



INTERNATIONAL FEDERATION OF AIR TRAFFIC CONTROLLERS' ASSOCIATIONS

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IFATCA Member Associations

Expressions of Interest for the Website Task Force (WTF).

Dear Colleagues:

IFATCA seeks expressions of interest from suitably qualified and interested members in the role of contributor to the newly established **IFATCA Website Task Force (WTF)**. At the Singapore Annual Conference in April 2024, the directors endorsed the following recommendations, as contained in Working Paper No. 43ⁱ:

- 4.1. The Executive Board shall form a working group/task force that will facilitate the development of the website platform.
- 4.2. This working group/task force, in collaboration with the Executive Board, shall appoint a professional website designer and manage the development and implementation thereof.
- 4.3. EVPF shall identify the most appropriate reserve fund budget, or create a new fund, to enable the development of the new website platform.
- 4.4. The initial allocation of funds shall not exceed USD20,000 without seeking further acceptance from Directors.
- 4.5. The website platform should be completed by the 65th IFATCA Annual Conference in 2026, with an interim report by the working group at the 64th IFATCA Annual Conference in Abu Dhabi in 2025.

The directors also noted the content of Working Paper No. 44, proposing guidelines for the creation of an IFATCA Progressive Web Application (PWA)ⁱⁱ.

The WTF shall be in charge of:

- Conducting an assessment of business needs and opportunities, benefits, risk, costs, technical solutions, timescale, impact on operations, organisational capability to deliver the project outcomes.
- If a project is worth doing (and once the form it will take will be identified), defining the goal, identifying what obstacles may be faced, evaluating how much change is required, and determining if the proposed solution will solve the problem.

The website in its current state does not allow, for example, individual access for MAs, personalised MA pages, contact details checking, forums or notice boards. The end result of this project shall take into consideration:

- **Cost effectiveness:** a cost benefit analysis of the safeguards, including selection, acquisition, placement, maintenance, testing, and repair.
- **Minimal human intervention:** manual functions are the weakest point in any system.
- **Information:** scalability (adapting to our dynamic needs), portability (changing provider), responsiveness (suitable for all devices and browsers).
- **Sustainability:** the ability to maintain the system.
- **Auditability:** permits the system to be monitored and tested.
- **Accountability:** responsibility for performance.
- **Recoverability:** ability to recover the content and functionalities of the website following a degraded mode, hacking, etc.

Interested persons should be members of IFATCA through their Member Association (MA), be technically minded, motivated, and understand the objectives and mechanisms of IFATCA. Candidates should have experience in the development of websites and their architecture. Proposed Terms of References can be found in the [Attachment A](#) to this letter. Kindly note that at this stage, the WTF is envisaged to meet virtually only.

Member Associations that have suitable candidates are invited to forward applications to office@ifatca.org **no later than 15 December 2024**. These applications should include the details of the nominee, resume/curriculum vitae or a summary of their relevant competences with respect to website design and architecture. Also note that the WTF will be reporting to the Deputy President of IFATCA.

Should you have any questions, please do not hesitate to contact me for further information at jf.lepage@ifatca.org.

Yours sincerely,



Jean-Francois Lepage
Deputy President
IFATCA

ATTACHMENT A
TERMS OF REFERENCE (ToR)
WEBSITE TASK FORCE (WTF)

Scope of the Task Force

The working group should consider how to best integrate the following functions to the new website:

- **User Authentication:** Implement secure login methods, such as email and password, or social media integration, to ensure only authorised members can access the website.
- **Information Sharing:** Provide features for posting and sharing various types of content, such as text, images, and documents, with options for public and private sharing.
- **Real-time Updates:** Include push notifications to alert users of new posts, messages, or important announcements.
- **Member Directory:** Incorporate a searchable member directory with profiles, contact information, and roles within the organisation (the information contained in the current Contact List, only available in PDF at the moment).
- **Discussion spaces:** Create dedicated spaces for members to engage in discussions, ask questions, and exchange ideas.
- **Events Calendar:** Include a calendar to display upcoming events, meetings, workshops, and other important dates.
- **Document Repository:** Offer a repository for storing and accessing organisational documents, forms, resources, and conference working papers and other materials.
- **Accessibility:** Ensure the platform is accessible to individuals with disabilities, incorporating features like screen reader compatibility and adjustable font sizes.
- **Feedback Mechanism:** Integrate a feedback channel for users to suggest improvements and report issues.
- **Analytics:** Implement analytics to gather insights into usage, user engagement, and popular features, guiding future enhancements.
- **Maintenance and Updates:** including compliance with Canadian security and internet laws, local taxes, etc. when applicable.

The WTF shall consider the “Guidelines for the creation of an IFATCA PWA”, an information paper by the 2030+ Task Force submitted at the 2024 Annual Conference in Singapore as a requirements checklist for the development of the new version of the website. The WTF shall also consider the feasibility of integrating electronic voting capabilities, as well as different sections for general members, working groups, the Executive Board (EB), regional portals, etc.

Project time scale

Maximum two years to delivery, with a progress report at the 2025 IFATCA Annual Conference in Abu Dhabi, UAE (28 April – 2 May 2025).

Membership Arrangements

Up to 8 members, ideally 2 from each region (Africa Middle East, Americas, Asia Pacific, Europe). If required, the candidates will be selected by the EB of IFATCA based on experience, diversity, creativity, and teamwork.

A Chair will also be appointed from the group. The Chair will report to the Deputy President, who will inform the rest of the EB of the activities of the task force. The membership of the taskforce will be determined following a number of criteria including, but not limited to: geographical representation, skills, experience, equity and diversity. The Chair, in consultation with the EB, may elect to revisit the composition and membership of the taskforce periodically to ensure the membership fits the objectives of the taskforce and/or the overall objectives of the Federation.

Working Methods

The WTF will meet via teleconferences, as scheduled by the Chair of the taskforce.

– END –

ⁱ IFATCA. (2024). *WP No. 43 – Developing the Requirements to Restructure the IFATCA Website*. Retrieved from <https://ifatca.org/wp-content/uploads/WP43.pdf>

ⁱⁱ IFATCA (2024). *WP No. 44 – Guidelines for the Creation of an IFATCA PWA*. Retrieved from <https://ifatca.org/wp-content/uploads/WP44.pdf>