

IFATCA Administrative Manual (IAM) Overhaul – Article 6

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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 6 of the IAM.

1. INTRODUCTION

1.1. This working paper presents proposed changes to Article 6 of the IAM, “EX-OFFICIO MEMBERS OF THE EXECUTIVE BOARD AND APPOINTED OFFICIALS”. 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 6 is composed of three sub-sections. Part 2, Section 6 is composed of six sub-sections.

2.2. This Article requires significant rearrangement:

2.2.1. The **first section of the Article** would be re-titled to include all coordinators (Communications and Conference) and contain sub-sections 2 and 3 of the bye laws.

2.2.2. The **second section of the Article** would remain the same and contain sub-section 4 of the bye laws.

2.2.3. The **third section of the Article** on “salaries, allowances, expenses” was proposed for a move in the working paper on Article 5. The now vacant sub-section would house sub-section 5 of the bye laws (Technical and Professional Secretary).

2.2.4. Remaining sub-section 1 of the bye laws, “GENERAL”, has already been proposed for a move to Article 5, after sub-section 2.2.

2.2.5. Remaining sub-section 6 of the bye laws, “NAMES AND ADDRESSES” contain confidential information already available in the Contact List (formerly known as A55) and should be deleted.

2.3. The current structure of Article 6 and Section 6 is as follows:

ARTICLE 6 EX-OFFICIO MEMBERS OF THE EXECUTIVE BOARD AND APPOINTED OFFICIALS	
1	COMMUNICATIONS COORDINATOR
2	LIAISON OFFICERS
3	SALARIES, ALLOWANCES, EXPENSES
1	GENERAL
2	CONFERENCE COORDINATOR
	2.1. Role
	2.2. Terms of Reference
3	COMMUNICATIONS COORDINATOR
	3.1. Appointment
	3.2. Terms of Reference
4	LIAISON OFFICERS
	4.1. Liaison Officer to ICAO Air Navigation Commission (ANC)
	4.2. Liaison Officer to SESAR
	4.3. Liaison Officer to EUROCONTROL
5	TECHNICAL and PROFESSIONAL SECRETARY
	5.1. Appointment
	5.2. Terms of Reference
6	NAMES AND ADDRESSES
	6.1. Conference Coordinator
	6.2. Communication Coordinator
	6.3. Industry Partners’ Coordinator
	6.4. Liaison Officer to ICAO Air Navigation Commission
	6.5. Liaison Officer to SESAR
	6.6. Liaison Officer to the International Labour Organisation

2.4. The proposed new structure of Article 6 is as follows:

ARTICLE 6 EX-OFFICIO MEMBERS OF THE EXECUTIVE BOARD AND APPOINTED OFFICIALS	
1	Communications and Conference Coordinators
1.1.	Communications Coordinator
1.2.	Conference Coordinator
2	Liaison Officers
2.1.	Liaison Officer to ICAO Air Navigation Commission (ANC)
2.2.	Liaison Officer to the European Union (EU)
2.3.	Liaison Officer to SESAR
2.4.	Liaison Officer to EUROCONTROL
2.5.	Liaison Officer to the International Labour Organisation (LOILO)
3	Technical and Professional Secretary
3.1.	Appointment
3.2.	Terms of Reference

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

- 2.5.1. The title should be changed to “Communications and Conference Coordinators” to reflect the combination of both sub-sections 2 and 3 of the bye laws.
- 2.5.2. In the Constitution part, the first sentence should be kept. The second sentence is word for word the preamble text of 1.1.2 in the bye laws, the first bullet point is 1.1.2 b) and the second bullet point is 1.1.2 a); those should be deleted because redundant. The third bullet point should be moved to 1.1.2 and become the new a). 1.2 is word for word 1.1.2 k), and should be deleted.
- 2.5.3. Also, to have an “anchor” paragraph in the Constitution for the Conference Coordinator, the first sentence of 1.1 should be mirrored, as the new 1.2. The result of these changes would be as follows:

1.1. The Communications Coordinator shall be appointed by the Executive Board for a term of 2 years. ~~Under the general supervision of the President and Chief Executive Officer and the Deputy President they shall be responsible for:~~

- ~~• editing and the management of the official Journal of the Federation.~~
- ~~• coordinating operation of the Federation’s website and electronic communications.~~
- ~~• recommending a Communications Steering Committee for appointment by Executive Board to assist with acquitting these responsibilities when required.~~

~~1.2. The Communications Coordinator shall undertake other responsibilities, which may be assigned to them, from time to time, by the Executive Board.~~

1.2. The Conference Coordinator shall be appointed by the Executive Board for a term of 2 years.

2.5.4. As mentioned above, the bye laws pertaining to the Communications Coordinator (former sub-section 3) and the Conference Coordinator (former sub-section 2) should be moved here and renumbered accordingly. Assuming this move is accepted by the directors, the next paragraphs will detail the proposed changes for these sections.

2.5.5. In the **Communications Coordinator** sub-section (former sub-section 3), bye laws, as mentioned in 2.5.2 above, the third bullet point in the Constitution should become the new 1.1.2 a) (and the rest renumbered accordingly):

a) Recommend a Communications Steering Committee for appointment by Executive Board to assist with acquitting these responsibilities when required.

