

IFATCA Administrative Manual (IAM) Overhaul – Article 8

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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 8 of the IAM.

1. INTRODUCTION

1.1. This working paper presents the proposed changes to Article 8 of the IAM, “MANAGEMENT”. 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 8 is composed of five sub-sections. Part 2, Section 8 is composed of ten sub-sections. We can see from this imbalance that many bye laws sub-sections were added over time.

2.2. In a nutshell, what is proposed is to rename **Sub-section 1** from “Secretariat” to “Secretariat and Public Relations” and incorporate bye laws sub-sections 5 (“Communications”), 7 (“Information Policy of IFATCA”) and 8 (“Relations with International Organisations”). All these relate to support functions closely linked together and flowing logically.

2.3. In the same manner, **Sub-section 4**, “Manuals” is proposed to be retitled “Manuals and Classification of Material” and incorporate bye laws sub-sections 9 (“Classification of Material”) and 10 (“Plagiarism, Copyright Infringement and Intellectual Property”). All these relate to the production, classification, distribution and maintenance of documentation of the Federation, which makes sense to have them all together in the same place.

2.4. Other sub-sections remain exactly the same.

2.5. All The current structure of Article 8 and Section 4 is as follows:

| ARTICLE 8 MANAGEMENT | |
|-----------------------------|---|
| 1 | SECRETARIAT |
| 2 | STANDING COMMITTEES |
| 3 | DRAFT RELEASES |
| 4 | MANUALS |
| 5 | MAINTENANCE OF RECORDS |
| 1 | IFATCA OFFICE |
| | 1.1. Address |
| | 1.2. Terms of Reference of the Office Manager |
| 2 | STANDING COMMITTEES, TASK FORCES AND WORKING GROUPS |
| | 2.1. General |
| | 2.2. Standing Committees |
| | 2.3. Conduct of Standing Committees |
| | 2.4. Responsibility for Standing Committees |
| | 2.5. Current Standing Committees |
| | 2.6. Composition and Terms of Reference for Standing Committees |
| | 2.7. Chairs of Standing Committees |
| | 2.8. Task Forces |
| 3 | DRAFT RELEASES |
| 4 | MANUALS |
| | 4.1. Purpose |
| | 4.2. Updating Procedure |
| | 4.3. Distribution |
| | 4.4. Other Documentation |
| 5 | COMMUNICATIONS |
| | 5.1. Communication Steering Committee |
| | 5.2. IFATCA Journal |
| | 5.3. The IFATCA Web Site |
| 6 | MAINTENANCE OF RECORDS |
| 7 | INFORMATION POLICY OF IFATCA |
| | 7.1. Collection and Dissemination of Information on Current Activities of MAs |
| | 7.2. Relations With the Media |
| | 7.3. The Holding of a Press Conference |
| | 7.4. Relations with International Aviation Press |
| 8 | RELATIONS WITH INTERNATIONAL ORGANISATIONS |
| | 8.1. Liaison with ICAO |
| | 8.2. Liaison with International Labour Organisation |
| | 8.3. Liaison with the European Union (EU) |
| 9 | CLASSIFICATION OF MATERIAL |
| | 9.1. Working Papers |
| | 9.2. Regional Provisional Policy Material |
| | 9.3. Provisional Policy Material |
| | 9.4. Guidance Material |
| | 9.5. Information Material |
| | 9.6. Promulgation of Material |
| 10 | PLAGIARISM, COPYRIGHT INFRINGEMENT AND INTELLECTUAL PROPERTY |

2.6. The proposed new structure of Article 8 is as follows:

| ARTICLE 8 MANAGEMENT | |
|-----------------------------|--|
| 1 | Secretariat and Public Relations |
| 1.1. | Address |
| 1.2. | Terms of Reference of the Office Manager |
| 1.3. | Communications |
| 1.4. | IFATCA Journal |
| 1.5. | The IFATCA Web Site |
| 1.6. | Collection and Dissemination of Information on Current Activities of MAs |
| 1.7. | Relations With the Media |
| 1.8. | The Holding of a Press Conference |
| 1.9. | Relations with International Aviation Press |
| 1.10. | Relations with International Organisations |
| 2 | Standing Committees, Task Forces and Working Groups |
| 2.1. | General |
| 2.2. | Standing Committees |
| 2.3. | Conduct of Standing Committees |
| 2.4. | Responsibility for Standing Committees |
| 2.5. | Current Standing Committees |
| 2.6. | Composition and Terms of Reference for Standing Committees |
| 2.7. | Chairs of Standing Committees |
| 2.8. | Task Forces |
| 3 | Draft Releases |
| 4 | Manuals and Classification of Material |
| 4.1. | Purpose |
| 4.2. | Updating Procedure |
| 4.3. | Distribution |
| 4.4. | Other Documentation |
| 4.5. | Classification of material |
| 4.6. | Plagiarism, copyright infringement and Intellectual property |
| 5 | Maintenance of Records |

