IFATCA

INTERNATIONAL FEDERATION OF AIR TRAFFIC CONTROLLERS' ASSOCIATIONS

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IAM

CONSTITUTION AND ADMINISTRATIVE MANUAL

The permanent record of the Federation's administrative policies and the chronicle of its activity

Version 69 – August 2024

MANUAL

IFATCA is the recognised international organisation representing air traffic controller associations. It is a non-political, not-for-profit, professional body that has been representing air traffic controllers for more than 50 years, and has more than 50,000 members in over 120 countries.

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PART I
CONVENTION, CONSTITUTION & BYE LAWS

CONVENTION
OF THE INTERNATIONAL FEDERATION OF AIR TRAFFIC CONTROLLERS' ASSOCIATIONS (IFATCA)

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS, air traffic control promotes and maintains a safe, orderly and expeditious flow of air traffic throughout the world; and

WHEREAS, the objects functions and problems of this essential service to aviation are of similar nature in all countries irrespective of national boundaries; and

WHEREAS, these objects, functions and problems can be mastered only by the common effort of all nations, which should be based on close international co-operation and on a continuous exchange of ideas and experience:

NOW THEREFORE, it is indispensable that Air Traffic Controllers of all nations be united in a world-wide professional Federation for the furtherance of safe and efficient air navigation and for the protection of their common professional interests.

THEREFORE, the INTERNATIONAL FEDERATION OF AIR TRAFFIC CONTROLLERS' ASSOCIATIONS (IFATCA) has been founded by the determination and agreement of the professional Associations in Europe.

IN CONSEQUENCE THEREFORE, the parties hereto do mutually covenant and agree as follows:

1. The parties hereto bind themselves to promote, maintain and enhance the stature of the air traffic control profession and to develop and disseminate knowledge of the control of air traffic in all its phases and applications.

2. The parties hereto bind themselves to co-operate with each other in all matters affecting their common professional interests.

3. The Associations hereto bind themselves to inform the Federation on pertinent activities and to exchange with each other relevant information of common concern.

4. The Member Associations accept the principle that the Federation should be represented at any international meeting, in addition to meetings of ICAO, which has under consideration matters associated with air navigation and in particular with air traffic control and that, where possible, an observer should be sent to such meetings.

5. The Headquarters of the Federation shall normally be located at the office of the Secretariat of the Federation.

6. The Associations hereto engage themselves faithfully to observe the provisions of the Constitution and By-Laws of the Federation as presently adopted and as hereafter amended.

7. The Convention of the Federation shall be in effect until the Federation is dissolved in accordance with its Constitution and By-Laws.

8. Any Member Association may retire from its obligations under this present agreement at any time before the 31st day of December of each year by giving the Secretariat of the Federation 3 months written notice of such intention to retire.

IN WITNESS WHEREOF, the duly authorized representatives of the parties hereto have hereunto set their hands.

Ottokar Schubert	representing	Verband Österreichischer Flugverkehrsleiter (Austrian Air Traffic Controllers' Association)
Roger Sadet	representing	Guilde Belge des Contrôleurs du Trafic Aérien (Belgian Air Traffic Controllers' Association)
A. G. T. Nielsen	representing	Dansk Flyvelederforening (Danish Air Traffic Controllers' Association)
F. A. Lehto	representing	Suomen Lennonjohtajien Yhdistys r. y. (Association of Finnish Air Traffic Control Officers)
J. Flament	representing	Association Professionnelle de la Circulation Aérienne (French Air Traffic Controllers' Association)
Hans W. Thau	representing	Verband Deutscher Flugleiter (German Air Traffic Controllers' Association)
Valdimar Olafsson	representing	Felag Islenzkra Flugumferdarstjora (Icelandic Air Traffic Controllers' Association)
James E. Murphy	representing	Irish Air Traffic Control Officers Association
Alfred Feltes	representing	Luxembourg Guild of Air Traffic Controllers
Jan van Ginkel	representing	Het Nederlandse Luchtverkeersleidersgilde (Netherlands Guild of Air Traffic Controllers)
O. Saeboe	representing	Lufttrafikkledelsens Forening (Norwegian Air Traffic Controllers' Association)
Bernhard Rüthy	representing	Verband Schweizerischer Flugverkehrsleiter (Swiss Air Traffic Controllers' Association)

Amsterdam, 20th October 1961.

CONSTITUTION
OF THE INTERNATIONAL FEDERATION OF AIR TRAFFIC CONTROLLERS' ASSOCIATIONS (IFATCA)

PREAMBLE

The objects and problems of Air Traffic Control are generally the same all over the world. They can be mastered only by international co-operation, mutual understanding and an exchange of ideas and experience.

It is fitting, therefore, that Air Traffic Controllers of all nations should unite in a worldwide professional federation, which is based on the principle of co-operation in all professional matters (Nicosia 1977).

To achieve this aim and purpose the

INTERNATIONAL FEDERATION OF AIR TRAFFIC CONTROLLERS' ASSOCIATIONS (IFATCA)

has been founded and the Members of the Federation have translated their efforts into the adoption of this Constitution.

ARTICLE I - GENERAL

1. NAME SEAT

1.1. The name of this organisation shall be:

INTERNATIONAL FEDERATION OF AIR TRAFFIC CONTROLLERS' ASSOCIATIONS (IFATCA)

1.2. The headquarters of IFATCA shall be decided by the Directors of the International Federation of Air Traffic Controllers' Associations.

1.3. The headquarters is established in Montreal, Canada. (Munich 68.A.5, Gran Canaria 14.A.18)

1.4. The Federation is organised in Canada as a not for profit corporation. (Gran Canaria 14.A.18)

2. DEFINITIONS

2.1. The undermentioned words, when applied in the Constitution and in the Bye-Laws, shall have the following meaning:

Area of Representation	An area defined for IFATCA representation purposes which may be an ICAO state, a non-ICAO state, a territory or the area of jurisdiction of a duly constituted International Organisation.
Bye-Laws (or By-Laws)	The Bye-Laws of IFATCA.
Constitution	The Constitution of IFATCA.
Convention	The Convention of IFATCA.
Industry Partners	The duly affiliated supporting Industry Partners of the Federation.
Directors	The duly delegated representatives of the Member Associations, their deputies or proxies.

Executive Board	The duly elected officers of the Federation occupying the positions of President and Chief Executive Officer, Deputy President, Executive Vice-President Finance, Executive Vice-President Professional, Executive Vice-President Technical, Executive Vice President Africa and Middle East, Executive Vice-President Americas, Executive Vice-President Asia and Pacific, and Executive Vice-President Europe. The following appointed officers of the Federation shall be an officio members of the Executive Board but shall not have the right to vote: Office Manager, Liaison Officer to the ICAO Air Navigation Commission, Communications Coordinator (Marrakech 00.A.22; Gran Canaria 14.A.11, Virtual Conference 22.A.12)
Federation	The International Federation of Air Traffic Controllers' Associations.
IFATCA	(official abbreviation) The International Federation of Air Traffic Controllers' Associations.
Manual	The permanent record of the Federation's policies and activity is contained in two volumes: the IFATCA Administrative Manual and the IFATCA Technical and Professional Manual.
Member Associations	The duly affiliated professional Member Associations of the Federation.

In the Manuals, the use of the singular also includes the plural unless the context forbids. (Tunis 96.A.24)

In the Manuals, the use of the terms “present”, “attend”, or “in attendance” shall include, as applicable, those physically present (in person), and those virtually present (attending via electronic means). (Virtual Conference 22.A.9)

Wherever the name of a country is used, be it in IFATCA documentation or in procedural matters, this refers to the affiliated Member Association in that country only and not to the country itself. (Istanbul 97.A.12, Toronto 17.A.5)

3. OBJECTS

3.1. The objects of the International Federation of Air Traffic Controllers' Associations are:

a. To operate as a non-profit and non-political federation of air traffic controllers' associations;
b. To promote safety, efficiency and regularity in International Air Navigation;
c. To assist and advise in the development of safe and orderly systems of Air Traffic Control;
d. To promote and uphold a high standard of knowledge and professional efficiency among Air Traffic Controllers;
e. To protect and safeguard the interests of the Air Traffic Control profession;
f. To make mutual benefit affiliations with other international professional organisations;
g. To strive for a world-wide Federation of Air Traffic Controllers' Associations.

In order to follow these aims and objects, the International Federation of Air Traffic Controllers' Associations will:

a. Closely co-operate with national and international aviation authorities and other institutions or persons concerned with air navigation
b. Assist in the development of new procedures and facilities necessary and useful for the safety of International Air Traffic;
c. Collect and distribute information on professional problems and developments;
d. Levy affiliation fees, annual subscriptions and charges upon its Member Associations, and collect annual subscriptions from its Industry Partners to provide the income for an effective management of the Federation's activities; (Amman 11. A.9)
e. Issue an official journal and other publications for the purpose of promulgating and advancing matters of Air Traffic Control;
f. Sponsor and support the passage of legislation and regulations, which will increase and protect the safety of air navigation through the improvement of working conditions in Air Traffic Control.

4. DURATION

The duration of the Federation shall be perpetual or until it is dissolved, as provided in Article I, Section 5, of the Constitution.

5. DISSOLUTION

The Federation may be dissolved at any time by a three-quarters vote, conducted by the Directors. In the event of such dissolution the Directors shall appoint three representatives chosen from the Directors or Officers of the Federation, who shall act as agents for the Member Associations and dispose of all assets, physical or otherwise, by public auction, private sales, or otherwise, and any and all questions relating thereto shall be decided by a majority vote of such three agents. All assets remaining shall be allocated to an institution with a public purpose similar to that of the Federation at the time of such dissolution and eligible for exemption from tax. In no case may property return to the founders or members, nor may it be used for their benefit in whole or in part and in any manner whatsoever. (Kathmandu 12.A.10)

6. FEDERATION EMBLEM

The official emblem of the Federation shall be:

7. FEDERATION SEAL

The official seal of the Federation shall be a replica of the emblem, excepting the inscription in the circle.

8. FEDERATION JOURNAL

The official organ of the Federation shall be "The Controller" as published by the Communications Coordinator under the general supervision of the President and Chief Executive Officer.

ARTICLE II - MEMBERSHIP

1. FEDERATION MEMBERS

The Federation consists of the following categories of membership:

a) Professional - comprising Member Associations, the declared members of which shall be considered as individual members of the Federation;

b) Associate Professional - comprising those individuals who are unable to qualify for Professional membership through a Member Association;

c) Honorary Associate - comprising individuals who are unable to qualify for Professional membership but who work closely with the profession and/or the Federation on an individual basis (Taipei 97.A.22; Toulouse 98.A.13);

d) Industry Partner - forming the supporting partnership (Montego Bay 23.A28).

2. AFFILIATION

2.1. PROFESSIONAL MEMBERSHIP

2.1.1. Eligible for affiliation as a Member Association is any professional association, organization, or guild of air traffic control personnel whose technical objects are essentially the same as those of the Federation. Where such association, organization or guild includes members who are not air traffic controllers and have no direct connection with air traffic control, then individual membership of, and participation in, the affairs of the Federation shall be as specified in the Bye-Laws. (Toulouse 98.A.13)

2.1.2. An ATC association eligible for Professional membership is ineligible for Industry Partnership.

2.1.3. Only one association, organization or guild of air traffic control personnel may be accredited as a Member Association for an area of representation at any one time.

2.1.4. Any applicant association, organization or guild of air traffic control personnel must demonstrate to the satisfaction of the Directors that it actually represents, or has the possibility to represent, a majority of the air traffic controllers within its area of representation.

2.1.5. Applications for professional membership shall be directed to the IFATCA Office and shall include all necessary information as specified in the Bye-Laws. By applying for professional membership, the prospective Member Association shall agree and subscribe, without reservation, to all provisions, conditions and regulations contained in the Convention, the Constitution, and the Bye-Laws.

2.1.6. Affiliation of a prospective Member Association is subject to approval by a two-thirds vote of the Directors.

2.1.7. Where an applicant seeks affiliation from an area of representation in which the Federation already has a Member Association, acceptance of the application from the new organization by the Directors shall automatically cause termination of the affiliation of the existing Member Association. (Buenos Aires 03.A.13)

2.1.8. Where an applicant seeks affiliation subsequent to termination or withdrawal of a Member Association in the same or similar area of representation, the Directors at Conference shall have the authority to require, or to waive, payment of the outstanding debt (in whole or in part) owed by the previous Member Association when considering their application for membership. (Tunis 96.A.27)

2.2. ASSOCIATE PROFESSIONAL MEMBERSHIP

2.2.1. Eligible for Associate Professional Membership are all individual air traffic controllers employed in areas of representation, where there is no possibility of affiliation to the Federation through a Member Association.

2.2.2. The status of Associate Professional Member may be conferred on or revoked from any eligible individual, by the Executive Board, at any time, without obligation to provide reasons.

2.2.3. Associate Professional Members may participate in the affairs of the Federation as specified in the Bye-Laws, and attend as observers at Conferences and meetings, except that they shall not be allowed to hold any elective office in the Federation, or have any right to vote.

2.2.4. Applications for Associate Professional Membership shall be directed to the IFATCA Office and shall include all necessary information as specified in the Bye-Laws.

2.2.5. Immediately the Federation admits to Professional status a Member Association in which an Associate Professional Member would be eligible for membership, their Associate Professional Membership shall be automatically terminated (Toronto 17.A.5)

2.3. INDUSTRY PARTNERSHIP

2.3.1. Eligible for Affiliation as Industry Partner is any Corporation, organization or institution involved in manufacturing or selling or providing or using equipment and/or services and/or products utilised in support of the profession of air traffic control and its personnel, and who wish to support the aims of promoting, maintaining and enhancing the stature of the air traffic control profession and developing and disseminating knowledge of the control of air traffic. (Jerusalem 95.A.27)

2.3.2. Applications for Industry Partnership shall be directed to the IFATCA Office.

2.3.3. The rules for acceptance of Industry Partners shall be specified in the Bye-Laws.

2.3.4. Acceptance of Industry Partners does not bind the Federation to favour certain technical developments. (Jerusalem 95.A.29)

2.4. HONORARY ASSOCIATE MEMBERSHIP

2.4.1. Eligible for affiliation as an Honorary Associate Member is any person who is not an air traffic controller and who is not a corporation, organization or institution eligible for Industry Partnership and who has demonstrated by their actions that they support the aims and objectives of the Federation.

2.4.2. The status of Honorary Associate Member may be conferred on or revoked from any eligible individual by a majority vote of the Directors at Conference.

2.4.3. Honorary Associate Members may participate in the affairs of the Federation as specified in the Bye-Laws, and attend as observers at Conferences and meetings, except that they shall not be allowed to hold any elective office in the Federation or have any right to vote.

2.4.4. Nominations for Honorary Associate membership shall be made as specified in the Bye-Laws. (Taipei 97.A.22)

2.5. CHARTERS AND LETTERS OF AFFILIATION

2.5.1. A Charter of Affiliation shall be issued to Member Associations and Industry Partners.

2.5.2. A letter certifying affiliation will be issued to all Associate Professional Members.

2.5.3. The form of the Charters of Affiliation and the letter certifying Associate Professional Membership shall be specified in the Bye-Laws.

3. OBLIGATIONS OF MEMBERS

3.1 Member Associations shall faithfully support and maintain the Convention, the Constitution and the Bye-Laws, and the objects and principles contained therein.

3.2 In national respects each Member Association will act independently.

3.3 Each Member Association and its individual Members shall abstain from any action detrimental to the common interest of the profession, to its honour and public recognition.

3.4 Member Associations shall make a declaration of the number of professional members as of the 1st of November of each year to the IFATCA Office. This number is not discretionary and shall be an accurate number of professional members. For the purpose of declaration, Professional Members are all members of the Member Association that hold, or are required to have held a forma qualification to control air traffic and are actively employed in the provision of air traffic control serves including:

Instruction
Maintaining standards of performance
Supervision
Operational support and Safety Regulations

or do not meet the above criteria but are actively employed to work for the interests of the profession of air traffic control. (Montego Bay 23.A.13)

3.5 This declaration shall be provided no later than the last day of that calendar year and will be the basis for the annual subscription for the next financial year. (Taipei 97.A.20; Arusha 08.A.17; Conchal 19.A.7)

3.6 Each Member Association shall appoint one of its professional members as its delegated representative, and the name of such duly designated Director shall be communicated to the IFATCA Office.

3.7 Associate Professional Members undertake, insofar as is practicable, to support and publicise the Federation and its policies, and to conduct themselves in the same manner as though they belonged to a Member Association.

4. SUSPENSION OF AFFILIATION MEMBER ASSOCIATIONS AND INDUSTRY PARTNERS

4.1 When a Member Association fails to comply with its obligations, its affiliation may be suspended by a two-thirds vote of the Directors. In serious cases of noncompliance, the affiliation may be suspended forthwith by the Executive Board. This suspension is subject to approval by a two-thirds vote of the Directors, within two months.

4.2 Any Member Association, or Industry Partner, in arrears shall be suspended from affiliation as specified in the Bye-Laws.

4.3 Re-instatement of Member Associations, which have been suspended due to being in arrears may be effected by the Executive Board upon payment of all outstanding monies. (Christchurch 93.A.23)

4.4 Re-instatement of Member Associations, with the exception of those suspended for being in arrears, may be effected only by a two-thirds vote of the Directors, upon such terms and conditions as they regard necessary to impose. If the conditions for re-instatement are not met, the affiliation may be terminated in accordance with Section 5 of this Article. (Christchurch 93.A.23)

5. TERMINATION OF AFFILIATION MEMBER ASSOCIATIONS

5.1 Affiliation in the Federation may be terminated by voluntary withdrawal or expulsion. Expulsion includes the automatic termination of affiliation of an existing Member Association caused by the acceptance of a new Member Association for the same area of representation. (Buenos Aires 03.A.13)

5.2 Voluntary withdrawal shall be effected in accordance with the Bye-Laws. (Kaohsiung 06.A.2),

5.3 Expulsion shall be effected only at an Annual or Special Conference and shall be determined by a two-thirds vote of the Directors.

5.4 On termination of affiliation a Member Association shall remain responsible to the Federation to pay that part of its annual subscription due from the beginning of the financial year until the date of termination of affiliation or, in the case of expulsion, from the beginning of the financial year until the date of termination of the Conference at which expulsion is voted.

6. SURRENDER OF CHARTER OR LETTER OF AFFILIATION

6.1 In case of suspension or termination of affiliation in accordance with Section 4 or 5 of this Article, the respective Member Association or Industry Partner shall immediately surrender its Charter of Affiliation, along with any and all property in its possession belonging to the Federation.

6.2 In case of the suspension or termination of an Associate professional affiliation in accordance with Section 2 of this Article, the respective Associate Professional Member shall surrender their letter of affiliation, along with any property in their possession belonging to the Federation. (Toronto 17.A.5)

ARTICLE III - FINANCE

1. GENERAL

1.1. FINANCIAL YEAR AND BUDGET

The financial year of the Federation shall commence on the 1st day of June and expire on the 31st day of May the following year. A draft budget shall be presented at Annual Conference by the Executive Vice-President Finance and, if approved by a majority vote of the Directors, shall constitute the budget of the Federation for the next financial year. (Taipei 97.A.21)

2. REVENUE

The revenue of the Federation shall be derived principally from annual subscriptions to be paid by Member Associations, Industry Partners and Associate Professional Members, as well as income derived from subscriptions and advertising in the journal. If additional revenue is required in excess of the annual subscriptions, charges may be levied from the Member Associations. Charges may also be levied for special services rendered by the Federation, to regain expenses incurred. An affiliation fee will be levied on prospective Member Associations and Associate Professional Members, upon acceptance of their affiliation, which shall constitute their contribution to the Reserve Fund. (Istanbul 07.A.8)

3. ANNUAL SUBSCRIPTIONS

3.1. The annual subscription to be paid by Member Associations shall be a per capita amount, based on the declared number of professional members of each Association. (Taipei 97.A.20)

3.2. The annual subscription to be paid by Industry Partners shall be subject only to a minimum amount.

3.3. The annual subscription to be paid by Associate Professional Members shall be specified in the Bye-Laws.

3.4. Annual subscriptions are due for payment in advance before, or at, the Annual Conference following the issuance of invoices unless otherwise agreed by the Executive Board. (Taipei 97.A.20, Montego Bay 23.A.11)

3.5. Special regulations to avoid undue hardship to Member Associations and Associate Professional Members shall be specified in the Bye-Laws.

4. AFFILIATION FEE

4.1. Upon acceptance of an application for professional membership, an affiliation fee will be levied on the prospective Member Association as a per capita amount, based on its declared number of professional members, and payable over a period of not more than three years, if required.

4.2. Upon acceptance of an application for Associate Professional Membership, an affiliation fee will be levied on the prospective member. The amount of such fee will be specified in the Bye-Laws. If required, this fee may be paid over a period not to exceed three years.

5. DETERMINATION OF AMOUNTS AND CURRENCY

The per capita and minimum amounts mentioned in Sections 3 and 4 of this Article and the rates of charges shall be determined by the Directors at an Annual or Special Conference and according to requirements. The charges for special services shall be determined by the Executive Board, in fair relationship to the cost of the services rendered.

The US Dollar (USD) is the monetary unit of the Federation. (Munich 68.A.15; Geneva 01.A.9)

6. LIABILITIES

6.1. The revenue of the Federation shall be used to finance its activities and to provide adequate net income to cover its liabilities. The budget shall in principle provide for a credit balance. Affiliation fees shall not be budgeted. Any credit balance at the end of a financial year shall be added to accounts within “Own Funds” in accordance with a working paper presented by the Executive Board and approved by the Directors. (Munich 1968; Amman 11.A.10)

6.2. Special regulations with respect to salaries, allowances and refunding of expenses on behalf of the Federation shall be specified in the Bye-Laws.

7. FINANCIAL AUTHORITY

No Officer or agent of the Federation, either singly or jointly with others, except as designated and provided for in the Constitution and the Bye-Laws, shall have the power to make any bill, note, cheque, or other negotiable instrument payable or endorse the same in the name of the International Federation of Air Traffic Controllers' Associations, or contract or cause to be contracted any debts or liabilities in the name of or on behalf of the Federation. (Amman 11.A.11)

8. ACCOUNTS

8.1. All bank account of the Federation shall be in the name of the International Federation of Air Traffic Controllers' Associations and, except as provided for in the Bye-Laws, may be drawn upon by either of the President and Chief Executive Officer or Executive Vice-President Finance individually, or a combination of any two other voting members of the Executive Board. (Montego Bay 23.A11)

8.2. The Executive Vice-President Finance shall cause their books and accounts to be exhibited at all reasonable times to any Officer or Director. A complete statement of the financial position of the Federation shall be rendered by the Executive Vice-President Finance at Annual Conferences and at such other times as may be requested either by three or more of the Directors, or by the President and Chief Executive Officer of the Federation. (Toronto 17.A.5)

8.3. The books and records, including related accounts and vouchers, shall be retained for at least that period of time as specified in the Bye-Laws in accordance with any financial legislation applicable to the Federation. (Santiago 99.A.6; Istanbul 07.A.8)

9. AUDITOR

9.1. The Executive Board shall appoint a certified public accountant as Auditor who will be responsible for checking the Federation's accounts and financial activities. (Montego Bay 23.A.11)

9.2. The Auditor shall deliver a written report of their findings to Annual Conferences at the conclusion of each financial year, and at such other times as may be requested by a majority of the Directors or the President and Chief Executive Officer. (Toronto 17.A.5)

10. ACCOUNTANT

The Executive Board shall hire a certified public accountant who will be responsible for the day-to-day financial recordkeeping of the Federation. The Accountant will report and work directly with the EVP-F along with working closely with the Office Manager. The EVPF, and as delegated to the Accountant and Office Manager will be responsible for reimbursing the Federation’s Officers and Representatives for their expenses. These duties may include but are not restricted to actions such as entering financial information into IFATCA’s files, writing cheques, making bank transfers and depositing funds for the Federation. (Toronto 17.A.4, Montego Bay 23.A.11)

11. INDEMNITY

11.1. The Directors, members of the Executive Board, Appointed Officials and Members of the Federation acting officially on behalf of the Federation and, when applicable, their heirs, executors and administrators, shall be indemnified out of the assets of the Federation in the following cases:

- From all and against all actions, charges, losses, damages and expenses which they incur because of their actions, omissions or agreements when on Federation business except where these occur because of their own neglect, default, breach of fiduciary duty, acting outside their powers or dishonestly.

- They shall not be responsible for the acts or omissions of others unless they conspired in such.
- They shall not be responsible for default of bankers or others to whom the assets of the Federation have been entrusted for safe keeping in good faith, except if there is collusion on their part.
- The same indemnity shall apply to Members and Appointed Officials who act in good faith on a decision of the Executive Board even if the decision is subject to the approval of the Directors and this approval is withheld. Non-voting members of the Executive Board acting in good faith on a decision of the Executive Board which decision is subsequently a matter of non-confidence shall be indemnified from the consequences of a vote of no-confidence.
- There is no other indemnity from any vote of no-confidence.

Further indemnities may be laid down in the Bye-Laws.

Nothing in this indemnity clause nor in indemnities provided for in the Bye-Laws shall be considered a waiver of the legal rights of the Directors, Member Associations or Individual Members.

11.2. The Member Associations as well as the individual Members of the Federation are not responsible for the debts of the Federation, which are guaranteed exclusively by the property and the assets of the latter.

11.3. Stays reserved the case where a debt or an obligation of the Federation would be caused by an error or a negligence of one of the Member Associations or of an individual Member.

11.4. Where the duties laid down in the Constitution and Bye-Laws are incompatible with the law of the place of residence of a member of the Executive Board, such duties may be transferred to another member of the Executive Board as laid down in the Bye-Laws. (Toronto 80.A.24)

ARTICLE IV - CONFERENCES

1. TYPES OF CONFERENCES

1.1. ANNUAL CONFERENCE

A regular Conference of the Federation shall meet annually in the period between mid-March and mid-May at such date and place the Directors shall have decided at the preceding Conference. (Bali 13.A.15)

Notwithstanding the above, where circumstances lead to a determination at short notice that an Annual Conference cannot proceed as planned, the Executive Board shall attempt to convene a replacement conference or meeting at a time and place at its discretion for the purpose of ensuring the normal operations of the Federation. (Melbourne 05.A.1)

1.2. SPECIAL CONFERENCE

Special Conferences shall convene at the request of one fifth of the Directors or of the Executive Board. The Executive Board shall give notice of a Special Conference immediately after receiving the required number of requests.

2. ATTENDANCE

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. (Toronto 17.A.5)

2.2. Attendance at Conference shall be afforded to Directors:

- in person (physically present); or
- virtually (using an electronic conferencing platform)

as specified in the Bye-Laws.

2.3. A Conference, or part of it, may be conducted in closed session at the request of the Executive Board, or of the Chair, or of any two Directors provided that a majority of the Directors approve the motion. Attendance at closed sessions shall be specified in the Bye-Laws. (Jerusalem 95.A.25; Sofia 15.A5)

3. AGENDA

Agenda items may be proposed by Member Associations or by members of the Executive Board. The agenda shall be issued to all Member Associations and members of the Executive Board; in the case of a Special Conference at least thirty

days before the Conference and in any other case at least sixty days before the Conference.

4. JURISDICTION

All duly convened Annual and Special Conferences have full authority to make decisions and determinations that are binding upon the Federation. However, the authority of Special Conferences shall be limited solely to the subject or subjects specifically indicated in the agenda of such Special Conferences.

5. QUORUM

For plenary sessions, a quorum shall consist of a majority of the total number of Member Associations, which may be represented by their accredited Director, Deputy Director, or proxy. Proxy votes shall not constitute more than 25% of such quorum.
The quorum for Committee sessions shall be specified in the Bye-Laws. (Tunis 96.A.29)

For electronic voting conducted outside Conference provisions, a quorum shall consist of a majority of the total number of Member Associations, which may be represented by their accredited Director, or Deputy Director. Proxy votes are not permitted.

Note: A Member Association under suspension is deemed to have had its affiliation "temporarily terminated" and is therefore not included in the calculation of any quorum. (Virtual Conference 22.A8)

6. VOTING

The rules of order to be followed at any and all Conferences shall be specified in the Bye-Laws. All questions properly brought before a Conference shall be determined by a majority vote of the accredited Directors attending such Conference, unless a specified majority is required by the Constitution. All voting shall be effected by a show of hands and each Director shall have one vote. A secret ballot may be requested as specified in the Bye-Laws. An Elective Officer of the Federation shall not be entitled to a vote, except when they are a Director. In the event of equality of votes the Chair, even if they are not a Director, shall have a casting vote. (Toronto 17.A.5)

Committees, on matters, which come within their jurisdiction but with the exception of matters concerning constitutional changes, expulsion (including the automatic termination of the affiliation of an existing Member Association caused by the acceptance of a new association, organization or guild from the same area), and the election of the Executive Board, may, with the required majority either:

adopt Recommendations which, subject to the Bye-Laws concerning ratification and policy classification, become policy or provisional policy; or

make Draft Recommendations which become Recommendations when accepted by Plenary and which, subject to the Bye-Laws concerning ratification and policy

classification, so become policy or provisional policy. (Port of Spain 91.A.32; Christchurch 93.A.18, Tunis 96.A.46, Buenos Aires 03.A.13)

Should a Member Association not accept a Recommendation, it should notify the Executive Board accordingly and this fact be promulgated in the Administrative Manual. (Port of Spain 91.A.32; Tunis 96.A.46)

7. ORDER OF BUSINESS

The order of business at Conferences shall be specified in the Bye-Laws.

ARTICLE V - EXECUTIVE BOARD

1. OFFICERS IN THE EXECUTIVE BOARD

1.1. The Executive Board shall consist of the following Officers:

President and Chief Executive Officer, Deputy President, Executive Vice-President Finance, Executive Vice-President Professional, Executive Vice-President Technical, Executive Vice-President Africa and Middle East, Executive Vice President Americas, Executive Vice-President Asia and Pacific, and Executive Vice-President Europe, all of whom are voting members. The following appointed officers of the Federation shall be ex officio members of the Executive Board but shall not have the right to vote: Office Manager, Liaison Officer to the ICAO Air Navigation Commission, Communications Coordinator. (Ottawa 94.A.23, Santiago 99.A.14, Marrakech 00.A.22, Geneva 01.A.-, Melbourne 05.A.2; Gran Canaria 14.A.11, Virtual Conference 22.A.12)

2. ELIGIBILITY AND ELECTION TO THE EXECUTIVE BOARD

2.1. The Officers of the Federation shall be current or retired professional members of a Member Association. The Executive Vice-President Africa and Middle East, the Executive Vice-President Americas, the Executive Vice- President Asia and Pacific, and the Executive Vice-President Europe shall be a member of a Member Association from the respective Region. (Arusha 08.A.18)

2.2. Candidates for an elective office may be nominated only by Member Associations. A candidate's nomination needs not necessarily be from their Member Association but in any event must have received the approval of their Member Association. (Toronto 17.A.5)

2.3. The officers shall be elected by a majority vote of the Directors, normally at an Annual Conference or respective Regional Meeting Conference. However, the election of Officers may also be included in the agenda of a Special Conference. (Montego Bay 23.A.14)

2.4. Newly elected Officers shall take office at the conclusion of the Annual Conference at which their term commences. They are elected for two years and are eligible for re-election. The Officers shall retire on an agreed schedule of rotation. (Ottawa 94.A.24; Montego Bay 23.A.14)

2.5. The procedure for nomination and election, the schedule of rotation and maximum terms of office shall be specified in the Bye-Laws.

3. AUTHORITY AND RESPONSIBILITY

3.1. While they are in session, the Directors shall constitute the Executive Authority and direction of the Federation. At all other times, the Executive Board shall constitute this Authority.

3.2. The Executive Board shall be responsible to the Directors for the maintenance and furtherance of the aims and objectives of the Federation. It shall monitor and ensure that the work programme laid out at conference is carried out.

3.3. Each member of the Executive Board shall individually provide to Conference a report of their activities for the previous year.

3.4. The Executive Board, through the Executive Vice-President Finance, shall provide to Conference a financial statement and Auditor's report for the preceding financial year.

3.5. The Executive Board shall be responsible for ensuring the recording and distribution of proceedings at Plenary sessions of Conference, and at meetings of the Executive Board. (Gran Canaria 14.A.11)

3.6. Individually, the authority and responsibility of the Officers shall be:

3.6.1. President and Chief Executive Officer

The President and Chief Executive Officer shall preside at all Conferences, shall supervise all activities of the Federation. They shall sign official documents, be chief spokesperson of the Federation, be an ex-officio member of all committees, chair all meetings of the Executive Board. In their absence, the Deputy President shall act on their behalf. The President and Chief Executive Officer shall present an annual report of the activities of the Federation to the Annual Conference. They shall be responsible for the selection of representatives at all external meetings. (Toronto 17.A.5)

3.6.2. Deputy President

The Deputy President shall be responsible for:

- the supervision of work programmes of all administrative committees of the Federation, including also the administrative management, the supervision of the secretariat, filing system, the maintenance and publication of all necessary records, manuals, bulletins, newsletters and Journal of the Federation;
- closely monitoring all other activities of the Federation;
- the preparation of public relations material and media relations as directed by the President and Chief Executive Officer.

3.6.3. Executive Vice-President Finance

The Executive Vice-President in charge of financial matters shall be responsible for all income and assets of the Federation and shall deposit all such income and assets in the name of the Federation in such bank or banks as the Executive Board may designate. They shall make, sign and endorse in the name of the Federation the principal cheques, drafts, warrants and orders for the payment of money, and dispose of same and receipt therefore under the direction of the President and Chief Executive Officer or the Directors. (Amman 11.A.12, Toronto 17.A.5)

3.6.4. Executive Vice-President Professional

The Executive Vice-President in charge of professional matters shall be responsible for the supervision of work programmes of all professional committees of the Federation.

3.6.5. Executive Vice-President Technical

The Executive Vice-President in charge of technical matters shall be responsible for the supervision of work programmes of all technical committees of the Federation.

3.6.6. The Executive Vice-President Africa and Middle East

The Executive Vice-President Africa and Middle East shall be:

- responsible for liaison with Member Associations within the Africa and Middle East Region;

- ex-officio member of any committee of the Federation which may be assigned to the Africa and Middle East Region;
- responsible for fostering contacts with non-member associations in the Africa and Middle East Region, and encouraging the affiliation of such associations;
- responsible to oversee the activities of their region. (Toronto 17.A.5)

3.6.7. The Executive Vice-President Americas

The Executive Vice-President Americas shall be:

- responsible for liaison with Member Associations within the Americas Region;
- ex-officio member of any committee of the Federation which may be assigned to the Americas Region;
- responsible for fostering contacts with non-member associations in the Americas Region, and encouraging the affiliation of such associations;
- responsible to oversee the activities of their region. (Toronto 17.A.5)

3.6.8. The Executive Vice-President Asia and Pacific

The Executive Vice-President Asia and Pacific shall be:

- responsible for liaison with Member Associations within the Asia and Pacific Region;
- ex-officio member of any committee of the Federation which may be assigned to the Asia and Pacific Region;
- responsible for fostering contacts with non-member associations in the Asia and Pacific Region, and encouraging the affiliation of such associations;
- responsible to oversee the activities of their region. (Toronto 17.A.5)

3.6.9. The Executive Vice-President Europe

The Executive Vice-President Europe shall be:

- responsible for liaison with Member Associations within the Europe Region;
- ex-officio member of any committee of the Federation which may be assigned to the Europe Region;
- responsible for fostering contacts with non-member associations in the Europe Region, and encouraging the affiliation of such associations;
- responsible to oversee the activities of their region. (Toronto 17.A.5)

4. SALARIES, ALLOWANCES, HONORARIA, SHIFT PAYMENTS, EXPENSES

The Elective Officers shall not receive any salary. They shall, however, be granted honoraria in accordance with the Bye-Laws. In exceptional circumstances they may be granted allowances or shift payments under the provisions specified in the Bye-Laws. The Officers shall be paid their expenses on behalf of the Federation under provisions specified in the Bye-Laws.

ARTICLE VI - EX-OFFICIO MEMBERS OF THE EXECUTIVE BOARD AND APPOINTED OFFICIALS

1. COMMUNICATIONS COORDINATOR

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. (Marrakech 00.A.22, Toronto 17.A.5, Virtual Conference 22.A.12)
- 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. (Virtual Conference 22, A.12)

The Communications Coordinator shall undertake other responsibilities, which may be assigned to them, from time to time, by the Executive Board. (Bournemouth 92.A.32, Toronto 17.A.5)

2. LIAISON OFFICERS

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

Duties and responsibilities shall be specified in the Bye-Laws.

