2.6.6. Paragraph 5.8 requires an update to reflect modern practices:

5.8. The IFATCA Office will issue to each Member Association a proxy form with the provisional agenda. The proxy form will include space for the name of the Member Associations (first and second choices) to whom the proxy is given. Proxies shall only be granted to Member Associations physically present at Conference. The form shall be signed by the President or Secretary of the Member Association. The form shall contain sufficient space for a list of limitations (if any) to be placed on the use of the proxy. The form shall be returned to the Office or Conference Secretariat not later than the day immediately prior to the opening plenary session of Conference. ~~A copy should be sent to the Member Association(s) selected as proxy; however, such copies will not be accepted by the Secretary as valid in the absence of an original proxy submitted directly as described above.~~ Should the Director of a Member Association (or their Deputy), which has designated a proxy, be absent for any reason, the proxy will automatically become active.

2.6.7. Same thing prevails with paragraph 5.9 to reflect current practice:

5.9. If last minute transport difficulties prevent a Member Association from being present, a ~~telex or email message~~ notification from that Member Association sent directly to the Secretariat at Conference Office designating a proxy in accordance with the provisions in para. 5.8 above shall be valid from the time it is received in the Secretariat.

2.7. Proposed Modifications – Sub-section 6

2.7.1. Paragraph 6.3 of the Constitution requires MAs to file differences to the Office on Recommendation(s) they do not agree with, to be recorded in the IAM. For more than ten years, this has not been done, the paragraph should be removed.

In paragraph 6.1.5 of the bye laws, the position of Liaison Officer of the Committee has not been used in many years (if ever), secret ballots typically fall under the Conference Coordinator. In the second paragraph, numerical values of a vote are not declared publicly. 6.1.5 should be amended as such:

6.1.5. ~~For secret ballots, the Returning Officer shall normally be the Conference Coordinator for Plenary sessions and the Liaison Officer of the Committee in question for Committee sessions.~~

The Returning Officer shall be responsible for arranging the preparation and distribution of ballot papers, shall examine the returned ballot papers to ascertain their validity and shall then count those ballot papers which are deemed valid and declare the numerical result of the vote.

2.7.2. In the second paragraph of 6.1.7, the last sentence should specify that this ratification takes place during the regional meeting:

For voting in on Regional Executive Vice-President positions, ballot papers shall only be issued to Directors from Member Associations belonging to the Region concerned at the respective Regional Meeting. The result of these elections will be referred to final Plenary at the following Annual Conference for information. It shall not be subject to ratification by other than the regional Member Associations eligible to vote during the respective Regional Meeting.

2.7.3. Paragraph 6.2.1 a) should be amended to reflect the draft recommendation that was adopted by Committee A at the Annual Conference in 2022 (Agenda Item A.9.5, Working Paper 36) and

confirmed by the final plenary of that same Conference (Resolution A11), concerning the abolition of the non-ratification clauses by at least three Directors in the IAM. This is an editorial change, as this has already been voted in 2022:

a) Conference Committees shall consider and deliberate on such Working Papers and may vote on the adoption of such Draft Recommendations in their original or amended versions, except in Committee A on items precluded by Article 4 of the Constitution. If such a Draft Recommendation is voted on in Committee and a majority of Directors signify acceptance, and in Committee A with matters which require a two-thirds vote ~~and no notice of 'Non-Ratification' from at least three Directors is received by the advertised time for commencement of Final Plenary~~, then that Committee Draft Recommendation shall become a Resolution of the Federation. If the Resolution contains Provisional Policy, it shall be treated as per the requirements of Part 2, Chapter 8, para. 9.3

2.7.4. In Paragraph 6.2.1 c), the text should start with the indication it refers to the Conference Report. Recommendations passed in Committee B+C combined should also be addressed. When removing the "R", it should also be stated what it should be replaced with:

c) ~~R~~ **In the Conference Report**, recommendations passed by Conference Committees shall be numbered sequentially as Resolutions and include the year of the conference and the relevant Committee designator [~~A or B or C~~ **A, B, C, or BC**]. Additionally, Draft Recommendations referred by Committee to Final Plenary or which require acceptance at Final Plenary under Article 4 of the Constitution, shall be included in the sequential numbering and the letter "R" shall be included with the number. If such Draft Recommendation is subsequently passed in Final Plenary, the letter "R" shall be dropped with the Resolution's inclusion ~~in the final Conference Report~~ **and replaced with the relevant Committee designator**.