2.7. Proposed Modifications – Sub-section 1

- 2.7.1. The title of sub-section 1 should be changed to “Secretariat and Public Relations” to support the amalgamation of 1, 5, 7 and 8.
- 2.7.2. Bye laws paragraph 1.1 states the address of IFATCA. This is already part of Article 1, on the website, and every possible publication of the Federation, as well as the letterhead. It is proposed for deletion here.
- 2.7.3. Paragraph 1.2.7 requires a number of small editorials. Points a), b) and c) can easily be combined into one to improve the flow and readability. Points e) and f) are not done anymore. The first bullet of g) is already covered by the ToRs of the Conference Coordinator, the rest of the bullets are not done anymore. Point h) is not done anymore. Point i) and k) could easily be combined into one. Point m) is not done anymore, and post-mortem communications related to the Conference fall under the ToRs of the Communications Coordinator already. The amended paragraphs would read as follows:

1.2.7. IFATCA Conference

- a) to prepare and distribute to the Executive Board, the Member Associations, and the Organising Committee the Draft Agenda and Notice of Elections regarding relevant vacancies on the Executive Board and for Standing Committee Chairs around about August. Provisional Agenda to be sent to Organising Association in time to be printed in the Conference Programme;
- ~~b) to prepare "Notice of Elections" regarding relevant vacancies on the Executive Board and for Standing Committee Chairs;~~
- ~~c) to distribute the Draft Agenda and Notice of Elections to those listed in para 1.2.2 about August;~~
- d) to distribute information regarding the Conference to interested organisations and persons;
- ~~e) to inform the aviation press on the Conference date for inclusion in their events diaries;~~
- ~~f) to invite representatives of the main international aviation magazines to attend Conference;~~
- ~~g) to liaise with Organising Association on programme and Conference organisation; they shall also be made aware that the following are required by close of Conference:~~
 - ~~i. list of all attending the Conference, including status and whom they represent,~~
 - ~~ii. copies of all speeches,~~
 - ~~iii. copies of all speeches made by Guest speakers,~~
 - ~~iv. recorded tape or transcript of Plenary Sessions;~~
- ~~h) where practicable, to accompany the Conference Coordinator on a visit to the conference site 3 to 4 months prior to Conference for the purpose of a final check of the secretariat facilities;~~
- i) to prepare, format and distribute Conference Reports and Working Papers;
- j) to manage the Conference Secretariat, including supervision of the production and distribution of all relevant documentation and other like material;
- ~~k) to prepare the Conference Report;~~
- l) to ensure that amendments to the Manuals resulting from decisions taken at the Conference and prepared by the respective Executive Vice Presidents are available on the restricted area of the IFATCA web site;
- ~~m) to issue the Conference "Follow up memorandum" prepared by the respective Executive Vice Presidents to those listed in para 1.2.2;~~

2.7.4. In paragraph 1.2.8, the first portion of the sentence is unnecessary, the Office Manager doesn't get involved in meetings in Montréal, other than making the hotel bookings:

1.2.8. ~~Upon request, make arrangements for and/or attend meetings in Montreal, and~~
pPrepare the agenda and distribute the minutes for Executive Board meetings.

2.7.5. In paragraph 1.2.10, postal addresses are no longer collected for privacy reasons, and fax should be removed. The term “contact details” is more generic and prevents the need for future changes:

1.2.10. Produce, keep up-dated and distribute a document containing the ~~names, addresses, telephone and fax numbers, and e-mail addresses,~~ contact details of the Executive Board, Standing Committee Chairs, Liaison Officers, appointed representatives, Member Associations, Industry Partners and other relevant parties;

2.7.6. In paragraph 1.3.1, the last sentence should be reworded to bring it up to date with current practice:

1.3.1. A unit known as the Communication Steering Committee (CSC) is established to provide in-depth dialogue to the Executive Board as to the wellbeing and future direction of all methods of internal and external communication for the Federation. The Communication Steering Committee shall be comprised ~~of the Deputy President, the Executive Vice President Finance, the Editor, the Web Manager, the Office Manager, and any other persons considered appropriate by the Executive Board. The Deputy President is responsible for the management of the Communication Steering Committee and for reporting to the Executive Board and the Annual Conference~~ of a group representing all four regions of the Federation, and any other persons considered appropriate by the Executive Board.