3. SALARIES, ALLOWANCES, EXPENSES

The positions of Conference Coordinator, Communications Coordinator, and the Liaison Officers shall not be salaried positions. They may be granted an allowance in exceptional circumstances, under provisions specified in the Bye-Laws. Provision of paying expenses shall be the same as for the Executive Board as specified in the Bye-Laws. (Santiago 99.A.14; Marrakech 00.A.22; Gran Canaria 14.A.11, Virtual Conference 22.A12)

Note: The position of Office Manager is a salaried position as an employee of the Federation

ARTICLE VII - REGIONAL ORGANISATION

1. ASSIGNMENT

1.1. The determination of the appropriateness of the size and area of Regions will normally be the responsibility of the Directors.

1.2. The Executive Board may decide upon the appropriateness and size of a Region, except that such decision shall be subject to the ratification of the Directors.

1.3. The delineation of IFATCA Regions shall be specified in the Bye-Laws.

2. MEETINGS

2.1. The Executive Board should conduct Regional Meetings annually.

2.2. Persons permitted to attend Regional Meetings shall be the accredited Directors of Member Associations from within that Region, together with their advisors, and Members of the Executive Board. In the event of a Director being unable to attend they may designate their deputy to represent them at the meeting. Other persons permitted to attend the meeting at the discretion of the Executive Board shall be: Directors and Individual Members of Member Associations from Regions other than the one for which the meeting is being held, Associate Professional Members, Honorary Associate Members, the representatives of Industry Partners, persons designated to carry out specific Federation duties, and observers from appropriate organisations relevant to the meeting at hand. (Arusha 08.A.15, Toronto 17.A.5)

2.3. The rules of order to be followed at any Regional meeting shall be specified in the Bye-Laws. All questions properly brought before a meeting shall be determined by a majority vote of the accredited Directors from the Region, or their deputies, attending such meeting.

2.4. Agenda items for Regional Meetings may be proposed by Member Associations within that Region or by the Executive Board. The agenda shall be issued to Member Associations within that Region and members of the Executive Board at least forty-five days before the meeting.

2.5. Without limiting the generality of an agenda, all topics which would be proper for inclusion on the agenda of an annual or special Conference shall be deemed to be proper for inclusion on the agenda of a Regional Meeting. However, no Regional Meeting may establish an IFATCA policy on any subject where there is existing policy. Notwithstanding the foregoing a Regional Meeting may adopt a Regional proposal to amend existing Federation policy, in which case such draft recommendation shall be presented to the Directors at the next annual or special Conference.

2.6. In cases where there is no existing IFATCA policy on an agenda item of a Regional Meeting, such meeting may establish a draft Regional policy on that subject.

Regional draft policy so adopted shall forthwith be reported to the Executive Board and presented to the Directors at the next annual or special Conference for ratification.

ARTICLE VIII - MANAGEMENT

1. SECRETARIAT

The IFATCA Office shall be the Secretariat of the Federation. The operation of the Office shall be the responsibility of the Executive Board, who shall determine and employ appropriate staff within the limits of the budget. (Santiago 99.A.14)

2. STANDING COMMITTEES

In order to investigate, study and initiate action on matters of particular interest to the Federation, the Directors or the President and Chief Executive Officer may establish separate Standing Committees, which, as necessary and as required, shall submit reports and recommendations to the Conference.

3. DRAFT RELEASES

3.1. In order that the Federation's policy may be determined on urgent matters where no Resolution or Bye-Laws exist (or where no policy has been established) a statement of the matters concerned may be issued by the Executive Board to all Member Associations for their consideration. At least sixty days for reply shall be allowed unless the matter needs to be decided sooner, when this may be reduced to thirty days.

3.2. Irrespective of the number of replies, the Executive Board is entitled to decide the policy when a majority of positive replies is received; such majority does not, however, commit the Board.

3.3. The Executive Board is responsible for taking the policy decisions with due regard to the minority views and shall communicate its decision to all Member Associations within thirty days after the final date allowed for reply.

3.4. All matters so decided shall be placed on the Agenda of the next Annual or Special Conference.

4. MANUALS

The permanent record of the Federation’s policies and activity is 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. (Arusha 08.A.12; Las Vegas 16.A.14)

5. MAINTENANCE OF RECORDS

A copy of each Conference Report and a copy of each Resolution passed by the Federation shall be kept in the IFATCA Office. All Conference Reports will be made available online from the restricted area of the IFATCA website.

An amended set of Working Papers from each Conference shall be kept in the IFATCA Office.

Other records shall be maintained as specified in the Bye-Laws. (Las Vegas 16.A.15)

ARTICLE IX - UNFORESEEN CIRCUMSTANCES

1. MEMBERS OF THE EXECUTIVE BOARD

1.1. In the event that any elective officer of the Executive Board is unable, for whatever reason, to fulfil the term for which they were elected, the provisions of this Section shall prevail. (Toronto 17.A.5)

1.2. If the vacancy is that of the President and Chief Executive Officer, the Deputy President shall take over as acting President until the next Conference.

1.3. If the vacancy is that of any other elective officer (including that of Deputy President should they assume the office of President and Chief Executive under para 1.2 above) the Executive Board may fill the position as specified in the Bye-Laws. (Marrakech 00.A.20, Toronto 17.A.5)

1.4. In the event of suspension of membership of the Member Association of which the elective officer of the Executive Board is a professional member, such elective officer shall, except as in 1.1. and as outlined in 1.2. and 1.3., continue to hold office until the next Annual or Special Conference following suspension. At such Conference the office shall be filled as per Article V, Section 2 and according to the Bye-Laws. (Arusha 08.A.19)

1.5. In the event of termination of membership of the Member Association of which the elective officer of the Executive Board is a professional member, such elective officer shall be deemed to have resigned at the effective date of termination and the provisions of 1.2. and 1.3. shall come into effect. (Arusha 08.A.20)

1.6. In the event that there is no candidate for election to a position within the Executive Board, the Executive Board will assume the duties normally associated with the post. (Montego Bay 23.A.14)

2. SPECIAL NEWSLETTER

In all cases when it becomes necessary to invoke the provisions of this Article, the Executive Board shall notify all Member Associations by Special Newsletter. (Santiago 99.A.14)

ARTICLE X - CHANGES AND INTERPRETATION OF THE CONSTITUTION

1. CHANGES OF THE CONSTITUTION

This Constitution shall remain in force and effect, and shall not be altered, added to, amended or rescinded except by a two-thirds vote of the Directors at an Annual or Special Conference of which due notice shall have been given in accordance with Article IV, Section 3.

2. INTERPRETATION

Regulations for enforcement of the Constitution or detailed provisions thereto shall be evolved as Bye-Laws, and be incorporated in the IFATCA Administrative Manual as administrative policy. In the absence of agreement, this Constitution and the Bye-Laws shall be interpreted by the Executive Board, unless the Directors are in session. (Arusha 08.A.13)

PART II
ADMINISTRATIVE POLICY
(BYE LAWS)

1. General

1. NAME AND SEAT

1.1. The Headquarters and Secretariat of the Federation is established in Montreal, Canada.

The Headquarters and Secretariat are located at:

360 St. Jacques, Suite 2002
Montréal, Québec H2Y 1P5
Canada

2. DEFINITIONS

2.1. Area of Representation: An area defined for IFATCA representation purposes which may be an ICAO state, a non-ICAO state, a territory or the area of jurisdiction of a duly constituted international Organisation.

2.2. Bye-Laws: The Bye-Laws (or By-Laws) of IFATCA.

2.3. Constitution: The Constitution of IFATCA.

2.4. Conference: The Annual Conference, Special Conference, or Regional Meeting of IFATCA at which elections are conducted, policy, procedure and guidelines of the Federation are determined by Directors. (Montego Bay 23.A.14)

2.5. Convention: The Convention of IFATCA.

2.6. Industry Partners: The duly affiliated supporting Industry Partners of the Federation.

2.7. Deputy: The duly designated deputy for the Director of a Member Association.

2.8. Directors: The duly delegated representation of the Member Associations, their deputies or proxies.

2.9. Executive Board: The duly elected officers of the Federation occupying the positions of President and Chief Executive Officer, Deputy President, Executive Vice-President Finance, Executive Vice-President Professional, Executive Vice-President Technical, Executive Vice-President Africa and Middle East, Executive Vice-President Americas, Executive Vice-President Asia and Pacific, and Executive Vice-President Europe. The following appointed officers of the Federation shall be ex-officio members of the Executive Board but shall not have the right to vote: Office Manager, Liaison Officer to the ICAO Air Navigation Commission, Communications Coordinator. (Bournemouth 92.A.39; Santiago 99.A.23, Marrakech 00.A.25; Gran Canaria 14.A.12, Virutal Conference 22.A.12)

2.10. Federation: The International Federation of Air Traffic Controllers' Associations.

2.11. IFATCA: (official abbreviation) The International Federation of Air Traffic Controllers' Associations.

2.12. Majority: in the case of voting, the terms "majority" and "two-thirds vote" and "three quarters vote" shall mean more than one half and more than two-thirds and

more than three quarters respectively of the valid votes cast, including proxies but excluding blanks and abstentions. (Tunis 96. A.36)

2.13. Manual: The permanent record of the Federation's policies and activity is contained in two volumes - the IFATCA Administrative Manual and the IFATCA Technical and Professional Manual. (Arusha 08.A.14)

2.14. Member Associations: The duly affiliated professional Member Associations of the Federation.

2.15. Observer at Conference: A Industry Partner, an Associate Professional Member or a person attending conference by invitation, or with the approval, of the Executive Board. An Observer at Conference shall not have any right to vote. (Bali 13.A.13)

2.16. President: The President and Chief Executive Officer of the Federation.

2.17. Plenary: a session or sessions of the Federation requiring a quorum of all Directors required to vote upon, or ratify a decision of the Federation. Plenary sessions include, those identified as Plenary sessions at Annual Conference (including closed sessions), Special Conference, or Regional Meeting of IFATCA at which elections are conducted, or policy, procedure and guidelines of the Federation are determined by Directors. (Singapore 24.A.1)

2.18. Proxy: The duly designated proxy for the Director of a Member Association. Each proxy shall provide for first and second choice. A proxy can be amended by the duly authorised official in the Member Association, up to the day immediately prior to the opening plenary session of Conference. (Tunis 96.A.31)

2.19. Virtual Conference: is a conference conducted wholly via electronic means with no Directors physically present (i.e. in person). All discussions, presentations, recommendations, votes, and elections are presented and/or conducted by electronic means.

All discussions, presentations, recommendations, votes, and elections are concurrently presented and/or conducted at the conference venue with those Directors present in person, and live-streamed by electronic means to facilitate virtual participation of Directors joining electronically.

2.20. In the Manuals the use of the singular also includes the plural and vice versa unless the context forbids. (Tunis 96.A.26, Toronto 17.A.5)

In the Manuals, the use of the terms “present”, attend, or “in attendance” shall include, as applicable, those physically present (in person), and those virtually present (attending via electronic means). (Virtual Conference 22.A.9)

2.21. Wherever the name of a country is used, be it in IFATCA documentation or in procedural matters, this refers to the affiliated Member Association in that country only and not to the country itself. (Istanbul 07.A.11)

3. OBJECTS

As one of the principal objects of IFATCA is "to operate as a non-political federation of air traffic controllers' associations", the Federation condemns most profoundly actions taken by any Government in trying to put political pressure upon the decision making process within this Federation. (Estoril 84)

4. DURATION

No Bye-Laws to this item have been specified so far.

5. DISSOLUTION

No Bye-Laws to this item have been specified so far.

6. VISUAL IDENTITY OF THE FEDERATION

6.1. The use of the IFATCA seal, as depicted in the Constitution, shall be restricted to the Executive Board to endorse formal documents, including agreements and certifications on behalf of the Federation. (Conchal 19.A.12)

6.2. Use of the IFATCA logo, including elements thereof (e.g. the 'arrows'), name and visual identity is subject to approval by the IFATCA Executive Board. (Conchal 19.A.12)

6.3. Member Associations that desire to show their affiliation with the Federation shall use a dedicated version of the IFATCA logo provided for this purpose by the Executive Board. (Conchal 19.A.12)

a) Modifications other than proportional resizing of any variation of this logo shall not be allowed.

b) Use of an IFATCA logo as specified above on a website shall include a hyperlink to the IFATCA website.

6.4. The use of the IFATCA logo, name and/or visual identity on documents or in communication shall not suggest that the content is endorsed by the Federation unless this has been explicitly coordinated with and approved by the Executive Board. (Conchal 19.A.12)

2. Membership

1. FEDERATION MEMBERS

1.1. Application

1.1.1. Individual professional membership of the Federation is only possible through membership of the Member Association in the area of representation in which the individual normally lives and/or is employed. An individual who lives and/or is employed in an area which has no Member Association, or which has a Member Association that the individual is not eligible to join, may be accepted for professional membership through another Member Association if they are eligible under that Member Association's rules. Only those members who are actively employed in the provision of air traffic control services including instruction, maintaining standards of performance, supervision, operational support and safety regulation and who hold or are required to have held a formal qualification to control air traffic, shall be eligible to be declared as individual professional members. Members of a Member Association who previously met these criteria and who have retired shall also be eligible for individual professional membership. Members of a Member Association who do not meet these criteria but who work actively for the interests of the profession of air traffic control shall also be eligible for individual professional membership. (Paris 1962; Cairo 81.A.13, Toulouse 98.A.17, Hong Kong 04.A.43; Toronto 17.A.5)

1.1.2. Before applying for affiliation, prospective Member Associations are asked to bring the technical objects of their organisation in line with those of IFATCA as laid down in Article I, paragraph 3, of the Constitution.

1.1.3. Industry Partners support the aims of the Federation by complying with the Code of Practice for Industry Partners as defined in this Administrative Manual, by supplying the Federation with technical and other information and advice, and by the payment of an annual subscription. The Federation's international journal, "The Controller", is offered to Industry Partners as a platform for the discussion of technical and professional developments in the field of air traffic control. (Jerusalem 95.A.28)

1.1.4. Industry Partners are invited to IFATCA Conferences and are welcome to present technical papers or lectures. However, they have no voting power. (Paris 1962)

1.1.5. It is recommended that Industry Partners include in all their advertisements, when possible, the simple statement that they are Industry Partners of the Federation. (Copenhagen 78.A.14)

1.1.6. Individuals who are not otherwise eligible to be members of the Member Association appropriate to their location but who have demonstrated by their contribution to the work of the Federation that they actively support the aims and objectives of the Federation may be elected to Honorary Associate Membership. (Taipei 97.A.24)

1.2. Membership Cards

1.2.1. A standard form of membership card with a self-adhesive validation sticker is made available to IFATCA members. (Cairo 81.A.13)

1.2.2. Issuance of membership cards will be governed by the following rules:

a) New plastic membership cards will be issued every five years. Membership cards will only be issued on request to Member Associations, which have paid their dues. Member Associations shall request the number of membership cards required, subject to a maximum number equal to the number of their declared members plus 10%. (Toulouse 98.A.18)
b) Re-validation stickers will be issued in June every year. Re-validation stickers will only be issued on request to Member Associations, which have paid their dues. Member Associations shall request the number of re-validation stickers required, subject to a maximum number equal to the number of their declared members. (Toulouse 98.A.18)
c) Individual Members shall sign their personal card.
d) Industry Partners will receive three membership cards each year.
e) Each Associate Professional Member will receive one membership card. This will be replaced every five years and will be updated by a re-validation sticker issued each year.
f) Membership cards lost between issue dates of new cards will NOT be replaced. (Bournemouth 92.A.27)

2. AFFILIATION

2.1 Member Associations

2.1.1. Applications for affiliation as a Member Association should be sent to the Office of the Federation, to be received by the 31st of December prior to the Conference at which it will be considered. (Ottawa 94.A.38; Toulouse 98.A.22)

2.1.2. Together with their application for affiliation prospective Member Associations should also submit:

a) a copy of their constitution (in English), and
b) their initial reply to the Information Handbook (IHB) questionnaire

The application will not proceed, and thus no working paper will be presented to conference, if these items are not received. (Ottawa 94.A.39; Buenos Aires 03.A.17)

2.1.3. The Executive Board, or its nominee, shall:

a) examine each application to ascertain that the constitution of the applicant Association is compatible with the Constitution of IFATCA;
b) produce a working paper presenting each application for the approval of the Directors. In producing this working paper, the Executive Board may conduct any investigation they deem fit and may take into account any known factors which are relevant to the application. The working paper will contain a Draft Recommendation (either in the affirmative or the negative) being the Executive Board's recommendation to the Directors concerning the application. (Ottawa 94.A.40)

2.1.4. Where the application is from a new association, organization or guild from an area in which the Federation already has a Member Association, the Executive Board or its nominee shall advise the Member Association that a challenge to its affiliation has been received. It is important that the Board endeavour to determine the facts of the situation, as the outcome of the application will largely be decided by the Directors' reliance on the information presented to them at Conference. The Board or its nominee may conduct any investigation they deem fit and may take into account any known factors which are relevant to the application. (Buenos Aires 03.A.17)

The working paper will contain a Draft Recommendation (either in the affirmative or the negative) being the Executive Board's recommendation to the Directors concerning the application. Given the provisions of Article II, paragraph 2.1.4, such an application will not normally be recommended unless the Member Association does not represent a majority of the controllers and the applicant can demonstrate that it is the representative body for the majority of the controllers in that area of representation. (Buenos Aires 03.A.17)

2.1.5. The following guidelines are provided to the Executive Board for use when an application for membership is received from an organization in an area of representation where IFATCA already has a Member Association.

2.1.6. It is a fundamental feature of IFATCA that only one organization representing controllers can be accepted from any area of representation.

Every application for membership from a professional organization must be presented to the Directors by the Executive Board with a recommendation for the Director's consideration.

2.1.7. When a challenger to an existing Member Association applies for membership, it brings the new applicant into conflict with the existing Member Association and accurate and factual information is essential to enable Directors to make a valid decision. An investigation must be conducted to assess the true facts of the situation. The Executive Board (or its nominee) has an obligation to identify the facts so the Directors have the best possible information to make a decision regarding the application by the new organization, which may result in the replacement of the existing Member Association.

2.1.8. Among the aspects that should be included in such an investigation should be:

The applicant organization:

• Is the applicant organization composed wholly or partly of air traffic controllers?

• Does it have a legal status in its area of representation?

• Does it represent the majority of controllers in that area? (i.e., it has the ability to speak for a majority of the controllers in that area, is democratically elected, is fully aware of the general problems facing controllers and is able to ascertain and promote the opinion of those controllers in important professional matters).

• Does the applicant represent the technical and professional interests of the controllers?

• Are the applicant's general objectives and goals essentially the same as those of the Federation?

• Does the applicant have an interest in international matters?

• How was the organization formed?

• Was it formed with financial, legal, or administrative assistance from the employer?

• Is there appearance of an employer or state sponsored plan or intent to overcome the existing Member Association?

• Is the applicant based on ethnic, racial, political, or religious ideals?

The existing Member Association:

• Does the Member Association represent the majority of the controllers in that area?

• If not, has it ever represented the majority of the controllers?

• If it has, what is the reason(s) for losing its members?

• Is this a short-term problem, or does the trend appear irreversible?

• Does it seem that there might be a contrived plan by the employer or the state to reduce the effectiveness of the Member Association by assisting the challenger organization?

• Does the Member Association retain the ability to represent the majority of controllers?

• Has the Member Association been a regular participant in the Federation in areas such as attending or hosting Annual Conference, standing committees, Panels in ICAO and/or Regional Meetings, and in providing information for the IHB?

2.1.9. The above list is not exhaustive and the Executive Board (or their authorized representative) shall consult with both the relevant EVPR and the neighbouring Member Associations during the course of their investigation.

2.1.10. Where doubt exists as to the underlying situation, preference should be given to the existing Member Association.

2.1.11. Should the Draft Recommendation contain a negative recommendation, the Executive Board will so advise the applicant Association prior to the conference at which the application will be considered. If that negative recommendation is accepted by the Directors at Conference, or if a positive recommendation should not be accepted, the initial annual subscription fee and affiliation fee paid will be immediately refunded. (Ottawa 94.A.41)

2.1.12. The originally submitted constitution(s) of applicant(s) shall be made available in Committee A at the Conference where the application is being made for the consultation of the Directors. (Ottawa 94.A.42)

2.1.13. The applicant Association shall be required to submit their first year's membership fees plus their affiliation fees (or part thereof) prior to the vote on affiliation being taken in Committee A. (Buenos Aires 03.A.15)

2.2 Associate Professional Membership

2.2.1. Application for Associate Professional Membership should be sent to the IFATCA Office together with supporting evidence that affiliation through a representative Association is not possible.

2.2.2. The Executive Board will consider applications for Associate Professional Membership (APM) at the meeting of the Board following receipt.

2.2.3. Article II, paragraph 2.2.1. of the Constitution shall be deemed to mean that where a controller's organization, or an organization of which the majority of controllers of that country are members, exists and which is eligible for membership of IFATCA, no case for Associate Professional Membership is valid.

2.2.4. It must be shown that the best interests of the Federation are served by the granting of APM status to an individual.

2.2.5. The Executive Board may grant APM status, after consideration of all the facts, without further approval from the Directors.

2.2.6. Notwithstanding paragraph 2.2.5. above, where an individual applying for APM status is a controller not employed by a national organization or employed by an ATC related organization, then confirmation of APM status must be given by the Directors.

2.3. Safe Sky IFATCA Industry Partners

2.3.1. Applications for Industry Partnership should be sent to the IFATCA Office, who will supply an Application Form for completion. The application form shall include a section on which the prospective Industry Partner shall provide a description of their scope and activities, including country(ies) in which they operate at the date of application. (Jerusalem 95.A.33, Jamaica 23.A.28)

2.3.2. A copy of the completed application form shall be forwarded by the IFATCA Office to that company's home country Member Association (if any) and other parties as considered necessary, seeking objections to the application. Any such objection will be duly considered by the Executive Board and if necessary further information will be sought before making a decision on the application. (Jerusalem 95.A.34)

2.3.3. Where the Executive Board considers that the applicant Industry Partner should be accepted for membership against a Member Association's objection, the matter shall be referred to the Directors for a decision. (Jerusalem 95.A.35)

2.4. Honorary Associate Membership

2.4.1 Nominations for election to Honorary Associate Membership should be made through the Executive Board, who shall submit a working paper to Conference. When preparing this paper, the Executive Board shall consult with the Member Association of the area in which the nominee either resides or is active in supporting the Federation. (Taipei 97.A.25)

2.5. Charters and Letters of Affiliation

2.5.1. The form of Charters and Letters of Affiliation presented to Member Associations, Associate Professional Members and Industry Partners is given in Part 2, Chapter 2, para 11. (Cairo 81.A.13)

3. OBLIGATIONS OF MEMBERS

3.1. Member Associations

3.1.1. Member Associations shall appoint a Liaison Officer to the Federation who must be a professional member of IFATCA. The Liaison Officer will specifically provide information on the Member Association's activities and problems to the Executive Board and act as an initial contact with the Member Association. Care must be taken by Member Associations to ensure that correct assignment of title to this post ensures that it accurately reflects that the incumbent is the Liaison Officer of the Member Association to the Federation. (Athens 85.A.26; Toulouse 98.A.19)

3.1.2. As soon as possible after the Liaison Officer has been appointed by a Member Association, the incumbent's name, address and telephone number must be notified to the IFATCA Office. (Athens 85.A.26)

3.1.3. All Member Associations shall increase liaison with neighbouring Member Associations by holding joint meetings of their Executive Boards or their representatives. (Tel Aviv 74)

3.1.4. Any Member Association who amends their technical objects must submit an English language copy to the Executive Board.

3.1.5. The Executive Board will advise the Member Association concerned if any changes to its technical objects are not compatible with IFATCA's Constitution and request amendment. Should the Member Association fail to re-align the technical objects with IFATCA's Constitution, the Executive Board may recommend suspension or termination. (Santiago 99.A.21)

3.1.6. Member Associations shall submit a completed IHB questionnaire to the IHB Editor or their respective Regional Executive Vice President, biennially, in even numbered years. (Punta Cana 10.A.17)

3.2. Safe Sky IFATCA Industry Partnership

3.2.1. Any Corporation, organisation or institution shall indicate in its application for election to Industry Partnership that it will, if elected, abide by the Code of Practice, as amended from time to time, specified in paragraph 3.2.5 and set out on the application form. (Christchurch 93.A.68; Jerusalem 95.A.28; Montego Bay 23.A.28)

3.2.2. Industry Partners are corporations, organisations and institutions who have a commercial interest in the field of air traffic control and who wish to support the Federation in return for access to various individuals, Member Associations, Committees, and Conferences and Conventions through which they may offer advice, assistance, and access to information, services and products within their specific domain. (Jerusalem 95.A.28)

3.2.3. <u>Industry Partners shall have the following rights</u>:

a) At Annual and Regional Conferences, to attend as Observers and to meet with the Executive Board and the Conference Directors and Delegates, to attend and speak in Committee B and C sessions (if any) unless requested by the Chair to retire from the meeting and to present and receive working papers in these Committees, to participate in the IFATCA Panel (if any) by invitation from the Executive Board, and to participate in the Technical Exhibition upon payment of the prescribed fee. (Bali 13. A.13)

b) To receive and to advertise in the official journal of the Federation electronically, and to be provided with a copy of the Technical Policies of the Federation including amendments as they occur.
c) Access to the Executive Board, Member Associations and Standing Committee TOC, as required from time to time to exchange information on technical and professional developments, products and requirements.
d) Industry Partners shall not be allowed access to Committee A at Annual Conference except by express invitation from the Committee. Industry Partners may be invited by the Executive Board to participate in fora such as the IFATCA Panel and to present papers on, and discuss matters of interest to Member Associations. (Bali 13.A.13)
e) Industry Partners, or their representative(s), shall not have any voting rights in any IFATCA meeting or forum. (Jerusalem 95.A.28)

3.2.4. Contacts with Industry Partners

a) The IFATCA Office shall maintain a list of Industry Partners and ensure that all communication between Industry Partners and the Federation is carried out as expeditiously and efficiently as possible. (Jerusalem 95.A.28; Kaohsiung 06.A.14)
b) The Deputy President shall ensure that all Industry Partners are encouraged to provide sponsorship for federation activities when requested, as well as support and assistance from specialists within the Industry Partners to the Chair of any Federation activity or committee. (Kaohsiung 06.A.14, Toronto 17.A.5)

3.2.5. Code of Practice for Industry Partners

a) Industry Partners are required to support the objects of the Federation as contained on the application form and amended by the Federation from time to time, and to pay the promulgated membership subscription within thirty days of the due date.
b) When requested, Industry Partners shall be responsible for the provision of papers which shall be directed exclusively to giving information about the technology and services which industry as a whole can bring to the aid of air traffic controllers and other air traffic users. Within such papers examples of an individual company's products may be given, but the "selling" of such products and services will not be acceptable.
c) Any Industry Partners invited to present a paper at any Federation activity or event shall submit their paper to the Chair through the DP to ensure that the Code of Practice has been followed. The Federation reserves the right to reject papers which it believes do not comply with the Code of Practice or which it believes contain inappropriate or incorrect material. (Kaohsiung 06.A.14, Toronto 17.A.5)
d) When Technical and/or Professional Panels form part of a Federation activity or event, the Industry Partners are expected where practicable to respond positively to invitations from the Panel Chair to join such panels. (Toronto 17.A.5)
e) Industry Partners are encouraged to participate in the Technical Exhibition where such programmes are promoted in support of a Federation activity. The selling of products and services at any such activity or event shall be confined to specified areas, including the exhibition area, adjacent to the immediate venue in which the activity is being undertaken.
f) Industry Partners should not involve themselves, or become involved, in the internal management of any Member Association other than by specific

invitation from the Member Association and to the extent desired by the Member Association.

g) Industry Partners who are also employers of professional air traffic controllers shall not utilise their affiliation with the Federation in their employment relationship to the detriment of their staff. (Jerusalem 95.A.28)

3.3. Associate Professional Members

3.3.1. Associate Professional Members shall maintain contact with the Executive Board to the extent practical, and provide advice and information on air traffic control matters in their country. (Cairo 81.A.13)

3.4. Honorary Associate Members

3.4.1. Honorary Associate Members shall demonstrate through their participation that they support and maintain the aims and objectives of the Federation. (Taipei 97.A.26)

3.5. Updating of the Distribution List of Current Addresses

3.5.1. IFATCA members are responsible for passing amendments to the information contained in this document, as necessary, to the IFATCA Office. (Acapulco 90.A.55)

4. SUSPENSION

4.1 The Executive Board shall suspend an Associate Professional Member if they fail to remit the affiliation fee or annual subscription. (Cairo 81.A.13; Toronto 17.A.5)

4.2 The Executive Board may suspend any Industry Partner who fails to pay the annual subscription within the specified time, or who fails to abide by the Code of Practice as amended from time to time, or who becomes involved in the internal management of a Member Association unless invited, or who uses their membership within the Federation in their employment relationship to the detriment of their air traffic control staff. Notice of such suspension shall be issued to the Industry Partner by registered mail no less than thirty days prior to the date of suspension. (Frankfurt 89.A.40; Jerusalem 95.A.28)

4.3 When a Member Association fails to remit the affiliation fee or annual subscription and fails to provide, in writing, to an Annual or Special Conference, an accepted plan for subsequent repayment, its affiliation will be suspended automatically at the commencement of the Annual Conference immediately following that at which the fee or subscription became due. Notice of such suspension shall be issued by registered mail to a Member Association no less than thirty days prior to the commencement of the Annual Conference at which such suspension would become effective.

The Executive Board shall produce for Conference a Working Paper listing those Member Associations whose affiliation will have been automatically suspended if payment is not received by the commencement of Conference. This paper will also detail the monies owed to the Federation by each of these Member Associations. (Christchurch 93.A.27; Tunis 96.A.39)

4.4 Whilst under suspension, an Association shall not be granted any of the rights and privileges of a Member Association of the Federation. In particular the rights which shall be withdrawn shall include:

a) the right to vote at any Conference or Meeting or in any Committee either by its nominated Director, Deputy Directors or Delegates or by proxy granted to any other Member Associations;
b) the right to be included in the Roll Call of Member Associations or in the calculation of any quorum at any Conference or Meeting;
c) the right to be elected to membership of any Standing Committee of the Federation;
d) the right to nominate or provide candidates for elective office. (Ottawa 94.A.27; Marrakech 00.A.24)

4.5 Honorary Associate Membership may be suspended at any time by the Executive Board if they consider that the member ceases to support the aims and objectives of the Federation. (Taipei 97.A.26)

5. TERMINATION

5.1. Voluntary Withdrawal

5.1.1. A Member Association, Industry Partner or Associate Professional Member wishing to voluntarily withdraw from the Federation shall ensure that the IFATCA Office or Secretariat has received notice with an effective date not later than the start of Annual Conference, or if no Annual Conference is scheduled or held, not later than the last day of the fiscal year; in order for the resignation to be effective on the last day of the fiscal year. (Nicosia 77.A.26; Kaohsiung 06.A.12; Gran Canaria 14.A.19; A.21)

5.1.2. An Honorary Associate Member may resign at any time by giving written notice to the IFATCA Office. Termination shall take effect immediately upon receipt of such notice. (Taipei 97.A.26)

5.2. Expulsion

5.2.1. A Member Association cannot have their affiliation terminated for any reason other than:

a) a proven failure to follow the objectives of the Federation; or
b) the failure to pay their annual subscriptions; or
c) the acceptance by the Directors of the application of another association, organization or guild from the same area of representation. Under these circumstances, the acceptance of the new association, organization or guild shall automatically cause the termination of the existing Member Association. (Nicosia 77.A.26; Buenos Aires 03.A.17; Grand Canaria 14.A.18)

5.2.2. A Member Association that has its affiliation terminated for non-compliance with the Federation's objectives, and is thereby expelled from the Federation, may not normally be considered for re-affiliation for a minimum period of five years. (Buenos Aires 03.A.14)

5.2.3. Notwithstanding paragraph 5.2.2, when a former Member Association that had its affiliation terminated for non-compliance with the Federation's objectives reaches a rapprochement with the Federation and/or any Member Association which was directly involved in the action which caused the expulsion, the Executive Board or its nominee (the affected Member Association) may propose acceptance of affiliation for consideration by the Directors in Conference at any time. (Buenos Aires 03.A.14)

5.2.4. Following the completion of a Conference at which a Member Association has been expelled, reinstatement of membership following a vote to terminate can only be achieved by following the procedures for admission to membership. (Sofia 15.A.10)

5.2.5. The debt of terminated Member Associations is to be reported annually to Directors for a period of 5 years. (Jerusalem 95.A.7; Melbourne 05.A.11)

5.2.6. If a terminated Member Association seeks admission for affiliation within the period of reporting the debt of terminated members, for 5 years after termination, that prospective Member Association will normally be liable to repay the outstanding debt. This debt may be forgiven within this 5-year period, at the discretion of an Executive Board recommendation to Directors, if the applying prospective Member Association can establish to the Executive Board's satisfaction that there are compelling reasons for the debt to be forgiven, or that the application is from an Association that is substantially different from the terminated Member Association. (Montego Bay 23.A.10)

5.2.7. The Executive Board may expel any Industry Partner who has been suspended for any of the reasons specified in Part 2, Chapter 2, paragraph 4.2 and who has refused to resolve the situation to the satisfaction of the Executive Board. In addition, the Executive Board may immediately expel any Industry Partner for actions, which the Board, at its sole discretion, deem to be detrimental to the Federation or to the profession of air traffic control. (Jerusalem 95.A.28)

5.2.8. The Executive Board may expel an Associate Professional Member for failure to comply with the aims and objectives of the Federation, for actions, which it deems to be detrimental to the Federation, or for failure to pay subscriptions. (Cairo 81.A.13; Jerusalem 95.A.28)

5.2.9. Honorary Associate Membership may be terminated by the Directors after consideration of a recommendation to that effect from either the Executive Board or a Member Association if it is considered that the Honorary Associate Member no longer supports the aims and objectives of the Federation. (Taipei 97.A.26)

6. SURRENDER OF CHARTER

No Bye-Laws to this item have been specified so far.

7. LIST OF MEMBER ASSOCIATIONS

Note. - Detailed contact information on all Member Associations is published by the Office several times per year through the Distribution list.

	Region				Cat.
Member Association	**AFM**	**AMA**	**ASP**	**EUR**	
Albania				x	2
Algeria	x				2
Angola	x				2
Argentina		x			2
Aruba		x			1
Australia			x		1
Austria				x	1
Bahamas, The		x			1
Barbados		x			1
Belarus				x	2
Belgium				x	1
Benin	x				3
Bermuda		x			1
Bolivia		x			2
Botswana	x				2
Bosnia and Herzegovina				x	2
Brazil		x			2
Bulgaria				x	2
Burkina Faso	x				3
Burundi	x				3
Cameroon	x				2
Canada		x			1
Central African Republic	x				3
Chile		x			1
Comoros	x				3
Congo, Democratic Rep.	x				3
Costa Rica		x			2
Côte d'Ivoire	x				2
Croatia				x	1

Curaçao		x			1
Cyprus				x	1
Czechia				x	1
Denmark				x	1
Djibouti	x				2
Dominican Republic		x			2
EGATS Eurocontrol				x	1
Egypt	x				2
Estonia				x	1
Eswatini	x				2
Ethiopia	x				3
Finland				x	1
Gabon	x				2
Gambia, The	x				3
Georgia				x	2
Germany				x	1
Ghana	x				2
Greece				x	1
Grenada		x			2
Guinea-Bissau	x				3
Guyana		x			2
Haiti		x			3
Hong Kong			x		1
Hungary				x	2
Iceland				x	1
India			x		2
Indonesia			x		2
Iran, Islamic Rep. of			x		2
Ireland				x	1
Israel				x	1
Italy				x	1
Jamaica		x			2
Japan			x		1
Jordan				x	2
Kazakhstan			x		2

Kenya	x				3
Kosovo				x	2
Korea, Republic of			x		1
Latvia				x	1
Lebanon	x				2
Lithuania				x	2
Luxembourg				x	1
Macau			x		1
Madagascar	x				3
Malaysia			x		2
Malawi	x				3
Maldives			x		2
Mali	x				3
Malta				x	1
Mauritania	x				2
Mexico		x			2
Mongolia			x		2
Montenegro				x	2
Morocco	x				2
Mozambique	x				3
Namibia	x				2
Nepal			x		3
Netherlands				x	1
New Zealand			x		1
Niger	x				3
Nigeria	x				2
North Macedonia				x	2
Norway				x	1
Pakistan			x		2
Panama		x			2
Peru		x			2
Philippines			x		2
Poland				x	1
Portugal				x	1
Roberts FIR	x				3

Romania				x	2
Russia				x	1
São Tomé and Príncipe	x				2
Serbia				x	2
Senegal	x				2
Seychelles	x				2
Sierra Leone	x				3
Singapore			x		1
Slovak Republic				x	1
Slovenia				x	1
Somalia	x				3
South Africa	x				2
Spain				x	1
Sri Lanka			x		2
St. Lucia		x			2
Sudan	x				2
Sweden				x	1
Switzerland				x	1
Taiwan (ROCATCA)			x		1
Tanzania	x				3
Togo	x				3
Trinidad & Tobago		x			1
Tunisia	x				2
Turkey				x	2
Uganda	x				3
Ukraine				x	2
United Arab Emirates	x				1
United Kingdom				x	1
United States of America		x			1
Uruguay		x			1
Yemen, Republic of	x				2
Zambia	x				2
Zimbabwe	x				3

Total in Region:	46	23	19	44	132
Total number of Member Associations					**132**
Members in Subscription Category 1					**49**
Members in Subscription Category 2					**59**
Members in Subscription Category 3					**24**

8. LIST OF INDUSTRY PARTNERS

Note: Detailed contact information on all Industry Partners is published by the Office several times per year through the distribution list.

