

**Report on the Information Handbook (IHB) – 2025**

Presented by JF Lepage, Deputy President

**SUMMARY**

Article I, paragraph 3, Objects, of the IFATCA Constitution specifies that the Federation shall "collect and distribute information on professional problems and developments". To this end, the IFATCA Information Handbook (IHB) was created and contains the most up-to-date information provided to the Federation on all aspects relating to environmental and human factors in ATC.

The IFATCA Technical and Professional Manual (TPM) contains policy on the collection and dissemination of information required by the IHB (Section INFO *refers*). This working paper will present an overview of the current status of the IHB for the year 2024-25, and an overview of the changes since the last in-person Conference in 2024.

**1. INTRODUCTION**

1.1. Since the last in-person Conference in 2024, 44 associations sent an updated version of their information to be included in the IHB, compared to 33 last year. This represents an excellent step towards up-to-date information, but there are still a small number of MAs for which the Federation doesn't have any information or has not received an update in more than 20 years. With the recent launch of the new and improved questionnaire, the Conference is undoubtedly a good opportunity for MAs to update their details.

**2. DISCUSSION**

2.1. Even today, with the profusion of information available online, there is no equivalent to the IHB produced by IFATCA. Indeed, no document offers the same level of granularity when it comes to air traffic controllers' work conditions and environment, all condensed in one document. The IHB is an invaluable tool for IFATCA members, and the Federation urges its Member Associations to provide updates on a regular basis to guarantee the information remains as current as possible.

2.2. The following table presents the status of the last update to the IHB received by the Federation as of March 2025. Information that is ten years old or less (2015-2025) is considered “current”, information between 10 and 20 years old (2005-2015) is considered “old” and information dating more than 20 years (<2004) shall be considered “obsolete”.

<b>Total (126)</b>	<b>Status</b>	<b>Member Associations</b>
AFM (44)	Current (32)	Algeria, Botswana, Burundi, Cameroon, Central African Republic, Comoros, Congo DRC, Côte D'Ivoire, Djibouti, Egypt, Eswatini, Ethiopia, Gambia, Kenya, Lebanon, Libya, Malawi, Mauritania, Mozambique, Niger, Nigeria, São Tomé, Senegal, Seychelles, South Africa, Tanzania, Togo, Uganda, United Arab Emirates, Yemen, Zambia, Zimbabwe.
	Old (2)	Ghana, Madagascar.
	Obsolete (10)	Angola, Benin, Cabo Verde, Congo Brazzaville, Gabon, Guinea Bissau, Jordan, Mali, Namibia, Rwanda.
AMA (21)	Current (18)	Argentina, Aruba, Bahamas, Barbados, Canada, Chile, Curaçao, Dominican Republic, Guyana, Haiti, Jamaica, Mexico, Panama, Peru, Saint Lucia, Trinidad & Tobago, United States, Uruguay.
	Old (1)	Brazil.
	Obsolete (2)	Bermuda, Bolivia.
ASP (18)	Current (17)	Australia, Hong Kong, Indonesia, Iran, Japan, Kazakhstan, Republic of Korea, Macau, Malaysia, Mongolia, Nepal, New Zealand, Pakistan, Philippines, Singapore, Sri Lanka, Taiwan ROC.
	Old (1)	India.
	Obsolete (0)	
EUR (43)	Current (29)	Austria, Belarus, Belgium, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, Germany, Greece, Iceland, Ireland, Israel, Italy, Kosovo, Lithuania, Malta, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Slovak Republic, Slovenia, Sweden, Switzerland, United Kingdom.
	Old (13)	Albania, Bosnia & Herzegovina, Bulgaria, EGATS, Georgia, Hungary, Latvia, Montenegro, Russian Federation, Serbia, Spain, Türkiye, Ukraine.
	Obsolete (1)	Luxembourg.