2.7.7. Paragraph 1.3.3 contains the address of the Communication Steering Committee’s lead and should be deleted; it is already available in the Contact List and on the website.

2.7.8. Paragraph 1.4.1 needs some amendments. The first paragraph is already in the Constitution (Article 1, sub-section 3) and should be deleted. The third paragraph is not done anymore and should also be deleted. The two last paragraphs present a very difficult sentence construct, and it is possible words were moved or deleted inadvertently. A proposed wording remedies to this. The paragraph would read as follows:

1.4.1. General

~~The Constitutional IFATCA Conference determined that the Federation would publish a common ATC Journal.~~

It is resolved that a common IFATCA journal, known as ‘The Controller’ be published by the Federation. Member Associations of IFATCA should encourage every member of their associations to subscribe to ‘The Controller’.

~~Every effort should be made by each Member Association to submit at least one article per annum to the Editor.~~

The contents of ‘The Controller’ should reflect the views and concerns of the international controller community and provide a forum to related parties in ATM matters. ~~The maintain, amend and disseminate the Technical & Professional Manual in coordination with the Editor of the IFATCA Administrative Manual, EVPT, EVPP and Chair PLC and TOC.~~

The Communications Coordinator has the responsibility for determining the contents of each issue within these guidelines. Articles considered to be of a contentious nature must be referred by the Communications Coordinator to the appropriate member of the Executive Board for approval prior to publication.

2.7.9. In paragraph 1.4.2, some superfluous text is proposed for deletion:

1.4.2. Editorial Team

The Communications Coordinator may appoint an editorial team to assist them. The overall responsibility for the management, direction and administration of this team must remain firmly with the Editor. This team will be known as the Editorial Team and a member of the team shall function as Deputy Editor.

The Editorial Team shall assist the Communications Coordinator at their request in all matters pertaining to the composition of textual content of the journal. They shall also review annually the quality of The Controller, and shall endeavour, in conjunction with the Member Associations, to increase the circulation of the journal.

If appropriate, the Executive Board may, following proposals submitted by the Editor, make special awards for the best writer and best article of the year. Any award made would be presented at Annual Conference.

2.7.10. Paragraph 1.4.3 contains personal information already present in the Contact List and should be deleted.

2.7.11. Paragraph 1.5.1 might have been pertinent many years ago, but not anymore. It is proposed for deletion.

2.7.12. Paragraph 1.5.3 might also have been relevant at some point, but with the new website, things will change, and the paragraph should be deleted.

2.7.13. Paragraph 1.5.5 needs minor edits to reflect the fact that the Deputy President oversees the website, but may delegate some tasks as appropriate:

1.5.5. The Executive Board has appointed a Web Manager. The Web Manager Deputy President shall be responsible for the design, construction and maintenance of the web site and shall report to the Deputy President in the performance of their duties may delegate certain tasks as deemed appropriate. Requests for financial expenditure shall be referred to the Executive Vice-President Finance.

2.7.14. The same rationale applies to paragraph 1.5.6:

1.5.6. The Executive Board and the IFATCA Office shall assist the Web Manager Deputy President as required to ensure that the web site is properly managed, relevant and up to date.

2.7.15. Paragraph 1.5.8 contains personal information already present in the Contact List and should be deleted.

2.7.16. Paragraphs 1.6.1, 1.6.2 and 1.6.5 could use some Australian drafting for conciseness:

1.61. Member Associations are strongly urged to supply information concerning **their** current activities ~~of their Guild/Association~~ to the IFATCA Office. Such information should be distributed when considered appropriate by the Executive Board ~~in an IFATCA Newsletter~~.

1.6.2. Should any disruption of the air traffic services occur, ~~the~~ Member Associations **s** ~~of the country concerned~~, even when not directly involved, should notify their Executive Vice-President (Region) and the IFATCA Office as soon as possible stating the situation.

1.6.5. Cases where it is believed that incorrect or misleading reports have been issued to the media should be submitted to the IFATCA Office. In such cases, action shall be taken by the Executive Board. ~~However, no standardisation of forms of action is necessary.~~

2.7.17. Section 1.7 as a whole is guidance material on media relations and would be better suited as a leaflet to be made available on the IFATCA website. It is proposed for deletion.