Industry Partners	Based in
Aireon	U.S.A.
ATS Egypt	Egypt
Baymac Management Services LTD.	British Virgen Islands
Entry Point North	Sweden
FOXATM BALTICS	Lithuania
Frequentis AG	Austria
Flight Training Europe S.L. – FTEJerez, ATS	Spain
INDRA	Spain
GATE Aviation Training	Denmark
Klising d.o.o. (Vibe Solution)	Croatia
L3Harris	USA
METSAFE	France
SkySoft-ATM	Switzerland
Thales	France

9. LIST OF ASSOCIATE PROFESSIONAL MEMBERS

Members requiring information concerning APMs should contact the IFATCA Office. (Cairo 81.A.13; Santiago 99.A.23)

10. LIST OF HONORARY ASSOCIATE MEMBERS

10.1. Recipients of Honorary Associate Membership

10.1.1. The Toulouse Conference, 1998, decided to elect Mrs. Wendy Green (United Kingdom) as an Honorary Associate Member of IFATCA because of her long and earnest support of the Federation's aims and objectives. (Toulouse 98.A.33)

11. FORM OF CHARTER GRANTED TO IFATCA MEMBERS

11.1. Member Associations

IFATCA

INTERNATIONAL FEDERATION

OF

AIR TRAFFIC CONTROLLERS' ASSOCIATIONS

TO WHOM IT MAY CONCERN

BY VIRTUE OF THE AUTHORITY AND PREROGATIVE

vested in the International Federation of Air Traffic Controllers' Associations by its Convention of Federation, its Constitution and Bye-Laws,

THIS CHARTER OF AFFILIATION AS MEMBER ASSOCIATION

is granted to

_____

_____

with effect from_____

The conditions and obligations of this Member Association under this Charter are the adherence of said Member and its Officers at all times faithfully to support and maintain the Constitution and Bye-Laws of the International Federation of Air Traffic Controllers' Associations and the principles and objects therein contained.

This Charter, signed by the President of the International Federation of Air Traffic Controllers' Associations, is given under its seal,

this_____ day of_____, 20___

President and Chief Executive Officer Deputy President

11.2. Industry Partners

INTERNATIONAL FEDERATION

OF

AIR TRAFFIC CONTROLLERS' ASSOCIATIONS

TO WHOM IT MAY CONCERN

BY VIRTUE OF THE AUTHORITY AND PREROGATIVE

vested in the International Federation of Air Traffic Controllers' Associations by its Convention of Federation, its Constitution and Bye-Laws,

THIS CHARTER OF AFFILIATION AS INDUSTRY PARTNER

is granted to

_____

with effect from_____

in recognition of this Industry Partner's positive support of the aims and objectives of the International Federation of Air Traffic Controllers' Associations, as laid down in its Convention, Constitution and Bye-Laws: THE PROMOTION OF SAFETY, EFFICIENCY AND REGULARITY

IN AIR NAVIGATION.

This Charter, signed by the President of the International Federation of Air Traffic Controllers' Associations, is given under its seal,

this_____ day of_____, 20___

President and Chief Executive Officer Deputy President

11.3. Associate Professional Members

IFATCA

INTERNATIONAL FEDERATION

OF

AIR TRAFFIC CONTROLLERS' ASSOCIATIONS

TO WHOM IT MAY CONCERN

BY VIRTUE OF THE AUTHORITY AND PREROGATIVE

vested in the International Federation of Air Traffic Controllers' Associations by its Convention of Federation, its Constitution and Bye-Laws,

THIS LETTER OF AFFILIATION AS AN ASSOCIATE PROFESSIONAL MEMBER

is granted to

_____

with effect from_____

The conditions and obligations of the Associate Professional Member under this Letter are the adherence of said Member at all times faithfully to support and maintain the Constitution and Bye-Laws of the International Federation of Air Traffic Controllers' Associations and the principle and objects therein contained.

This Charter, signed by the President of the International Federation of Air Traffic Controllers' Associations, is given under its seal,

this_____ day of_____, 20___

President and Chief Executive Officer Deputy President

11.4. Honorary Associate Members

IFATCA

INTERNATIONAL FEDERATION

OF

AIR TRAFFIC CONTROLLERS' ASSOCIATIONS

TO WHOM IT MAY CONCERN

BY VIRTUE OF THE AUTHORITY AND PREROGATIVE

vested in the International Federation of Air Traffic Controllers' Associations by its Convention of Federation, its Constitution and Bye-Laws,

THIS CERTIFICATE OF ELECTION AS HONORARY ASSOCIATE MEMBER

is granted to

_____

with effect from_____

The conditions and obligations of this Member under this Certificate are the adherence of said Member at all times faithfully to support and maintain the Constitution and Bye-Laws of the International Federation of Air Traffic Controllers' Associations and the principle and objects therein contained.

This Charter, signed by the President of the International Federation of Air Traffic Controllers' Associations, is given under its seal,

this_____ day of_____, 20___

President and Chief Executive Officer Deputy President

12. NON-AFFILIATED ASSOCIATIONS AND INDIVIDUALS WITH WHOM CONTACT IS MAINTAINED

12.1 It would be impractical to give an up-to-date list of all contacts maintained with non-affiliated Associations and individuals.

12.2 Members requiring information of, or wishing to contact, such Associations or individual controllers should ask the IFATCA Office for further details.

3. Finance

1. BUDGET

1.1. Budget

1.1.1. Income shown should be expected income and not potential income if all Members paid their dues. (Athens 1971; Frankfurt 89.A.39)

1.1.2. After receipt of additional income, the Executive Board may surpass the planned expenditure by an amount not exceeding the additional income. The Executive Board also has the discretion to exceed individual budgetary items provided the overall income is not exceeded. (Jerusalem 95.A.36; Tunis 96.A.15)

1.2. Current Annual Budget (1 June 2024 - 31 May 2025)

INCOME:

Member Association Subscription 24/25	$490,000.00	
Industry Partner Dues	$30,000.00	
SESAR	$90,000.00	
IFATCA Funds	$65,000.00	
TOTAL:	**$675,500.00**	

Budget Holder	Amount	Account	Sub Account	Allocated Amount
PCX	51000	GEN	GEN	
		COOP	COOP GEN	2500
			IFALPA	
			IATA	
			ITF	
			IFATSEA	
			IFAIMA	
			CANSO	
			Industry events	2000
			Promotional	
			Affiliation Fees	2500
		EB	EB GEN	
			EB Meeting 1	22000
			EB Meeting 2	22000
			EB Meeting 3	0
DP	26850	GEN	GEN	3000
		ADMIN	GEN	1000
			Insurance	5000
			Online Tools	500
			Honoraria	18500
			Equipment Allowances	5000
			Website design	20000
		LEGAL	GEN	1000
		CAC	GEN	
			CAC Meeting 1	5000
			CAC Meeting 2	

		OFFICE	GEN	4000
			Rent	13000
			Payroll	**70000**
		CONF	GEN	
			Special Conf	
			2025 Conf	100,000
			2026 Conf	2000
			2027 Conf	0
		COMMS	GEN	500
			Comms_Team	1500
			Software_Tools	500
			IFATCA2030+ TF	8000
			Article_Research	0
			Supplies	
		DIVERSITY	GEN	7500
			Diversity_Group	
EVP Finance	95500	GEN	GEN	500
		FINANCES	GEN	
			Bank_Fees	9000
			Expense_Software	3000
			Accountant	8000
			Auditor	10000
		FIC	GEN	0
			FIC Meeting 1	5000
			FIC Meeting 2	0
		RESERVES	GEN	0
				0
			Conf_Attendance	10000
				0
			Regional_Mtg_Attend	10000
				50000
			Financial_Circumstances	10000
			ICAO_ANC	0
			Trg Fund	

		BAD ACCOUNTS	GEN	
			Unpaid_Subs	30000
EVP Tech	31500	TECH_GEN	GEN	2000
		TOC	GEN	0
			TOC Meeting 1	12500
			TOC Meeting 2	12500
		IFALPA ATS	GEN	1500
		REMOTE TWR TF	GEN	1500
		DRONES TF	GEN	1500
EVP Prof	32000	PROF_GEN	GEN	4000
		CISM SUPPORT	GEN	
		PLC	GEN	
			PLC Meeting 1	12500
			PLC Meeting 2	12500
		Wellbeing	GEN	1500
			Meeting	
		TRAINING_TF	GEN	1500
EVP AFM	15000	AFM_GEN	GEN	6000
			ICAO	4000
			RM	3000
			Other Organisations	2000
EVP AMA	15000	AMA_GEN	GEN	7500
			ICAO	1500
			RM	5000
			Other Organizations	1000
EVP ASP	15000	ASP_GEN	GEN	7500
			ICAO	1500
			RM	5000
			Other Organisations	1000

EVP EUR	106500	EUR_GEN	GEN	8000
Note: EUR budget 31500 less SESAR			ICAO	2000
			EASA	8500
			Other Meetings/Coord	4000
			Other Organisations	4000
			RM	5000
		SESAR	GEN	75000
ANC_ICAO	45000	ICAO_GEN	GEN	5000
		ANC_GEN	GEN	0
		ICAO_PANELS	GEN	40000
	675000			675000

2. OWN FUNDS

2.1. Reserve Fund

2.1.1. This fund is established as the specific membership equity account. (Amman 11.A.14)

2.1.2. This fund is fed through affiliation fees levied upon new Member Associations and Associate Professional Members, as well as through annual credit balances directed accordingly.

2.1.3. The Executive Board is entitled to have access to the Reserve Fund, subject to the following conditions:

a) The specific budget is insufficient.
b) No other specific (dedicated) fund can be used to cover the necessary expense.
c) The matter is, in the opinion of the Executive Board, of great importance or is constitutionally required.

The non-budgeted use of the Reserve Fund shall be explained in a working paper to the next Annual Conference.

2.2. Financial Circumstances Fund

2.2.1. This fund is established to assist Associations, including those suspended for failure to pay their subscriptions or other debt, in meeting their financial obligations to

the Federation, when financial circumstances apply, either wholly or in part, so as to allow affiliation, or alleviate the suspension or expulsion of Associations.

2.2.2. Contributions to the fund are voluntary. (Montego Bay 23.A12)

2.2.3. Associations desiring support from the fund to establish or maintain membership in IFATCA shall make their case for a given year in written form through the Executive Board (Office or respective EVP/R) to the Directors at Conference. The Executive Board shall produce a working paper presenting each application for the approval of the Directors. The working paper will contain a draft recommendation (either in the affirmative or the negative) being the Executive Board's recommendation to the Directors concerning the application. The EVP/R through the Executive Board may, at their own discretion, propose the use of the fund for a particular Member Association. The Directors shall make a decision considering the recommendation of the Executive Board and subject to the availability of funds.

2.2.4. Directors, at their own discretion, may propose the use of this fund from the floor of Committee A, based on information coming from the Member Association, Executive Board, or neighbouring Member Associations, subject to the availability of funds.

2.2.5. The use of this fund is normally limited to a maximum of three consecutive years. (Sofia 15.A.14)

2.3. Equipment Fund

2.3.1. This fund is established for the purpose of enabling the Executive Board to maintain and upgrade equipment used in the Office and by the Executive Board and Standing Committees. (Santiago 99.A.23)

2.4. Legal Contingency Fund

2.4.1. This Fund is established to assist Member Associations when special legal situations warrant.

2.4.2. The Fund is fed, as and when necessary, according to the decision of the Directors at Conference.

2.4.3. Associations desiring support from the fund shall make their case to the Executive Board. The Executive Board will decide subject to availability of funds and report to Annual Conference. (Acapulco 90.A.27; Port of Spain 91.A.24)

Note: The following guidelines provide guidance to the Executive Board from the Directors. Nothing in them is binding and should the Executive Board be of the opinion that a particular case falls outside the guidelines but still deserves the assistance of IFATCA, they may use their executive authority to provide such assistance as they deem fit.
The use of the Fund shall normally be confined to Member Associations and Associate Professional Members from Category 2 and Category 3 nations who are involved as defendants or witnesses in any legal action relating to their employment as air traffic controllers. If necessary, priority may have to be given to Category 3 nations.
IFATCA funding shall be used to fund the provision of legal advice and representation. It shall not be used to pay any fines, damages or other penalties.

The Executive Board may specify the use of a particular lawyer or other legal representative.
The Executive Board may retain legal representation directly in the name of the Federation if this is preferable to granting funds to the Member Association concerned. (Santiago 99.A.19)

2.5. Conference Attendance Fund

2.5.1. This fund is established to allow the Executive Board to assist Member Associations with financial problems to attend the Annual Conference. When assistance is provided, only one member of that Member Association may attend. (Marrakech 00.A.35)

2.5.2. Paid from the fund will be an amount to cover registration fee and contribution to accommodation and travel costs. (Sofia 15.A.13)

2.5.3. Associations desiring support from the fund to attend conference shall make their case through an application or may be offered support from the Executive Board.

2.5.4. Applications for use of this fund shall be submitted to the Office as soon as the need is known. (Montego Bay 23.A.12).

2.5.5. The Executive Board shall decide on recipients, subject the availability of funds and notice given in the request. Member Associations may apply for assistance in consecutive years, but the Executive Board shall give priority to Member Associations that have not received assistance in previous years. (Christchurch 93.A.3, Sofia 15.A.13, Las Vegas 16.A.17, Montego Bay 23.A.12)

2.6. Travel Assistance Fund

2.6.1. This fund is established to allow members of the Executive Board to assist Member Associations with financial problems, elected to Standing Committees, to travel to meetings as necessary. Access to such assistance is not automatic, and any application shall require the approval of the EVP Finance who will consider the application in consultation with the respective Standing Committee Chair and responsible Executive Board member. Normally, assistance from the fund will be limited to a total of three trips per year, to a maximum of the balance of the fund. (Buenos Aires 03.A.3)

2.6.2. Member Associations desiring support from the fund to attend Standing Committee meetings shall make their case through an application to the respective Standing Committee Chair, who will present the request to the responsible Executive Board member and the EVP Finance. Such applications shall be submitted as soon as possible. (Buenos Aires 03.A.3)

2.7. ANC Representative Fund

2.8.1. This fund is established for the purpose of enabling the IFATCA Executive Board to offset expenses for the IFATCA ICAO ANC Representative when the operating budget will not fully support these mission critical expenditures.

2.8. Regional Meeting Attendance Fund

2.9.1. This fund is established to allow the Executive Board to assist Member Associations with financial problems to attend their Regional Meeting. When assistance is

provided, only one member of that Member Association may attend. (Sofia 15.A.14)

2.9.2. Paid from the fund will be an amount to cover registration fee and contribution to hotel accommodation and travel costs. (Sofia 15.A.14)

2.9.3. Associations desiring support from the fund to attend the Regional Meeting shall make their case through an application, or may be offered support from the Executive Board. (Sofia 15.A.14)

2.9.4. Applications for use of this fund shall be submitted to the Office or the respective Regional Executive Vice President as soon as the need is known. (Montego Bay 23.A.12)

2.9.5. The Executive Board shall decide on recipients, subject to the availability of funds and notice given in the request. The Executive Board shall give priority to Member Associations that have not received assistance from this fund in previous years. (Montego Bay 23.A.12)

2.10. TRAINING FUND

2.10.1. This Fund has been established to track monies received and paid by the Federation in the provision of Training Courses provided by the Federation.

2.10. 2. The Federation may levy a fee for provision of, or participation in, training courses it provides.

2.10.3 Costs associated in the provision of training courses provided by the Federation will be tracked in this fund. (Montego Bay 23.A.12)

3. ANNUAL SUBSCRIPTIONS

3.1. General

3.1.1. The IFATCA Office shall dispatch subscription invoices to Member Associations by June 31, based on the declarations as per Article II, para. 3.4. of the Constitution. Should no such declaration be received, the invoice shall be based on the previous year's declared membership. The Member Association will be required to confirm its declaration at the Annual Conference. (Split 83.A.24; Taipei 97.A.51; Montego Bay 23.A.12)

3.1.2. The annual subscription for each Member Association is due for payment before, or at, the Annual Conference following the issuance of invoices, unless otherwise agreed by the Executive Board. (Buenos Aires 03.A.17; Hong Kong 04.A.20; Montego Bay 23.A.12)
A Member Association which has paid its subscription in advance, and which is subsequently terminated by the acceptance of a new Member Association in the same area of representation, shall have the fees paid in advance refunded. (Buenos Aires 03.A.17)

3.1.3. In certain cases, in which financial hardship either will prevent a Member Association from continuing as a member of the Federation or prevent a prospective Member Association from becoming affiliated, these cases will be

referred to the Annual Conference. Any financial arrangements made by the Executive Board in cases of hardship shall be voted on by the Directors by a majority vote. If no satisfactory solution can be agreed upon by the Directors, membership shall be terminated as per Article II, para. 5. (Split 83.A.25)

3.1.4. Three categories of subscription rate have been adopted based upon the World Bank World Developments Reports. However, any country may voluntarily upgrade to a higher category. (Punta Cana 10.A.6)
The subscriptions of Member Associations in Category 1 shall be based on a sliding scale. The subscriptions of Member Associations in Categories 2 and 3 shall be paid at a flat per capita rate. Additionally, a maximum sum payable by any Member Association, in subscription fees, shall be set in order to limit the financial burden to very large Member Associations and to reduce the financial reliance of the Federation upon any such Association. (London 1963; Tunis 96.A.14, Taipei 97.A.11, Hong Kong 04.A.22)

3.1.5. Subject to the provisions of para 3.1.4, the amount of annual subscription payable by a Member Association shall be based on the declared number of professional members of that Association. (Munich 1968; Tunis 96.A.37, Taipei 97.A.11, Arusha 08.A.21)

3.1.6. Notwithstanding the provisions of paras 3.1.4 and 3.1.5, under no circumstances shall the annual subscription paid by a single Member Association exceed 99% of the total annual subscriptions received from all the other Member Associations. (Taipei 97.A.11; Montego Bay 23.A.12)

3.1.7. The annual subscription rate for Member Associations in Category 1, Category 2 and Industry Partners shall be determined by applying each year an inflation factor to the relevant subscription rate; and for Member Associations in Category 3 by applying the inflation factor every second year for invoices produced in even numbered years. This inflation factor shall be derived from the most recent full-year average rate of inflation for Industrial Countries as published in the International Monetary Fund's International Financial Statistics. Regardless of the actual average rate of inflation, the inflation factor to be applied shall not exceed 2.5%. (Buenos Aires 03.A.5)

Acceptance of the Budget by Directors at Conference will signify acceptance of the new subscription rates for the relevant year. (Geneva 01.A.13)

3.2. ANNUAL SUBSCRIPTIONS FOR THE YEAR 2024/25 (in USD)

3.2.1. Member Associations

Minimum Annual Subscription:

Category	Scale (individual members)	Sub. per member (USD)
Category 1	First 300	$21.65
	Next 300	$19.89
	Next 400	$18.15
	Above 1000	$17.06
Category 2	All	$12.73
Category 3	All	$7.47

No Member Association should pay more than $34,748.45 USD in total annual subscription to the Federation.

3.2.2. Industry Partners– Annual Subscription
Types of membership:

Standard at 1,000 USD
Premium at 3000 USD

(Las Vegas 16.A.4; Jamaica 23.A.28)

Each category will be entitled to specific benefits. These entitlements and benefits will be determined by the Executive Board. (Las Vegas 16.A.5)

3.2.3. Associate Professional Members

Annual Subscription: USD 30.00

3.3. Membership Categories

3.3.1. Category 1

Aruba	Czechia	Latvia	Slovenia
Argentina	Denmark	Lithuania	Slovak Rep.
Australia	EGATS	Luxembourg	Spain
Austria	Estonia	Macau	Sweden
Bahamas	Finland	Malta	Switzerland
Barbados	Germany	Netherlands	Taiwan
Belgium	Greece	New Zealand	Trinidad & Tobago
Bermuda	Hong Kong	Norway	United Arab Emirates
Canada	Iceland	Poland	United Kingdom
Chile	Ireland	Portugal	Uruguay
Croatia	Israel	Republic of Korea	U.S.A.
Curaçao	Italy	Russia	
Cyprus	Japan	Singapore	

3.3.2. Category 2

Albania	Grenada	**Mexico**	
Algeria	Georgia	Mongolia	
Angola	Ghana	Montenegro	
Belarus	Guyana	Morocco	Sri Lanka
Bolivia	Hungary	Namibia	Sudan
Bosnia & Herzegovina	India	Nigeria	Tunisia
Botswana	Indonesia	Pakistan	Turkey
Brazil	Iran	Panama	Ukraine
Bulgaria	Jamaica	Peru	Yemen
Cameroon	Jordan	Philippines	Zambia
Costa Rica	Kazakhstan	Romania	
Cote d'Ivoire	Kosovo	Saint Lucia	
Djibouti	Lebanon	São Tomé and Principe	
Dominican Republic	North Macedonia	Senegal	
Egypt	Malaysia	Serbia	
Eswatini	Maldives	Seychelles	
Gabon	Mauritania	South Africa	

Category 3

Benin	Ethiopia	Mali	Tanzania
Burkina Faso	Gambia, The	Mozambique	Togo
Burundi	Guinea-Bissau	Nepal	Uganda
Central African Republic	Haiti	Niger	Zimbabwe
Comoros	Kenya	Roberts FIR	
Dem. Rep. of Congo	Madagascar	Sierra Leone	
	Malawi	Somalia	

3.4. Special Regulations

There are currently no applicable special regulations.

4. AFFILIATION FEE

4.1. The affiliation fee is USD 3 per capita on the declared professional membership of an Association. The maximum amount payable is USD 2,000. (Nicosia 77.A.13; Geneva 01.A.12, Cancun 02.A.11)

4.2. The affiliation fee for Associate Professional Members is USD 10. (Cairo 81.A.13; Geneva 01.A.12, Cancun 02.A.11)

4.3. Affiliation fees are not budgeted. (Munich 68)

5. DETERMINATION OF AMOUNTS

5.1. Travelling Allowances

5.1.1. The Executive Board shall determine annually rates for allowances for hotel, daily allowances and when travelling by car. The Executive Vice–President Finance may adjust these figures at their discretion on evidence provided by the claimant. (Amsterdam 82.A.2, Punta Cana 10.A.12, Las Vegas 16.A.2; Toronto 17.A.5)

5.1.2. The nominal figures determined in accordance with 5.2.1 shall be detailed in an Annex to the Guidelines for IFATCA Officers and Representatives. (Punta Cana 10.A.12)

5.1.3. The allowances for hotel, daily allowance and when travelling by car shall be reported by the Executive Vice-President Finance in the proposed budget, to be voted upon by the Directors at Conference; and the amounts for the present and past financial years shall be included in the report to Conference of the Executive Vice-President Finance. (Punta Cana 10.A.12, Las Vegas 16.A.2)

5.2. Honoraria, Equipment Allowance and Shift Payments

5.2.1. Honoraria

5.2.1.1. The following honoraria shall be paid to members of the Executive Board:

President and Chief Executive Officer	USD 2,567
Deputy President and Executive Vice-Presidents	USD 2,053

(Split 83.A.20; Geneva 01.A.12, Cancun 02.A.11, Amman 11.A.22; Gran Canaria 14.A.12; Toronto 17.A.6)

5.2.2. Equipment Allowance

5.2.2.1. Members of the Executive Board shall be provided with an annual equipment allowance of USD 500.

5.2.2.2. Other IFATCA officials may be paid an equipment allowance, or provided with the appropriate equipment, to assist in performing their tasks. (Jerusalem 95.A.11)

6. LIABILITIES

6.1. General

6.1.1. Reimbursements for members on official journeys on behalf of the Federation are paid for accommodation, meals, and other specified travel expenses as detailed in The Guidelines for IFATCA Officers and Representatives document (Blue Book). (Montego Bay 23.A.12)

6.1.2. Any anticipated expenses in excess of the amounts detailed in the Guidelines for IFATCA Officers and Representatives document (Blue Book) required prior approval from EVPF as detailed in the Guidelines. (Montego Bay 23.A.12)

6.1.3. Due to the limited funds of the Federation, any one delegate acting on behalf of the Federation (as a member of the Executive Board, the Standing Committees, or any other member) the federation provides Travel Insurance for approved travel on behalf of the Federation as detailed in the Guidelines for IFATCA Officers and Representatives document (Blue Book). (Toronto 17.A.5; Montego Bay 23.A.12)

6.1.4. On request an advance to cover contingent expenses will be sent by the Executive Vice-President Finance when a notice is given to the Executive Vice-President Finance not later than three weeks before the day of departure.

6.2. Officers Attending Conference

6.2.1. When attending Conference, the following officers:

a) Chair and Secretaries of Conference Committees A, B and C;
b) Standing Committee Chairs;
c) Named persons whose attendance is considered necessary and approved by the Executive Board. (Tunis 96.A.16; Hong Kong 04.A.35, Dubrovnik 09.A.11, Toronto 17.A.5)

will have accommodation, meal, other approved travel expenses and registration fee, reimbursed through the process details in the Guidelines for IFATCA Officers and Representatives document (Blue Book). (Montego Bay 23.A.12)

6.2.2. Such reimbursement will not be paid to those persons listed in paragraph 6.2.1 c) above if they are a Director or a Deputy Director of their respective Member

Association. (Bournemouth 92.A.12; Jerusalem 95.A.8, Taipei 97.A.35, Cancun 02.A.12, Hong Kong 04.A.35, Dubrovnik 09.A.11; Montego Bay 23.A.12)

6.2.3. The Executive Board has the discretion to assist with travel costs incurred by an Officer when attending Conference. (Arusha 08.A.9)

7. ACCOUNTS

7.1. Principal Accounts of the Federation

7.1.1. All bank accounts established in the name of the Federation may be drawn upon by either of the President and Chief Executive Officer or the Executive Vice-President Finance individually, or a combination of any two other voting members of the Executive Board. (Frankfurt 89.A.29; Santiago 99.A.7; Gran Canaria 14.A.19)

7.2. Reporting of Expenses

7.2.1. All expenses incurred on behalf of the Federation shall be reported to the Executive Vice-President Finance under the above headings through the processes detailed in the Guidelines for IFATCA Officers and Representatives document (Blue Book). (Montego Bay 23.A.12)

7.2.2. In view of the financial situation of the Federation, expenses should be kept to a minimum and monies used in an efficient manner. (Arusha 11.A.19; Montego Bay 23.A.12)

7.3. Books and Records - Retention and Destruction

7.3.1. The books and records, including related accounts and vouchers, of the Federation shall be retained in accordance with the relevant legislation. (Santiago 99.A.7; Gran Canaria 14.A.19)

8. INDEMNITY

No Bye-Laws to this item have been specified so far.

4. Conferences

1. TYPES AND PURPOSE OF CONFERENCES; ORGANISATION

1.1. Types of Conferences

Organisation of Conferences shall include determination of the required attendance medium.

This may include:

- wholly in person (all Directors must be physically present, or have provided proxies in accordance with these Bye Laws to a Director who is physically present); or
- wholly virtually (all Directors participate using an electronic conferencing platform). (Virtual Conference 22.A.9)

1.2. Purpose of Conferences

1.2.1. Conferences are the most appropriate platform for direct communication between Member Associations, and for the exchange of ideas and experience within the Federation on an inter-regional basis. (Cairo 81.A.13)

1.2.2. The basic purpose of an Annual IFATCA Conference is to review the activities of the Federation since the previous Annual Conference and to determine the policies, which should guide the work until the next regular Conference. It is also an occasion to review the Federation's administrative management relative to the required action of the Federation.

1.2.3. The purpose of a Special Conference is to solve major urgent problems that cannot be left in suspense until the next Annual Conference. (Frankfurt 89.A.66)

1.3. Procedures for Determining the Conference Venue

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 Annual Conference. (Marrakech 00.A.30)

1.3.2. Two years in advance, the Directors elect the Conference Venue from those bids, which have been the subject of properly submitted Working Papers. A Working Paper presenting a Conference bid shall include confirmation that the Association concerned has received the complete Conference requirements from the IFATCA Office and understands them fully. Late Working Papers containing Conference bids will not normally be accepted for discussion.

1.3.3. Should there be no Working Paper offering to host Conference two years in advance, the Executive Board shall invite Member Associations to submit Late Working Papers for consideration by the Directors.

1.3.4. One year in advance, the Directors vote on confirmation of the selection. The Executive Board shall report on the compliance with para 1.4.10, and if the Directors are not satisfied with the level of preparation, they shall have the right to reject the venue and organising Member Association. (Toulouse 98.A.15)

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 shall be the responsibility of the prospective host Member Association. (Marrakech 00.A.30)

1.4. Organisation of Conferences

1.4.1. The Executive Board shall publish a document, which provides detailed guidelines containing the process and requirements for Member Associations who wish to consider hosting an Annual Conference. This document shall be the joint responsibility of the Deputy President and the Conference Coordinator.

1.4.2. The organisation of the Annual Conference is normally undertaken by the Member Association of the country in which the Conference is to be held. No advance advertising in Federation publications shall take place until the conference preceding the proposed Conference. (Cairo 81.A.10; Port of Spain 91.A.58)

At the conference at which the decision to host will be taken, prospective Member Associations may promote their bid using space obtained from the current organising committee and by other suitable means. (Port of Spain 91.A.58)

1.4.3. Before a Member Association can be elected as host for the Annual Conference, such Member Association must satisfy the Directors that to their best knowledge and belief no delegates of any Member Association will be barred from entering the proposed host country for political reasons. (Melbourne 75.A.50; Frankfurt 89.A.66, Punta Cana 10.A.13)

1.4.4. At least twelve (12) months prior to the date of the opening plenary session the host Member Association shall provide written documentation to the Executive Board for dissemination to other Member Associations on the status of the Conference organisation. This shall include but not be limited to:

a) specific dates of the Conference;
b) travel concessions (if any);
c) hotel accommodation;
d) visa requirements;
e) health requirements;
f) currency conversions and regulations;
g) taxes;
h) conference registration fee;
i) advice as to available exhibition space (total and individual booths) and costs per square metre (or similar rate);
j) general information about the city and country, i.e., weather, clothing, etc.
k) accompanying persons' programme;
l) any problem areas where the Board or other MAs may be able to help out. (Melbourne 75.A.51; Cairo 81.A.13; Ottawa 94.A.44; Amman 11.A.25)

1.4.5. If for any reason the Executive Board is not satisfied with the conference venue or the preparations of the prospective host Member Association, it shall submit a Working Paper to the Conference at which the vote of confirmation is required. This Working Paper should contain the reasons for the Board's concern, and recommend an alternative arrangement. (Marrakech 00.A.30)

1.4.6. Once Conference has confirmed a venue, and paras 1.4.3 and 1.4.4 have been fulfilled, the venue will not be changed for political reasons.

1.4.7. Should a Member Association not be able to continue to hold the Conference, the Executive Board should be notified immediately. In normal circumstances, the decision to abandon should be made at least 6 months prior to the Conference dates.

Note: "normal circumstances" means those over which the host Member Association has control. When unforeseen events such as natural disaster (typhoon or earthquake), or a major health epidemic, or war or internal conflict in or involving the hosting country, or the collapse of the host Member Association occur, the decision to abandon should be made by the Executive Board as soon as possible. (Lyon 1976; Melbourne 05.A.14)

1.4.8. In the event of the situation in 1.4.7 occurring, the Executive Board will take emergency steps to organise the Conference.

1.4.9. Prospective host Member Associations, before volunteering, should contact the IFATCA Office, either at a Conference or in the year prior to "tendering their offer", for complete Conference requirements. (Cairo 81.A.14)

1.4.10. Once a Conference venue has been elected, the host Member Association shall:

a) in the year following election, supply quarterly progress reports to the Executive Board;
b) in the year immediately prior to Conference, the progress reports should be increased to monthly, to ensure that adequate material is available for distribution. (Bournemouth 92.A.28)

1.5. Duration of Annual Conferences

The duration of the Annual Conference shall normally be five days. (Acapulco 90.A.34)

1.6. Technical Exhibition

The Technical Exhibition shall normally be provided for the purpose of enabling Industry Partners to showcase their equipment and products and to meet with members of IFATCA and the Executive Board. The elected host Member Association for the following Annual Conference, competing Member Associations for the Annual Conference in two years and "The Controller" magazine may also participate in the Technical Exhibition. In addition, other companies who are not IFATCA Industry Partners may participate with the approval of the Executive Board and the fee for participation by these companies shall be set in conjunction with the Conference Coordinator. (Acapulco 90.A.35; Port of Spain 91.A.58, Marrakech 00.A.30)

1.7. Registration Fee

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 categories of fees:

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 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. (Acapulco 90.A.36, Santiago 99.A.23, Marrakech 00.A.30)

1.8. IFATCA Panel

1.8.1. The organization of the IFATCA Panel shall be the responsibility of 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. (Port of Spain 91.A.19; Marrakech 00.A.30; Sofia 15.A.3)

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. (Christchurch 93.A.69; Marrakech 00.A.30).

1.9. Conference Accommodation

1.9.1. The host Member Association shall be permitted to nominate a date not exceeding thirty days before the commencement of Conference after which it shall have no further obligation to provide accommodation for Conference participants. (Marrakech 00.A.30)

1.10. Organisation of "Emergency" Conferences

1.10.1. Where it is determined that a scheduled Annual Conference cannot proceed as planned, the Executive Board shall attempt to convene a replacement conference at a time and place at its discretion for the purpose of ensuring the normal operations of the Federation. A replacement conference should be of not more than three days duration, and attendance should be limited to three participants from each Member Association.

1.10.2. If the Executive Board determines that it is not able to organize a replacement conference, the Board shall attempt to convene a one-day plenary meeting to be attended by a Director from each Member Association. This meeting shall cover the minimum matters required to ensure the continued operations of the Federation until the next Annual Conference, including (but not limited to) the election of Officers and the budget.

The Executive Board shall determine the agenda for such conferences or meetings. Where such conference or meeting cannot be organized before June 1, the elected Executive Board Officers shall continue in office, and the current budget shall be

deemed to roll over into the new financial year, until the end of the replacement conference or meeting.

1.10.3. In the event that the Board is not able to organize either a replacement conference or a one-day plenary meeting before August 31, there shall be no conference or plenary meeting for that year. The Executive Board shall consult with the Chair of the Finance Committee to implement an "emergency" budget until the following May 31, and promulgate this to the Member Associations as soon as possible. The emergency budget shall not contain any increase in subscriptions other than the increase to account for the inflation factor. The incumbents in all positions that were due for election at the cancelled conference shall continue in office until the end of the following conference. Any applications for membership shall be put to an electronic vote. (Melbourne 05.A.14, Toronto 17.A.5, Virtual Conference 22.A.8)

1.11. Organisation of Special Conferences

1.11.1. Due to the nature of a Special Conference, the Conference Coordinator shall be given responsibility for organizing the event at a venue and date to be decided upon by the Executive Board. (Frankfurt 89.A.66; Santiago 99.A.23, Marrakech 00.A.30, Melbourne 05 A.14)

2. ATTENDANCE AT CONFERENCE

2.1. Representation of Member Associations

Member Associations may be represented by one Director and not more than three Deputy Directors, who shall be professional members and who shall be so registered. Other official representatives of a Member Association's delegation shall register as Delegates. Additional individual members of these Member Associations may attend Conference and shall register as Individual Members. (Taipei 97.A.31, Toulouse 98.A.19)

2.2. Representatives of Other Organisations or Individuals

Organizations or individuals wishing to attend Conference need the invitation or approval of the Executive Board. Representatives of these organizations and individuals shall be registered as Observers.

2.3. Rules Governing the Activities of Observers at Conference

2.3.1. The following rules govern the activities of Observers at Conference:
Observers shall be allowed to attend all plenary sessions and social functions.