2.3. In order for IFATCA to maintain the most up-to-date database possible, Member Associations are urged to submit the most up-to-date version of their information, as required by the IHB, as soon as possible. The electronic form can be accessed following [this link](#); The forms can also be found on the IFATCA website, under the “[Online IHB](#)” and the “[Documents and Manuals](#)” sections of IFATCA-NET.

2.4. Below is a table depicting the latest statistics regarding the IHB. In each cell, the first line represents the number of MAs, the second line represents the percentage in the region, and finally the last line is the variation (%) when compared to 2024.

Regions	0-10 yrs.	10-20 yrs.	20+ yrs.	TOTAL
<b>AFM</b>	<b>32</b> (73%) +7	<b>2</b> (4%) -6	<b>10</b> (23%) -1	<b>44</b> (35%)
<b>AMA</b>	<b>18</b> (86%) +29	<b>1</b> (5%) -24	<b>2</b> (9%) -5	<b>21</b> (17%)
<b>ASP</b>	<b>17</b> (94%) +11	<b>1</b> (6%) -11	<b>0</b> (0%)	<b>18</b> (14%)
<b>EUR</b>	<b>29</b> (67%) +6	<b>13</b> (30%) -4	<b>1</b> (3%) -2	<b>43</b> (34%)
<b>TOTAL</b>	<b>96</b> (76%) +11	<b>17</b> (13%) -10	<b>13</b> (11%) -1	<b>126</b> (100%)

2.5. The IHB still lacks information on active MAs that should be in the document already (10). There has been good progress in this respect: last year, 13 MAs were missing. The following table indicates which MAs are missing. To note that nothing requires deletion this year (tbc):

Regions	To be added
<b>AFM</b>	Burkina Faso, ROBATCA, Morocco, Sierra Leone, Sudan, Tunisia (6).
<b>AMA</b>	Costa Rica, Grenada, Honduras (CENAMER) (3).
<b>ASP</b>	Maldives (1).

2.6. With the new and improved questionnaire (2024), the IHB offers completely new data and presents novel, unparalleled information. The ability to derive metrics from the different (old and new) KPIs measured by the IHB is something unprecedented for IFATCA. Previously, the IHB offered a very exhaustive database, but presented only raw data to the reader. Furthermore, the IHB was only available in PDF format. The IHB is now available in its traditional PDF format, but also online. Now that enough data from the new questionnaire has been received, endless possibilities exist, to analyse the data and unveil trends at the regional and global level.

2.7. **The possibilities are endless, but as a first step in the right direction, this working paper proposes to create a new Purple Book, which aggregates and presents in a visual (graphic) manner the most up-to-date results to the different IHB questions. Ideally, the Purple Book will be updated each year to present updated information. In the future, and if Directors believe**

**there is value in doing it, the same could be done for each region separately. A draft of the Purple Book can be found here.**

### **3. CONCLUSION**

- 3.1. As shown in 2.4, compared to last year, the number of MAs having recent (less than ten years old) information has increased by a stunning 11%. Conversely, information ten and twenty or more years old decreased by 11%. It means a significant effort has been done over the last year, mainly by regional EVPs to engage their member associations in updating their information. I shall thank them wholeheartedly for their kind assistance in this matter.
- 3.2. The new and improved IHB questionnaire offers stunning, unparalleled possibilities in terms of trend analysis, at the regional and global levels, for a large number of KPIs. This undoubtedly offers new ways of exploiting this rich and so far, under-exploited mine of information, to the benefit of IFATCA's member associations.

### **4. RECOMMENDATIONS**

- 4.1. It is recommended that this working paper is accepted as information.
- 4.2. It is recommended that the Directors of this Conference approve the creation of the Purple Book, aggregating and presenting in a visual (graphical) manner the data contained in the IHB.

### **5. REFERENCES**

- 5.1. International Federation of Air Traffic Controllers' Associations. (2024). *Information Handbook (IHB)* (May 2024 Ed.) Montréal, Canada: IFATCA.