2.7.18. Should the Directors not approve the recommendation above, as a minimum, paragraph 1.7.6 should be deleted, it is unnecessary.

2.7.19. Section 1.8 is also guidance material on media relations and would be better suited as a leaflet to be made available on the IFATCA website. It is proposed for deletion.

2.7.20. Should the Directors not approve the recommendation above, as a minimum, the header above paragraph 1.8.1 should be deleted, it is unnecessary. Paragraph 1.8.1 should be modified as follows:

1.8.1. The Executive Board, ~~after the end of their meeting and before the commencement of the press conference~~, should devote some time to the preparation of their press release. The Deputy President should start preparing a first draft during the meeting. They should distribute the press release before the start of the press conference. If printing and distribution is not possible, the press release should be read at the beginning of the press conference.

2.7.21. Section 1.9 is also guidance material on media relations and would be better suited as a leaflet to be made available on the IFATCA website. It is proposed for deletion.

2.7.22. Section 1.10 details how relations should be handled with three International Organisations: ICAO, ILO and the EU. For the first two, there is already a position of Liaison officer for both, with terms of reference explicitly talking about the same points. For the last one, we do not have the position of Liaison Officer to the EU anymore, but SESAR and EASA implicitly cover those relations, as well as EVP Europe. It is proposed for deletion.

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

2.8.1. In bye laws paragraph 2.2.1, The reference in the last sentence is superfluous and proposed for deletion:

2.2.1. Standing Committees are formed by the Directors at Annual or Special Conferences upon the suggestion of one or more Member Associations. They may also be constituted in exceptional cases, if it is deemed necessary, by the President and Chief Executive Officer or the Executive Board. ~~The Standing Committees currently formed are listed in para 2.4, and their terms of reference in para 2.5 of this Section.~~

2.8.2. In paragraph 2.2.2, the reference at the end of the first paragraph should be removed as well as the beginning of the second paragraph:

2.2.2. The composition of Standing Committees is generally determined by the election of Member Associations to these Committees by Conference, supplemented where specified by the appointment of specialist representatives of the Federation. Membership of the Standing Committees is for a period of one year. ~~The maximum number of members of the current permanent Standing Committees is specified in para 2.5 of this section.~~

~~Notwithstanding these maxima,~~ **T**he Executive Board in consultation with the relevant Standing Committee Chair may appoint an extra person(s) with specialist expertise to a Standing Committee. Where necessary, additional funding for the extra person(s) will be provided.

2.8.3. In paragraph 2.2.5, the beginning of the second sentence is unnecessary and could be removed and combined with the first sentence:

2.2.5. Each Standing Committee shall be allocated an annual budget from which they shall conduct their work. ~~This budget shall cover all costs and expenses for that Committee to conduct its business,~~ exclusive of attendance at Annual Conference. With the exception of any appointed members, travel costs to Committee meetings (including off-loads and any consequent accommodations costs) are the responsibility of the respective Member Associations comprising each Standing Committee. Notwithstanding the foregoing, Member Associations who are elected to a Standing Committee and who face financial difficulties may seek assistance for their transportation costs to meetings in accordance with the provisions of Part 2, Chapter 3, para 2.6. Additionally, members of Standing Committees from Category 2 or 3 Member Associations may apply in advance to EVPF for financial assistance to cover travel costs to one Standing Committee meeting per year. Such assistance is not an automatic right of membership on the Committee.

2.8.4. In paragraph 2.3.3, the last sentence is unnecessary:

2.3.3. When the work programme is established, the Standing Committee will study the different aspects by means of documents or reports based on scientific research, or practical experience, or relevant legal requirements. ~~If necessary, the Committee will purchase the required material to complete the compilation of information.~~

2.8.5. In paragraph 2.3.7 c), the second sentence is not necessary:

c) providing a written report on their activities to each Executive Board meeting. ~~A nil report is preferable to no report at all thus ensuring at least that contact is maintained;~~

2.8.6. Paragraphs 2.4 and 2.5 should be combined for brevity. The note in 2.5.1 is historical and no longer required. The elected Member Associations for Standing Committees should be moved to a new Annex F, At the end of current 2.5.2, the list of ICAO Panels is long and changes over time, "ICAO Panel Members" would be more adequate:

2.4. Responsibility for Standing Committees

2.4.1. Standing Committees **constituted by the Federation** are directly responsible to the Executive Board Officer responsible for the field of study of the Committee as follows:

- i. ~~Committees dealing with a~~Administrative and constitutional matters: **Constitution and Administration Committee (CAC)** – Deputy President.
- ii. ~~Committees dealing with f~~Financial matters: **Finance Committee (FIC)** – Executive Vice-President Finance.
- iii. ~~Committees dealing with p~~Professional and legal matters: **Professional and Legal Committee (PLC)** – Executive Vice-President Professional.
- iv. ~~Committees dealing with t~~Technical matters: **Technical and Operations Committee (TOC)** – Executive Vice-President Technical.