2.3.2. While attending a committee working session, Observers should be permitted to take part in normal discussion or debate at the invitation of the Committee Chair or on request of the committee. (Bali 13.A.13, Toronto 17.A.5)

2.4. Participation in Debate by Registered Members of an MA

Nothing in these resolutions shall prevent the participation in debate by a registered member of a Member Association provided that such participation is made with the approval of the Member Association's Director or Deputy Director. Where the registered member of the Member Association is not a professional member of the Federation, they may participate in debate on subjects in which they have particular knowledge or expertise, only with the approval of the Member

Association's Director or Deputy Director and providing also that their status relevant to IFATCA and eligibility to speak is first declared to the relevant Conference Committee. (Nairobi 87.A.15; Taipei 97.A.32, Toulouse 98.A.20; Toronto 17.A.5)

2.5. Registration Categories

2.5.1. Registration categories for Annual Conference shall be:

a) IFATCA Officer (Executive Board & Standing Committee Chairs),
b) Conference Officer (Committee Chairs & Secretaries),
c) Invited Adviser,
d) Director (leader of an MA's official delegation),
e) Deputy Director,
f) Delegate (member of an MA's official delegation),
g) Individual Member (registered members of an MA attending of their own volition and permitted to speak only by agreement of their own MA),
h) Industry Partner,
i) Panel Speaker (if not a Industry Partner),
j) Observer,
k) Accompanying Person. (Taipei 97.A.33, Toronto 17.A.5)

2.6. Attendance at Closed Sessions

2.6.1. A Conference, or part of it, may be conducted in closed session at the request of the Executive Board, or of the Chair, or of any two Directors provided that a majority of the Directors approve the motion.

2.6.2. A closed session will normally only be attended by members of the Executive Board, the Directors, and the Chair and Secretary. (Gran Canaria 14.A.12; Sofia 15.A.6)

2.6.3. Other persons may be permitted to attend, unless any Member Association objects. (Bali 13.A.14; Sofia 15.A.7)

3. AGENDA

3.1. General

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

3.1.2. The final Agenda shall normally be printed by the host Member Association and included in the Conference Programme.

3.1.3. Any proposal for additional Agenda items is to reach the IFATCA Office not later than 90 days before the date of the opening Plenary Session.

3.1.4. All Working Papers, which are intended for consideration by Conference should be circulated sufficiently in advance. The following rules shall apply:

3.1.5. All Working Papers shall be delivered to the IFATCA Office not less than 45 days before the Conference, to allow for proper distribution. (Accra 18.A.9; Singapore 24.A.5)

3.1.6. Any Working Paper, which contains potential policy or guidance material received after that date shall automatically be deferred to the next Annual Conference.

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.

3.1.8. Oral reports will only be accepted if they update an already submitted written report in accordance with paragraph 3.1.5. (Sofia 15.A.12)

3.1.9. All Working Papers shall be numbered sequentially, on receipt in the IFATCA 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.

Note: The deadline for proposals for constitutional changes and the deadline for submission of a Working Paper made by CAC, containing all proposed changes, can be found in Part 2, Chapter 10, para 1.1.3 of the IFATCA Administrative Manual. (Cancun 02.A.19)

3.2. Distribution of Working Papers

3.2.1. Working Papers will be made available on the Members-Only section of the IFATCA web site. (Bali 13.A.17; Gran Canaria 14.A.15; Singapore 24.A.5)

3.2.2. Working papers for Committee B and C shall be made available to Observers on a protected area of the IFATCA website. (Gran Canaria 14.A.15)

3.3. Normal Order of Business

3.3.1. Opening Ceremony.

3.3.2. Opening Plenary:

a) Roll Call of Directors;
b) Presentation of the Report of the previous Conference;
c) Applications for Membership;
d) Report of the Executive Board;
e) Appointment of the Chair and Secretary for each Committee (Sofia 15.A.9, Toronto 17.A.5);
f) Any other business;
g) Adjournment (Marrakech 00.A.35)

3.3.3. Meetings of the Committees:

Committee A

a) Report of the President and CEO;
b) Report of the Deputy President;
c) Reports of the Executive Vice-Presidents (Region);
d) Reports of the Executive Vice-President Finance and the Auditor(s);
e) Report of the Conference Coordinator;
f) Report on the Office;
g) Report of the Communication Steering Committee (Las Vegas 16.A.11)
h) Reports of Standing Committees:
   - Finance (FIC)
   - Constitution and Administrative Committee (CAC);
i) Composition of FIC and CAC, work programmes for FIC and CAC;
j) Budget;
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);
n) Report and proposals to Plenary. (Christchurch 93.A.36; Tunis 96.A.41, Marrakech 00.A.30, Hong Kong 04.A.42, Kaohsiung 06.A.8)

Committee B

a) Report of the Executive Vice-President Technical;
b) Report of the Technical and Operations Committee (TOC);
c) Review and realisation of IFATCA Technical Policy;
d) Composition of TOC;
e) Work programme for TOC for the next year;
f) Reports on co-operation with International Organisations;
g) Report and proposals to Plenary.

Committee C

a) Report of the Executive Vice-President Professional;
b) Report of Liaison Officers to International Organisations;
c) Report of Professional and Legal Committee (PLC);
d) Composition of PLC;
e) Work programme for PLC for the next year;
f) Report and proposals to Plenary. (Marrakech 00.A.30)

3.3.4. Final Plenary:

a) Roll Call of Directors;
b) Report and proposals of Committee C;
c) Report and proposals of Committee B;
d) Report and proposals of Committee A;
e) Adoption of Resolutions, Recommendations, etc.;
f) Election of Officers;
g) Presentation of Charters of Membership;
h) Announcement of place and date of next Conference;
i) Addresses by Guests and Observers;
j) Address by the President and Chief Executive Officer of IFATCA;
k) Closing. (London 1963; Reykjavik 1973, Port of Spain 91.A.33)

3.3.5. The Agenda above may be expanded by the addition of:

a) Agenda items proposed by Standing Committees, based on their working programme, as accepted by Conference;
b) Agenda items proposed by the Executive Board;
c) Agenda items proposed by one or more Member Associations. (Acapulco 90.A.37)

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. (Christchurch 93.A.36; Tunis 96.A.42, Marrakech 00.A.35)

4. JURISDICTION

No Bye-laws to this item have been specified so far.

5. QUORUM, ACCREDITATION, PROXY

5.1. For plenary sessions, a quorum shall consist of a majority of the total number of Member Associations, which may be represented by their accredited Director, Deputy Directors or proxy. Proxy votes shall not constitute more than 25 % of such quorum. (Cairo 81.A.13; Tunis 96.A.32)

Note: A Member Association under suspension is deemed to have had its affiliation "temporarily terminated", and is therefore not included in the calculation of any quorum.

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 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, permit the quorum, provided that this occurs within twenty-four hours of the termination of the proceedings in the first Plenary Session. (Arusha 08.A.16)

5.3. If, following the twenty-four-hour period defined in para. 5.2. above, there is still no quorum, the President and Chief Executive Officer shall proceed to the business of Committee A only. Matters requiring a two-thirds majority 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. (Virtual Conference 22.A.8)

They shall not approve any increase in subscriptions, other than the increase to account for the inflation factor, and shall not adopt any resolution, which may become Federation policy. (Bali 13.A.11)

5.4. If, at the commencement of an emergency plenary meeting called following the cancellation of a scheduled Annual Conference, there is no quorum, the President and Chief Executive Officer shall proceed with the business on the agenda in an informal meeting. Matters requiring a two-thirds vote shall automatically be placed on the agenda for the next Annual Conference. Applications for membership shall be put to an electronic vote. All decisions reached by the Member Associations present and those represented by proxy at the informal meeting shall be forwarded in written form to all Member Associations within one month of the meeting for formal ratification. Any decisions from the informal meeting, which are not ratified by a majority vote of the Member Associations shall not be implemented. (Melbourne 05.A.14, Virtual Conference 22.A.8)

5.5. For committee sessions, a quorum shall consist of a majority of the total number of Member Associations, which may be represented by their accredited Director, Deputy Director, Delegate or proxy. Proxy votes shall not constitute more than 50% of such quorum. The presence of a quorum shall be determined by a roll-call at the commencement of the first session of the day and, once established, shall be presumed to continue for the entire day. (Port of Spain 91.A.33; Tunis 96.A.33)

Note: *A Member Association under suspension is deemed to have had its affiliation "temporarily terminated" and is therefore not included in the calculation of any quorum.*

If the Committee is dealing with an agenda item, which will ultimately require a two-thirds vote or which may result in a recommendation being adopted which may become Federation policy and the Chair or a Director notices that a quorum is no longer present, the Chair shall request delegates and/or proxies to return to Committee for that agenda item. (Tunis 96.A.33, Toronto 17.A.5)

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.

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. (Cairo 1981; Acapulco 90.A.38, Tunis 96.A.34, Arusha 08.A.16; Toronto 17.A.5, Virtual Conference 22.A.9)

5.9. If last minute transport difficulties prevent a Member Association from being present, a telefax or email message from that Member Association sent directly to the Secretariat at Conference 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. (Arusha 08.A.16)

5.10. If there is any question that a proxy has not been properly submitted, it shall be the responsibility of the Conference Coordinator in their absolute discretion to determine its authenticity and validity. In the absence of the Conference Coordinator, this responsibility shall devolve to the President. (Arusha 08.A.16; Gran Canaria 14.A.12; Toronto 17.A.5)

6. VOTING

6.1. General

6.1.1. Voting in Plenary sessions shall be in accordance with the Rules of Procedure laid down in Part 2, Chapter 4, Section 7.

6.1.2. Voting in Conference Committee normally is conducted in accordance with Rules of Procedure for the Committees of the Conference laid down in in Part 2, Chapter 4, Section 7.

6.1.3. Electronic voting outside of the above provisions shall be in accordance with the Rules of Procedure laid down in Part 2, Chapter 4, Section 6.3.

6.1.4. Any matter duly tabled may be put to a secret vote (ballot), in Plenary session:

- on request of any one Director,
- by decision of the Executive Board; in a Conference Committee:
- on request of any one Director or Deputy Director,
- by decision of the Chair,
- by decision of the Executive Board. (Toronto 17.A.5)

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. (Toronto 17.A.5)

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. (Jerusalem 95.A.22; Gran Canaria 14.A.12)

6.1.6. For secret votes, except for election to either the Executive Board or to a Standing Committee, and where a single question is being decided blank ballot papers will be prepared on which the words "In Favour", "Against", "Abstain" shall be printed and given to the Directors. If the vote is to decide between two or more options in a matter, which is being discussed by the Directors, the ballot papers shall be prepared in such a way as to clearly provide for one option to be supported. Ballot papers for Executive Board elections shall have the name(s) of the candidate(s) printed on them and given to the Directors. Where there is only one candidate for a position on the Executive Board, the words "In Favour", "Against", "Abstain" shall also be printed on the ballot paper. Ballot papers for the appointment of Standing Committees shall have the names of the candidate Member Associations printed thereon and given to the Directors. (Christchurch 93.A.38; Taipei 97.A.30)

6.1.7. When a Committee or Plenary recommendation has been properly referred to a secret ballot, or in the case of an election for a Standing Committee, each Director will identify themselves to the appropriate balloting officer and will thereupon be issued with the same number of ballot papers as votes they have earlier been identified as having assigned to them in accordance with Part 2, Chapter 4, paras 5.6 to 5.10. (Toronto 17.A.5)

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. (Montego Bay 23.A.14)

Proxy votes shall not be valid for any vote for the election of Officers of the Executive Board. (Montego Bay 23.A.14)

Should there be only one candidate nominated for a position on the Executive Board, then a ballot is not necessary and that candidate shall automatically be recommended to the Final Plenary session of Conference. (Montego Bay 23.A.14)

Should there be only one candidate nominated for the position of Chair of a Standing Committee, then a ballot is not necessary in the relevant Conference Committee and that candidate shall be deemed elected as Chair. This will be confirmed upon acceptance of that Committee's report to the Final Plenary session of Conference. (Toronto 17.A.5)

Should there be fewer, or the same number, of Member Associations nominated for the number of positions allowed on a particular Standing Committee, then a ballot is not necessary and all nominated Member Associations shall be deemed elected to that Standing Committee. (Arusha 08.A.16)

6.1.8. Normally, an application for affiliation from a new association, organization or guild will be referred from Plenary to Committee A for consideration. A two-thirds vote is required in Committee A for such application to be accepted. Following acceptance in Committee A, the resolution for professional membership in the Federation is formally sanctioned by means of a majority vote by the Directors to accept the Report of Committee A in the Final Plenary session. (Buenos Aires 03.A.17)

The exception to this process is where a new association, organization or guild applies to join from an area of representation where the Federation already has an affiliated Member Association. Under these circumstances, the application will be referred to Committee A for consideration. For the application to be accepted in Committee A, a two-thirds vote is required. If the application is accepted in Committee A, a Draft Recommendation will be forwarded to the Final Plenary for a vote in accordance with Article IV. A vote to accept the application of the new association, organization or guild in Plenary automatically causes the termination of the affiliation of the existing Member Association. (Buenos Aires 03.A.17)

6.1.9. With ballots for the appointment of Standing Committees, each voter must place a number against each candidate Member Association in ascending order of preference commencing, with the number "1" which will indicate first preference. Each candidate must have a number alongside and no two numbers can be the same, otherwise the ballot paper will be considered to be spoiled. Subject to para 6.1.10 below, the Member Associations to receive IFATCA funding will be those with the lowest total sum of preference votes up to the limit for the particular Standing Committee as specified in Part 2, Chapter 8, para 2.1 of the Bye-Laws. (Christchurch 93.A.40; Ottawa 94.A.29, Toulouse 98.A.14, Toronto 17.A.15)

6.1.10. Prior to voting on appointment of Standing Committees, the Chair of the respective Standing Committee will advise the Directors the number of Member Associations that can be elected on the Standing Committee. (Christchurch 93.A.41; Sofia 15.A.8, Toronto 17.A.5)

6.1.11. To ensure adequate and diverse representation in the appointment of Standing Committee members to TOC and PLC, one position on each committee is reserved for each region of the Federation (i.e. 4 for TOC and 4 for PLC). The Member Association to receive the lowest total sum of preference votes as under para 6.1.8

in each region shall be awarded the reserved position allocated for their respective region. The remaining associations seeking positions shall then form a global pool from which the remainder of the vacant positions are awarded in the regular manner. If there are no nominations from a particular region, then that reserved position will be released to the global pool for general distribution. (Toronto 17.A.15)

6.2. Development of IFATCA Policy

6.2.1. General

In any Working Paper concerning administrative, technical or professional matters of the Federation, which includes recommendations to be accepted, such proposals shall be labelled 'Draft Recommendations'. The title of section 4 of the Working Paper will in such case be 'Draft Recommendation(s)'. (Bali 13.A.12)

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 IV 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. (Christchurch 93.A.22; Tunis 96.A.46)
b) If the Committee considers a matter is of such importance that it should be put to Plenary, and for Committee A where the subject of a Working Paper is one which contains a Draft Recommendation for which acceptance by Final Plenary is required by Article IV of the Constitution, then the Conference Committee shall, in its report to Final Plenary, label such Draft Recommendation either in its original or amended form, "Committee [A or B or C] Draft Recommendation". (Tunis 96.A.46)
c) 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]. Additionally, Draft Recommendations referred by Committee to Final Plenary or which require acceptance at Final Plenary under Article IV 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. (Tunis 96.A.46)

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. (Tunis 96.A.46; Gran Canaria 14.A.12)
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. (Tunis 96.A.46)

6.2.3. Technical and Professional Matters

a) A Resolution, which does not contain a proposal to adopt 'Provisional Policy', will express the policy of the Federation regarding technical and professional matters and all Member Associations shall make every effort to adhere to, and gain support for, such policy. (Tunis 96.A.46)
b) A Draft Recommendation, which contains a proposal to adopt 'Provisional Policy' will be treated as per the requirements of Part 2, Chapter 8, para. 9.3 of the Administrative Manual. (Tunis 96.A.46)

6.2.4. Jurisdictional Disputes

If a dispute arises as to whether a matter for consideration by the Final Plenary is an administrative matter or a technical or professional matter, the Chair of the Final Plenary session shall ask for a vote by the Directors and a majority of votes shall decide the issue. (Tunis 96.A.46, Toronto 17.A.5)

Note. - The following is an editorial addendum listing the various requirements for voting at IFATCA conferences and meetings. The policies regarding voting requirements are specified in the relevant sections of the IFATCA Administrative Manual. This addendum is included simply for use as a reference guide.

IFATCA Conferences

6.2.5. Plenary sessions

Three-quarters vote: *For the dissolution of the Federation.*

Two-thirds vote: *For the expulsion of a Member Association(s); and for changes to the Constitution.*

Majority vote: *For all Executive Board positions; and to determine whether an item is an administrative, technical or professional matter.*

6.2.6. Committee sessions

Two-thirds vote: *For election of a new Member Association(s); and*
**for suspension of a Member Association; and*
**for reinstatement of a suspended Member Association(s); and*
for recommending expulsion of a Member Association(s) to Plenary; and
to suspend the regular order of business to consider anything deemed urgent; and
to confer a Scroll of Honour; and
to confer an Award of Merit.

** (A vote is not required to suspend or reinstate a Member Association for failure to pay the affiliation fee or annual subscription.)*

Majority vote: *For all questions properly brought before Conference except those specified above; and*

for election of Honorary Associate Members; and
to move into closed session; and
for attendance of other persons at closed session; and
to Resolve matters not covered by the Constitution or the Bye-Laws; and
to forward a recommendation for election to the Executive Board to Plenary (only among the relevant regional Member Associations for a regional EB position); and
to resolve an appeal against a Chair's ruling. (Toronto 17.A.5)

6.2.7. IFATCA MEETINGS (including Regional and EB Meetings)

Majority vote: *All items for consideration, including moving into closed session and attendance of other persons at such sessions.*

(Cancun 02.A.20).

6.3 Electronic Voting Outside Conference

6.3.1 General

a) A quorum for the vote shall consist of a majority of the total number of Member Associations in good standing, which may be represented by their accredited Director, or Deputy Director
b) Electronic voting shall use a system to ensure that each Member Association cannot submit more than one electronic vote
c) The electronic voting process shall be auditable
d) A notification of a requirement to vote shall include sufficient time to consider the proposal and register a vote. The deadline shall be clearly communicated as part of the call to vote
e) Required majority provisions shall be in accordance with these rules and bye-laws
f) Only Member Associations in good standing shall be allowed to participate in the vote.
g) Proxies shall not be allowed.

The result of the vote(s) shall be published to Member Associations. (Virtual Conference 22.A9)

7. ORDER OF BUSINESS

7.1. General

7.1.1. The Normal Order of Business for IFATCA Annual Conferences is shown in Part 2, Chapter 4, Section 3.

7.1.2. Those delegates whose mother tongue is English should try to make their input to Conference in plain, simple sentences, speaking at a pace, which will enable non-English speakers to understand the contribution. (Frankfurt 89.A.46)

7.2. Rules of Order for IFATCA Meetings and Conferences

7.2.1. The President and Chief Executive Officer, or in their absence, the Deputy President or, in their absence, one of the Executive Vice-Presidents, shall take the Chair at all Annual or Special Conferences. In the absence of any of the above, the Conference shall elect its own Chair. (Toronto 17.A.5)

7.2.2. Each speaker shall address themselves solely to the Chair. The Chair shall call on speakers where more than one asks for the floor at one time. (Toronto 17.A.5)

7.2.3. Each motion or report, unless such a motion or report has been brought properly before the meeting, shall be proposed and seconded by a Director before it is discussed. The proposers shall have the right of reply, in all cases, immediately before the vote is taken. (Geneva 01.A.27)

7.2.4. A motion may be amended from the floor. When more than one amendment is moved, they shall be considered singly, in order opposite to their movement, and, if passed, be included in the original motion.

7.2.5. Only one motion may be considered at one time.

7.2.6. At the request of any Director, a motion may be required to be reduced to writing.

7.2.7. The proposer of a motion may withdraw it with the consent of the seconder.

7.2.8. A Director may, at any time, move "that the question be put now". The Chair shall put this motion to a vote without discussion and, if it is passed, the motion under discussion shall be voted on without further discussion other than a summing up by the proposer. (Toronto 17.A.5)

7.2.9. A Director may move "to proceed to the next business". This shall be voted on without discussion and, if passed, discussion on the motion shall cease and no vote be taken.

7.2.10. No delegate shall interrupt another while speaking, except to raise a point of order. They shall state the point, which shall be decided by the Chair without debate. (Toronto 17.A.5)

7.2.11. If a point of order is raised whilst a delegate is speaking, they shall cease until the validity of the point of order has been decided. If it is decided that the point of order is not valid, they may proceed. (Toronto 17.A.5)

7.2.12. Order of precedence of motions:

a) To adjourn;
b) A motion that the question be now put;
c) A motion to proceed to the next business;
d) A motion to refer the matter to a Committee for investigation and report;
e) A motion to postpone the matter to a later specified meeting;
f) A motion that the matter lie on the table;
g) A vote of no confidence;
h) Other motions.

7.2.13. If any Director is temporarily absent from the meeting, they may delegate their voting powers to any other delegate. (Marrakech 00.A.35; Toronto 17.A.5)

7.2.14. No delegate may speak more than once on the same motion except with the permission of the Chair, provided always that the proposer of a motion or amendment has the right of reply before the motion or amendment is put, and on the amendment being carried its proposer becomes the proposer of the substantive motion and may reply before that is put. (Toronto 17.A.5)

7.2.15. A motion to reconsider any matter previously discussed or resolution passed at that Conference must be made by a Director who voted with the prevailing side. If another Director disputes an assertion by the maker of the motion to reconsider that they voted on the prevailing side, the Director moving to reconsider is to be believed unless the record of a roll call vote shows otherwise. A motion to reconsider must be made at the same Conference that the original motion in question was made at. Until the motion to reconsider is disposed of or lapses, the effect of the original vote is suspended, and no action may be taken to implement it. (Sofia 15.A.10; Toronto 17.A.5)

7.2.16. A motion to rescind can be used to cancel a motion already passed at the same or previous Conference, providing the action approved by the original motion has not already been carried out. A motion to rescind cannot be used to cancel the resignation or termination of membership of a Member Association that is either present or has been notified. Reinstatement of membership following a vote to terminate can only be achieved by following the procedures for admission to membership. (Sofia 15.A.10)

7.2.17. The regular order of business may be suspended, in order to dispose of anything deemed urgent, by a two thirds majority of the meeting at any time.

7.2.18. Members of the Executive Board shall be allowed to speak on any item, but they shall have no vote. (Cairo 81.A.13; Acapulco SPL 90.A.3)

7.3. Rules of Procedure for Conference Committees

7.3.1. Each Member Association shall endeavour to be represented on all Committees, either by its Director, Deputy Director, a Delegate or by a proxy.

7.3.2. The Officers of a Committee shall be a Chair, 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. (Sofia 15.A.4, Toronto 17.A.5; Montego Bay 23.A.18)

7.3.3. At the start of each day's proceedings Committee Chairs shall conduct or cause to have conducted a roll call of Member Associations to determine if a quorum exists. A committee shall be considered to have a quorum for the entire day if a quorum exists at the time the roll call is conducted. Committees may proceed without a quorum except that if the Committee is dealing with an Agenda Item, which will ultimately require a two-thirds vote for adoption or which may result in a Recommendation being adopted which may become Federation policy, the Chair shall request delegates and/or proxies to return to Committee for that Agenda Item. (Cairo 81.A.13; Port of Spain 91.A.33, Toronto 17.A.5)

Voting may be resorted to or used to test opinion, if necessary. Committees shall endeavour to reach unanimous agreement.
Members of the Executive Board shall be allowed to speak on any Agenda Item but they shall have no vote. (Acapulco SPL 90.A.3.)

7.3.4. Committees may appoint a Working Group, which may conduct its business informally, to prepare proposals to that Committee.

7.3.5. Minutes shall be kept for all sittings of the Committee and shall normally be in summary form. An individual Member Association may have its views on a particular subject included in the Minutes, if so requested.

7.3.6. The Chair of a Committee shall declare the opening and the closing of each sitting, direct the discussion, accord the right to speak, put questions, and announce the decisions. They shall also present the Committee Report to the Final Plenary session. (Toronto 17.A.5)

7.3.7. During discussion, any representative who considers the Rules of Procedure are not being observed may raise the matter as a point of order, and the matter shall be immediately ruled upon by the Chair. An appeal against the ruling shall be put to the vote and decided by a simple majority. (Toronto 17.A.5)

7.3.8. A motion or an amendment shall not be discussed until it has been seconded.

7.3.9. When a Committee completes discussion of an assigned Agenda Item, or of a discrete part thereof, it shall prepare and approve its report on the matter for inclusion in the report of the Committee.
This report shall also contain a Resolution or Draft Recommendation (see Part 2, Chapter 4, Section 6). A Draft Recommendation shall become a Resolution or Recommendation when accepted at Plenary, and so become policy. (Port of Spain 91.A.33)

7.3.10. Each Committee should ensure that its intentions are fully stated and clearly expressed in each recommendation.

7.3.11. Preceding each Resolution or Draft Recommendation, a summary of the views, which led to the Resolution or Draft Recommendation (including the results of any vote taken) should be given. (Port of Spain 91.A.33; Tunis 96.A.46)

7.3.12. Where necessary, an indication of the manner in which implementation should proceed, should be given.

7.3.13. Reports should be as concise as possible, and should be restricted to material necessary to understand the plan presented.

7.3.14. When necessary, one part should be provided to accommodate comments on the organisational or procedural aspects.

7.3.15. When necessary, a separate part should be provided to contain statements by delegations, not related to a particular item only.

Note:
It is the normal practice for the Final Plenary session to deal with the Reports of the Committees as follows:
A liberal majority has been assured in Committee for each of the Draft Recommendations in their reports.
In order to expedite procedure in Plenary, a vote on the adoption of the complete report is taken at the end of the Report of the Chair of the Committee.
In order to provide for dissenting opinion and last-minute amendments to be taken into account, the following procedure is adopted:

a) *If a Director expressly wishes a Draft Recommendation of a Committee to be put to a separate vote, their proposal will be considered as a motion of order.*
b) *Movements for amendment of the Report of the Chair will be considered before moving to the next subject in the report.*
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.*
d) *Should a Member Association not accept a Resolution it should notify the Executive Board accordingly and this fact shall be promulgated as an appendix to the Administrative Manual.* (Toronto 17.A.5)

7.3.16. Committee Reports to the Final Plenary at Conference:

a) Reports of deliberations in Committees shall be made available in draft form to delegates, as soon as possible, to permit corrections and editorial remarks to be brought to the attention of Chairs of Committees prior to the production of the Final Reports of the Committees. Whenever possible, Committees should defer final adjournment until corrections have been made to the final draft of Committee Reports. Corrections to Final Reports of the Committees during Final Plenary should only be made if unavoidable.
b) At least one hour prior to the commencement of the Final Plenary session, the Directors and Officers shall meet to review the Conference Reports of each Committee in order that discussion areas may be identified and voting on each Recommendation may be expedited.
c) Committee A report shall contain at the end of Agenda Item "Election of the Executive Board" a list of the complete new Executive Board acting for the coming period.
d) In the Committee reports of meetings held in closed session, only the minimum information shall be published, that is to say the recommendations carried. The names of Member Associations proposing and seconding recommendations or the results of the votes in closed session must not be included. This requirement is to permit full and frank discussion in closed session. (Port of Spain 91.A.33; Gran Canaria 14.A.19, Toronto 17.A.5)

8. LAY-OUT OF WORKING PAPERS

8.1. All items that the Conference is expected to discuss and decide upon shall be submitted in form of a Working Paper.

8.2. Format of Working Papers

8.2.1. Working Papers may 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 the office. (Santiago 99.A.23; Montego Bay 23.A.19)

8.2.2. The Working Paper number will be inserted by the IFATCA Office. All pages of Working Papers shall be numbered in the following format: Agenda item/Page number (e.g., A.2.2.6/Page 2 of 5). (Geneva 01.A.29)

8.2.3. Title:

Name the subject, or in the case of a proposed amendment, refer to the title of the original proposal, existing policy, Agenda Items and reference number, etc.

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). (Geneva 01.A.26)

8.2.5. Introduction:

Brief explanation of the history and/or background of the subject.

8.2.6. Discussion:

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

8.2.7. Conclusions:

Summarise the findings and draw conclusions from the facts listed above.

8.2.8. Draft Recommendations:

List your 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. (Athens 85.A.53; San José 86.A.8)

8.2.9. Reference Documentation: Enter list of all Reference Documents used in compiling the Working Paper. (Acapulco 90.A.40)

8.2.10. A Working Paper which does not contain any draft recommendations (e.g., a report) may be in "free" format but shall still contain the items shown in the header section of the example in Part 2, Chapter 4, para 8 such as title, presenter etc. The format for the body of the report may be adopted but section 4 'Draft Recommendation' is not required. (Ottawa 94.A.45; Bali 13.A.12)

8.2.11. Where references to a website or other electronic source(s) are contained in Working Papers, the appropriate information shall either be printed and added to the Working Paper as an Annex or be included in a list of references described in the Working Paper (see para. 8.2.9 above) and be accompanied by remarks stating the location of the reference(s), the date of the reference document along with the statement that the document and/or its contents may become outdated, or irrelevant at any time. (Cancun 02.A.21)

9. CONFERENCE REPORT

9.1. Contents

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

Opening Ceremony and Opening Plenary Session

Report of Committee A

Report of Committee B

Report of Committee C

Abstract of IFATCA Panel

Final Plenary Session

(Marrakech 00.A.35)

9.1.2. Full written minutes of plenary sessions shall be taken. (Santiago 99.A.23; Gran Canaria 14.A.12)

9.1.3. Reports of Committees A, B and C, produced by the respective Committee Chairs and Co-Chairs shall, for each Agenda Item separately, contain:

- the minutes of the discussions;
- 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 material. (Port of Spain 91.A.33, Singapore 24.A.2)

9.1.4. Any comments or changes to Reports of Committees A, B, and C made at final plenary will only appear in the Conference Report.

9.2. Production

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. (Copenhagen 78.A.34; Acapulco 90.A.41, Melbourne 05.A.15; Las Vegas 16.A.15)

9.2.2. The conference Report will be complied by the IFATCA Office for review by the Executive Board prior to publication. (Singapore 24.A.2)

5. Executive Board

1. OFFICERS IN THE EXECUTIVE BOARD

1.1. Voting and Non-Voting Officers of the Executive Board

The Officers of the Executive Board are:

Voting members:

- President and Chief Executive Officer
- Deputy President
- Executive Vice-President Finance
- Executive Vice-President Professional
- Executive Vice-President Technical
- Executive Vice-President Africa and Middle East
- Executive Vice-President Americas
- Executive Vice-President Asia and Pacific
- Executive Vice-President Europe (Frankfurt 89.A.70; Bournemouth 92.A.55, Toronto 17.A.5)

Non-Voting members:

- Office Manager
- Liaison Officer to the ICAO Air Navigation Commission
- Communications Coordinator

Note: Non-voting members of the Executive Board listed above are appointed positions

1.2. Notification of Changes to the Appropriate Authorities

1.2.1. Changes in the Officers of the Executive Board shall be provided to the appropriate authorities immediately after the end of the Annual Conference. (Melbourne 75.A.21; Gran Canaria 14.A.19)

2. ELIGIBILITY AND ELECTION

2.1. Election Intervals

2.1.1. Nominations for the election of EB-officers will be made at the following intervals, and their terms of office shall be as depicted below:

YEAR	OFFICE	TERM
Even	President and Chief Executive Officer	2 years
	Executive Vice-President Finance	

	Executive Vice-President Professional	
	Executive Vice-President Americas	
	Executive Vice-President Europe	
Odd	Deputy President	2 years
	Executive Vice-President Technical	
	Executive Vice-President Africa and Middle East	
	Executive Vice-President Asia and Pacific	

Note: Regional Executive Vice-Presidents will be elected at the respected Regional immediately prior to the Year and Term of Office specified above. (Montego Bay 23.A.14)

2.2. Nomination Procedure

2.2.1. A request for nomination of Officers shall be sent to the Member Associations in advance of the Conference.

2.2.2. Member Associations shall submit to the IFATCA Office nominations for Officers at least sixty days before the Annual Conference and at least thirty days before the Regional Meeting in respect of Regional Executive Vice-President position, and Annual Conference for all remaining positions, and at least thirty days before a Special Conference. If no properly submitted nomination for an Executive Board position is received by the aforementioned dates, the Executive board shall invite all Member Associations to make late nominations to the vacant position(s) for consideration at conference. Late nominations will not be accepted if a valid nomination has been made in accordance with this clause. Nominations submitted to the Office after the closing date will not be accepted, except as specified above. (Lyon 76.A.22; Tunis 96.A.43, Virtual Conference 22.A.10; (Montego Bay 23.A.14)

2.2.3. Only one candidate for each function of Officer shall be nominated by each Member Association. Candidates need not be a member of the nominating Member Association, but must be a Professional Member of the Federation, and have received the approval of their Member Association. (Cairo 81.A.13)

2.2.4. The Member Association of the nominee shall not, in any way, attempt to interfere with the business and decisions of the Executive Board, through any kind of pressure upon the nominee.

2.2.5. The letter of approval of nomination shall be countersigned by the President or designate of the nominee's Member Association. (Nicosia 77.A.29)

2.2.6. At least thirty days before the Annual Conference, or Regional Meeting in respect of election of Regional Executive Vice-Presidents, and as early as possible prior to a Special Conference, the IFATCA Office shall notify the Member Associations of the list of nominees who have accepted nomination. (Lyon 76.A.22)

(Brussels 1964; Reykjavik 1973, Lyon 1976, Acapulco SPL 90.A.3 Christchurch 93.A.25, Jerusalem 95.A.23, Tunis 96.A.44, Taipei 97.A.30, Santiago 99.A.23, Buenos Aires 03.A.16; (Montego Bay 23.A.14)

a) The list of candidates shall be presented to Committee A in a working paper from the Executive Board for elections conducted at Annual Conference, or Special Conferences. A list of candidates for Regional Executive Vice-President shall be presented to the respective Regional Meeting. (Amended Marrakech 00.A.24; Montego Bay 23.A.14)

b) Each candidate may make a statement to the Committee advising their reasons for seeking office, intended objectives whilst in office and any other relevant information the candidate may wish to include. If the candidate is unable to attend Committee A the respective Conference or Meeting at which the election for which they have nominated will be conducted, their statement may be read by a nominee of the candidate. (Toronto 17.A.5; (Montego Bay 23.A.14)

   Such statements shall not exceed 500 words.

c) In the case of voting on Regional Executive Vice President positions, the Directors from Member Associations belonging only to the Region concerned shall agree at the respective Regional Meeting on a majority proposal of the candidates for the particular office becoming vacant. (Amended Buenos Aires 03.A.16; (Montego Bay 23.A.14)
   For other positions, the Committee shall agree on a majority proposal of the candidates for the offices becoming vacant, which shall be submitted to the Plenary meeting of the Conference for final election. (Amended Buenos Aires 03.A.16)

d) Where there is only one candidate, that candidate shall be accepted without a ballot by the Committee for recommendation to Plenary. Where there are more than two candidates, and no candidate receives a majority of the votes cast at the first ballot, there shall be a run-off election of the two highest polling candidates. The results of the run-off election shall determine the winner, which shall be submitted to the Plenary meeting of the Conference for final election. (Amended Buenos Aires 03.A.16)

e) In the event of a tie between two candidates for elective office, a second ballot shall be held. The results of the second ballot shall determine the winner, which shall be submitted to the Plenary meeting of the Conference for final election. In the event the second ballot results in a tie, both candidates will be submitted to Plenary, which shall decide the issue. (Buenos Aires 03.A.16)

f) A candidate must receive a majority vote at Plenary to be elected to the Executive Board. In the event of a tie in Plenary, the Chair shall cast the deciding vote. (Buenos Aires 03.A.16)

(Brussels 1964; Reykjavik 1973, Lyon 1976, Acapulco SPL 90.A.3 Christchurch 93.A.25, Jerusalem 95.A.23, Tunis 96.A.44, Taipei 97.A.30, Santiago 99.A.23, Buenos Aires 03.A.16).

3. AUTHORITY AND RESPONSIBILITY

3.1. Meetings of the Executive Board

3.1.1. The Executive Board shall meet at least twice per year, other than at Conferences, and at such other times as may be deemed necessary by the President and Chief Executive Officer or by a majority of the voting members of the Executive Board. (Cairo 81.A.13)

3.1.2. Two-thirds of the number of elected Executive Board members should constitute a quorum, among which either the President and Chief Executive Officer or the Deputy President must be present. Proxies are not permitted at meetings of the Executive Board. (Tunis 96.A.64; Arusha 08.A.16)

3.2. Executive Board Duties and Responsibilities

3.2.1. The duties and responsibilities of the Executive Board and its individual members shall be set out in detail in the Guidelines for IFATCA Officers and reviewed and amended as necessary by the Deputy President. (Santiago 99.A.15)

3.3. Selection of Representatives of the Federation

3.3.1. In selecting persons to represent the Federation, the President shall choose the best available candidate for that role provided they are a member of their Member Association in accordance with Part 2, Chapter 2, para 1.1.1 of the Manual. The President may, after consultation with the Executive Board, employ a person on behalf of the Federation to fulfil the role if they believe they are more appropriate than the available member candidates. (Hong Kong 04.A.43; Toronto 17.A.5)

4. OFFICERS OF THE EXECUTIVE BOARD

4.1. President and Chief Executive Officer

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4.2. Deputy President

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4.3. Executive V.P. Finance

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4.4. Executive V.P. Professional

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4.5. Executive V.P. Technical

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4.6. Executive V.P. Africa and Middle East

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4.7. Executive V.P. Americas

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4.8. Executive V.P. Asia and Pacific

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4.9. Executive V.P. Europe

Frédéric Deleau
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4.10. Liaison Officer to the ICAO Air Navigation Commission

David Perks
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4.11. Communications Coordinator

Nicola Ni Riada
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6. Ex Officio Members of the Executive Board and Appointed Officials

1. GENERAL

1.1. Ex officio members of the Executive Board and appointed Officials will be appointed by the Executive Board for a two-year term, except for the position of Liaison Officer to the ICAO Air Navigation Commission which shall be appointed for a three year term commencing from Conference 2015. (Toulouse 98.A.16; Gran Canaria 14.A.23)

1.2. The respective positions will be notified to the Member Associations as being vacant, and nominations should be received before January 15.