--END--



**Purple  
Book**

## **IHB KPIs**

**Information Handbook Key Performance Indicators and Metrics for the Federation**

**Version 1.0 – March 2025**

## **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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### Document Change Summary

Version	Date	Changes
1	1 <sup>st</sup> March 2025	Initial version.
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# Introduction

Article I, para 3, Objects of the IFATCA Constitution specifies under point j) that "the Federation shall collect and distribute information on professional problems and developments".

In 1973, after the Reykjavik Conference, the Belgian Guild compiled the "Information Handbook" (IHB), which was accepted by the 1974 Tel Aviv Conference.

In 1994, the IHB contains the information of 100 Member Associations (MAs).

In 2023, the IHB comprises the data from more than 130 MAs. A complete overhaul of the IHB questionnaire is carried, removing obsolete questions and adding Key Performance Indicators (KPIs), following a working paper presented at the 2023 Montego Bay Conference (WP 154). The questionnaire is made available online exclusively, and the processes to compile the data, produce the manual and analyse metrics is automated.

In 2025, enough data is received to be able to start deriving information from the KPIs mentioned in 1.4 above. At the Abu Dhabi Conference, the Directors approve the creation of the Purple Book, which aggregates and presents in a graphical form the information derived from the data contained in the IHB.

The IHB contains the most up-to-date information on all aspects relating to environmental and human factors in ATC in the States represented by the MAs of the Federation. It should enable its users to identify those MAs that may have useful information on specific professional matters, after which direct contacts with such MAs should be established to obtain the desired detail of information.

The Purple Book only presents information derived from the data contained in the IHB. Some of this data may be outdated, approximate or inaccurate. The reader should exercise caution in interpreting and using the information it contains. While the Purple Book proposes extremely valuable figures that enhance greatly the understanding of IFATCA's member association work conditions and human factors, it does not replace a thorough research process and cross-verification of the data. It is also important to note that national legislation and industrial evolution can differ tremendously from one member association to the other.

Questions or concerns related to the Purple Book can be directed to [office@ifatca.org](mailto:office@ifatca.org).