2.5. Current Standing Committees

2.5.1. ~~Standing Committees (SCs) constituted by the Federation are as follows:~~

- ~~i. CAC – Constitution and Administration Committee (Constitution and Administrative Policy);~~
- ~~ii. FIC – Finance Committee (Finance);~~
- ~~iii. PLC – Professional and Legal Committee (Professional and Legal Matters in ATC);~~
- ~~iv. TOC – Technical and Operations Committee (Technical and Operational Matters in ATC);~~

~~Note: SC7 “Legal matters in ATC” ceased to exist after Conference 2001, when it was amalgamated with SC4, now called “PLC, Professional and Legal Committee”. For practical purposes the short version of the renamed SCs is used in the text hereafter.~~

~~2.5.2. Responsibility for the Standing Committees has been accepted by Member Associations as follows:~~

- ~~i. CAC (Constitution and Administration Committee): Canada, Ghana, Uganda.~~
- ~~ii. FIC (Finance Committee): Dominican Republic, India, USA.~~
- ~~iii. PLC (Professional and Legal Committee): Australia, Bulgaria, Greece, Hong Kong, Italy, Japan, Netherlands, Romania, Singapore, Slovenia, South Africa, USA.~~
- ~~iv. TOC (Technical and Operations Committee): Canada, EGATS, Germany, Ghana, Hong Kong, Italy, Philippines, Singapore, USA.~~

The following IFATCA representatives are appointed as specialists for TOC:

Technical and Professional Secretary (TPSec), IFALPA ATS Committee, and ICAO Panel Members. Aerodrome Design and Operations Panel (ADOP), ATM Operations Panel (ATMOPSP), ATM Requirements and Performance Panel (ATMRPP), Communications Panel (CP), Flight Operations Panel (FLTOPSP), Instrument Flight Procedures Panel (IFPP), Meteorology Panel (METP), Remotely Piloted Aircraft Systems Panel (RPAS), Separation and Airspace Safety Panel (SASP), Safety Management Panel (SMP), Surveillance Panel (SP).

2.8.7. In 2.6, it is proposed to re-order the Standing Committees to reflect the order of 2.4, for consistency. The following proposals for amendments in this paper are based on this new order.

2.8.8. In paragraph 2.6.3.1 (PLC), the second sentence should be removed as it isn't current practice and contradicts the last sentence of the paragraph:

In addition to the Chair, PLC shall comprise minimum eight to maximum twelve Member Associations elected in Committee C of which one position shall be reserved for each region of the Federation (four in total) and not more than eight representatives appointed jointly by the Executive Vice-President Professional and Chair PLC. The Technical and Professional Secretary shall be included in the list of appointed representatives. ~~The appointed members shall be named in Committee C by the Chair PLC before the election of the Member Associations, followed by the number of positions that are available to Member Associations.~~ The maximum number of participants funded from the PLC budget (excluding the Chair) shall be twelve. Priority shall be given to Member Association's attendance at meetings. The Chair shall subsequently select appointed members to attend based upon the issues to be considered at the meeting.

2.8.9. Paragraph 2.6.3.2 f) could be shortened for brevity:

f) To maintain effective liaison with ~~the professional and legal committees of international pilot associations and other international organisations~~ and report annually at Conference aviation groups.

2.8.10. In paragraph 2.6.4.1 (TOC) the second sentence should be removed for the same reasons as above:

In addition to the Chair, TOC shall comprise minimum eight to maximum twelve Member Associations elected in Committee B of which one position shall be reserved for each region of the Federation (four in total) and not more than eight representatives appointed jointly by the Executive Vice-President Technical and Chair TOC. The Technical and Professional Secretary shall be included in the list of appointed representatives. ~~The appointed members shall be named in Committee B by the Chair TOC before the election of the Member Associations, followed by the number of positions that are available to Member Associations.~~ The maximum number of participants funded from the TOC budget (excluding the Chair) shall be twelve. Priority shall be given to Member Association's attendance at meetings. The Chair shall subsequently select appointed members to attend based upon the issues to be considered at the meeting.