1.3. Appointments shall take effect from the day after the Annual Conference.

1.4. The Technical and Professional Secretary, the Liaison Officer to International Organisations in Geneva, the Liaison Officer to the European Union and the Communications Coordinator shall be appointed in even years, and the Conference Coordinator shall be appointed in odd years. (Arusha 08.A23; Gran Canaria 14.A.12; Virtual Conference 22.A.12)

2. CONFERENCE COORDINATOR

2.1. Role

The Conference Coordinator shall be responsible for liaison between the Executive Board and the Member Association hosting the Annual Conference and for the overall management of the business activities at Conference on behalf of the Executive Board. (Amman 11.A.21)

2.2. Terms of Reference

The Conference Coordinator shall be responsible for the following:

a) liaison with potential host Member Associations before the presentation at Conference of their Working Paper offering to host, to ensure the best possible level of relevant information is included;
b) liaison between the host Member Association and the Executive Board;
c) liaison between the host Member Association and the Office Manager with respect to the Conference Secretariat;
d) pre-conference visits 15-18 months before Conference and 3-4 months before Conference (Virtual Conference 22.A12);
e) liaison between the host Member Association and the Industry Partners with respect to the Technical Exhibition;
f) the selection of Committee Officers in conjunction with the Executive Board Officers assigned to each committee, and the Secretariat staff in conjunction with the Office Manager;
g) the organization of Special Conferences and Annual Conferences where the elected host Member Association is unable to proceed;

h) acting as Returning Officer during Plenary sessions;
i) determining the authenticity and validity of Conference proxies;
j) any other task as may be assigned from time to time by the Executive Board.

(Marrakech 00.A.25; Geneva 01.A.-; Kaohsiung 06.A.14; Punta Cana 10.A.14; Gran Canaria 14.A.12; Sofia 15.A.13)

3. COMMUNICATIONS COORDINATOR

3.1. Appointment

3.1.1. The Executive Board shall appoint the best available candidate when the post is vacant. The Communications Coordinator need not necessarily be an individual member of the Federation, nor have actual ATC experience, but the candidate must have an extensive knowledge of ATC matters and practices. Journalistic or other experience in the publishing world will be a recommendation.

3.2. Terms of Reference

Under the direction of the President and Chief Executive Officer and the Deputy President, the Communications Coordinator shall perform the following functions:

Coordinate the operation of the Federation Website and electronic communications on behalf of the Federation

Select and edit articles for the official journal of the Federation. The contents should reflect the administrative, technical and professional aspects of IFATCA. The actual contents of each issue will be determined by the Communications Coordinator in conjunction with their Committee, should it be so constituted. (Toronto 17.A.5)

Provide up to two pages from the technical content quota for use of the Executive Board if so required. The Executive Board will advise the Communications Coordinator one month prior to close of copy date if such space is required.

3.2.1. Submit editorials as well as other articles which they believe could be contentious to the Executive Board for sanction prior to publication. (Toronto 17.A.5)

3.2.2. Liaise with the appointed officer of each Member Association for the purpose of obtaining as much local material as possible concerning ATC activities and developments, which could be used in the journal.

3.2.3. Do the final proofreading and corrections.

3.2.4. Collect sufficient advance material to ensure the continued on-time publication of the journal. (Athens 85.A.22; Bournemouth 92.A.34)

3.2.5. Appoint and manage the Editorial Team and propose to the Executive Board the individual on the team who shall function as Deputy Editor. (Dubrovnik 09. A.16)

3.2.6. Provide written reports to each Executive Board meeting. (Athens.A.22; Bournemouth 92.A.39)

3.2.7. Provide a written report for the Annual Conference. (Istanbul 07.A.19)

3.2.8. Exceptionally, at the specific request of and as directed by the Executive Board, carry out public relations functions on behalf of the Federation. Overall responsibility for all aspects of Public Relations rests with the Executive Board.

4. LIAISON OFFICERS

4.1. Liaison Officer to ICAO Air Navigation Commission (ANC)

4.1.1. Terms of Reference

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

The Liaison Officer shall:

a) Serve as the designated IFATCA observer to the ICAO Air Navigation Commission;
b) Maintain IFATCA's presence and participation in relevant ICAO meetings and discussions on matters before the Air Navigation Commission;
c) Serve in Montreal during designated sessions of the ICAO Air Navigation Commission, ICAO Assemblies, Air Navigation Conference and ICAO Symposia to the extent practicable considering, among other things, limitations related to immigration status in Canada;
d) Establish and maintain contact with the ICAO Secretariat and other International Organizations in the ICAO community, for the purpose of promoting and maintaining the aims and objectives of IFATCA;
e) Manage and coordinate the IFATCA Representatives to ICAO's International Panels, Work Groups, Study Groups and Task Forces to ensure that IFATCA's concerns in their specific field of expertise are maintained and expressed as the issue works through the ICAO process;
f) Provide guidance to IFATCA Representatives to ICAO Panels, Work Groups, Study Groups and Task Forces on the ICAO processes to ensure their roles are as effective as possible;
g) Provide input and support to IFATCA officers responding to ICAO state letters;
h) Serve as an ex-officio member and attend meetings of both the Technical and Operations and Professional and Legal Committees for the purpose of ensuring issues, concerns and expertise of relevant Standing Committees are included in IFATCA's role in ICAO and to provide the committees with information, understanding and guidance on the issues in the ICAO process;
i) Serve as a non-voting ex-officio member of 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;
j) Raise with the Executive Board immediately any items of special or significant interest as they arrive from ICAO;
k) Undertake other duties relating to ICAO as required by the Executive Board. (Gran Canaria 14.A.23, Accra 18.A.14)

4.2. Liaison Officer to the European Union (EU)

4.2.1. Terms of Reference

Under the Direction of the Executive Board the Liaison Officer to the European Union shall:

a) Establish and maintain contact with the Offices of the European Union which are based in Brussels, and with any other relevant Offices of the EU spread

throughout the Union, with a view to promoting and maintaining the aims and objectives of IFATCA.

b) Represent IFATCA whenever specifically asked to attend any International meetings in Brussels hosted or sponsored by the EU, which are directly relevant to Air Traffic Control.
c) Make any necessary arrangements for visiting IFATCA representatives to ensure that they are properly briefed on items of protocol, and properly introduced to relevant persons within the EU.
d) Provide written reports to the Executive Board on all meetings attended on behalf of the Federation, within the EU.
e) Provide a report on all contacts with the EU for each Executive Board meeting. (Frankfurt 89.A.41).

4.3. Liaison Officer to SESAR

4.3.1. Terms of Reference

Under the Direction of the Executive Board the Liaison Officer to SESAR shall:

a) Establish and maintain contact with the SESAR Joint Undertaking and SESAR deployment manager based in Brussels
b) Establish and maintain contact with EASA, based in Cologne and Brussels, Represent IFATCA whenever specifically asked to attend any International meetings hosted or sponsored by SESAR and EASA, which are directly relevant to Air Traffic Control.
c) Make any necessary arrangements for IFATCA representatives participation to SESAR and EASA work and ensure that they are properly briefed on items of protocol, and properly introduced to relevant persons within the SESAR and EASA.
d) Liaise with Liaison Officer to the European Union and EVP Europe any other relevant coordination with European Agencies and offices with a view to promoting and maintaining the aims and objectives of IFATCA.
e) Together with EVP Europe administrate the SESAR contract and provide the EB with annual SESAR and EASA budget.
f) Provide written reports to the Executive Board on all meetings attended on behalf of the Federation, within SESAR and EASA.
g) Undertake other duties deemed advisable by the Executive Board.
h) Relay to the Executive Board immediately any items of special or significant interest as they arise.

4.4. Liaison Officer to EUROCONTROL

4.4.1. Terms of Reference

Under the Direction of the Executive Board the Liaison Officer to EUROCONTROL shall:

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 Union with a view to promoting and maintaining the aims and objectives of IFATCA;

b) Represent IFATCA whenever specifically asked to attend any international meetings in Brussels or elsewhere hosted by the Eurocontrol, which are directly relevant to IFATCA and its work;
c) Make necessary arrangements for other IFATCA representatives visiting or attending Eurocontrol meetings to ensure that they are properly briefed on items of protocol and properly introduced to relevant persons within Eurocontrol;
d) Provide written reports to the Executive Board on all meetings attended on behalf of the Federation, with Eurocontrol;
e) Relay to the Executive Board immediately any items of special or significant interest as they arise.

4.5. Liaison Officer to the International Labour Organisation (LOILO)

4.5.1 Terms of Reference

Under the direction of the Executive Board the Liaison Officer to the International Labour Organisation (LOILO) shall:

a) Establish and maintain contact with the International Labour Organisation (ILO) with a view to promoting and maintaining the aims and objectives of IFATCA.
b) Represent IFATCA whenever specifically asked to attend any meetings with the ILO.
c) When necessary, establish a committee of 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.
f) Provide a written report to Executive Board on all meetings attended on behalf of the Federation.
g) Provide written reports to each Executive Board Meeting regarding all activities.
h) Undertake other duties deemed advisable by the Executive Board.
i) Relay to the Executive Board immediately any items of special or significant interest as they arise.
j) Strive at all times to represent and voice the views of the Federation and not those of representative individuals or single Member Associations. (Copenhagen 78. A.27; Montego Bay 23.A.27)

5. TECHNICAL and PROFESSIONAL SECRETARY

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 is a non-voting member of both Standing Committee PLC and Standing Committee TOC.

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.

5.2.2. The budget for the Technical and Professional Secretary will be set annually by conference and shall cover costs for the provision of the position as detailed in the IFATCA Manual, excluding airfare, attendance at Annual Conference, TOC and PLC meetings.

5.2.3. The Technical and Professional Secretary shall make reports to each Executive Board meeting and to Annual Conference.

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.

5.2.5. The Technical and Professional Secretary shall:

a) maintain a Technical and Professional Library which shall include:

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

The library shall be maintained on a secure area of the IFATCA web site with a process for ensuring that the latest copy is available.

b) draw proposed changes in technical and professional procedures or applications which are of interest to IFATCA to the attention of those interested parties (EVP Technical, EVP Professional, Chair Standing Committee PLC, Chair Standing Committee TOC, appropriate representatives, etc.); (Toronto 17.A.5)

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

d) coordinate ICAO State Letters/Bulletins through the Office Manager and LOANC and subsequent promulgation to the members through IWEN;

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

f) review annually the technical and professional policy and advise 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;

g) 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. (Arusha 08.A.23; Gran Canaria 14.A.23)

6. NAMES AND ADDRESSES

6.1. Conference Coordinator

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6.3. Industry Partners' Coordinator

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6.4. Liaison Officer to ICAO Air Navigation Commission

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6.5. Liaison Officer to SESAR

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6.6. Liaison Officer to the International Labour Organisation

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7. Regional Organisation

1. ASSIGNMENT

1.1. Delineation

The following Regions are defined (areas of representation with Member Associations are in bold print; French overseas departments in italics):

1.1.1. AFM Africa and Middle East

Algeria, **Angola**, Bahrain, **Benin**, **Botswana**, **Burkina Faso**, **Burundi**, **Cameroon**, **Cabo Verde**, **Central African Republic**, Chad, **Comoros**, **Congo Democratic Republic**, **Côte d'Ivoire**, **Djibouti**, **Egypt**, **Eswatini**, Equatorial Guinea, Eritrea, **Ethiopia**, **Gabon**, **Gambia, Ghana**, Guinea, **Guinea-Bissau**, Iraq, **Kenya**, Kuwait, **Lebanon**, Lesotho, Liberia, Libya, **Madagascar**, **Malawi**, **Mali**, **Mauritania**, Mauritius, *Mayotte*, **Morocco**, **Mozambique**, **Namibia**, **Niger**, **Nigeria**, Oman, Qatar, *Réunion*, **Roberts FIR**, Rwanda, **Sao Tomé and Principe**, Saudi Arabia, **Senegal**, **Seychelles**, **Sierra Leone**, **Somalia**, **South Africa**, **Sudan**, Syria, **Tanzania**, **Togo**, **Tunisia**, **Uganda**, **United Arab Emirates**, **Yemen**, **Zambia**, **Zimbabwe**.

States/Territories in Region: 66 - IFATCA Members: 48

1.1.2. AMA Americas

Antigua and Barbuda, **Argentina**, **Aruba**, **Bahamas, The**, **Barbados**, Belize, **Bermuda**, **Bolivia**, **Brazil**, British Virgin Islands, CENAMER, **Canada**, Cayman Islands, **Chile**, Colombia, **Costa Rica**, Cuba, **Curaçao,** Dominica, **Dominican Republic**, Ecuador, El Salvador, Falkland Islands, *French Guyana*, **Grenada**, *Guadeloupe*, Guatemala, **Guyana**, **Haiti**, **Jamaica**, *Martinique*, **Mexico**, Montserrat, Nicaragua, **Panama**, Paraguay, **Peru**, Saint Helena & Dependencies, Saint Kitts and Nevis, **St. Lucia**, Saint Vincent and the Grenadines, *St. Martin,* Sint Maarten, *St. Pierre et Miquelon*, Suriname, **Trinidad & Tobago**, Turks & Caicos Islands, **United States of America**, **Uruguay**; Venezuela.

States/Territories in Region: 53 - IFATCA Members: 23

1.1.3. ASP Asia and Pacific

Afghanistan, American Samoa, **Australia**, Bangladesh, Bhutan, Brunei, Cambodia, China, Christmas Island, Cocos (Keeling) Island, Cook Islands, East Timor, Federated Micronesia, Fiji, *French Polynesia*, Guam, **Hong Kong**, **India**, **Indonesia**, **Islamic Republic of Iran**, **Japan**, **Kazakhstan**, Kyrgyzstan, Kiribati, Laos, **Macau**, **Malaysia**, **Maldives**, Marshall Islands, **Mongolia**, Myanmar, Nauru, **Nepal**, *New Caledonia,* **New Zealand**, Niue, Northern Mariana Islands, North Korea, **Pakistan**, Palau, Papua New Guinea, **Philippines**, Pitcairn Island, **Singapore**, Solomon Islands, **Republic of Korea**, **Sri Lanka**, **Taiwan**, Tajikistan, Thailand, Tokelau, Tonga, Turkmenistan, Tuvalu, Uzbekistan, Vanuatu, Vietnam, *Wallis et Futuna*, Western Samoa.

States/Territories in Region: 59 - IFATCA Members: 19

1.1.4. EUR Europe

Albania, Andorra, Armenia, **Austria**, Azerbaijan, **Belarus**, **Belgium**, **Bosnia & Herzegovina**, **Bulgaria**, Channel Islands, **Croatia**, **Cyprus**, **Czechia, Denmark**, **EGATS Eurocontrol**, **Estonia**, Faeroe Islands, **Finland**, France, **Georgia**, **Germany**, Gibraltar, **Greece**, Greenland, **Hungary**, **Iceland**, **Ireland**, **Israel**, **Italy, Jordan**, **Latvia**, **Kosovo**, Liechtenstein, **Lithuania**, **Luxembourg**, **Malta**, Moldova, Monaco, **Montenegro, Netherlands**, **North Macedonia, Norway**, **Poland**, **Portugal**, **Romania**, **Russia**, San Marino, **Serbia**, **Slovak Republic**, **Slovenia**, **Spain**, Svalbard, **Sweden**, **Switzerland**, **Turkey**, **Ukraine**, **United Kingdom**.

States/Territories in Region: 56 - IFATCA Members: 44

1.2. Notwithstanding the assignment of regions above, each Member Association is entitled to represent individual members who work in an area of representation outside of the region to which the Member Association has been assigned, as long as that Member Association demonstrates that it represents the majority of air traffic controllers in that area of responsibility in that particular region.

Note: Jordan was moved from the AFM region to the EUR region through a decision by Directors at Annual Conference 2014 (Gran Canaria 14.A.24)

2. MEETINGS

2.1. General

2.1.1. The Executive Board should conduct at least one Regional Meeting per Region annually to be hosted, normally, by a Member Association in the Region.

2.1.2. The most appropriate time for such meeting is between September and January.

2.1.3. Registration at Regional Meetings shall be in accordance with the Bye-Laws concerning registration at Conference. (Punta Cana 10.A.16)

2.1.4. Only accredited Directors from the Region or their deputies shall vote on matters properly brought before the meeting.

2.1.5. Working Papers shall be processed at Regional Meetings in accordance with the Bye-Laws. The agenda shall be issued to Member Associations within the Region and the Executive Board not less than forty-five days before the meeting. All Working Papers that are to be considered at a Regional Meeting should be circulated sufficiently in advance. All Working Papers should be delivered to the respective regional Executive Vice-President not later than forty-five days before the meeting to allow for proper distribution. (Acapulco SPL 90.A.4; Melbourne 05.A.16)

2.1.6. Where a Regional Meeting has processed a Working Paper containing a recommendation(s) which the Member Associations have agreed should become "Policy", the entire Working Paper shall be presented to the Annual Conference of the Federation for ratification as IFATCA Policy. (Acapulco SPL 90.A.4)

2.1.7. A Regional Meeting or part of it may be conducted in closed session at the request of an Executive Board member present or at the request of any two Directors, provided that a majority of Directors present approve the motion. A closed session

will normally only be attended by members of the Executive Board, the Directors, their advisors and the meeting Secretary. Other persons may be permitted to attend, unless any Member Association objects. (Tunis 96.A.35; Gran Canaria 14.A.12; Sofia 15.A.6 and A.7)

2.1.8. The objectives of a Regional Meeting are:

Ensure that it addresses objectives such as upholding professional standards and fostering global fellowship among air traffic control professionals.

Knowledge Exchange Platform: Provide opportunities for learning, information sharing, and idea exchange through various formats like presentations and workshops.

Networking and Collaboration: Facilitate networking sessions to encourage collaboration among attendees and promote relationships with aviation authorities and service providers.

Professional Development: Offer training sessions or seminars to enhance attendees' skills and knowledge in line with industry advancements.

Feedback and Follow-Up: Incorporate feedback mechanisms and action plans to ensure continuous improvement and translate insights into tangible outcomes post-meeting. (Singapore 24. A.8)

2.1.9. The agenda of an IFATCA Regional Meeting shall contain, as a minimum:

MA Reports and discussion

Workshops

Time for associated organisations

Time for IFATCA representatives (Singapore 24. A.8)

3. EXECUTIVE VICE-PRESIDENT (REGION) SUPPORT

3.1. Introduction

3.1.1. The size and complexity of the Regions entrusted to the Executive Vice-Presidents for Regions makes it imperative that they be in a position to call on individuals from the Member Associations for support in the many and varied tasks which will be their responsibility.

3.2. Procedure

3.2.1. An Executive Vice-President for a Region will assess each situation and, if support personnel are required, will advise the Executive Board of such need. The Executive Board will consider the matter and, having taken due consideration of financial or other implications, may approve the request. The Executive Vice-President (Region) will then select one or more persons who will cooperate with them in bringing any given task to completion. The persons so selected shall conduct the affairs delegated to them under the direct supervision of the Executive Vice-President (Region). (Acapulco SPL 90.A.4; Toronto 17.A.5)

3.3. Member Associations' Assistance Teams

3.3.1. Within this framework of support personnel, Member Associations' Assistance Teams may be formed specifically for the purpose of providing assistance to individual or groups of Member Associations.

3.3.2. Formation of such teams shall be in accordance with para 3.2 above. Funding shall be at the discretion of the Executive Board.

3.3.3. The Executive Vice-President (Region) may delegate to a particular Member Association or individual the responsibility for coordinating and/or providing the assistance. A Member Association or individual so delegated shall conduct the affairs delegated to them under the direct supervision of the Executive Vice-President (Region). (Jerusalem 95.A.32)

3.3.4. Standard checklists, prepared under the direction of the Executive Board to assist such teams, should also incorporate guidelines for their formation and operation based on those contained in WP 94.A.51.

These checklists and guidelines may be amended as required at the discretion of the Executive Board. (Jerusalem 95.A.32).

8. Management

1. IFATCA OFFICE

1.1. Address

The IFATCA Office and Secretariat is established at:

360 St. Jacques, Suite 2002
Montréal (Québec) H2Y 1P5
Canada
E-mail: office@ifatca.org
Ms. Tatiana Iavorskaia, Office Manager
Phone: +1 514 866 7040
Fax: +1 514 866 7612

1.2. Terms of Reference of the Office Manager

1.2.1. To participate on the Executive Board as a nonvoting ex officio member.

1.2.2. Conduct the routine administration of the Federation, and the management of the IFATCA Office, under the direction of the President and Chief Executive Officer and the Deputy President. (Santiago 99.A.23)

1.2.3. To inform the Executive Board, Standing Committees, Liaison Officers and Member Associations of current matters of interest. (Acapulco 90.A.43)

1.2.4. To distribute to those listed in para 1.2.2 reports of conferences attended, documents and reports of interest.

1.2.5. To inform the Executive Board and, in particular, the President and Chief Executive Officer, of matters requiring decisions.

1.2.6. To edit and distribute to the Executive Board, Standing Committees, Liaison Officers, Member Associations, Associate Professional Members and Industry Partners:

a) Special newsletters, as required by the Administrative Manual, or when the Executive Board decides that the urgency of the matter justifies the expense and the time involved. In addition to those listed above, Special Newsletters should also be distributed to non-member associations, ATC contacts and interested organisations. (Acapulco 90.A.44)
b) Conference report.

1.2.7. IFATCA Conference:

a) to prepare the Draft Agenda 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; (Copenhagen 1978)
f) to invite representatives of the main international aviation magazines to attend Conference; (Brussels 79.A.11)
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:

- list of all attending the Conference, including status and whom they represent,
- copies of all speeches,
- copies of all speeches made by Guest speakers,
- 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; (Santiago 99.A.23)

i) to 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; (Santiago 99.A.23)

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; (Las Vegas 16.A.14)

m) to issue the Conference "Follow-up memorandum" prepared by the respective Executive Vice-Presidents to those listed in para 1.2.2;

1.2.8. Upon request, make arrangements for and/or attend meetings in Montreal, and prepare the agenda and distribute the minutes for Executive Board meetings. (Acapulco 90.A.46, Santiago 99.A.23)

1.2.9. Maintain contact with national and international organisations (ICAO, ILO, IFALPA, IAOPA, IATA, etc.) on matters of interest to the Federation;

1.2.10. Produce, keep up-dated and distribute a document containing the names, addresses, telephone and fax numbers, and e-mail addresses, of the Executive Board, Standing Committee Chairs, Liaison Officers, appointed representatives, Member Associations, Industry Partners and other relevant parties; (Acapulco 90.A.55; Santiago 99.A.23, Toronto 17.A.5)

1.2.11. Carry out such other duties required by the President and Chief Executive and/or Deputy President and/or Executive Board from time to time. (Santiago 99.A.23)

2. STANDING COMMITTEES

2.1. General

2.1.1. Standing Committees are permanent working groups charged to study any subject, which has a direct bearing on the profession of air traffic control. Additional Standing Committees may be established to study important subjects of the internal management of the Federation.

2.1.2. 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.

2.1.3. 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. (Marrakech 00.A.31)

Notwithstanding these maxima, the 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.
The number of Member Associations on a Standing Committee formed by the President and Chief Executive Officer or the Executive Board in accordance with para 2.1.2 above, together with the level of funding and its terms of reference, will be part of the decision to form that particular Standing Committee. (Toronto 17.A.5)

2.1.4. The Chair of each Standing Committee shall be elected by Conference. The nomination and election procedures for the Officers of the Federation shall apply for the position of Standing Committee Chair with any necessary modifications, and the election of each Chair shall be conducted in the relevant Conference Committee and ratified by Conference with the acceptance of that Committee's report to the closing Plenary. Election to the Chair shall be for a period of two years until the end of the relevant Conference, and should be asynchronous to that of the Executive Board Officer to whom each Chair is directly responsible. The election of the Chair shall occur before the election of the Member Associations to the associated Standing Committee. (Marrakech 00.A.31, Toronto 17.A.5)

2.1.5. A Member Association elected to a Standing Committee may, with the agreement of the Committee Chair and taking into account the size of the work programme, utilise more than one individual member to meet their commitments to that

Standing Committee. Funding from the Federation for Standing Committee work is limited to one member per elected Member Association per Standing Committee, plus the appointed members where appropriate. (Marrakech 00.A.31, Toronto 17.A.5)

2.1.6. 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.

Members of Standing Committees who are required to travel more than twelve hours door-to-door each way to attend a meeting shall be reimbursed for one extra days expenses and night's accommodation either side of the Standing Committee meeting by the Federation."(Marrakech 00.A.31; Geneva 01.A.15; Cancun 02.A.13; Buenos Aires 03.A.34; Sofia 15.A.8; Las Vegas 16.A.3)

2.1.7. For tasks of a temporary or unofficial nature, the Executive Board may establish a Task Force to conduct work on the matter. A Task Force shall not be established without a Terms of Reference which includes at least the following:

a) Chairperson;
b) Task, scope, and expectations;
c) Responsible EB member, and reporting requirements;
d) Timeline of no more than 12 months without review by the Executive Board;
e) Membership arrangements;
f) Working methods, inputs and outputs; and
g) Resources, and allocated budget, if any. (Conchal 19.A.11; Singapore 24.A.3)

2.1.8 The responsible Executive Board member for each Task Force shall report to Annual Conference with recommendation(s) for:

a) Extension of timeline; or
b) Elevation to Standing Committee; or
c) Notification of disestablishment of the Task Force. (Singapore 24.A.4)

2.2. Conduct of Standing Committees

2.2.1. Each Standing Committee is responsible for the conduct of its own internal procedures and for completing its allocated work programme. Member Associations elected by Conference to each Standing Committee shall meet at that Conference in order to:

a) allocate the work programme items; and
b) where applicable, set a preliminary date and venue for their first meeting.

Where practicable, the Chair shall attend the post-conference meeting of the Executive Board. (Marrakech 00.A.31, Toronto 17.A.5)

2.2.2. Normally, the work programme for each Standing Committee will be set at Conference. During the year, other matters may arise for consideration by a Standing Committee, but any addition to the work programme set by Conference is subject to approval by the responsible Executive Board Officer as specified in para 2.3 below.
Where a new Standing Committee is formed, unless a well-defined task has been assigned and the respective terms of reference accepted, it will start to make its own work programme by collecting suggestions from Member Associations who should provide the Committee with all relevant material. This work programme will be set in conjunction with the responsible Executive Board Officer.

2.2.3. 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.

2.2.4. In order to facilitate its work, the Standing Committee may issue questionnaires to some or all Member Associations. The study and evaluation of the material collected will be used to formulate a report or working paper detailing the findings reached by the Committee regarding the particular item.

2.2.5. Dependant on their work programme, Standing Committees will normally meet during the year to coordinate their information and research, to determine their view regarding the various work items, to decide on the form and content of their reports and working papers, and to ensure overall that they reach a reasoned and sustainable position on the matter they have been tasked to consider.

2.2.6. Each Standing Committee is required to produce a report or Working Paper on each item of its work programme to be submitted to Conference.

2.2.7. The Chair of each Standing Committee shall be responsible for: (Toronto 17.A.5)

a) chairing, and the organisation of, all meetings of the Committee;
b) ensuring that a record is taken of the discussion at each Committee meeting, and that these are forwarded to the IFATCA Office;
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;
d) managing the financial affairs of the Committee within the allocated budget;
e) coordinating the activities of the Committee members and ensuring all reports and working papers from the Committee are checked for conformance with the requirements of the IFATCA Administrative Manual and received by the Office by the specified submission date; (Gran Canaria 14.A.13)
f) reporting to each Annual Conference on the year's activities;
g) the presentation of the Committee's reports and working papers to Annual Conference;
h) nominating individual members of the Committee whose attendance at Conference is deemed necessary for the presentation of the Committee's work; and

i) balancing the number and composition of attendees in such a way that priority is given to elected Member Associations, while the maximum number of funded attendees for that meeting is not exceeded. (Sofia 15.A.8)

2.3. Responsibility for Standing Committees

2.3.1. Standing Committees are directly responsible to the Executive Board Officer responsible for the field of study of the Committee as follows:

- Committees dealing with administrative and constitutional matters: Deputy President.
- Committees dealing with financial matters: Executive Vice-President Finance.
- Committees dealing with professional and legal matters: Executive Vice-President Professional.
- Committees dealing with technical matters: Executive Vice-President Technical. (Port of Spain 91.A.37; Toulouse 98.A.14)

2.4. Current Standing Committees

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

- CAC - Constitution and Administration Committee (Constitution and Administrative Policy); (Hong Kong 04.A.45)
- FIC - Finance Committee (Finance);(Hong Kong 04.A.45)
- PLC - Professional and Legal Committee (Professional and Legal Matters in ATC); (Port of Spain 91.A.36; Marrakech 00.A.31; Hong Kong 04.A.45)
- TOC - Technical and Operations Committee (Technical and Operational Matters in ATC); (Port of Spain 91.A.36; Hong Kong 04.A.45)

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.

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

- **CAC (Constitution and Administration Committee):** Canada, Ghana, Uganda.
- **FIC (Finance Committee):** Dominican Republic, India, USA.
- **PLC (Professional and Legal Committee):** Australia, Bulgaria, Greece, Hong Kong, Italy, Japan, Netherlands, Romania, Singapore, Slovenia, South Africa, USA.
- **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, ICAO 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).

2.5. Composition and Terms of Reference for Standing Committees

2.5.1. TOC - Technical and Operations Committee

2.5.1.1. Composition

In addition to the Chair, TOC shall comprise minimum eight to maximum twelve Member Associations elected in Committee B 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. (Marrakech 00.A.31; Sofia 15.A.8, Toronto 17.A.5, Toronto 17.A.15)

2.5.1.2. Terms of Reference

a) To undertake a continuous review of present IFATCA technical and operational policy and present it in writing for the Directors of the Member Associations of IFATCA to consider annually at each IFATCA Conference;
b) To re-write and update IFATCA policy in the form of amendments to the relevant ICAO publications;
c) To examine study material and information submitted to the SC in order that research and cross checking of IFATCA policy can be undertaken so that the Federation's policy-making decisions and undertakings may be clearly explained, as may be required;
d) To maintain effective liaison with international pilot associations and other international organisations and aviation groups, preparing reports upon same for conference consideration of the problems affecting such organisations relevant to the air traffic system throughout the world;
e) To prepare reports and undertake other responsibilities which may be requested of them from time to time by the Directors of the Federation and/or the Executive Board.

Note: 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. 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. (Toronto 17.A.5)

2.5.2. FIC - Finance Committee

2.5.2.1. Composition

In addition to the Chair, FIC shall comprise three Member Associations elected in Committee A. (Marrakech 00.A.31, Toronto 17.A.5)

2.5.2.2. Terms of Reference

a) Review and study the accounting books of the Federation upon written application one week in advance to the Executive Vice-President Finance or Executive Board. EVPF will provide FIC with summary statement of transactions on a quarterly basis, or shorter intervals if requested by FIC.
b) Investigate and report on any matter of concern and/or discrepancies, which may appear in the books or be brought to their attention. (Virtual Conference 22.A7)
c) Qualify, amplify and prepare recommendations on any or all of the Auditors' comments for consideration by the Executive Board or annual conference. EVPF shall facilitate at least one joint forum between FIC and the auditors each year. This will take place with sufficient time for FIC input before finalisation of the audit report. (Virtual conference 22.A7)
d) Present proposals regarding income disbursements to resolve problematic situations or financial difficulties, which may arise.
e) Review and prepare recommendations and comments, as may be deemed suitable or if so requested, on the following:

    i. Affiliation fees, the annual subscription rates and the maximum subscription rate;
    ii. Member Associations categorisations based on the classifications applied in the annual World Bank World Development Reports;
    iii. Conference contribution and Conference deficit guarantee;
    iv. Inflation Factor derived from the International Monetary Fund's International Financial Statistics, Inflation for Industrial Countries.

    (Christchurch 93.A.5; Taipei 97.A.9; Marrakech 00.A.31; Punta Cana 10.A.8;)
f) Recommend auditors for all accounts of the Federation.
g) Assure, in the event of the dissolution of the Federation, the proper transfer and disposal of all assets and/or property, which may remain following satisfaction of all the Federation's debts and liabilities in accordance with the Constitution.
h) Assist the Executive Vice-President Finance in the preparation of financial statements and/or proposed budgets, when requested. (Munich 1968) To prepare reports and undertake other responsibilities which may be requested of them from time to time by the Directors of the Federation and/or the Executive Board. (Tunis 96.A.38)

2.5.3. PLC - Professional and Legal Committee

2.5.3.1. Composition

In addition to the Chair, PLC shall comprise minimum eight to maximum twelve Member Associations elected in Committee C 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. (Marrakech 00.A.31, Sofia 15. A.8, Toronto 17.A.5, Toronto 17.A.15)

2.5.3.2. Terms of Reference

a) To study matters related to the human and environmental factors in the air traffic controller's profession.
b) To study and determine appropriate standards for the selection, recruitment and training of air traffic controllers.
c) To study matters concerning the legal liability of air traffic controllers, and provide Member Associations and the Executive Board with advice on legal issues when so requested.
d) To study legal matters concerning the safety of aviation and, in particular, causes of incidents and the standardisation of investigation procedures.
e) To encourage and advise the Executive Board and Member Associations in sponsoring the passage of legislation and regulations which will increase and protect the safety of air navigation and uphold and enhance the professional status of the air traffic controller.
f) To maintain effective liaison with the professional and legal committees of international pilot associations and other international organisations and aviation groups.
g) To undertake regular reviews of IFATCA professional and legal policy, and present this in writing to the Directors of the Member Associations for consideration at each IFATCA Conference.
h) To conduct studies and prepare reports, working papers, proposals or recommendations, as considered appropriate, to Conference either directly or as directed by Conference or the Executive Board.
i) To distribute information of particular interest to the Executive Board and Member Associations, and to propose any appropriate action.
j) To prepare reports and undertake other responsibilities which may be requested of them from time to time by the Directors of the Federation and/or the Executive Board. (Amsterdam 82.C.20; Tunis 96.A.38; Marrakech 00.A.31)

2.5.4. CAC - Constitution and Administration Committee

2.5.4.1. Composition

In addition to the Chair, CAC shall comprise three Member Associations elected in Committee A. (Marrakech 00.A.31, Toronto 17.A.5)

2.5.4.2. Terms of Reference

a) To study proposals for amending the Constitution and administrative By-Laws. Such proposals may be originated by Member Associations, the Executive Board or the Standing Committee itself. The study of proposals shall contain considerations in favour and against and, when appropriate, the formulation of draft texts for inclusion in the Constitution and/or the Bye-Laws.
b) The recommendations of the Committee shall be put to Conference either directly or, at their request, on all or specific items, through the Executive Board.
c) To prepare reports and undertake other responsibilities which may be requested of them from time to time by the Directors of the Federation and/or the Executive Board. (Tunis 96.A.38)

2.6. Chairs of Standing Committees

CAC (Constitution and Administration Committee)
Rob Mason
Phone: +61 4 03153400
E-mail: cac.chair@ifatca.org

FIC (Finance Committee)
Daniel Nartey
Phone: +233 208164687
Mobile: +233 57374698
E-mail: fic.chair@ifatca.org

PLC (Professional and Legal Committee)
Adam Exley
Phone: +44 7525 189839
E-mail: plc.chair@ifatca.org

TOC (Technical and Operations Committee)
Jaymi Steinberg
Phone: + 1 804 539 9875
E-mail: jaymi.stainberg@ifatca@org

3. DRAFT RELEASES

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. (Reykjavik 1973; Christchurch 93.A.20; Toronto 17.A.5)

4. MANUALS

4.1. Purpose

4.1.1. The Administrative Manual and the Technical and Professional Manual should reflect the current operational functions of the Federation.

4.1.2. The Administrative Manual should also give a historic background of the growth and development of IFATCA, its activities and its policies. (Arusha 08.A.14)

4.2. Updating Procedure

4.2.1. After each Conference:

Respective Executive Board Members will extract from the Conference Report those items, which make revisions to the Manuals necessary.