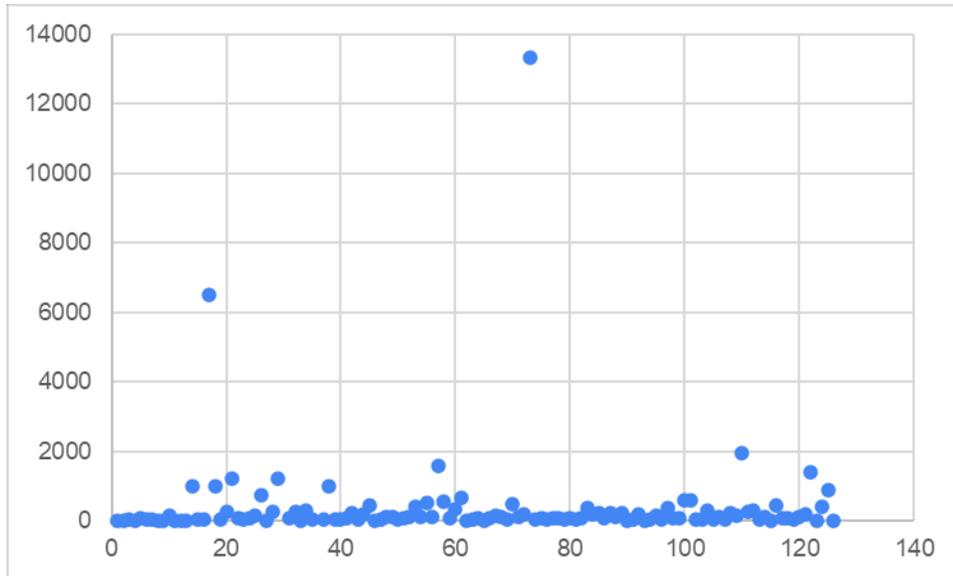
# 1. General Information

## 1.1 RESPONSE INFORMATION

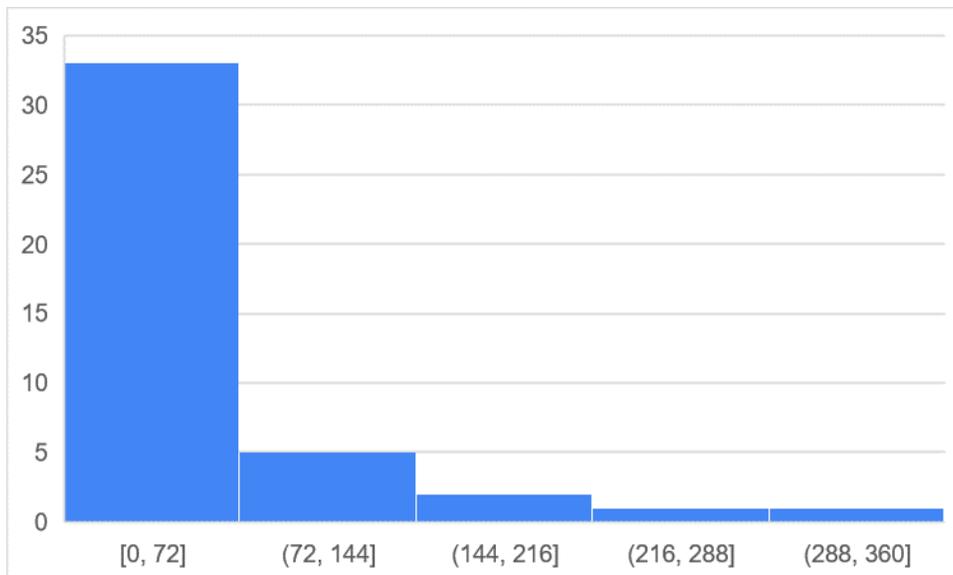
1.1.1 Number of responses included in this edition of the Purple Book: 46

## 1.2 MEMBERSHIP

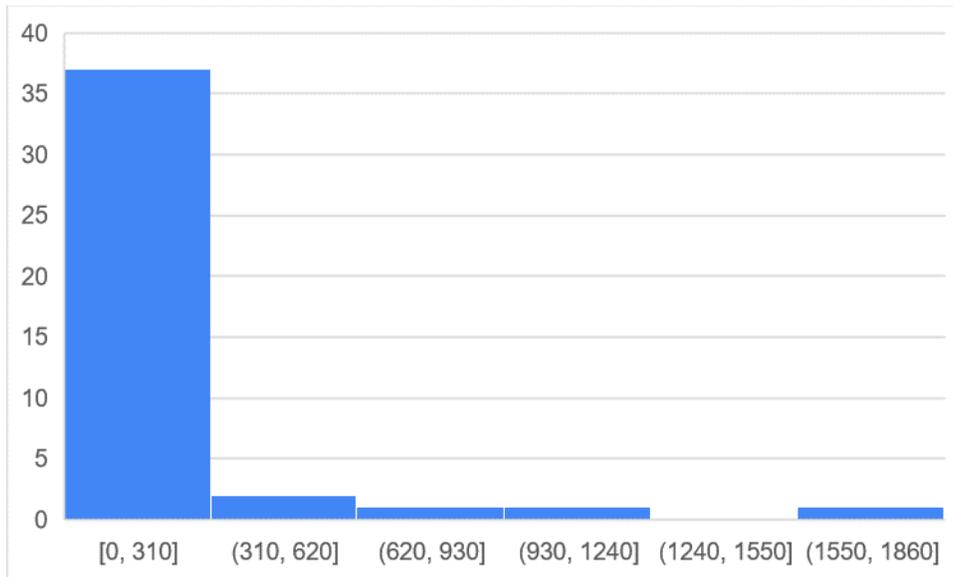
1.2.1 Total number of members in the association