2.8.11. Paragraph 2.6.4.2 d) should also be shortened:

d) To maintain effective liaison with international pilot associations and other international organisations and aviation groups, and report annually at Conference preparing reports upon same for conference consideration of the problems affecting such organisations relevant to the air traffic system throughout the world;

- 2.8.12. The note after 2.6.4.2 applies to all Standing Committees and not only TOC. It should be promoted to a new 2.5.5 and reflect the new Job Cards electronic system:

Note: **2.5.5.** For individual Member Associations who wish a particular subject to be included in the Work Study programme of TOC, the procedure is to notify details of the subject and the objectives of the Work Study: **a Standing Committee should:**

a) fill a Job Card form, available on the IFATCA website;

b) liaise with the appropriate Standing Committee chair; or

c) bring the item at Conference in the appropriate Standing Committee.

a. — For Action by Conference

i. — Pre-conference by the submission of a short working paper addressed to the Work Study Agenda Item series.

ii. — At conference in Committee B propose inclusion in the draft TOC work Programme for the following year.

b. — For Action Outside Conference To Chair TOC.

- 2.8.13. Section 2.8 contains personal information already present in the Contact List and should be deleted.

2.9. Proposed Modification – Sub-section 3

- 2.9.1. The first paragraph of bye laws paragraph 3.1 should be shortened for conciseness:

3.1. ~~Recognising the difficulty of communication on a rapid basis between Conferences,~~ The President and Chief Executive Officer or their alternate may make such draft policy or take such action as may be deemed necessary upon approval of a majority of the Executive Board. Such action shall be notified in writing to all Member Associations as expeditiously as is possible and shall be subject to confirmation at the following Annual Conference.

2.10. Proposed Modifications – Sub-section 4

- 2.10.1. An editorial change is required to Constitution paragraph 4.1 to reflect the changes made to the structure of the IAM:

4.1. The permanent record of the Federation's **Constitution, bye laws and** policies and activity **is**are contained in two volumes, the IFATCA Administrative Manual and the IFATCA Technical and Professional Manual. The Deputy President shall be responsible for ensuring the provisions of these Manuals are kept up-to-date by the regular issue of amendments, which shall be distributed by the Office. The Executive Board will be responsible for the appointment of (a) suitable person(s) to ensure the content and format is edited and maintained in an accurate and proper manner. These publications shall be maintained in the IFATCA Office, and each Member Association will have access to them through the IFATCA website.

- 2.10.2. In the bye laws, paragraph 4.1.2 should be deleted for the same reasons.

- 2.10.3. In paragraph 4.2.1, the responsibility to make amendments to the Manuals fall under the Deputy President and should be reflected as such:

4.2.1. After each Conference:

~~Respective Executive Board Members~~ **The Deputy President** will extract from the Conference Report those items, which make revisions to the manuals necessary.

- 2.10.4. In paragraph 4.3.1, the manuals are already on the website, and the office does not send CDs or USB drives anymore:

4.3.1. Each Member Association will have access to the manuals through the restricted area of the IFATCA website on acceptance of its application to join the Federation. ~~A copy of the Manuals on digital media will be made available upon request.~~

- 2.10.5. Paragraph 4.3.3 is no longer required and should be deleted; Member Associations have access to the website at all times for this.

- 2.10.6. In 4.5.3, second paragraph, instead of using a different font, it is long time practice to indicate clearly that a policy is provisional in its title:

Provisional policy should be the subject of positive action by Member Associations, and can be presented by the Federation's representatives at international meetings as being "provisional policy". This means that while it should normally form the basis of their position, they have discretion as to the degree to which the policy should be pressed depending on the prevailing circumstances. ~~Provisional policy is printed in a different font in the Manuals to clearly indicate the fact that it is only provisional.~~

- 2.10.7. In paragraph 4.5.6, since the TPM cleanup realised in 2022, and given the trend to make guidance available on the website instead of inside manuals, it is proposed to clarify as follows:

4.5.6. Promulgation of Material

Policy material and provisional policy material shall be promulgated in full in the IFATCA Administrative Manual or in the Technical and Professional Manual as appropriate. Guidance and information material may be promulgated ~~in the Technical and Professional Manual at the discretion of the Directors or the Executive Board~~ **on the website, or any other means, as appropriate.**

3. CONCLUSION

- 3.1. This working paper presented the proposed changes to the Constitution and Bye Laws related to Article 8 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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