2.7.5. Similar to what was presented above in 2.7.3 of this paper, paragraphs 6.2.2 a) and b) should be deleted to reflect the draft recommendation that was adopted by Committee A at the Annual Conference in 2022 (Agenda Item A.9.5, Working Paper 36) and confirmed by the final plenary of that same Conference (Resolution A11), concerning the abolition of the non-ratification clauses by at least three Directors in the IAM. This is an editorial change, as this has already been voted in 2022:

~~6.2.2. Administration Matters~~

~~a) If prior to the advertised time for commencement of Final Plenary or during Final Plenary when a Committee A Draft Recommendation has acquired a majority or, in matters, which so require, a two-thirds vote, at least three Directors declare 'Non-Ratification' then such Committee A Resolution or Draft Recommendation shall not come into force. It shall be the responsibility of the Deputy President to ensure the non-ratifying Member Associations are recorded.~~

~~b) A non-ratified Committee A Resolution or Committee A Draft Recommendation shall be put before the Directors in the Final Plenary session of the Conference immediately following that where 'Non-Ratification' occurred.~~

2.7.6. With respect to 6.2.5, 6.2.6, and 6.2.7, It is proposed to remove the loose title “IFATCA Conference” before those paragraphs and to add it instead at the beginning of all three titles. The content of those three paragraphs should be presented in tables, for clarity.

2.8. Proposed Modifications – Sub-section 7

2.8.1. Paragraph 7.1.2 of the bye laws is not really suited for the IAM, since it is mainly intended for newcomers at Conference. While the intent is still valid, it would be better suited for the new Orange Book, which provides guidelines for Committee Chairs and Co-chairs. They should be the one reminding their respective committee of this important best practice. The paragraph is proposed for deletion.

2.8.2. Paragraphs 7.2.2 to 7.2.11 (and possibly the rest of section 7.2) could potentially be removed since IFATCA uses Robert’s Rules of Order. However, it is deemed more cautious to add this as a work programme item for CAC for the upcoming year.

2.8.3. Paragraph 7.2.12 is proposed for deletion. It is CAC’s view that since IFATCA uses Robert’s Rules of Order, and since the Orange Book is deemed to contain everything needed for Chairs and Co-chairs to administer the business of their respective committee, this paragraph is too granular, unnecessary and inadequate for current needs.

2.8.4. Paragraph 7.3.2 could use a redrafting to simplify the language and to be in line with current practice:

7.3.2. The Officers of a Committee shall be a Chair, **and a** Co-Chair, ~~Liaison Officer, Secretary(ies) and Assistants Secretary~~ as required. ~~The Conference Committee shall be appointed by the Executive Board at, or prior to, the Opening Plenary session.~~ When no Chair has been appointed, or at any time the Chair is not available, the meeting shall be presided over by an Officer of the Executive Board.

2.8.5. Similar to paragraph 2.7.3 of this paper, the second sentence of paragraph 7.3.15 c) should be deleted to reflect the draft recommendation that was adopted by Committee A at the Annual Conference in 2022 (Agenda Item A.9.5, Working Paper 36) and confirmed by the final plenary of that same Conference (Resolution A11), concerning the abolition of the non-ratification clauses by at least three Directors in the IAM. This is an editorial change, as this has already been voted in 2022:

c) Directors who wish to go on record as being opposed to any resolution or to have abstained from voting are to inform the Chair before the next subject is considered. ~~Minority statements and statements of Non-Ratification (Part 2, Chapter 4, Section 6) should be dealt with similarly.~~

2.8.6. Regarding paragraph 7.3.15 d), as mentioned earlier in this working paper (2.7.1 *refers*), the Constitution requires MAs to file differences to the Office on Recommendation(s) they do not agree with, to be recorded in the IAM. This is not done, the paragraph should be removed.

2.9. **Proposed Modifications – Sub-section 8**

2.9.1. Sub-section 8 of the bye laws doesn't have any anchor to the Constitution, which is inconsistent with the rest of the manual. It is proposed to use paragraph 8.1 of the bye laws for this purpose (in other words, 8.1 would become the overarching Constitution paragraph for this sub-section).