4.2.2. The Deputy President will cause these amendments to be processed into their final (Manual) format.

4.2.3. The IFATCA Office will cause the finalised amendments to be distributed as outlined in the Administrative Manual.

4.3. Distribution

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. (Marrakech 00.A.35; Amman 11.A.28; Las Vegas 16.A.14)

4.3.2. The IFATCA Administrative and Technical & Professional Manuals, and other documents as seen appropriate by the Executive Board, will be made available for download on the IFATCA website. (Amman 11.A.29)

4.3.3. Following affiliation, copies of manuals and documents in either printed or electronic format are available upon request from the IFATCA Office. (Amman 11.A.30; Las Vegas 16.A.14)

4.3.4. Any questions or inquiries concerning the production, purpose or distribution of manuals or documents should be addressed to the IFATCA Office. (Amman 11.A.31)

4.4. Other Documentation

4.4.1 From time to time, the Federation may publish other documents for the information and guidance of Member Associations or others.

4.4.2 Information in these other documents is both complementary and subservient to the relevant provisions in the applicable IFATCA Manual. Where there is any doubt

regarding any matter, the Manuals override this other information. Between Conferences the Executive Board may determine material that is outside the provisions of the Manuals, but in so doing must be mindful of the overall benefits to the Federation particularly from a financial and/or democratic perspective. (Las Vegas 16.A.16)

5. COMMUNICATIONS

5.1. Communication Steering Committee

5.1.1. 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. (Las Vegas 16.A.8)

5.1.2. Duties of the Communication Steering Committee

To support and guide the Executive Board with regard to any communication deemed necessary for the good functioning of the Federation and coordinate with the Executive Board the best course of actions when internal or external communication is required. The Communication Steering Committee shall take initiative when standard or repetitive communication is necessary, keep an updated log of all the communication performed on behalf of the Federation and keep an updated record of all expenses related to communication. (Las Vegas 16.A.9)

5.1.3. Address of the Communication Steering Committee

Nicola Ni Riada
Phone: +353 87 657 5092
E-mail: nicola.niriada@ifatca.org

5.2. IFATCA Journal

5.2.1. General

The Constitutional IFATCA Conference determined that the Federation would publish a common ATC Journal. (Amsterdam 1961).
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'. (Dubrovnik 09.A.10)

Every effort should be made by each Member Association to submit at least one article per annum to the Editor. (Dubrovnik 09.A.13)

j) 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. (Arusha 08.A.23; Gran Canaria 14.A.23)

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. (Dubrovnik 09.A.13)

5.2.2. 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. (Dubrovnik 09.A.13; Toronto 17.A.5)

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. (Toronto 17.A.5)

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. (Las Vegas 16.A.10)

5.2.3. Address of the Editor

Nicola Ni Riada
Phone: +353 87 657 5092
E-mail: nicola.niriada@ifatca.org

5.3. The IFATCA Web Site

5.3.1. At its October 1998 meeting, the Executive Board decided to set up an IFATCA internet web site with the objective of becoming an integral tool in the Federation's communications with information, publications, reports and bulletins that can be easily accessed by members and the public. (Melbourne 05.A.17)

5.3.2. The address of the web site is:

www.ifatca.org

5.3.3. The web site will be comprised of three general areas:

- forum,
- public,
- and restricted.

The latter will be for the exclusive access for Federation Members, through a specific password. (Melbourne 05.A.17)

5.3.4. The passwords for the restricted area can be obtained from the Office Manager by each Member Association's Liaison Officer. (Melbourne 05.A.17)

5.3.5. The Executive Board has appointed a Web Manager. The Web Manager 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. Requests for financial expenditure shall be referred to the Executive Vice-President Finance. (Toronto 17.A.5)

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

5.3.7. The Executive Board may propose that certain publications currently produced by the Federation can be included in the web site.

5.3.8. Address of the Web Manager:

Philip Marien
Phone: +32 498 160 802
E-mail: philip.marien@ifatca.org

6. MAINTENANCE OF RECORDS

6.1. Changes in the officers of the Executive Board shall be provided to the appropriate authorities immediately after the end of the Annual Conference. (Melbourne 1975; Gran Canaria 14.A.19)

7. INFORMATION POLICY OF IFATCA

7.1. Collection and Dissemination of Information on Current Activities of Member Associations

7.1.1. Member Associations are strongly urged to supply information concerning 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. (Reykjavik 1973; Santiago 99.A.23)

7.1.2. Should any disruption of the air traffic services occur, the Member Association 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. (Brussels 79.A.7; Santiago 99.A.23)

7.1.3. Whenever they are approached by the media on subjects where IFATCA policy already exists or when they do provide information to them, Member Associations should mention their membership of the Federation. In addition, they should make use of any available IFATCA material and mention the references. (Brussels 79.A12)

7.1.4. Member Associations and individual Members shall report to the IFATCA Office on any interviews and provide copies of any article by the media in their respective countries. (Brussels 79.A13)

7.1.5. 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. (Brussels 79.A.14)

7.2. Relations With the Media

In the case of aircraft accident or incident when an individual member or a representative of the Association or a member of the Executive Board is called upon to comment, the following points should be remembered:

7.2.1. State clearly who you are representing. No one other than the Executive Board can make statements on behalf of the Federation unless these have been approved beforehand by the Executive Board. Nevertheless, previous policy statements already made public may be used.

7.2.2. If it is clear that the information is sketchy or an assumption, state that you are unable to comment without knowing the facts and point out the irresponsibility of unfounded statements whether the accusation are against the controller or anyone else.

7.2.3. When the interviewer attempts to relate one accident to another or to another set of circumstances (e.g., a work to rule, etc.), make it perfectly clear that you are separating the two items and that you are willing only to discuss known facts.

7.2.4. If you are called upon to comment on the results of an official enquiry, do not comment if you have not read the report and do not comment on newspaper "official" reports.

7.2.5. If anyone has been charged under criminal law or is being sued under civil law, state categorically that you are unable to comment on a matter which is subjudice and underline that the interviewer should not be making comment either. This is particularly important if the interview is in the country where the court case will take place, on television in adjacent countries and on radio anywhere. Remember that your well-intentioned comments may be heard or seen by witnesses or jurymen and that you may influence them. In some countries, also, you leave yourself open to criminal proceedings.

7.2.6. Apply also the guidelines for press conference in para 7.3.

7.3. The Holding of a Press Conference

The following guidelines for the holding of press conferences were adopted at the Tel Aviv Conference 1974:

7.3.1. 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. (Toronto 17.A.5)

7.3.2. A press conference should not last longer than 30 to 45 minutes.

7.3.3. The Executive Board should play press conferences off-the-cuff and, at least to some extent, should adopt the view that the more informal they are held the better.

7.3.4. Each individual at the top table should have a clear name-plate in front of them. One individual is to be assigned to the task of making the main presentation with their colleagues backing them up during the question and answer sessions. (Toronto 17.A.5)

7.3.5. First, the matter to be dealt with should be presented, followed by a request or invitation for questions (not vice versa).

7.3.6. Facts harmful to the public interest which should be avoided:

- Mention of specific procedures and equipment used by ATC, airlines, lawmen and others in apprehending air piracy criminals;
- Over-reporting or repetition of facts, dramatization of exploits;
- Glamorizing feats and successful incidents which tend to generate a challenge for mentally unbalanced individuals, professional criminals or other potential murderers;
- Details of security systems, such as psychological profiles and detection systems, confidential communication codes and symbols;
- Speculation of any kind that serves to stimulate escalation of crime;
- Publicity of pranks and practical jokes by users of aviation or others that make headlines and tend to plant the idea through repeated publicity and public attention.

7.4. Relations with International Aviation Press

7.4.1. Early notice regarding IFATCA Conferences and Regional Meetings shall be distributed to the international aviation press with a formal request to place the dates of such events in their "calendar of events". (Brussels 79.A.10)

7.4.2. With regard to national aviation publications, the responsibility to advertise IFATCA activities lies with the national Member Associations.

7.4.3. Representatives of the main international aviation magazines shall be invited to attend IFATCA Conferences. (Brussels 79.A.11)

8. RELATIONS WITH INTERNATIONAL ORGANISATIONS

8.1. Liaison with ICAO

The Federation places considerable importance on its relationship with the International Civil Aviation Organisation, and for this purpose shall appoint a Liaison Officer to ICAO Air Navigation Commission who will operate under the direction of the Executive Vice President Technical, and participate on the Executive Board as a non-voting ex officio member. (Toulouse 98.A.16; Gran Canaria 14.A.23, Accra 18.A.14)

8.2. Liaison with International Labour Organisation

The Federation is maintaining close cooperation with the International Labour Organisation based at Geneva, Switzerland. (Montego Bay 23.A.27)

8.3. Liaison with the European Union (EU)

The Federation will maintain close cooperation with all parts of the European Union organisation, which have an active part to play in the aviation arena, particularly where such activities will impinge upon the air traffic control system. (Gran Canaria 14.A.19)

9. CLASSIFICATION OF MATERIAL

9.1. Working Papers

All items that Conference is expected to discuss and decide shall be submitted in the form of a Working Paper. A Working Paper is a document of defined format (see Part 2, Chapter 4, para 8), and may be either a report or a paper containing research and information for the purpose of assisting Directors to address matters of interest to the Federation. A paper produced for the purpose of developing or amending policy shall contain a draft recommendation(s). (Bali 13.A.12)
Working Papers which are not reports are usually discussed by the Directors and then adopted, in whole or in part, in accordance with one of the following classifications:

- Policy Material PM
- Provisional Policy Material PPM
- Guidance Material GM
- Information Material IM

The author and/or presenter of a paper may recommend which classification they feel is appropriate, but it is the responsibility of the Directors to approve or reject any classification. The classification of policy or provisional policy shall apply only to the recommendations contained in the relevant paper. When drafting recommendations intended for adoption as policy or provisional policy, presenters and Committee Chairs are requested to consider the issues of accuracy, simplicity, and clarity. (Toronto 17.A.5)

Reports from IFATCA Officers, post-holders, or representatives, which are generally in the nature of meeting or event reports or reports of activities performed in the course of their duties, do not require classification. Where a report contains a recommendation for a course of action, the recommendation may, if accepted by the Directors, be classified in the appropriate way.

9.2. Policy Material

This is the Federation's highest classification, and is accorded to the recommendation(s) in the relevant paper, which are adopted by the Directors as policy. The adoption of technical and/or professional policy imposes an obligation on every Member Association to work toward the acceptance of this standard within its own country, and world-wide. The adoption of administrative policy is binding on all Member Associations in accordance with the Constitution.

9.3. Provisional Policy Material

Also adopted from the recommendation(s) in the relevant paper, this is policy which is thought, in the light of existing research and information, to be substantively correct, but which it is also considered may require significant amendment following a more fully developed study or as new information becomes available.

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.

9.4. Guidance Material

Papers containing material which has been accepted and which the Federation generally approves and recommends. It acknowledges the difficulty in reducing the paper into clear-cut policy recommendations, and the fact that it may be inappropriate to the circumstances of some Member Associations. Member Associations may cite Federation approval of this material but must not quote it as policy. Member Associations may fully utilise, but are not obliged to comply with, this material. If a clear-cut recommendation is derived from such paper and accepted by the Directors, the recommendation will be classified as policy or provisional policy as appropriate.

9.5. Information Material

Papers that provide information on any subject which has been considered by IFATCA, but which are not indicative of the Federation's views on the subject. This material may be used by any Member Association, but may not be quoted as the Federation's opinion.

9.6. 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. (Marrakech 00.A.34, Arusha 08.A.14).

10. PLAGIARISM, COPYRIGHT INFRINGEMENT AND INTELLECTUAL PROPERTY

IFATCA recognizes that academic, scientific, and professional dishonesty is a denial of ethical values, as it undermines the credibility of research and is a negation of sound academic practice.

Unethical research and writing practices undermine the purpose of and the goals IFATCA is pursuing. Dishonest practices may cast doubt on IFATCA's ability to promote sound and efficient professional work and research.

IFATCA encourages and empowers all contributors to IFATCA's work (including but not limited to the executive board, the standing committees, ICAO representatives, volunteers, experts, etc.) to uphold ethical standards, and to give the Federation the power it needs to act in cases where contraventions of ethical academic standards occur.

The present policy and accompanying guidance material, as contained in the IFATCA Blue Book, aim to provide information and guidelines to recognize potential situations where intellectual property may be compromised, recognize the consequences of such violations, and prevent them from happening. The guidance material also contains tools to assist with adequate and sufficient referencing of sources. (Singapore 24. A.11)

9. Unforeseen Circumstances

1. MEMBERS OF THE EXECUTIVE BOARD

1.1. Casual Vacancies

1.1.1. When, due to unforeseen circumstances, a casual vacancy occurs within the Executive Board, the Executive Board may, at its discretion, direct that the vacancy shall be filled using the following procedure:

1.1.2. The Executive Board may appoint a candidate to any vacant elective office on the Board, other than that of President and Chief Executive, subject to:

a) the Executive Board must obtain the written approval of the candidate's Member Association before making the appointment.
b) the office shall be considered to be vacant at the next Conference and an election shall be held. The appointee may then stand for election under the normal procedures.
c) the office holder shall be termed "Acting (office name)". (Marrakech 00.A.23)

1.1.3. When, due to unforeseen circumstances, a casual vacancy occurs within the Executive Board, the Executive Board will inform Member Associations as soon as possible by a Special Newsletter distributed by both postal and electronic mail. (Buenos Aires 03.A.18)

1.1.4. Once a vacancy is filled, the Executive Board will inform Member Associations by a Special Newsletter distributed by both postal and electronic mail, with details of the new Board Officer, unless the vacancy was filled by a ballot held at Conference. (Buenos Aires 03.A.18)

2. CHAIR OF STANDING COMMITTEES

2.1. Casual Vacancies

2.1.1. When, due to unforeseen circumstances, a casual vacancy of a Standing Committee Chair occurs, the Executive Board may appoint a candidate to the vacant elective Chair subject to:

i) the Executive Board must obtain the written approval of the candidate's Member Association before making the appointment;
ii) the appointed Chair holder shall be termed "Acting Chair (Standing Committee name)";
iii) the Chair shall be considered to be vacant at the next Conference, and an election shall be held. The appointee may then stand for election under the normal procedures. (Buenos Aires 03.A.18)

2.2. Subsequent Term of Election

2.2.1. When at the next Conference a Chair is elected, it will be for the term that remains for the vacancy in order to stay asynchronous with the period of the Executive Board officer to whom the Chair is directly responsible. (Marrakech 00.A.23; Buenos Aires 03.A.18)

10. Miscellaneous

1. CHANGES TO THE CONSTITUTION

1.1. Procedures for Constitutional Changes

1.1.1. Changes to the Constitution should be kept to the strict minimum and the Bye-Laws used whenever possible.

1.1.2. Reminder of the constitutional text on the matter:

- Article X Section 1 Changes of Constitution
- Article IV Section 3 Agenda
- Article IV Section 6 Voting

1.1.3. Proposals for constitutional changes should reach CAC at least 120 days before the Conference. CAC should then prepare a paper containing all proposed changes which arrive in time and send it at least 90 days before the conference to the IFATCA Office. (Nicosia 77.A.25; Istanbul 07.A.16; Gran Canaria 14.A.19)

1.2. Changes of the Constitution

1.2.1. A first amendment to the Constitution was accepted by the Geneva Conference 1967.

1.2.2. The Dublin Conference, 1972, accepted the 2nd amendment to the Constitution. Major changes were:

- The Board of Officers was re-named Executive Board; the composition of the Board was changed.
- A Council, consisting of Regional Councillors (formerly Regional Liaison Officers) was introduced.
- The function of the Communications Coordinator was changed from that of an elected officer to that of an appointed official.

1.2.3. A 3rd, minor, amendment was accepted by the Tel Aviv Conference, 1974.

1.2.4. The 4th and 5th amendments were accepted by the Melbourne and Lyon Conferences in 1975 and 1976 respectively.

The 5th amendment contained changes which became necessary with the registration of the Federation in the Swiss Register of Commerce.

1.2.5. The 6th amendment was accepted by the Nicosia Conference, 1977.

1.2.6. The 7th amendment was accepted by the Toronto Conference, 1980. Major changes were:

– The regional organisation was strengthened. Former Regional Councillors were re-named Regional Vice-Presidents, and the Council became the Executive Council.

- A new Article X "Unforeseen Circumstances" was added.

1.2.7. The 8th amendment, accepted by the Split Conference, 1983, was a minor addition relating to Honoraria, Allowances, Shift Payments and Expenses to members of the Executive Board.

1.2.8. The 9th amendment, accepted by the Estoril Conference, 1984, editorially amended the minor amendment of the year before and changed the concept for signatures of members of the Executive Board in financial matters.

1.2.9. The 10th amendment accepted by the San José Conference, 1986, comprised the following changes:

- Terms of reference of the Past President were re-defined; – Titles of members of the Executive Board were changed.

1.2.10. The 11th amendment, accepted by the Frankfurt conference, 1989, was a minor amendment in Article III, Finance.

1.2.11. The 12th amendment, accepted by the Special Conference Acapulco, 1990, comprised the following changes:

- Expansion of the Executive Board to 9 members;
- Termination of the 11 Regional Vice-Presidents;
- 4 large Regions were created out of the 11 old ones and the person responsible for the Region became an Executive Vice-President and member of the Executive Board;
- Replacement of the function of Executive Vice-President Administration by that of Deputy President.

1.2.12. The 13th amendment, accepted by the Port of Spain Conference, 1991, transferred jurisdiction for issues not concerning constitutional changes, expulsion, suspension of affiliation and the election of the Executive Board to Conference Committees.

1.2.13. The 14th amendment, accepted by the Bournemouth Conference, 1992, changed the title of the Executive Vice-President Africa to Executive Vice-President Africa and Middle East as a consequence of Bye-Law changes in the delineation of Regions.

1.2.14. The 15th amendment, accepted by the Christchurch Conference, 1993, amended the rules for re-instatement of suspended Member Associations (Article II) and introduced the concept of 'Provisional Policy' (Article IV).

1.2.15. The 16th amendment, accepted by the Ottawa Conference, 1994, deleted the function of 'Past President' as Ex-Officio Member of the Executive Board on the grounds that 11 Members on the Executive Board it made it redundant.

1.2.16. The 17th amendment, accepted by the Jerusalem Conference, 1995, amended rules concerning eligibility of Industry Partners and moved rules concerning acceptance of Industry Partners as well as rules concerning attendance at Closed Sessions to the Bye-Laws.

1.2.17. The 18th amendment, accepted by the Tunis Conference 1996, defined the procedure applicable when an applicant seeks affiliation subsequent to termination or withdrawal of a Member Association in the same or similar area of representation.

1.2.18. The 19th amendment, accepted by the Taipei Conference 1997, clarified rules concerning payment of annual subscriptions and declaration of membership. It also amended the rules for submitting budget(s) to Conference, and created a new class of membership - Honorary Associate Member.

1.2.19. The 20th amendment, accepted by the Toulouse Conference 1998, further defined eligibility as professional member of the Federation.

1.2.20. The 21st amendment, accepted by the Santiago Conference 1999, made all changes necessary with the changeover from Executive Secretary to permanent Office. It further updated Article III, Section 8 (Accounts) to the actual management situation.

1.2.21. The 22nd amendment, accepted by the Marrakech Conference 2000, replaced the Editor with the new function of Conference Executive as non-voting member of the Executive Board. It also established contingency procedures in case of casual vacancies on the Executive Board.

1.2.22. The 23rd amendment, accepted by the Geneva Conference 2001, changed the monetary unit of the Federation from the Swiss Franc (in use since 1968) to the US Dollar.

1.2.23. The 24th amendment, accepted by the Buenos Aires Conference 2003, specified the procedures to be followed if an existing Member Association which had been proved not to represent a majority of controllers in its area of representation was challenged by a new association, organization or guild that in fact did represent a majority of controllers in that area of representation, and therefore was accepted as Member of the Federation. With the acceptance of the new MA the existing MA's membership would automatically be terminated.

1.2.24. The 25th amendment, accepted by the Hong Kong Conference 2004, consisted of a small editorial change to Article III, Section 8 (Accounts).

1.2.25. The 26th amendment, accepted by the Melbourne Conference 2005, amended the rules for holding an 'emergency' conference in case an Annual Conference could not be hosted as planned. A further amendment was made to Article V, concerning the composition of the Executive Board.

1.2.26. The 27th amendment, accepted by the Kaohsiung Conference 2006, amended Section 5.1 of Article II to solve a contradiction between the Constitution and the Swiss Law with regard to voluntary withdrawal.

1.2.27. The 28th amendment, accepted by the Istanbul Conference 2007, amended Article I to clarify the use of country names; Article III due to combining The Controller magazine finances with those of the Federation; and Article IV because the obligation to provide a French translation of Constitutional amendments has been cancelled.

1.2.28. The 29th amendment was accepted by the Arusha Conference 2008 and amended Articles II, V and IX, allowing retired professional members of Member Associations to hold an elective office in the Executive Board.

1.2.29. The 30th amendment, accepted by the Amman Conference 2011, consisted of a minor change to Article I, Section 3k, changing the word "funds" to "in come"; Article III, Section 6 (which stated that any credit balances at the end of the fiscal year would be added to the "Own Funds" account); changing the title of Article III, Section 7 from "Disposition of Funds" to "Financial Authority"; changing the reference to "funds" in Article V, Section 3.5.3. to "income and assets"; and changing Article VI, Section 1 to reflect that the Secretary reports to the Executive Board.

1.2.30. The 31st amendment, accepted by the Kathmandu Conference 2012, replaced the last sentence of Article I, Section 5 with language that specifies all assets remaining in the event of Federation dissolution would be allocated to a similar institution and would not be returned to the founders or members.

1.2.31. The 32nd amendment, accepted by the Bali Conference 2013, amended Article IV, Section 1 by changing the period of the year during which an Annual conference can be held.

1.2.32. The 33rd amendment, accepted by the Grand Canaria Conference 2014, amended Article I by moving the headquarters of the Federation (previously known as the siege social) from Geneva, Switzerland to Montreal, Canada, and amended Articles V and VI by deleting the position of Secretary.

1.2.33. The 34th amendment, accepted by the Sofia Conference 2015, amended para of 2. ATTENDANCE of Article IV regarding conducting closed session at conference.

1.2.34. The 35th amendment, accepted by the Toronto Conference 2017, amended Constitution Article I, Article II, Article III, Article IV, Article V and Article VI, replacing chairman/chairmen/chairperson to chair/chairs and incorporated gender-neutral language throughout.

1.2.35. The 36th amendment, accepted by the Conchal Conference 2019, amended Constitution Article II, regarding the declaration of the number of professional members.

1.2.36. The 37th amendment, accepted by the Jamaica Conference 2023, amended Constitution, Article II (Membership) regarding the declaration of the professional membership.

1.2.37. The 38th amendment, accepted by the Jamaica Conference 2023, amended Constitution Article V (Eligibility and Election to the Executive Board) regarding the election of the Regional Executive Vice-Presidents.

2. INTERPRETATIONS

2.1. General

2.1.1. The rules contained in the following paragraphs are to be considered as guidelines for interpretation of the Constitution.

2.1.2. Interpretations will normally be done by the Directors when they are in session.

2.1.3. In the event of doubt or dispute, the Chair of the Conference Committee shall rule on the question; but at the request of any two Directors, the matter shall be put to the Executive Board for a ruling. (Toronto 17.A.5)

2.1.4. The Executive Board shall interpret the Constitution at all times when the Directors are not in session. In the event of dispute, the President and Chief Executive Officer shall make the ruling.

2.2. Limitations

2.2.1. The Federation being incorporated in Canada, any changes to the Constitution must not be contrary to Canadian Law and this applies equally to interpretation of the Constitution as it exists.

2.2.2. Interpretation cannot be beyond the bounds of what is written in the Constitution. (Gran Canaria 14.A.19)

2.2.3. No Member Association can have any more voting power than any other Member Association.

2.2.4. Any Member Association, which is involved in a transaction for the Federation, which may benefit the Member Association financially, cannot vote on that subject. A Member Association is also debarred from voting on a matter where there are legal proceedings involving the Member Association versus the Federation.

2.2.5. The Executive Board and/or each Member Association can attack, including in court, decisions taken at plenary meetings or by electronic vote when they are contrary to the law or to the Constitution. If the Executive Board takes such action, the judge normally nominates someone else to represent the Federation in Court.

Cases which can be declared null are: calling a meeting by someone who is not competent under the law or the Constitution; anything which is done (internally to the Federation) to prevent a Member Association from participating in discussions; decisions requiring payment of money by Member Associations not foreseen in the Constitution; responsibilities falling on Member Associations without the majority required in the Constitution being achieved. (Gran Canaria 14.A.19)

2.3. Fundamental Principles

2.3.1. The Directors, Conference Committee Chairs and the Executive Board should also use fundamental principles of interpretation as follows (Toronto 17.A.5):

a) Expressio unius est exclusio alterius: if there is a written definition in the Constitution or Bye-Laws no other definition can be used (unless of course another is voted in).

b) Lex generalis derogat legi speciali: where the Bye-Laws appear to contradict the Constitution the definition in the Constitution must be taken (unless a change is voted).

c) Lex posterior derogat priori:

any Constitutional change which appears with several dates must be interpreted under the latest date.

any Bye-Law change appearing under a date must also be interpreted as superseded by a Bye-Law of a later date.

2.4. Procedures

2.4.1. Conference Committee Secretaries should either include in their Conference Reports, or if not possible, should furnish the Board in writing within one month after the Conference for inclusion in the final report, brief reasons for Constitutional or Bye-Law changes, if it appears from the discussion that difficulties might arise in the future if someone has to interpret why a decision was made. The reasons shall be promulgated in the Administrative Manual.

2.4.2. If a matter of interpretation is insoluble, owing to time limitations, the Conference Committee Chair should close discussion on the matter and proceed to the next business. They should consult with the Executive Board as to whether discussion should be reopened later during the Conference. The Executive Board in case of doubt should seek the advice of the Chair of CAC. If a matter cannot be concluded at the Conference, the Conference Committee Chair should seek the opinion of the Directors as to whether the matter is urgent enough to go to an electronic ballot or whether it can be left to the next Conference to decide. Under no circumstances should be put any Constitutional change or Bye-Law change to the vote when doubt on interpretation exists. (Toronto 17.A.5)

2.4.3. When a matter arises at Conference which is not covered either by the Constitution or Bye-Laws, the relevant addition should be voted by the Directors where possible by using a new Bye-Law. A simple majority of the Directors present should be used to permit this late presentation. If such a case arises outside Conference and the Board requires to act, the President and Chief Executive Officer should draft the required amendment and submit it to an electronic vote of the Directors. **Notification of a requirement to vote shall include sufficient time to consider the proposal and register a vote. The deadline shall be clearly communicated as part of the call to vote.** Nevertheless, the Board should be cautious about acting prior to a decision of the Directors in matters, which may involve the indemnity clause. The Chair of CAC should when possible be consulted in such circumstances in order to co-ordinate the change with their work programme. (Toronto 17.A.5)

2.4.4. Anything in the Constitution or Bye-Laws must be interpreted in the sense most favourable to the Member Associations. Unless a reduction of rights has been clearly stated, any interpretation must presume no reduction of rights.

2.4.5. The Board or the Directors may submit any matter at any time for interpretation by CAC (regarding constitutional aspects) or PLC (regarding legal aspects) if prolonged study seems necessary.

2.4.6. In any conflict of interpretation, the decision of the Directors at Conference is final. Provided that nothing in the interpretation is contrary to paras 2.2. or 2.3., interpretation may be a simple majority. Changes still require a two-thirds vote. This may in effect be a simple ratification of a ruling as under paras 2.1.3., 2.1.4. or 2.4.3.

3. IFATCA AWARDS

3.1. Scroll for the Recognition of Outstanding Service to the Federation

3.1.1. Rules

The Munich Conference, 1968, decided that a suitable Scroll should be developed for the recognition of outstanding service to the Federation. The following rules for awarding the Scroll were laid down:

a) To qualify for the Scroll, the recipient must be an individual member, Member Association, individual Industry Partner representative, or a Industry Partner of the Federation. (Tel Aviv 74.A.56)
b) Nomination may be made by any Member Association or the Executive Board.
c) Voting should be made by means of a secret ballot at the Annual Conference of the Federation.
d) A two-thirds vote of the Directors present is required.

3.1.2. Recipients of the Scroll of Honour

3.1.2.1. The Munich Conference, 1968, resolved that the first recipient should be the retiring President **Mr. L.N. Tekstra** (Netherlands) "in recognition of his devoted and untiring efforts in providing outstanding leadership and services to the Organisation since its inception".

3.1.2.2. The Dublin Conference, 1972, decided that the retiring Executive Secretary **Mr. G.W. Monk** (U.K.) be awarded the IFATCA Scroll of Honour "for the outstanding and exemplary manner in which Geoffrey has served as IFATCA's first Executive Secretary". (72.A.6)

3.1.2.3. The Reykjavik Conference, 1973, decided that the retiring Editor **Mr. H.W. Endlich** (Germany) be awarded the IFATCA Scroll of Honour "for his dedicated work in producing a Journal of the highest quality for the Federation from 1961 to 1973". (73.A.49)

3.1.2.4. The Tel Aviv Conference, 1974, decided that **the U.K. Guild of Air Traffic Control Officers** be awarded the IFATCA Scroll of Honour "for the outstanding services it has given to the Federation on the management of Standing Committee 1". (74.A.57)

3.1.2.5. The Lyon Conference, 1976, decided that **the Swiss Air Traffic Controllers' Association** be awarded the IFATCA Scroll of Honour "for the outstanding services it has given to the Federation". (76.A.52)

3.1.2.6. The Copenhagen Conference, 1978, decided that the retiring President **Mr. J.D. Monin** (Switzerland) be awarded the IFATCA Scroll of Honour "for outstanding services and dedication to the profession during six years of presidency". (78.A.36)

3.1.2.7. The Brussels Conference, 1979, decided that **the Canadian Air Traffic Control Association** be awarded the IFATCA Scroll of Honour "for meritorious service to the Federation in constitutional matters over a number of years by the management of Standing Committee 4". (79.A.41)

3.1.2.8. The Brussels Conference, 1979, further decided that the retiring Executive Secretary **Mr. T.H. Harrison** be awarded the IFATCA Scroll of Honour "in recognition of his devotion and untiring efforts during his six years as Executive Secretary". (79.A.42)

3.1.2.9. The Split Conference, 1983, decided that the late Executive Secretary **Mr. Edward 'Ted' Bradshaw** and his wife **Peggy Bradshaw** be awarded the IFATCA Scroll of Honour "in recognition of the outstanding contribution they made to the Federation". (83.A.45)

3.1.2.10. The Estoril Conference, 1984, decided that **Mr. John A. Saker** (U.K.) be awarded the IFATCA Scroll of Honour "for 20 years of dedicated service to IFATCA". (84.A.61)

3.1.2.11. The San José Conference, 1986, decided that **Mr. Bernhard O. Ruethy** (Switzerland) be awarded the IFATCA Scroll of Honour "for many years of dedicated service to the Federation". (86.A.59)

3.1.2.12. The San José Conference, 1986, further decided that **Mr. Emile Schodts** (Belgium) be awarded the IFATCA Scroll of Honour "for his work on the Standing Committee 4 Information Handbook".

3.1.2.13. The Nairobi Conference, 1987, decided that the retiring President and CEO **Mr. H. Harri Henschler** (Canada) be awarded the IFATCA Scroll of Honour "in recognition of outstanding service to the Federation". (87.A.58)

3.1.2.14. The Rio Conference, 1988, decided that **Mr. Edward (Ted) McClusky** (U.K.) be awarded the IFATCA Scroll of Honour "in recognition of outstanding service to the Federation". (88.A.50)

3.1.2.15. The Frankfurt Conference, 1989, decided that **Mr. Hansueli Heim** (Switzerland) be awarded the IFATCA Scroll of Honour "in recognition of outstanding service to the Federation". (89.A.71)

3.1.2.16. The Acapulco Conference, 1990, decided that the retiring President and CEO **Mr. Erik F. Sermijn** (Belgium) be awarded the IFATCA Scroll of Honour "in recognition of outstanding service to the Federation". (90.A.74)

3.1.2.17. The Port of Spain Conference, 1991, decided that the retiring Executive Secretary **Mr. Patrick O'Doherty** (Ireland) be awarded the IFATCA Scroll of Honour "in recognition of outstanding service to the Federation". (91.A.58)

3.1.2.18. The Bournemouth Conference, 1992, decided that the late Executive Vice President Professional **Mr. Wim Rooseman** (Netherlands) be posthumously awarded the IFATCA Scroll of Honour "in recognition of his commitment to the profession of air traffic control and his dedication to IFATCA and, in particular, his promotion and enhancement of the Federation with the International Labour Organisation and the International Civil Aviation Organisation". (92.A.58)

3.1.2.19. The Christchurch Conference, 1993, decided that the retiring Deputy President **Mr. Ulli Windt** (Germany) be awarded the IFATCA Scroll of Honour "in recognition of outstanding service to the Federation". (93.A.75)

3.1.2.20. The Ottawa Conference, 1994, decided that the retiring President and CEO **Mr. D.C.B (Charles) Stuart** (Australia) be awarded the IFATCA Scroll of Honour "in recognition of outstanding service to the Federation". (94.A.91)

3.1.2.21. The Taipei Conference, 1997, decided that the retiring Deputy President **Mr. Neil Vidler** (Australia) be awarded the IFATCA Scroll of Honour "in recognition of his outstanding service to the Federation". (97.A.29)

3.1.2.22. The Toulouse Conference, 1998, decided that the retiring President and Chief Executive Officer **Mr. Preben Lauridsen** (Denmark) be awarded the IFATCA Scroll of Honour "in recognition of his outstanding service to the Federation". (98.A.34)

3.1.2.23. The Toulouse Conference, 1998, further decided that the retiring Executive Secretary **Mr. Egerton Green** (United Kingdom) be awarded the IFATCA Scroll of Honour "in recognition of his outstanding service to the Federation". (98.A.35)

3.1.2.24. The Geneva Conference, 2001, decided that **Mr. Terry Crowhurst** (United Kingdom) be awarded the IFATCA Scroll of Honour “in recognition of his outstanding service to the Federation”. (01.A.43)

3.1.2.25. The Cancun Conference, 2002, decided that **Mr. Samuel M. Lampkin** (Trinidad & Tobago) be awarded the IFATCA Scroll of Honour “in recognition of his outstanding service to the Federation”. (02.A.38)

3.1.2.26. The Cancun Conference, 2002, also decided that Mr. **David W.F. Grace** (United Kingdom) be awarded the IFATCA Scroll of Honour “in recognition of his outstanding service to the Federation”. (02.A.39)

3.1.2.27. The Cancun Conference, 2002, further decided that **Mr. Bert Ruitenberg** (The Netherlands) be awarded the IFATCA Scroll of Honour “in recognition of his outstanding service to the Federation”. (02.A.40)

3.1.2.28. The Melbourne Conference, 2005, decided that **Mr. Chris Stock** (United Kingdom) be awarded the IFATCA Scroll of Honour “in recognition of outstanding service to the Federation”. (05.P)

3.1.2.29. The Istanbul Conference, 2007, decided that **Mr. Albert Aidoo Taylor** (Ghana) be awarded the IFATCA Scroll of Honour “in recognition of outstanding services to the Federation”. (07.A27)

3.1.2.30. The Punta Cana Conference, 2010, decided that **Mr. Marc Baumgartner** (Switzerland) be awarded the IFATCA Scroll of Honour “in recognition of his outstanding services to the Federation”. (10.A.31)

3.1.2.31. The Amman Conference 2011 decided that the retiring Chair of the Finance Committee **Mr. Tord Gustavsson** (Sweden) be awarded the IFATCA Scroll of Honour “in recognition of his outstanding service to the Federation”. (11.A.48, Toronto 17.A.5)

3.1.2.32. The Amman Conference 2011 further decided that the retiring Executive Vice President Technical **Mr. Andrew Beadle** (Australia) be awarded the IFATCA Scroll of Honour “in recognition of his outstanding service to the Federation”. (11.A.49)

3.1.2.33. The Bali Conference 2013 decided that the Chair of the Conference Committee A, **Mr. Paul Robinson** (New Zealand) be awarded the IFATCA Scroll of Honour “in recognition of his outstanding service to the Federation”. (13.A.31, Toronto 17.A.5)

3.1.2.34. The Gran Canaria Conference 2014 decided that **Mr. Alexis Brathwaite** (Trinidad and Tobago) be awarded the IFATCA Scroll of Honour in recognition of his outstanding service to the Federation. (14.A.42)

3.1.2.35. The Las Vegas Conference 2016 decided that **Mr. Philippe Domogala** (EGATS) be awarded the IFATCA Scroll of Honour in recognition of his outstanding service to the Federation. (16.A.28)

3.1.2.36. The Toronto Conference 2017 decided that **Ms. Keziah Ogutu** (Kenya) be awarded the IFATCA Scroll of Honour in recognition of her outstanding services to the Federation (17.A.20)

3.1.2.37. The Toronto Conference 2017 decided that **Mr. Christoph Gilgen** (Switzerland) be awarded the IFATCA Scroll of Honour in recognition of his outstanding services to the Federation (Toronto 17.A.21)

3.1.2.38. The Accra Conference 2018 decided that **Mr. Philip Marien** (EGATS) be awarded the IFATCA Scroll of Honour in recognition of his outstanding services to the Federation (Accra 18.A.28)

3.1.2.39. The Singapore Conference 2024 decided that **Mr. Duncan Auld** (Australia) be awarded the IFATCA Scroll of Honour in recognition of his outstanding services to the Federation (Singapore 24.A.17)

3.2. IFATCA Award of Merit

3.2.1. Rules

3.2.1.1. General

The IFATCA Award of Merit is established for the recognition of outstanding professionalism in ATC. The following rules govern the award of the IFATCA Award of Merit:

a) The IFATCA award for outstanding professionalism in ATC shall be known as "The IFATCA Award of Merit".
b) The IFATCA Award of Merit shall be presented to recipients that have distinguished themselves to a degree that is considered outstanding by IFATCA, in the provision of air traffic control service or in a related service that enhances or promotes the profession of air traffic control or furthers the objectives of the Federation.
c) The Award will not necessarily be awarded every year nor is it restricted to only one Award in any one year.