2.5.6. Current 1.1.2 c) should be removed; these two pages have never been requested by the EB and there is no need for it, such special request would be covered under k) already.

2.5.7. In current 1.1.2 e), the common practice is to mainly liaise with regional EVPs, for practicality, and it should be reflected as such:

e) Liaise with the appointed officer of each Member Association **Regional Executive Vice-Presidents** for the purpose of obtaining as much local material as possible concerning ATC activities and developments, which could be used in the journal.

2.5.8. Current 1.1.2 h) should be deleted. When The Controller was printed, perhaps there was a need for such team, but nowadays these functions are covered by the Communications Committee.

2.5.9. In the **Conference Coordinator** sub-section (former sub-section 2), bye laws, the title of 1.2.1 should be changed from "Role" to "Appointment" to align with the section on Communications Coordinator.

2.5.10. In 1.2.2, the same preamble text should be used for harmonization:

1.2.2. Terms of Reference

~~The Conference Coordinator shall be responsible for the following:~~ Under the direction of the President and Chief Executive Officer and the Deputy President, the Conference Coordinator shall perform the following functions:

2.5.11. Also in 1.2.2, f) is no longer required and should be deleted. Chairs and Co-chairs are approached by the Deputy President and confirmed by the Executive Board. Executive Board Officers are already designated earlier in the IAM, under the Standing Committees. Finally, there is no longer secretariat staff, only the Office Manager.

2.5.12. Also in 1.2.2, i) is performed by the Office Manager and doesn't belong here, thus should be deleted.

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

2.6.1. In the Constitution, paragraph 2.1 contains unnecessary ambiguity; the concept of “time to time” should be removed:

2.1. Liaison Officers will, ~~from time to time~~, be appointed by the Executive Board to represent the Federation with other International Organisations.

2.6.2. In the bye laws, paragraph 2.1.1 has a preamble where the word “jointly” seems to be a left over from a previous era:

The Liaison Officer to ICAO Air Navigation Commission (LOANC) will operate ~~jointly~~ under the direction of the Deputy President.

Paragraph 2.1.1 g) should be amended; initially, it was foreseen that the EVP Technical would be in charge of ICAO State Letters, but current practice is that the LOANC is responsible for it, for many good reasons:

g) ~~Provide input and support to IFATCA officers responding~~ **Coordinate IFATCA's response** to ICAO state letters;

2.6.3. Paragraph 2.1.1 i) should be shortened to removed unnecessary verbiage; the status of the LOANC is already stated multiple times in Article 5 related to the composition of the Executive Board:

i) ~~Serve as a non-voting ex-officio member of~~ **Liaise with** the Executive Board for the purpose of ensuring the global and regional strategies of the Federation are synchronized with activities at the various ICAO fora;

2.6.4. Section 2.2 on the Liaison Officer to the European Union should be removed *in toto*, the position was discontinued in 2024 (Agenda Item A.15.6, LWP No. 61 *refers*).

2.6.5. For the same reason, paragraph 2.3.1 d) should be amended to reflect that as well:

d) ~~Liaise with Liaison Officer to the European Union and REVP Europe~~ any other relevant coordination with European agencies and offices with a view to promoting and maintaining the aims and objectives of IFATCA.

2.6.6. In paragraph 2.4.1 a), the mention of Union refers to the EU, and it should be clarified:

a) Establish and maintain contact with the Eurocontrol, which are based in Brussels, and with any other relevant Offices of the Eurocontrol spread throughout the **European** Union with a view to promoting and maintaining the aims and objectives of IFATCA;

2.6.7. In paragraph 2.5.1 c), the term “committee” is misleading, since it has a very specific meaning in IFATCA. The paragraph should be rephrased as follows, which would allow for the deletion of d) and e):

c) When necessary, ~~establish a committee of~~ **liaise with Standing Committees, IFATCA representatives, and other** informed controllers to be able to adequately represent the Federation at specific meetings.

d) ~~Attend whenever possible meetings of Standing Committees which are charged to prepare the material to be presented at meetings or conferences.~~

e) ~~Make necessary arrangements for visiting IFATCA representatives to ensure that they are briefed and introduced to the International Labour Organisation.~~

2.6.8. In the same vein, 2.5.1 j) should be deleted. All representatives are expected to convey global views, not only the LOILO. Further, this is already included in the objectives of the Federation, to which all representatives are bound.

2.7. Proposed Modifications – Sub-section 3

2.7.1. As a reminder, the third section of the Article on “salaries, allowances, expenses” was proposed for a move in the working paper on Article 5. The now vacant sub-section would house sub-section 5 of the bye laws (Technical and Professional Secretary).

2.7.2. The Technical and Professional Secretary section is the object of another working paper presented in this Committee. However, since there is no “anchor” in the Constitution for the role, it is proposed to use similar language as for the Communications and Conference Coordinator. Assuming the change from “Secretary” to “Liaison Officer” is carried, the new Constitution anchor paragraph 3.1 would read:

3.1. The Technical and Professional ~~Secretary~~ Liaison Officer shall be appointed by the Executive Board for a term of 2 years.

3. CONCLUSION

3.1. This working paper presents the proposed changes to the Constitution and Bye Laws related to Article 6 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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