2.9.2. Paragraph 8.2.1 of the bye laws needs to be amended to bring it up to date with current practice:

8.2.1. Working Papers may **shall** be submitted either in electronic form or by hard copy. Papers submitted in hard copy shall be formatted in A4 size in accordance with the working paper template available from **electronically to** the office.

2.9.3. Regarding paragraph 8.2.4, IFATCA now has industry partners from all spheres, therefore the following amendment is proposed:

8.2.4. Presented by:

Name of Member Association or Office of originator (e.g. Member Association, Committee, Work Group, Region, Industry Partner (~~Committee B only~~) or Executive Board).

2.9.4. In paragraph 8.2.6, the use of second-person writing is rather uncommon for such document. It is proposed to amend as follows:

8.2.6. Discussion:

List your **the** facts (report of a meeting attended on behalf of the Federation, result of studies made, etc.).

2.9.5. In paragraph 8.2.8, again, the use of second-person writing is rather uncommon for such document. The second paragraph is unnecessary, as working papers are vetted by standing committees, EVPs, and Directors. Furthermore, the first paragraph already says exactly that with the reference, and it is always possible to reject a working paper (or its recommendations), should they be deemed insufficiently precise or thorough:

8.2.8. Draft Recommendations:

List your **the** proposals for new or amended IFATCA Policies as precisely as possible. Label in accordance with Part 2, Chapter 4, para. 6.2.

~~All Conference Working Papers that propose Manual Amendments will be presented in such a manner that the recommendations will be in the format of the actual proposed amendment to all relevant Manual pages. Recommendations that "the Manual will be amended accordingly" will not be used.~~

2.9.6. Paragraph 8.2.9 should be amended to emphasize internationally recognized citing standards should be used:

8.2.9. Reference Documentation: ~~Enter list of all Reference Documents used in compiling the Working Paper~~ all sources cited in the working paper, using internationally recognized citing standards (APA, MLA, Chicago, Harvard, IEEE, Vancouver, etc.).

2.9.7. Paragraph 8.2.10 as a whole is unnecessary, on top of being vague. There is no such thing as a free format. In addition, working papers are currently (and should always be) presented in a standardized format. The paragraph is proposed for deletion.

2.9.8. Should the amendment to paragraph 8.2.9 above be approved, paragraph 8.2.11 can be deleted *in toto*, as it would now cover all eventualities.

2.10. Proposed Modifications – Sub-section 9

2.10.1. Sub-section 9 of the bye laws doesn't have any anchor to the Constitution, which is inconsistent with the rest of the manual. It is proposed to use paragraph 9.1.1 of the bye laws for this purpose (in other words, 9.1.1 would become the overarching Constitution paragraph for this sub-section).

2.10.2. Paragraph 9.1.1 of the bye laws (now of the Constitution, if the above is approved) should be amended to reflect the reality of today's Conferences by adding Committee B+C combined, by following the same order as mentioned above in this working paper (paragraph 3.3.4 *refers*), and by removing the abstract of the Panel (also consistent with the change proposed earlier in this paper):

9.1.1. The Conference Report shall be made up of the following parts:

- Opening Ceremony and Opening Plenary Session
- Report of Committee A C
- Report of Committee B and C combined
- Report of Committee G B
- Report of Committee A
- ~~Abstract of IFATCA Panel~~
- Final Plenary Session

2.10.3. In paragraph 9.1.3, second bullet point, "study" should be replaced with "guidance" to align with terms currently used for such:

- the full text (as amended) of resolutions, recommendations, and recommendations to be adopted by Final Plenary, as well as the Working Papers, with the titles only, that are recommended for adoption as study **guidance** material.

2.10.4. Finally, paragraphs 9.2.1 and 9.2.2 could benefit from some Australian drafting. It is already mentioned earlier in the IAM that the Conference Report is prepared by the Office. It is also natural that the EB will review the work of the Office Manager, as it is the case for any other work performed by them (also in the IAM):

~~9.2.1. The Conference Report should be made available not later than the end of August after Conference. The default method of promulgation will be by download from the restricted area of the IFATCA web site. Copies of conference reports on digital media are available upon request from the IFATCA Office.~~

~~9.2.2. The conference Report will be compiled by the IFATCA Office for review by the Executive Board prior to publication.~~

3. CONCLUSION

- 3.1. This working paper presented the proposed changes to the Constitution and Bye Laws related to Article 4 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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