3.2.1.2. Eligibility

The following are eligible for the IFATCA Award of Merit:

a) A Member Association,
b) Individual members or ex-members of IFATCA Member Associations,
c) Professional groups of individual members of Member Associations, e.g. the controllers of a specific facility within a country,
d) Any other individual, group or body considered worthy of an award by a Member Association or the Executive Board.

3.2.1.3. Procedures

a) The IFATCA Office shall publicise this Award both in the official IFATCA journal and within other appropriate aviation publications each year, describing the basis of the Award and inviting submissions regarding worthy recipients.
b) Nominations for this award are to be made by or through the Executive Board. Member Associations who wish to nominate recipients are to present their case in written form to the Executive Board.
c) The Executive Board shall investigate nominations from a Member Association and present a recommendation to the Directors at Conference.
d) The Directors shall vote on the recommendation by means of a secret ballot at the Annual Conference of the Federation.
e) A two-thirds vote of the Directors present is required. (Arusha 08.A.22)

3.2.2. Recipients of the Award of Merit

3.2.2.1. The Toulouse Conference, 1998, decided that the IFATCA Award of Merit be presented to **Ms. Anne Logie** in recognition of her outstanding professionalism in the field of Critical Incident Stress Management programmes for air traffic controllers. (98.A.31)

3.2.2.2. The Toulouse Conference, 1998, further decided that the IFATCA Award of Merit be presented to **Mr. Michael Dooling** in recognition of his outstanding professionalism in the field of Critical Incident Stress Management programmes for air traffic controllers. (98.A.32)

3.2.2.3. The Arusha Conference, 2008, decided that the IFATCA Award of Merit be presented to **Dr. Isabel Cambraia**, **Mr. Virgilio Belo** and **Mr. Christoph Gilgen** in recognition of their outstanding service to the Federation. (08.A.39)

3.2.2.4. The Gran Canaria Conference, 2014, decided that the IFATCA Award of Merit be presented to **Mr. Darrell Meachum** (14.A.40), and **Mr. Willem Zuidveld** in recognition of their outstanding service to the Federation (14.A.41).

3.2.2.5. The Las Vegas Conference, 2016, decided that the IFATCA Award of Merit be presented to **Mr. Željko Oreški** in recognition of his outstanding service to the Federation (16.A.27).

3.2.2.6. The Conchal Conference, 2019, decided that the IFATCA Award of Merit be presented to **Mr. Bjarni K. Stefánsson** and **Mr. Raimund Weidemann** in recognition of their outstanding service to the Federation.

3.2.2.7 The Jamaica Conference, 2023, decided that the IFATCA Award of Merit be presented to **Mr. Philippe Domogala** and **Mr. Philip Marien** in recognition of their outstanding service to the Federation.

3.2.2.8 The Singapore Conference, 2024, decided that the IFATCA Award of Merit be presented to **Mr. Julian Ogilvie** (24.A.18) and **Mr. Paul Neering** (24.A19) in recognition of their outstanding service to the Federation.

3.3. Award of the Executive Board

3.3.1. Introduction

3.3.1.1. The Executive Board decided, in 1996, to create the Executive Board Award for the purpose of recognising persons or organisations who have made significant contributions to the Federation. The rules for bestowal of the Award are contained in the "Guidelines for IFATCA Officers and Representatives".

3.3.2. Recipients of the Executive Board Award

The following received the Executive Board Award:

3.3.3. 1996 Tunis Conference

Recipient	Country	Function
Jim Bramich	Australia	SC6
Michael Dooling	Canada	EVPT, SC1
Sture Ericsson	Sweden	EVPF
Hugo Esquival	Costa Rica	EVP AMA
Clive Gell	United Kingdom	
Tord Gustavsson	Sweden	EVPF, SC3
Brian Jacobi	United Kingdom	SC1
Abou El Seoud El Karimy	Egypt	EVP AFM
Pierre Lesueur	France	IFATCA Rep.
Bert Ruitenberg	The Netherlands	EVPP
Hannes Ziegler	Germany	SC4

3.3.4. 1997 Taipei Conference

Recipient	Country	Function
Colin Hume	United Kingdom	British Airways
Chris Stock	United Kingdom	EVPT

3.3.5. 1998 Toulouse Conference

Recipient	Country	Function
Eddie Gerits	Belgium	IFATCA Rep.
Günter Melchert	Austria	EVP EUR
Sandy Oppenheim	Israel	EVPP, SC4

3.3.6. 1999 Santiago Conference

Recipient	Country	Function
George Pao Shu Chao	Hong Kong	EVP ASP
Martin W. Cole	U.S.A.	EVPT
Gerardo De Simone	Italy	SC1
Oliver Tapiwa Farirayi	Zimbabwe	EVP AFM
Ron Mahendran	United Kingdom	Controller Magazine
Swedavia A.B.	Sweden	CM
Louis van Baal	The Netherlands	SC1

3.3.7. 2000 Marrakech Conference

Recipient	Country	Function
Werner Bopp	Switzerland	LO Int'l Orgs. Geneva
Martin Cooper	United Kingdom	EVPP, Comm. C Chair
Janet Hall	United Kingdom	SC6
John Redmond	Canada	EVPF, SC3
Jacek Romanowski	Canada	Canadian Airlines

3.3.8. 2001 Geneva Conference

Recipient	Country	Function
Alexis Brathwaite	Trinidad & Tobago	SC3
Lois Demarais	Canada	IATA
Geoff Fairless	Australia	SC4
Paul Robinson	New Zealand	DP, SC6
Patrick Schelling	Switzerland	Controller Magazine
Paul Templeman	United Kingdom	SC7

3.3.9. 2002 Cancun Conference

Recipient	Country	Function
Jean Robert Dumfries	Aruba	EVP AMA

3.3.10. 2003 Buenos Aires Conference

Recipient	Country	Function
James Ferguson	U.S.A.	DP
Paul Johnson	United Kingdom	SC1
Lucy Leveson	United Kingdom	Controller Magazine
Henry P. Nkondokaya	Tanzania	AFM Representative
Phil Parker	Hong Kong	EVP ASP
Steph Simmonds	United Kingdom	EVPF
Luc Staudt	Belgium	ILO European Union
Hans van Weerdenburg	Netherlands	SC4

3.3.11. 2004 Hong Kong Conference

Recipient	Country	Function
Philippe Domogala	EGATS	IFALPA/IFATCA ATS

3.3.12. 2006 Kaohsiung Conference

Recipient	Country	Function
Andrew Beadle	Australia	EVPT
Barry Krasner	U.S.A.	CAC
Nicolas Lyrakides	Cyprus	EVP EUR
Juan Perez Mafla	Panama	EVP AMA

3.3.13. 2007 Istanbul Conference

Recipient	Country	Function
Karin Anghus	Sweden	SATCA
Gabriela Logatto	Argentina	DP
David K. W. Cheung	Hong Kong	EVP ASP

3.3.14. 2008 Arusha Conference

Recipient	Country	Function
Doug Churchill	Canada	EVPP
Cedric Murrell	Barbados	EVP AMA

3.3.15. 2009 Dubrovnik Conference

Recipient	Country	Function
John Wagstaff	Hong Kong	EVP ASP
Geert Maesen	Belgium	PLC
Akos van der Plaat	Netherlands	TOC

3.3.16. 2010 Punta Cana Conference

Recipient	Country	Function
Jimmy Dale Wright	U.S.A.	EVPF

3.3.17. 2011 Amman Conference

Recipient	Country	Function
Hisham Bazian	Jordan	EVP AFM
Alex Figuereo	Dominican Republic	EVP AMA
Marjolein Hoojiboer	Netherlands	PLC
Raymond Tse	Hong Kong	EVP ASP
Jack van Delft	Netherlands	CE/SEC

3.3.18. 2012 Kathmandu Conference

Recipient	Country	Function
Catharina De Decker	Belgium	Committee B Sec.

3.3.19. 2013 Bali Conference

Recipient	Country	Function
Patrick Forrey	USA	EVPT
D.K. Behera	India	EVP ASP
Adell Humphreys	USA	SEC

3.3.20. 2014 Gran Canaria Conference

Recipient	Country	Function
Philip Marien	Belgium	Editor “The Controller”
Jez Pigden	UK	PLC
Ignacio Baca	Spain	TOC

3.3.21. 2015 Sofia Conference

Recipient	Country	Function
Geert Maesen	Belgium	Editor of the IHB
Ruth Stilwell	USA	IFATCA LO to ICAO ANC

3.3.22. 2016 Las Vegas Conference

Recipient	Country	Function
Ben Gorrie	Australia	TOC
Robert Marshal	UK	CAC

3.3.23. 2018 Accra Conference

Recipient	Country	Function
Eric Risdon	Canada	EVPP
Scott Shallies	Australia	EVPF

3.3.24. 2019 Conchal Conference

Recipient	Country	Function
Mike O'Neill	Australia	EVP ASP
Patrik Peters	Germany	PCX
Alfred Vlasek	Austria	PLC

3.3.25 2022 Virtual Conference

Recipient	Country	Function
Marc Baumgartner	Switzerland	SESAR Coord
Renée Pauptit	Netherlands	TOC Chair
Alexander Schwassman	Germany	ICAO Panel
Joy Bhattacharya	India	IWEN Editor
John Carr	USA	EVP AMA
Tom Laursen	Denmark	EVP EUR
Anthony Ang	Singapore	EVP ASP
Carole Couchman, IFALPA		Support at ICAO
Maria Serrano Mulet	Spain	Ukrainian ATCOs Support
POLATCA	Poland	Ukrainian ATCOs Support
RATCA	Romania	Ukrainian ATCOs Support
HATCA	Hungary	Ukrainian ATCOs Support

Special Recognition

SATCA	Slovak Rep	Ukrainian ATCOs Support

3.3.26 2023 Jamaica Conference

Recipient	Country	Function
Ignacio Baca	Spain	EVPT
David Perks	Australia	PLC Chair
Felix Gottwald	Germany	IFALPA

3.3.27 2024 Singapore Conference

Recipient	Country	Function
Fateh Behkti	Algeria	EVPAFM
Mark Taylor	UK	EVPF

3.4. IFATCA Technical Award

3.4.1. Introduction

3.4.1.1. The Executive Board in cooperation with the Technical and Operational Committee (TOC) decided, in 2014, to create the IFATCA Technical Award for the purpose of recognising the best technology. The winning Industry Partner will have an exclusive right to use the awarded label in promotional material and publicize this at their discretion.

3.4.2. Recipients of IFATCA Technical Award

3.4.2.1. The 1st IFATCA Technical Award 2014 was granted to IMTRADEX, Germany, for a headset *Air Talk 3000*.

3.4.2.2. IFATCA Technical Award 2015 was granted to Frequentis, Austria.

3.4.2.3. IFATCA Technical Award 2016 was granted to NavCanada, Canada.

3.4.2.4. IFATCA Technical Award 2019 was granted to Vibe Solution, Croatia.

4. ANNOUNCEMENTS OF THE POSITION TAKEN BY THE FEDERATION

4.1. With respect to draft releases (which are really the announcements of the position taken by the Federation when there is no opportunity to have these approved at a meeting of the Directors), the Reykjavik Conference, 1973, resolved that:

4.1.1. Recognizing 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. (Christchurch 93.A.21; Toronto 17.A.5)

4.1.2. Such action taken 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.

5. IFATCA POLICY REGARDING NATIONAL DISPUTES

5.1. Policy

5.1.1. The Federation recognizes the unfortunate economic circumstances affecting the third parties, which arise from time to time as a result of disputes between controllers and their employers.

However, it is also recognized that, as a last resort, controllers have the right and may find it necessary to withdraw their services from their employer in order to bring about a resolution to a dispute. In those cases where an MA determines that a withdrawal of services is an appropriate course of action for the resolution of a dispute, they should provide as much advance notice as is practicable to industry and users.

5.1.2. IFATCA strongly condemns a situation where normal ATC services are replaced by a substitute organisation due to the fact that safety is seriously reduced. Such substitute organisations may not be able to:

a) Complete coordination of clearances as guaranteed within the standards of Annex 11 and/or in accordance with Letters of Agreement between States.
b) Provide controllers whose professional qualifications comply with International Standards or Recommended Practices on Personnel Licensing for Air Traffic Controllers as laid down by ICAO in Annex 1 to the Chicago Convention (as accepted and ratified by the States concerned, including their notification of differences).

5.1.3. IFATCA also condemns Member Associations who act as substitute organisations outside their normal area of jurisdiction.

5.1.4. Due to the fact that withdrawals of service in the area may impose excessive traffic loadings on other ATC systems, IFATCA will support Member Associations who, as a result of such loadings, impose traffic restrictions in the interest of safety.

5.1.5. Notwithstanding the support IFATCA gives to Member Associations exercising their right to withdraw services, the Federation's policy is to urge an early return to a normal situation. To this end, IFATCA will remain available to act as an intermediary at international level and, on invitation from a Member Association, at national level.

5.2. Procedure to be followed in the Event of a National Dispute

5.2.1. In the event of a disruption occurring, the Member Association within the area of representation concerned will:

a) Notify as soon as possible and/or practicable:
   1. The IFATCA Office,
   2. The Executive Vice-President for the Region,
   3. The National Civil Aviation Department,
   4. The National Pilot Association(s),
   5. The National Trade Union(s),
   6. Member Associations in adjacent areas of representation;

b) Include in the notification:
   1. Reason(s),
   2. Duration expected,
   3. Consequences expected,
   4. A request to inform interested international organisations,
   5. Any other pertinent information.

Note: Should any disruption of the air traffic services occur, the Member Association of the area of representation concerned (even when not directly involved) should notify the IFATCA Office and the Executive Vice-President for the Region as soon as possible, stating the situation.

5.2.2. During withdrawals of service, the Member Association(s) concerned will maintain close liaison whenever practicable and/or possible with the parties mentioned in 5.2.1. a).

5.2.3. Whenever IFATCA Member Associations have been notified in accordance with the above, or by the IFATCA Office, they should, within the limits of their constitutions, ensure that IFATCA policy is adhered to, and support action requested by the Executive Board. (Copenhagen 78.A.13)

5.2.4. As soon as practical, the Executive Board shall request the Office to issue a Special Newsletter to the Regions directly interested in the area of dispute. A further Special Newsletter should be issued at the end of the disruption and at any time during any prolonged dispute, when the Executive Board deems it to be beneficial.

5.2.5. The Executive Board will use all means possible within the policy laid down in 5.1. to support the Member Association. They shall ensure that detailed information is released to the media, so that the controllers' point of view is made clear.

5.2.6. When the withdrawal of service ceases or is expected to cease, the Member Association concerned shall:

a) Notify as soon as possible and/or practicable, the parties mentioned in 5.2.1. a);

b) Include in the notification:
   1. Results,
   2. A request to notify parties informed under 5.2.1. b) 4., 3. Any other pertinent information.

5.3. ICAO Contingency Measures

5.3.1. Member Associations shall contact their administrations to convey IFATCA's concerns with the request not to implement the ICAO Contingency Measures and their reactions made known to the Executive Board. (Reykjavik 73.A.5, Athens 85.A.48)

6. CONCESSIONARY TRAVEL

6.1. The Executive Board will undertake to approach directly the National Authority, national carrier(s) and IATA seeking free or reduced transportation for persons carrying out duties or responsibilities on behalf of IFATCA. (Dublin 1972)

7. LAYOUT OF PRESENTATIONS BY IFATCA REPRESENTATIVES

7.1. Unless otherwise required by the host organisation, the layout of papers for presentation should be as follows:

IFATCA

INTERNATIONAL FEDERATION OF AIR TRAFFIC CONTROLLERS' ASSOCIATIONS

TITLE OF PAPER

Presented by … (name of presenter
on … (date) at … (location of event)

This paper does not necessarily represent official IFATCA policy (if applicable)

1. INTRODUCTION

1.1.

1.2.

etc.

2. TEXT

2.1.

2.2.

etc.

3. CONCLUSIONS

3.1.

3.2.

etc.

Acknowledgements:
1.
2.
etc.
References:

1. Etc.

Computer file name (if appropriate) Page no. Date paper prepared

7.2. If possible, the IFATCA logo should be incorporated at the top of the front page of the presentational paper.

7.3. Include the following items in the title information of the paper:

a) the full title of the Federation;
b) the title of the paper;
c) the author/presenter of the paper;
d) the date that the paper is being presented;
e) whether the paper represents agreed IFATCA policy and/or contains personal viewpoints. (In the latter case these points should be identified).

7.4. Where possible, follow the conventions of the IFATCA Administrative Manual "Lay-out of Working Papers" in terms of style and layout. IFATCA Administrative Manual Part 2, Chapter 4, Section 8 refers.

7.5. When abbreviations or acronyms are used, they should be spelt out in full at their first use in the paper and the abbreviation placed in brackets. No matter how basic the abbreviations are this rule should be followed on all occasions.

7.6. At the foot of the paper include the following information:

a) computer file reference (if appropriate);
b) page number and total number of pages;
c) date paper was prepared.

7.7. At the end of the document list relevant material references and acknowledgements.

7.8. A copy of the presentation should be sent to the IFATCA Secretariat and, if suitable for publication, to the Communications Coordinator.

7.9. If visual images are made to support a presentation, they should contain the following:

a) the full name of the Federation;
b) the Federation logo.

7.10. A Federation approved template for visual presentation (in PowerPoint format) and copies of the IFATCA logo (in MS Word format) are available from the Secretariat or the Communications Coordinator. When presenters have not been able to obtain a copy of the approved template, they should endeavour to incorporate the full name of the Federation at the bottom of each slide or flimsy with the IFATCA logo in the bottom right hand corner. The background colour of the presentational material should be blue and the lettering black and/or white. (Taipei 97.A.28)

8. THE INTERNATIONAL DAY OF THE AIR TRAFFIC CONTROLLER

8.1. The 42nd Annual Conference, Buenos Aires 2003, decided that the 20th day of October every year be the "International Day of the Air Traffic Controller".

8.2. Member Associations should plan activities to commemorate the day.

8.3. The Executive Board shall inform relevant organizations of the date and, when necessary in any particular year, provide a theme and/or plan activities for the commemoration of the International Day of the Air Traffic Controller. (Buenos Aires 03.A.19)

PART III
CHRONICLE OF THE INTERNATIONAL FEDERATION OF AIR TRAFFIC CONTROLLERS' ASSOCIATIONS

1. IFATCA HISTORY

Note: An excellent narration of the first 40 years of IFATCA's foundation and growth has been written and produced by Neil Vidler, Australia. Title: UNDER CONTROL (ISBN 0-646-40574-8).

1. THE FOUNDATION

1.1. The International Federation of Air Traffic Controllers' Associations was constituted in Amsterdam on 19th and 20th October 1961, as a result of the efforts of a group of air traffic controllers to federate and further the interests of the air traffic control profession at the international level.

1.2. Although there had been discussions on the subject at various national and international meetings and conferences where controllers of various nationalities met each other, it was in 1959 that the Swiss Association suggested that a meeting be held to explore the possibilities of worldwide federation. The meeting was held in Frankfurt, Federal Republic of Germany. It was felt at the time that it was too early to expect such far-flung interest, and, accordingly, plans were made to draft a constitution for a European Federation only.

1.3. Although many Member Associations serve their members in a dual role of both professional and staff association, others are constituted solely and strictly within professional interests of air traffic control and kindred subjects. The principle was, therefore, accepted that the common interest of all the associations and guilds within the Federation would be a professional one, and the Frankfurt meeting subsequently declared its intention to found the European Federation of Air Traffic Controllers' Associations.

1.4. A working group was appointed to prepare a draft constitution, and this group completed its task by mid-1960. The Convention, Constitution and By-Laws were duly ratified by 12 Founder Member Associations:

Austria	France	Luxembourg
Belgium	Germany (F.R.)	Netherlands
Denmark	Iceland	Norway
Finland	Ireland	Switzerland

The Constitutional Conference, held in Amsterdam in 1961, finally decided to seek world-wide ATC interest and constitute the Federation as the International Federation of Air Traffic Controllers' Associations, with the aim of furtherance of safe and efficient air navigation and the protection of their common professional interests.

1.5. The first Officers elected to the Executive Board, at the time called "Board of Officers", were:

President	**L. N. Tekstra**	Netherlands
1st Vice-President	**M. Cerf**	France
2nd Vice-President	**R. Sadet**	Belgium
Honorary Secretary	**H. W. Thau**	Germany
Treasurer	**H. Thrane**	Denmark
Editor	**W. H. Endlich**	Germany

1.6. A permanent Executive Secretary, G. W. Monk (U. K.), was appointed in 1963 and the Secretariat established at East Twickenham near London.

2. CHRONOLOGICAL DATA

1. OFFICERS OF THE EXECUTIVE BOARD

Legend:	1st VP: 1st Vice-President
	2nd VP: 2nd Vice-President
	Hon.Secr.: Honorary Secretary

Year	Function	Name		Country
1961-1962	President:	**L. N. "Tek" Tekstra**		Netherlands
	1st VP:	**Maurice Cerf**		France
	2nd VP:	**Roger Sadet**		Belgium
	Hon.Secr	**Hans W. Thau**		Germany
	Treasurer:	**Henning Thrane**		Denmark
	Editor:	**Walter H. Endlich**		Germany
1962-1963	President:	**L. N. "Tek" Tekstra**		Netherlands
	1st VP:	**Maurice Cerf**		France
	2nd VP:	**Roger Sadet**		Belgium
	Hon.Secr.:	**Hans W. Thau**		Germany
	Treasurer:	**Henning Thrane**		Denmark
	Editor :	**Walter H. Endlich**		Germany
1963-1964	President:	**L. N. "Tek" Tekstra**		Netherlands
	1st VP:	**Maurice Cerf**		France
	2nd VP:	**Roger Sadet**		Belgium
	VP-A*:	**Hans W. Thau**		Germany
	Treasurer:	**Henning Thrane**		Denmark
	Editor:	**Walter H. Endlich**		Germany
1964-1965	President:	**L. N. "Tek" Tekstra**		Netherlands
	1st VP:	**Maurice Cerf**		France
	2nd VP:	**Roger Sadet**		Belgium
	VP-A*:	**Hans W. Thau**		Germany
	Treasurer:	**Henning Thrane**		Denmark

Year	Function	Name		Country
	Editor:	**Walter H. Endlich**		Germany
1965-1966	President:	**L. N. "Tek" Tekstra**		Netherlands
	1st VP:	**Maurice Cerf**		France
	2nd VP:	**Roger Sadet**		Belgium
	Hon.Secr.:	**E. Mahieu**		Germany
	Treasurer:	**Henning Thrane**		Denmark
	Editor:	**Walter H. Endlich**		Germany
1966-1967	President:	**L. N. "Tek" Tekstra**		Netherlands
	1st VP:	**Maurice Cerf**		France
	2nd VP:	**Roger Sadet**		Belgium
	Hon.Secr.:	**Herbert Brandstetter**		Austria
	Treasurer:	**Bernhard O. Rüthy**		Switzerland
	Editor:	**Walter H. Endlich**		Germany
1967-1968	President:	**L. N. "Tek" Tekstra**		Netherlands
	1st VP:	**J. R. "Dick" Campbell**		Canada
	2nd VP:	**Roger Sadet**		Belgium
	Hon.Secr.:	**Herbert Brandstetter**		Austria
	Treasurer:	**Bernhard O. Rüthy**		Switzerland
	Editor:	**Walter H. Endlich**		Germany
1968-1969	President:	**Maurice Cerf**		France
	1st VP:	**J. R. "Dick" Campbell**		Canada
	2nd VP:	**Gunnar Atterholm**		Sweden
	Hon.Secr.:	**Horst Guddat**		Germany
	Treasurer:	**Bernhard O. Rüthy**		Switzerland
	Editor:	**Walter H. Endlich**		Germany
1969-1970	President:	**Maurice Cerf**		France
	1st VP:	**J. R. "Dick" Campbell**		Canada
	2nd VP:	**Gunnar Atterholm**		Sweden
	Hon.Secr.:	**Horst Guddat**		Germany
	Treasurer:	**Bernhard O. Rüthy**		Switzerland
	Editor:	**Walter H. Endlich**		Germany
1970-1971	President:	**Arnold Field**		U.K.
	1st VP:	**J. R. "Dick" Campbell**		Canada

Year	Function	Name		Country
	2nd VP:	**Gunnar Atterholm**		Sweden
	Hon.Secr.:	**Horst Guddat**		Germany
	Treasurer:	**Jean Gubelmann**		Switzerland
	Editor:	**Walter H. Endlich**		Germany
1971-1972	President:	**Arnold Field**		U.K.
	1st VP:	**J. D. "Thommy" Thomas**		Rhodesia
	2nd VP:	**Gunnar Atterholm**		Sweden
	Hon.Secr.:	**Horst Guddat**		Germany
	Treasurer:	**Jean Gubelmann**		Switzerland
	Editor:	**Walter H. Endlich**		Germany
1972-1973	President:	**Jean-Daniel Monin**		Switzerland
	1st VP:	**J. D. "Thommy" Thomas**		Rhodesia
	2nd VP:	**Robert "Bob" Meyer**		U.S.A
	Hon.Secr.:	**Horst Guddat**		Germany
	Treasurer:	**Jean Gubelmann**		Switzerland
	Editor:	**Walter H. Endlich**		Germany
As of 1973 the titles of Executive Board members were changed as follows: **VP-T: Vice-President Technical (EVP-T)** **VP-P: Vice-President Professional (EVP-P)** **VP-A: Vice-President Administration (EVP-A)** ****The Editor was an appointed official**				
1973-1974	President:	**Jean-Daniel Monin**		Switzerland
	VP-T:	**Ole H. Jonsson**		Iceland
	VP-P:	**Robert "Bob" Meyer**		U.S.A
	VP-A:	**Horst Guddat**		Germany
	Treasurer:	**Jean Gubelmann**		Switzerland
	Editor**:	**Gé de Boer**		South Africa
1974-1975	President:	**Jean-Daniel Monin**		Switzerland
	VP-T:	**Ole H. Jonsson**		Iceland
	VP-P:	**Robert "Bob" Meyer**		U.S.A
	VP-A:	**Horst Guddat**		Germany
	Treasurer:	**Jean Gubelmann**		Switzerland
	Editor**:	**Gé de Boer**		South Africa

Year	Function	Name		Country
1975-1976	President:	**Jean-Daniel Monin**		Switzerland
	VP-T:	**Ole H. Jonsson**		Iceland
	VP-P:	**Robert "Bob" Meyer**		U.S.A
	VP-A:	**Edward "Ted" Bradshaw**		U.K.
	Treasurer:	**Jean Gubelmann**		Switzerland
	Editor**:	**Gé de Boer**		South Africa
1976-1977	President:	**Jean-Daniel Monin**		Switzerland
	VP-T:	**Ole H. Jonsson**		Iceland
	VP-P:	**H. Harri Henschler**		Canada
	VP-A:	**Edward "Ted" Bradshaw**		U.K.
	Treasurer:	**Hans Wenger**		Switzerland
	Editor**:	**Gé de Boer**		South Africa
1977-1978	President:	**Jean-Daniel Monin**		Switzerland
	VP-T:	**Ole H. Jonsson**		Iceland
	VP-P:	**H. Harri Henschler**		Canada
	VP-A:	**Edward "Ted" Bradshaw**		U.K.
	Treasurer:	**Hans Wenger**		Switzerland
	Editor**:	**Brian C. Jones**		U.K.
1978-1979	President:	**H. Harri Henschler**		Canada
	VP-T:	**Ole H. Jonsson**		Iceland
	VP-P:	**Andreas Avgoustis**		Cyprus
	VP-A:	**Edward "Ted" Bradshaw**		U.K.
	Treasurer:	**Hans Wenger**		Switzerland
	Editor**:	**Brian C. Jones**		U.K.
1979-1980	- President:	**H. Harri Henschler**		Canada
	VP-T:	**Daniel Oudin**		France
	VP-P:	**Andreas Avgoustis**		Cyprus
	VP-A:	**P. O'Doherty**		Ireland
	Treasurer:	**Hans Wenger**		Switzerland
	Editor**:	**Andreas Avgoustis**		Cyprus
1980-1981	- President:	**H. Harri Henschler**		Canada
	VP-T:	**Daniel Oudin**		France
	VP-P:	**Andreas Avgoustis**		Cyprus

Year	Function	Name		Country
	VP-A:	**Pat O'Doherty**		Ireland
	Treasurer:	**Hans Wenger**		Switzerland
	Editor**:	**Andreas Avgoustis**		Cyprus
1981-1982	President:	**H. Harri Henschler**		Canada
	VP-T:	**A. W. F. "Lex" Hendriks**		Netherlands
	VP-P:	**Andreas Avgoustis**		Cyprus
	VP-A:	**Pat O'Doherty**		Ireland
	Treasurer:	**Hans Wenger**		Switzerland
	Editor**:	**Andreas Avgoustis**		Cyprus
1982-1983	- President:	**H. Harri Henschler**		Canada
	VP-T:	**A. W. F. "Lex" Hendriks**		Netherlands
	VP-P:	**Erik F. Sermijn**		Belgium
	VP-A:	**Pat O'Doherty**		Ireland
	Treasurer:	**Bernard. Grezet**		Switzerland
	Editor**:	**Andreas Avgoustis**		Cyprus
1983-1984	- President:	**H. Harri Henschler**		Canada
	VP-T:	**A. W. F. "Lex" Hendriks**		Netherlands
	VP-P:	**Erik F. Sermijn**		Belgium
	VP-A:	**Ian M. S. Finlay**		U.K.
	Treasurer:	**Bernard Grezet**		Switzerland
	Editor**:	**Andreas Avgoustis**		Cyprus
1984-1985	President:	**H. Harri Henschler**		Canada
	VP-T:	**A. W. F. "Lex" Hendriks**		Netherlands
	VP-P:	**Erik F. Sermijn**		Belgium
	VP-A:	**Ian M. S. Finlay**		U.K.
	Treasurer:	**Bernard Grezet**		Switzerland
	Editor**:	**Andreas Avgoustis**		Cyprus
1985-1986	President:	**H. Harri Henschler**		Canada
	VP-T:	**A. W. F. "Lex" Hendriks**		Netherlands
	VP-P:	**Erik F. Sermijn**		Belgium
	VP-A:	**Ulrich Windt**		Germany
	Treasurer:	**Bernard Grezet**		Switzerland
	Editor**:	**Andreas Avgoustis**		Cyprus

As of 1986 the titles of Executive Board members were changed as follows:
President: President and Chief Executive Officer
EVP-T: Executive Vice-President Technical
EVP-P: Executive Vice-President Professional
EVP-A: Executive Vice-President Administration
EVP-F : Executive Vice-President Finance (Treasurer)

Year	Function	Name		Country
1986-1987	President	**Erik F. Sermijn**		Belgium
	EVP-T	**A. W. F."Lex" Hendriks**		Netherlands
	EVP-P	**vacant**		
	EVP-A	**Ulrich Windt**		Germany
	EVP-F	**Tord Gustavsson**		Sweden
	Editor**	**H. Harri Henschler**		Canada
1987-1988	President	**Erik F. Sermijn**		Belgium
	EVP-T	**Bob W. Randall**		Canada
	EVP-P	**Wim Rooseman**		Netherlands
	EVP-A	**Ulrich Windt**		Germany
	EVP-F	**Tord Gustavsson**		Sweden
	Editor**	**H. Harri Henschler**		Canada
1988-1989	President	**Erik F. Sermijn**		Belgium
	EVP-T	**Bob W. Randall**		Canada
	EVP-P	**Wim Rooseman**		Netherlands
	EVP-A	**Ulrich Windt**		Germany
	EVP-F	**Tord Gustavsson**		Sweden
	Editor**	**H. Harri Henschler**		Canada
1989-1990	President	**Erik F. Sermijn**		Belgium
	EVP-T	**D. Charles B. Stuart**		Australia
	EVP-P	**Wim Rooseman**		Netherlands
	EVP-A	**Ulrich Windt**		Germany
	EVP-F	**Tord Gustavsson**		Sweden
	Editor**	**H. Harri Henschler**		Canada

As of 1990 the following officers were members of the Executive Board:
PCX: President and Chief Executive Officer
Dep Pres: Deputy President
EVPP: Executive Vice-President Professional
EVPT: Executive Vice-President Technical
EVPF: Executive Vice-President Finance
EVP AFM: Executive Vice-President Africa and Middle East (as of 1992)
EVP AMA: Executive Vice-President Americas
EVP ASP: Executive Vice-President Asia and Pacific
EVP EUR: Executive Vice-President Europe

Year	Function	Name		Country
1990-1991	PCX	**D. Charles B. Stuart**		Australia
	Dep Pres	**Ulrich Windt**		Germany
	EVPP	**Wim Rooseman**		Netherlands
	EVPT	**Mike Dooling**		Canada
	EVPF	**Sture Ericsson**		Sweden
	EVP AFI	**Abou El Seoud El Karimy**		Egypt
	EVP AMA	**Hugo Esquivel A**		Costa Rica
	EVP ASP	**Neil Vidler**		Australia
	EVP EUR	**Preben Falkman-Lauridsen**		Denmark
	Editor**	**H. Harri Henschler**		Canada
1991-1992	PCX	**D. Charles B. Stuart**		Australia
	Dep Pres	**Ulrich Windt**		Germany
	EVPP	**Wim Rooseman (†)**		Netherlands
	EVPT	**vacant**		
	EVPF	**Sture Ericsson**		Sweden
	EVP AFI	**Abou El Seoud El Karimy**		Egypt
	EVP AMA	**Hugo Esquivel A**		Costa Rica
	EVP ASP	**Neil Vidler**		Australia
	EVP EUR	**Preben Falkman-Lauridsen**		Denmark
	Editor**	**Terry Crowhurst**		U.K.
1992-1993	PCX	**D. Charles B. Stuart**		Australia
	Dep Pres	**Ulrich Windt**		Germany
	EVPP	**Bert Ruitenberg**		Netherlands
	EVPT	**Chris J. Stock**		U.K.
	EVPF	**Sture Ericsson**		Sweden
	EVP AFM	**Abou El Seoud El Karimy**		Egypt

Year	Function	Name		Country
	EVP AMA	**Samuel Lampkin**		Trinidad & Tobago
	EVP ASP	**Neil Vidler**		Australia
	EVP EUR	**Preben Falkman-Lauridsen**		Denmark
	Editor**	**Terry Crowhurst**		U.K.
1993-1994	PCX	**D. Charles B. Stuart**		Australia
	Dep Pres	**Neil Vidler**		Australia
	EVPP	**Bert Ruitenberg**		Netherlands
	EVPT	**Chris J. Stock**		U.K.
	EVPF	**Sture Ericsson**		Sweden
	EVP AFM	**Abou El Seoud El Karimy**		Egypt
	EVP AMA	**Samuel Lampkin**		Trinidad & Tobago
	EVP ASP	**David Moores**		Hong Kong
	EVP EUR	**Preben Falkman-Lauridsen**		Denmark
	Editor**	**Terry Crowhurst**		U.K.
	EVP EUR	**Günter Melchert**		Austria
1994-1995	PCX	**Preben Falkman-Lauridsen**		Denmark
	Dep Pres	**Neil Vidler**		Australia
	EVPP	**Bert Ruitenberg**		Netherlands
	EVPT	**Chris J. Stock**		U.K.
	EVPF	**John Redmond**		Canada
	EVP AFM	**Abou El Seoud El Karimy**		Egypt
	EVP AMA	**Samuel Lampkin**		Trinidad & Tobago
	EVP ASP	**David Moores**		Hong Kong
	EVP EUR	**Günter Melchert**		Austria
	Editor**	**Terry Crowhurst**		U.K.
1995-1996	PCX	**Preben Lauridsen**		Denmark
	Dep Pres	**Neil Vidler**		Australia
	EVPP	**Bert Ruitenberg**		Netherlands
	EVPT	**Chris J. Stock**		U.K.
	EVPF	**John Redmond**		Canada
	EVP AFM	**Oliver Tapiwa Farirayi**		Zimbabwe
	EVP AMA	**Samuel Lampkin**		Trinidad & Tobago
	EVP ASP	**George Pao Shu Chao**		Hong Kong

Year	Function	Name		Country
	EVP EUR	**Günter Melchert**		Austria
	Editor**	**Terry Crowhurst**		U.K.
1996-1997	PCX	**Preben Lauridsen**		Denmark
	Dep Pres	**Neil Vidler**		Australia
	EVPP	**Sandy Oppenheim**		Israel
	EVPT	**Chris J. Stock**		U.K.
	EVPF	**John Redmond**		Canada
	EVP AFM	**Oliver Tapiwa Farirayi**		Zimbabwe
	EVP AMA	**Samuel Lampkin**		Trinidad & Tobago
	EVP ASP	**George Pao Shu Chao**		Hong Kong
	Editor**	**Terry Crowhurst**		U.K.
1997-1998	PCX	**Preben Lauridsen**		Denmark
	Dep Pres	**Paul Robinson**		New Zealand
	EVPP	**Sandy Oppenheim**		Israel
	EVPT	**Martin Cole**		U.S.A.
	EVPF	**John Redmond**		Canada
	EVP AFM	**Oliver Tapiwa Farirayi**		Zimbabwe
	EVP AMA	**Samuel Lampkin**		Trinidad & Tobago
	EVP ASP	**George Pao Shu Chao**		Hong Kong
	EVP EUR	**Günter Melchert**		Austria
	Editor**	**Terry Crowhurst**		U.K.
1998-1999	PCX	**Samuel Lampkin**		Trinidad & Tobago
	Dep Pres	**Paul Robinson**		New Zealand
	EVPP	**Martyn Cooper**		U.K.
	EVPT	**Martin Cole**		U.S.A.
	EVPF	**John Redmond**		Canada
	EVP AFM	**Oliver Tapiwa Farirayi**		Zimbabwe
	EVP AMA	**Carlos Olmos Mendoza**		Mexico
	EVP ASP	**George Pao Shu Chao**		Hong Kong
	EVP EUR	**Marc Baumgartner**		Switzerland
	Editor**	**Terry Crowhurst**		U.K.

