

**Article 6, Section 5 redrafting – Technical and Professional Secretary
(TPSec)**

Presented by CAC

SUMMARY

The position of Technical and Professional Secretary (TPSec) has been vacant for a few years now. The nomination procedure and terms of reference for this position can be found in the IAM, Article 6, Section 5. The Executive Board and CAC are of the opinion that the role should be redefined and updated before advertising the position for appointment. This working paper presents the proposed changes to Article 6 Section 5 of the IAM.

1. INTRODUCTION

- 1.1. This working paper presents the proposed changes to Article 6, Section 5 of the IAM, "TECHNICAL AND PROFESSIONAL SECRETARY". It is to be noted that changes proposed here align with the changes proposed in the IAM overhaul working paper related to Article 6.
- 1.2. The last time this section of the IAM was updated is unknown. The Executive Board, together with CAC, believe that while the position is vacant, and before advertising the position for appointment, a complete review of the role would be more than appropriate.

2. DISCUSSION

- 2.1. It is proposed that the title of the position is changed to Technical and Professional Liaison Officer. The term "Secretary" on top of being somewhat derogatory, doesn't reflect what the role actually is, nor does it encompass all the functions it is expected to perform:

5. TECHNICAL and PROFESSIONAL SECRETARY LIAISON OFFICER

- 2.2. The first section on the appointment of the role should be amended slightly to reflect the title change and to indicate the person should be a member of IFATCA:

5.1. Appointment

5.1.1. The Executive Board shall fill this position as required by appointment of a professional member or an employee of IFATCA. The Technical and Professional Secretary **Liaison Officer** is a non-voting member of both Standing Committee PLC and Standing Committee TOC.

- 2.3. Paragraph 5.2.1 is proposed for deletion. The coordination mechanisms for the role will be described further down. The budget for the role will be voted each year by the IFATCA Directors at Conference and amended as necessary. Paragraph 5.2.2 (new 5.2.1) is amended to reflect this:

5.2. Terms of Reference

~~5.2.1. The Technical and Professional Secretary shall be responsible to, and communicate through, the Executive Vice President Technical.~~

5.2.1. The budget for the Technical and Professional Secretary will be set **this position shall be approved** annually by Conference and shall cover **the** costs for the provision of the position as detailed **associated with fulfilling the duties described** in the IFATCA Manual **IAM**, excluding airfare, attendance at Annual Conference, TOC and PLC meetings.

- 2.4. Paragraph 5.2.3 (new 5.2.2) indicates the reporting requirements, which are already covered in Article 4, Section 3, paragraph 3.3.5 b) of the IAM, therefore making it redundant. It is proposed to modify the paragraph to instead elaborate the requirements for the candidate to fulfil the role:

~~5.2.3. The Technical and Professional Secretary shall make reports to each Executive Board meeting and to Annual Conference~~ **Liaison Officer should possess:**

- **Broad knowledge of air traffic management and professional standards.**
- **Familiarity with ICAO documentation and IFATCA policies.**
- **Strong communication, coordination, and document management skills.**
- **Proficiency in digital tools for information management and dissemination.**

- 2.5. Paragraph 5.2.4 (new 5.2.3) is amended to reflect the fact that the role would not only fall under the purview of the EVP Technical but rather be a liaison agent (hence the title change) between several actors of the Federation, under the direction of EVP Technical and EVP Professional and Legal. By amending the paragraph as such, the preamble of the old paragraph 5.2.5 is no longer required, and proposed for deletion:

~~5.2.4. The Technical and Professional Secretary shall communicate to external agencies through the Executive Vice President Technical; and all internal communication shall be copied to the relevant Executive Vice President~~ **Liaison Officer shall promote close cooperation between the Technical and Professional portfolios, facilitating information sharing and alignment across IFATCA's working groups, standing committees, and external partners by:**

~~5.2.5. The Technical and Professional Secretary shall:~~

- 2.6. The first responsibility, as described in a), is updated for better readability:

a) ~~Maintaining the~~ **a** Technical and Professional Library ~~which shall include~~ **including but not limited to:**

- Technical & Professional Manual,
- Relevant Working Papers,
- IFATCA Presentations given by IFATCA,
- ~~All relevant available ICAO documents,~~
- Other documentation material as directed by the EB Executive Board.

The library shall be securely maintained on a secure area of the IFATCA website with a process for ensuring that the latest copy is available all documents are current and accessible.

2.7. The responsibility described in b) is also updated for clarity:

b) draw proposed changes in Monitoring and highlighting developments in technical and professional procedures or applications which are of interest relevant to IFATCA and bring them to the attention of those interested parties the appropriate stakeholders (EVP Executive Vice-President Technical, EVP Executive Vice-President Professional, Chair Standing Committee PLC, Chair Standing Committee of PLC and TOC, appropriate representatives, etc.); and others, as necessary).

2.8. Responsibilities in c) and d) are also updated. Language in d) is removed to reflect the abolition of the IWEN. Paragraph e), for the same reason, is proposed for deletion:

c) provide, on request, copies of technical and professional Providing documentation held by the Technical and Professional Secretary and reference material to IFATCA Officers, representatives, or Member Associations;

d) eCoordinateing ICAO correspondence, including State Letters/ and Bulletins through the Office Manager and under the authority of the Liaison Officer to the ICAO ANC (LOANC), and subsequent promulgation to the members through IWEN ensure timely dissemination to Member Associations, as necessary;

e) produce the IFATCA Weekly Email News (IWEN); the production tasks may be delegated to others as required;

2.9. Similarly, f) and g) are renumbered and updated to reflect today's practices:

fe) Conducting reviews of annually the technical and professional policies, identifying outdated or obsolete material, and adviseing the relevant Executive Vice-President prior the Jan/Feb EB meeting of any policy that is not up to date or is no longer relevant;

gf) Maintaining and updating, amend and disseminate the Technical & Professional Manual and Wikifatca, in coordination with the Editor of the IFATCA Administrative Manual, EVPT, EVPP Executive Vice-President Professional, the Executive Vice-President Technical, and the Chairs of PLC and TOC, ensuring consistency and accuracy across all documents.

3. CONCLUSION

3.1. This working paper presents the proposed changes to Article 6, Section 5 of the IAM 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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