Note: With the disestablishment of the position of Executive Secretary in 1998, the position of Secretary was established as an appointed official. This position may be combined with that of the Editor at the Executive Board's discretion.

Year	Function	Name		Country
1999-2000	PCX	**Samuel Lampkin**		Trinidad & Tobago
	DP	**Paul Robinson**		New Zealand
	EVPP	**Martyn Cooper**		U.K.
	EVPT	**Andrew Beadle**		Australia
	EVPF	**John Redmond**		Canada
	EVP AFM	**Albert Taylor**		Ghana
	EVP AMA	**Jean Robert Dumfries**		Aruba
	EVP ASP	**Philip Parker**		Hong Kong
	EVP EUR	**Marc Baumgartner**		Switzerland
	Editor/SEC	**Terry Crowhurst**		U.K.
Note: The 2000 Marrakech conference created a new function of "Conference Manager" to replace the Editor as a non-voting member of the Executive Board. At the discretion of the Executive Board, the Conference Manager position may be combined with that of the Secretary.				
2000-2001	PCX	**Samuel Lampkin**		Trinidad & Tobago
	DP	**Paul Robinson**		New Zealand
	EVPP	**Doug Churchill**		Canada
	EVPT	**Andrew Beadle**		Australia
	EVPF	**Stephanie Simmonds**		United Kingdom
	EVP AFM	**Albert Taylor**		Ghana
	EVP AMA	**Jean Robert Dumfries**		Aruba
	EVP ASP	**Philip Parker**		Hong Kong
	EVP EUR	**Marc Baumgartner**		Switzerland
	SEC/CM	**Terry Crowhurst**		U.K.
Note: The Executive Board decided at its October 2000 meeting that the function of "Conference Manager" be renamed into "Conference Executive".				
2001-2002	PCX	**Samuel Lampkin**		Trinidad & Tobago
	DP	**James Ferguson**		U.S.A.
	EVPP	**Doug Churchill**		Canada
	EVPT	**Andrew Beadle**		Australia
	EVPF	**Stephanie Simmonds**		U.K.
	EVP AFM	**Albert Taylor**		Ghana
	EVP AMA	**Jean Robert Dumfries**		Aruba
	EVP ASP	**Philip Parker**		Hong Kong
	EVP EUR	**Marc Baumgartner**		Switzerland

Year	Function	Name		Country
	SEC/CE	**Jack van Delft**		Netherlands
2002-2003	PCX	**Marc Baumgartner**		Switzerland
	DP	**James Ferguson**		U.S.A.
	EVPP	**Doug Churchill**		Canada
	EVPT	**Andrew Beadle**		Australia
	EVPF	**Stephanie Simmonds**		U.K.
	EVP AFM	**Albert Taylor**		Ghana
	EVP AMA	**Juan Perez Mafla**		Panama
	EVP ASP	**Philip Parker**		Hong Kong
	EVP EUR	**Nicolas Lyrakides**		Cyprus
	SEC/CE	**Jack van Delft**		Netherlands
2003-2004	PCX	**Marc Baumgartner**		Switzerland
	DP	**Gabriela Logatto**		Argentina
	EVPF	**Dale Wright**		U.S.A.
	EVPP	**Doug Churchill**		Canada
	EVPT	**Andrew Beadle**		Australia
	EVP AFM	**Albert Taylor**		Ghana
	EVP AMA	**Juan Perez Mafla**		Panama
	EVP ASP	**David K. W. Cheung**		Hong Kong
	EVP EUR	**Nicolas Lyrakides**		Cyprus
	SEC/CE	**Jack van Delft**		Netherlands
2004-2005	PCX	**Marc Baumgartner**		Switzerland
	DP	**Gabriela Logatto**		Argentina
	EVPF	**Dale Wright**		U.S.A.
	EVPP	**Doug Churchill**		Canada
	EVPT	**Andrew Beadle**		Australia
	EVP AFM	**Albert Taylor**		Ghana
	EVP AMA	**Juan Perez Mafla**		Panama
	EVP ASP	**David K. W. Cheung**		Hong Kong
	EVP EUR	**Nicolas Lyrakides**		Cyprus
	SEC/CE	**Jack van Delft**		Netherlands
2005-2006	PCX	**Marc Baumgartner**		Switzerland
	DP	**Gabriela Logatto**		Argentina

Year	Function	Name		Country
	EVPF	**Dale Wright**		U.S.A.
	EVPP	**Doug Churchill**		Canada
	EVPT	**Andrew Beadle**		Australia
	EVP AFM	**Albert Taylor**		Ghana
	EVP AMA	**Juan Perez Mafla**		Panama
	EVP ASP	**David K. W. Cheung**		Hong Kong
	EVP EUR	**Nicolas Lyrakides**		Cyprus
	SEC/CE	**Jack van Delft**		Netherlands
2006-2007	PCX	**Marc Baumgartner**		Switzerland
	DP	**Gabriela Logatto**		Argentina
	EVPF	**Dale Wright**		U.S.A.
	EVPP	**Doug Churchill**		Canada
	EVPT	**Dave Grace**		U.K.
	EVP AFM	**Albert Taylor**		Ghana
	EVP AMA	**Cedric Murrell**		Barbados
	EVP ASP	**David K. W. Cheung**		Hong Kong
	EVP EUR	**Patrik Peters**		Germany
	SEC/CE	**Jack van Delft**		Netherlands
2007-2008	PCX	**Marc Baumgartner**		Switzerland
	DP	**Alexis Brathwaite**		Trinidad & Tobago
	EVPF	**Dale Wright**		U.S.A.
	EVPP	**Doug Churchill**		Canada
	EVPT	***Vacant***		
	EVP AFM	**Henry Nkondokaya**		Tanzania
	EVP AMA	**Cedric Murrell**		Barbados
	EVP ASP	**John Wagstaff**		Hong Kong
	EVP EUR	**Patrik Peters**		Germany
	SEC/CE	**Jack van Delft**		Netherlands
2008-2009	PCX	**Marc Baumgartner**		Switzerland
	DP	**Alexis Brathwaite**		Trinidad & Tobago
	EVPF	**Dale Wright**		U.S.A.
	EVPP	**Scott Shallies**		Australia
	EVPT	**Vacancy**		

Year	Function	Name		Country
	EVP AFM	**Henry Nkondokaya**		Tanzania
	EVP AMA	**Alex Figuereo**		Dominican Republic
	EVP ASP	**John Wagstaff**		Hong Kong
	EVP EUR	**Patrik Peters**		EGATS
	SEC/CE	**Jack van Delft**		Netherlands
2009-2010	PCX	**Marc Baumgartner**		Switzerland
	DP	**Alexis Brathwaite**		Trinidad & Tobago
	EVPF	**Dale Wright**		U.S.A.
	EVPP	**Scott Shallies**		Australia
	EVPT	**Andrew Beadle**		Australia
	EVP AFM	**Henry Nkondokaya (†)**		Tanzania
	EVP AMA	**Alex Figuereo**		Dominican Republic
	EVP ASP	**Raymond Tse**		Hong Kong
	EVP EUR	**Patrik Peters**		EGATS
	SEC/CE	**Jack van Delft**		Netherlands
2010-2011	PCX	**Alexis Brathwaite**		Trinidad & Tobago
	DP	**Patrik Peters**		EGATS
	EVPF	**Darrell Meachum**		U.S.A.
	EVPP	**Scott Shallies**		Australia
	EVPT	**Andrew Beadle**		Australia
	EVP AFM	**Hisham Bazian**		Jordan
	EVP AMA	**Alex Figuereo**		Dominican Republic
	EVP ASP	**Raymond Tse**		Hong Kong
	EVP EUR	**Željko Oreški**		Croatia
	SEC/CE	**Jack van Delft**		Netherlands
2011-2012	PCX	**Alexis Brathwaite**		Trinidad & Tobago
	DP	**Patrik Peters**		EGATS
	EVPF	**Darrell Meachum**		U.S.A.
	EVPP	**Scott Shallies**		Australia
	EVPT	**Patrick Forrey**		U.S.A.
	EVP AFM	**Keziah P.A. Ogutu**		Kenya
	EVP AMA	**Ignacio Oliva Whiteley**		Argentina
	EVP ASP	**D.K. Behera**		India

Year	Function	Name		Country
	EVP EUR	**Željko Oreški**		Croatia
	CE	**Philippe Domogala**		EGATS
	SEC	**Adell Humphreys**		U.S.A.
2012-2013	PCX	**Alexis Brathwaite**		Trinidad & Tobago
	DP	**Patrik Peters**		EGATS
	EVPF	**Darrell Meachum**		U.S.A.
	EVPP	**Scott Shallies**		Australia
	EVPT	**Patrick Forrey**		U.S.A.
	EVP AFM	**Keziah P.A. Ogutu**		Kenya
	EVP AMA	**Vacancy**		
	EVP ASP	**D.K. Behera**		India
	EVP EUR	**Željko Oreški**		Croatia
	CE	**Philippe Domogala**		EGATS
	SEC	**Adell Humphreys**		U.S.A.
2013-2014	PCX	**Alexis Brathwaite**		Trinidad & Tobago
	DP	**Patrik Peters**		Germany
	EVPF	**Darrell Meachum**		U.S.A.
	EVPP	**Scott Shallies**		Australia
	EVPT	**Duncan Auld**		Australia
	EVP AFM	**Keziah P.A. Ogutu**		Kenya
	EVP AMA	**John Redmond**		Canada
	EVP ASP	**Mike O'Neill**		Hong Kong
	EVP EUR	**Željko Oreški**		Croatia
	CE	**Philippe Domogala**		EGATS
2014-2015	PCX	**Patrik Peters**		EGATS
	DP	**Scott Shallies**		Australia
	EVPF	Vacant		
	EVPP	**Eric Risdon**		Switzerland
	EVPT	**Duncan Auld**		Australia
	EVP AFM	**Keziah P.A. Ogutu**		Kenya
	EVP AMA	**John Carr**		U.S.A.
	EVP ASP	**Mike O'Neill**		Hong Kong
	EVP EUR	**Željko Oreški**		Croatia

Year	Function	Name		Country
	CE	**Philippe Domogala**		EGATS
Note: At the Gran Canaria conference 2014 the position of Secretary was disestablished from the Executive Board. (Gran Canaria 14.A.12)				
2015-2016	PCX	**Patrik Peters**		EGATS
	DP	**Scott Shallies**		Australia
	EVPF	**Jeremy (Bob) Thompson**		New Zealand
	EVPP	**Eric Risdon**		Switzerland
	EVPT	**Duncan Auld**		Australia
	EVP AFM	**Keziah P.A. Ogutu**		Kenya
	EVP AMA	**John Carr**		U.S.A.
	EVP ASP	**Mike O'Neill**		Hong Kong
	EVP EUR	**Željko Oreški**		Croatia
	CE	**Philippe Domogala**		EGATS
Note: At the Las Vegas conference 2016 it was recommended that the position of Conference Executive is maintained until such time that the Executive Board have developed a robust transition plan to transfer the roles and responsibilities of the position to members of the Executive Board. (Las Vegas 16.A.12) During this transition period the role of the Conference Executive will be undertaken by PCX. (Las Vegas 16.A.13)				
2016-2017	PCX	**Patrik Peters**		EGATS
	DP	**Scott Shallies**		Australia
	EVPF	**Jeremy (Bob) Thompson**		New Zealand
	EVPP	**Eric Risdon**		Switzerland
	EVPT	**Duncan Auld**		Australia
	EVP AFM	**Keziah P.A. Ogutu**		Kenya
	EVP AMA	**John Carr**		U.S.A.
	EVP ASP	**Mike O'Neill**		Hong Kong
	EVP EUR	**Tom Laursen**		Denmark
2017-2018	PCX	**Patrik Peters**		EGATS
	DP	**Duncan Auld**		Australia
	EVPF	**Scott Shallies**		Australia
	EVPP	**Eric Risdon**		Canada
	EVPT	**Ignacio Baca**		Spain
	EVP AFM	**Fateh Bekhti**		Algeria
	EVP AMA	**John Carr**		U.S.A.
	EVP ASP	**Mike O'Neill**		Hong Kong

Year	Function	Name		Country
	EVP EUR	**Tom Laursen**		Denmark
2018-2019	PCX	**Patrik Peters**		EGATS
	DP	**Duncan Auld**		Australia
	EVPF	**Vacancy**		
	EVPP	**Peter Van Rooyen**		South Africa
	EVPT	**Ignacio Baca**		Spain
	EVP AFM	**Fateh Bekhti**		Algeria
	EVP AMA	**John Carr**		U.S.A.
	EVP ASP	**Mike O'Neill**		Hong Kong
	EVP EUR	**Tom Laursen**		Denmark
	ICAO ANC	**Jean-François Lepage**		Canada
2019-2020	PCX	**Duncan Auld**		Australia
	DP	**Helena Sjöström**		Sweden
	EVPF	**Mark Taylor**		United Kingdom
	EVPP	**Peter Van Rooyen**		South Africa
	EVPT	**Ignacio Baca**		Spain
	EVP AFM	**Fateh Bekhti**		Algeria
	EVP AMA	**John Carr**		U.S.A.
	EVP ASP	**Anthony Ang**		Singapore
	EVP EUR	**Tom Laursen**		Denmark
	ICAO ANC	**Jean-François Lepage**		Canada
2020-2021	PCX	**Duncan Auld**		Australia
	DP	**Helena Sjöström**		Sweden
	EVPF	**Mark Taylor**		United Kingdom
	EVPP	**Peter Van Rooyen**		South Africa
	EVPT	**Ignacio Baca**		Spain
	EVP AFM	**Fateh Bekhti**		Algeria
	EVP AMA	**John Carr**		U.S.A.
	EVP ASP	**Anthony Ang**		Singapore
	EVP EUR (Acting)	**Frédéric Deleau**		Belgium
	ICAO ANC	**Jean-François Lepage**		Canada
	PCX	**Duncan Auld**		Australia
	DP	**Helena Sjöström**		Sweden

2021-2022	EVPF	**Mark Taylor**		United Kingdom
	EVPP	**Peter Van Rooyen**		South Africa
	EVPT	**Ignacio Baca**		Spain
	EVP AFM	**Fateh Bekhti**		Algeria
	EVP AMA	**Patricia "Trish" Gilbert**		U.S.A.
	EVP ASP	**Anthony Ang**		Singapore
	EVP EUR	**Frédéric Deleau**		Denmark
	ICAO ANC	**Jean-François Lepage**		Canada
2022-2023	PCX	**Duncan Auld**		Australia
	DP	**Helena Sjöström**		Sweden
	EVPF	**Mark Taylor**		United Kingdom
	EVPP	**Peter Van Rooyen**		South Africa
	EVPT	**Ignacio Baca**		Spain
	EVP AFM	**Fateh Bekhti**		Algeria
	EVP AMA	**Patricia "Trish" Gilbert**		U.S.A.
	EVP ASP	**Cheryl Chen**		Taiwan
	EVP EUR	**Frédéric Deleau**		Denmark
	ICAO ANC	**Jean-François Lepage**		Canada
2023-2024	PCX	**Duncan Auld**		Australia
	DP	**Helena Sjöström**		Sweden
	EVPF, acting	**Thomas McRobert, acting**		Australia
	EVPP	**Peter Van Rooyen**		South Africa
	EVPT	**Benjamin van der Sanden**		Netherlands, the
	EVP AFM	**Fateh Bekhti**		Algeria
	EVP AMA	**Patricia "Trish" Gilbert**		U.S.A.
	EVP ASP	**Cheryl Chen**		Taiwan
	EVP EUR	**Frédéric Deleau**		Denmark
	ICAO ANC	**Jean-François Lepage**		Canada
	Comms Coord	**Nicola Ni Riada**		Ireland
2024-2025	PCX	**Helena Sjöström Falk**		Sweden
	DP	**Jean-François Lepage**		Canada
	EVPF	**Thomas Mcrobert**		Australia
	EVPP	**Peter van Rooyen**		South Africa
	EVPT	**Benjamin van der Sanden**		Netherlands, the

	EVP AFM	**Ahmad Abba**		Nigeria
	EVP AMA	**Patricia "Trish" Gilbert**		U.S.A.
	EVP ASP	**Cheryl Chen**		Taiwan
	EVP EUR	**Frédéric Deleau**		Denmark
	ICAO ANC	**David Perks**		Australia

2. REGIONAL VICE-PRESIDENTS (1980 - 1989)

Legend	
NCA	North and Central America
SAM	South America
CAR	Caribbean
PAC	Pacific
ASI	Asia
MID	Middle East
EUC	Europe Central
EUW	Europe West
AFE	Africa East
AFW	Africa West
AFN	Africa North

Note: As of 1990, the number of Regions was reduced to 4: Americas, Africa & Middle East, Asia & Pacific and Europe. The regional representatives became members of the Executive Board.

Date	Region	Name	Country
1980-	NCA	**C. Olmos Mendoza**	Mexico
1981	SAM	**M. Salazar**	Venezuela
	CAR	**R. Greene**	Bahamas
	PAC	**R. Soar**	New Zealand
	ASI	not assigned	
	MID	**B. Y. Moncef**	Tunisia
	EUC	**E. Schyr**	Austria
	EUW	**B. Nilsson**	Norway
	AFE	**T. H. Abuzeid**	Sudan
	AFW	**D. E. Y. Klaye**	Ghana
1981-	NCA	**C. Olmos Mendoza**	Mexico
1982	SAM	**M. Salazar**	Venezuela
	CAR	**R. Greene**	Bahamas
	PAC	**R. Soar**	New Zealand
	ASI	**G. W. Smith**	Hong Kong
	MID	**P. Georgis**	Cyprus
	EUC	**W. Schindler**	Austria
	EUW	**B. Nilsson**	Norway

Date	Region	Name	Country
	AFE	**R. M. Kimilu**	Zambia
	AFW	**D. E. Y. Klaye**	Ghana
1982-	NCA	**C. Olmos Mendoza**	Mexico
1983	SAM	**M. Salazar**	Venezuela
	CAR	**C. Lester**	Netherlands Antilles
	PAC	**R. Soar**	New Zealand
	ASI	**G. W. Smith**	Hong Kong
	MID	**P. Georgis**	Cyprus
	EUC	**W. Schindler**	Austria
	EUW	**A. Enright**	Luxembourg
	AFE	**R. M. Kimilu**	Zambia
	AFW:	**D. E. Y. Klaye**	Ghana
1983-	NCA	**C. Olmos Mendoza**	Mexico
1984	SAM	**M. Salazar**	Venezuela
	CAR	**C. Lester**	Netherlands Antilles
	PAC	**R. Soar**	New Zealand
	ASI	**E. Chu Ying-Shuen**	Hong Kong
	MID	**P. Georgis**	Cyprus
	EUC:	**W. Schindler**	Austria
	EUW	**A. Enright**	Luxembourg
	AFE	**R. M. Kimilu**	Zambia
	AFW	**D. E. Y. Klaye**	Ghana
1984-	NCA	**C. Olmos Mendoza**	Mexico
1985	SAM	**M. Salazar**	Venezuela
	CAR	**C. Lester**	Neth. Antilles
	PAC	**R. Soar**	New Zealand
	ASI	**E. Chu Ying-Shuen**	Hong Kong
	MID	not assigned	
	EUC:	**W. Schindler**	Austria
	EUW	**A. Enright**	Luxembourg
	AFE:	**A. Chibuye**	Zambia
	AFW	**D. E. Y. Klaye**	Ghana
	AFN	**M. Jennane**	Tunisia

Date	Region	Name	Country
1985-	NCA	**C. Olmos Mendoza**	Mexico
1986	SAM	**E. Hayas**	Argentina
	CAR	**R. Jones**	Jamaica
	PAC	**R. Soar**	New Zealand
	ASI	**E. Chu Ying-Shuen**	Hong Kong
	MID	not assigned	
	EUC	**B. Hakiamis**	Greece
	EUW	**A. Enright**	Luxembourg
	AFE	**A. Chibuye**	Zambia
	AFW	**D. E. Y. Klaye**	Ghana
	AFN	**M. Jennane**	Tunisia
1986-	NCA	**C. Olmos Mendoza (†)**	Mexico
1987	SAM	**R.M. Salazar**	Venezuela
	CAR	**Suriname ATCA**	Suriname
	PAC	**R. Soar** (caretaker until 30 JUN 86)	New Zealand
		N. Vidler (as from 1 AUG 86)	Australia
	ASI	**E. Chu Ying-Shuen**	Hong Kong
	MID	not assigned	
	EUC	**B. Hakiamis**	Greece
	EUW	**P.R.V. Domogala**	EGATS
	AFE	**S.K. Mworia**	Tanzania
	AFW	**D. E. Y. Klaye**	Ghana
	AFN	**Abou El Seoud El Karimi**	Egypt
1987-	NCA	**Hugo Esquivel A.**	Costa Rica
1988	SAM	**R.M. Salazar**	Venezuela
	CAR	**Vivian Hanenberg**	Suriname
	PAC	**Neil Vidler**	Australia
	ASI	**E. Chu Ying-Shuen**	Hong Kong
	MID	not assigned	
	EUC	**Kurt Kihr**	Austria
	EUW	**P.R.V. Domogala**	EGATS
	AFE	**Steve K. Mworia**	Tanzania
	AFW	**Emperor Onasanya**	Nigeria

Date	Region	Name	Country
	AFN	**Abou El Seoud El Karimi**	Egypt
1988-	NCA	**Hugo Esquivel A.**	Costa Rica
1989	SAM	**R.M. Salazar**	Venezuela
	CAR	**Vivian Hanenberg**	Suriname
	PAC	**Neil Vidler**	Australia
	ASI	**E. Chu Ying-Shuen**	Hong Kong
	MID	not assigned	
	EUC	**Kurt Kihr**	Austria
	EUW	**P.R.V. Domogala**	EGATS
	AFE	**Steve K. Mworia**	Tanzania
	AFW	**Emperor Onasanya**	Nigeria
	AFN	**Abou El Seoud El Karimi**	Egypt
1989-	NCA	**Hugo Esquivel A**	Costa Rica
1990	SAM	**R.M. Salazar**	Venezuela
	CAR	**Vivian Hanenberg**	Suriname
	PAC	**Neil Vidler**	Australia
	ASI:	**E.Y.S. Chu**	Hong Kong
	MID	not assigned	
	EUC	**Kurt Kihr**	Austria
	EUW:	**P.R.V. Domogala**	EGATS
	AFE	**Steve K. Mworia**	Tanzania
	AFW	not assigned	
	AFN	**Abou El Seoud El Karimi**	Egypt

3. EXECUTIVE SECRETARIES AND OFFICE MANAGERS

3.1. Executive Secretaries

From	To	Name	Country
1961	1963	**Hans W. Thau (Honorary Secretary)**	Cologne, Germany
1963	1972	**Geoffrey W. Monk**	East Twickenham, England
1972	1979	**Tom H. Harrison**	Troon, Scotland
1979	1983	**E. (Ted) Bradshaw († 1983)**	Ayr, Scotland
1983	1990	**Pat. J. O'Doherty**	Portmarnock, Ireland
1990	1998	**E.G.H. Green**	Peasemore, England

The position of Executive Secretary was disestablished in 1998 following the implementation of the permanent office of the Federation in Montreal, Canada.

3.2. Office Managers

From	To	Name
1997	2000	**Maura T. Estrada († 2022)**
2000	2001	**Alyssa Blais**
2001		**Tatiana Iavorskaia**

4. CONFERENCE VENUES

Year	No.	Location	Country	Duration	
				from	to
1961	CC	**Amsterdam**	Netherlands	19.10.61	20.10.61
1962	1.	**Paris**	France	26.04.62	27.04.62
1963	2.	**London**	United Kingdom	29.04.63	02.05.63
1964	3.	**Brussels**	Belgium	21.05.64	23.05.64
1965	4.	**Vienna**	Austria	13.04.65	15.04.65
1966	5.	**Rome**	Italy	18.04.66	21.04.66
1967	6.	**Geneva**	Switzerland	17.04.67	20.04.67
1968	7.	**Munich**	Germany	22.04.68	26.04.68
1969	8.	**Belgrade**	Yugoslavia	24.03.69	28.03.69
1970	9.	**Montreal**	Canada	11.05.70	14.05.70
1971	10.	**Athens**	Greece	03.05.71	07.05.71
1972	11.	**Dublin**	Ireland	24.04.72	27.04.72
1973	12.	**Reykjavik**	Iceland	07.05.73	10.05.73
1974	13.	**Tel Aviv**	Israel	20.05.74	23.05.74
1975	14.	**Melbourne**	Australia	14.04.75	18.04.75
1976	15.	**Lyon**	France	26.04.76	30.04.76
1977	16.	**Nicosia**	Cyprus	25.04.77	29.04.77
1978	17.	**Copenhagen**	Denmark	24.04.78	28.04.78
1979	18.	**Brussels**	Belgium	23.04.79	27.04.79
1980	19.	**Toronto**	Canada	05.05.80	09.05.80
1981	20.	**Cairo**	Egypt	02.05.81	06.05.81
1982	21.	**Amsterdam**	Netherlands	03.05.82	07.05.82
1983	22.	**Split**	Yugoslavia	21.03.83	25.03.83
1984	23.	**Estoril**	Portugal	26.03.84	30.03.84
1985	24.	**Athens**	Greece	18.03.85	22.03.85
1986	25.	**San José**	Costa Rica	21.04.86	25.04.86
1987	26.	**Nairobi**	Kenya	27.04.87	30.04.87
1988	27.	**Rio de Janeiro**	Brasil	26.04.88	29.04.88
1989	28.	**Frankfurt/Main**	Germany	08.05.89	11.05.89

1990	29.	**Acapulco**	Mexico	21.04.90	25.04.90
1991	30.	**Port of Spain**	Trinidad & Tobago	22.04.91	26.04.91
1992	31.	**Bournemouth**	United Kingdom	23.03.92	27.03.92
1993	32.	**Christchurch**	New Zealand	19.04.93	23.04.93
1994	33.	**Ottawa**	Canada	18.04.94	22.04.94
1995	34.	**Jerusalem**	Israel	27.03.95	31.03.95
1996	35.	**Tunis**	Tunisia	15.04.96	19.04.96
1997	36.	**Taipei**	Taiwan	17.03.97	21.03.97
1998	37.	**Toulouse**	France	30.03.98	03.04.98
1999	38.	**Santiago**	Chile	15.03.99	19.03.99
2000	39.	**Marrakech**	Morocco	06.03.00	10.03.00
2001	40.	**Geneva**	Switzerland	19.03.01	23.03.01
2002	41.	**Cancun**	Mexico	15.04.02	19.04.02
2003	42.	**Buenos Aires**	Argentina	17.03.03	21.03.03
2004	43.	**Hong Kong**	China (SAR)	22.03.04	26.03.04
2005	44.	**Melbourne**	Australia	18.04.05	22.04.05
2006	45.	**Kaohsiung**	Taiwan	27.03.06	31.03.06
2007	46.	**Istanbul**	Turkey	16.04.07	20.04.07
2008	47.	**Arusha**	Tanzania	10.03.08	14.03.08
2009	48.	**Dubrovnik**	Croatia	20.04.09	24.04.09
2010	49.	**Punta Cana**	Dominican Rep.	12.04.10	16.04.10
2011	50.	**Amman**	Jordan	11.04.11	15.04.11
2012	51.	**Kathmandu**	Nepal	12.03.12	16.03.12
2013	52.	**Bali**	Indonesia	24.04.13	28.04.13
2014	53.	**Gran Canaria**	Spain	05.05.14	09.05.14
2015	54.	**Sofia**	Bulgaria	20.04.15	24.04.15
2016	55.	**Las Vegas**	USA	14.03.16	18.03.16
2017	56.	**Toronto**	Canada	15.05.17	19.05.17
2018	57.	**Accra**	Ghana	19.03.18	23.03.18
2019	58.	**Conchal**	Costa Rica	20.05.19	24.05.19
2020	59.	**Singapore**	**Cancelled**		
2021	60.	**Virtual**		24.05.21	26.05.21
2022	61.	**Virtual**		23.05.22	27.05.22
2023	62.	**Montego Bay**	**Jamaica**	08.05.23	12.05.23

2024	63.	**Singapore**	**Singapore**	15.04.2024	19.04.2024

5. MEMBER ASSOCIATIONS

5.1. Member Associations Joining and Leaving

Year	Member Associations Joining and Leaving
1961	Founder Members: Austria, France (-1983), Luxembourg Belgium, Germany, Netherlands Denmark, Iceland, Norway Finland, Ireland, Switzerland
1962	Israel, Sweden, United Kingdom
1963	Greece, Central Africa (-1964)
1964	Canada, Italy, Uruguay
1965	New Zealand, Venezuela (-1968), Yugoslavia (-1993)
1967	Iran (-1982), Zimbabwe (formerly Rhodesia)
1968	Hong Kong, Turkey (-1982)
1969	Cyprus
1970	Australia (-1976), Hungary, Malta (-1978), Netherlands Antilles, South Africa, United States of America (PATCO -1976)
1971	Argentina (-1989)
1972	Channel Islands (-2002), Nigeria, Suriname (-2015)
1973	Ghana, Guyana (-1979)
1974	Mexico
1975	EGATS Eurocontrol, Sierra Leone (-1980), Sri Lanka
1976	Costa Rica, Egypt, Morocco (-2013), Portugal, Sudan (-1985)
1977	The Bahamas (-1993), Brazil (SNTPV -2008), Fiji, Senegal (-1982), Tunisia
1978	East African Community (-1979), Spain (-1985), Venezuela (-1985)
1979	Kenya, Mauritius (-2010)
1980	Guyana, Honduras (-1997), Jamaica (-1987), Nicaragua (-1997), Peru (-1985), Taiwan, U.S.A. (PATCO, -1983)
1981	Colombia (-1984), Côte d'Ivoire (-1990), Zambia (-1990)
1982	Japan, Tanzania, Trinidad & Tobago
1985	Antigua and Barbuda (2017), El Salvador, Swaziland
1986	Australia, Barbados, CENAMER (-1995), Ecuador (-2015), Panama (-2012), Senegal, Saint Kitts and Nevis (-1990)
1987	Guatemala (-1997), Saint Lucia, Sudan
1988	Grenada (-1991), Malaysia, Spain (-1994)
1989	Bolivia, Djibouti, Namibia, Papua New Guinea (-1993), Uganda, USSR (-1993)
1990	Aruba, Burkina Faso, France (APCA -2006), Poland
1991	Algeria
1992	Chad (-2014), Nepal, Seychelles, Yemen
1993	Bulgaria, Croatia, Estonia, the Gambia, Niger, Peru (-2010), Romania (-2000), Russia, Slovenia, Zambia (-1999)
1994	Albania, Argentina (-1997), Bosnia and Herzegovina, Colombia (-1998), Côte d'Ivoire, Czech Republic, Ethiopia, Grenada (-2017), Kazakhstan (-2007), FYR of Macedonia, Mali, Papua New Guinea (-2000), Paraguay (-2007), Slovak Republic (-2012), Ukraine
1995	Chile, Eritrea (-2015), Lithuania, Malta, United States of America (NATCA)

1996	Bahamas, Democratic Republic of Congo, Guinea-Bissau, Latvia, Sierra Leone, Spain (-1999), Thailand (-2003), Turkey
1997	Angola (-2013), Bermuda, Macau
1998	Dominican Republic, Jamaica, Mongolia, Rwanda (-2012), Singapore
1999	Cape Verde
2000	Argentina (-2018), Benin, Guatemala (-2010), Togo
2001	Botswana (-2013), Indonesia, Jordan, Romania
2002	Belarus, Cameroon, Congo Brazzaville, Gabon, Georgia, Haiti, Mauritania, United Arab Emirates (-2014), Serbia (formerly Yugoslavia), Zambia
2004	Moldova (-2018)
2005	Algeria (new association SNPCA, replacing AACCA), Armenia (-2015), Fiji (new association ATMAF, replacing FATCOA) (-2016), India, Islamic Republic of Iran, Philippines (-2010), Roberts FIR, Spain
2006	Comoros, France (new association FATCOA, replacing APCA) (-2012)
2008	Madagascar
2009	Brazil (FEBRACTA - 2012), Burundi, Republic of Korea, Somalia
2010	Colombia (-2012, voluntary withdrawal)
2011	Cayman Islands, Madagascar (new association APCAAMAD, replacing Syndicam), Pakistan, São Tomé and Príncipe
2013	Brazil (SINA), Lebanon
2014	Angola, Kazakhstan, Maldives, Montenegro
2016	Botswana
2017	Kosovo, Mozambique, CENAMER
2018	Argentina (new association, ATEPSA, replacing ACTAA), Morocco (new association, APAC), Philippines
2019	Belarus, Central African Republic, Libya (2023), United Arab Emirates
2022	Panama
2023	Grenada, Malawi, Peru, Seychelles (the new association ATCAS, replacing SEYATCA), Slovak Republic

5.2. Number of Member Associations Per Year

Year	No	Year	No	Year	No	Year	No
1961	12	**1984**	59	**2007**	132	**2030**	
1962	15	**1985**	58	**2008**	134	**2031**	
1963	17	**1986**	64	**2009**	137	**2032**	
1964	19	**1987**	66	**2010**	134	**2033**	
1965	22	**1988**	69	**2011**	137	**2034**	
1966	22	**1989**	74	**2012**	133	**2035**	
1967	24	**1990**	77	**2013**	130	**2036**	
1968	25	**1991**	75	**2014**	131	**2037**	
1969	26	**1992**	79	**2015**	127	**2038**	
1970	32	**1993**	85	**2016**	127	**2039**	
1971	33	**1994**	100	**2017**	128	**2040**	
1972	36	**1995**	104	**2018**	129	**2041**	
1973	38	**1996**	111	**2019**	132	**2042**	
1974	39	**1997**	110	**2020**	133	**2043**	
1975	42	**1998**	114	**2021**	133	**2044**	
1976	46	**1999**	114	**2022**	134	**2045**	
1977	50	**2000**	115	**2023**	134	**2046**	
1978	52	**2001**	119	**2024**		**2047**	
1979	52	**2002**	128	**2025**		**2048**	
1980	58	**2003**	127	**2026**		**2049**	
1981	61	**2004**	128	**2027**		**2050**	
1982	61	**2005**	133	**2028**		**2051**	
1983	59	**2006**	135	**2029**		**2052**	

6. INDUSTRY PARTNERS

Industry Partners	Based in
Aireon	U.S.A.
ATS Egypt	Egypt
Baymac Management Services LTD.	British Virgen Islands
Entry Point North	Sweden
Gate Aviation Training	Denmark
Flight Training Europe S.L	Spain
Frequentis AG	Austria
FOXATM BALITCS	Lithuania
INDRA	Spain
Klising d.o.o. (Vibe Solution)	Croatia
L3Harris	USA
METSAFE	France
SkySoft – ATM	Switzerland
Thales	France

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