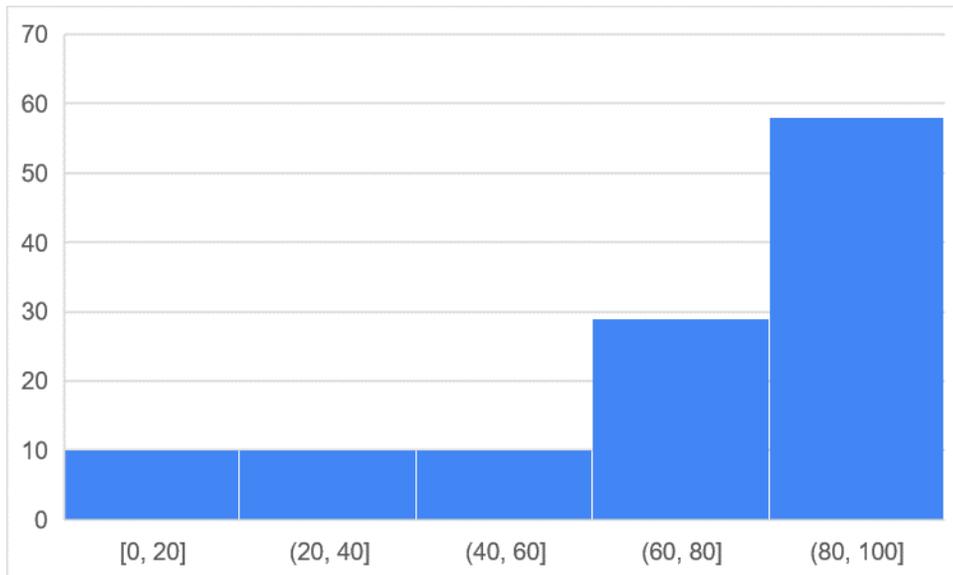
1.2.2 Total number of female members in the association



### 1.2.3 Total number of male members in the association

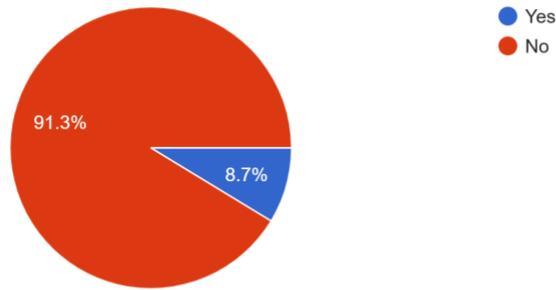


### 1.2.4 Percentage of ATCOs who are members of the association



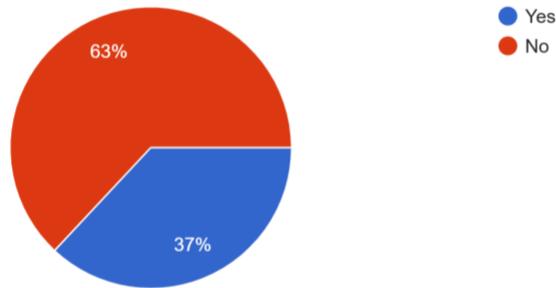
### 1.3 OTHER ATCO ASSOCIATION(S)

1.3.1 Are there any other ATCO association(s) in your State?



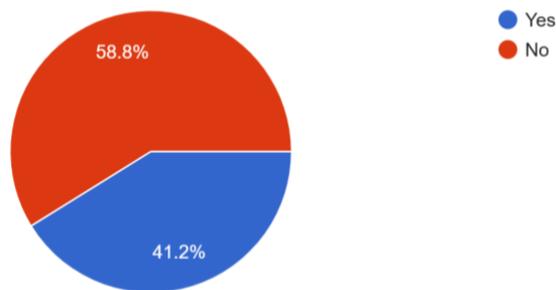
### 1.4 ASSOCIATION / AFFILIATION TO TRADE UNION(S)

1.4.1 Is your association also a trade union?

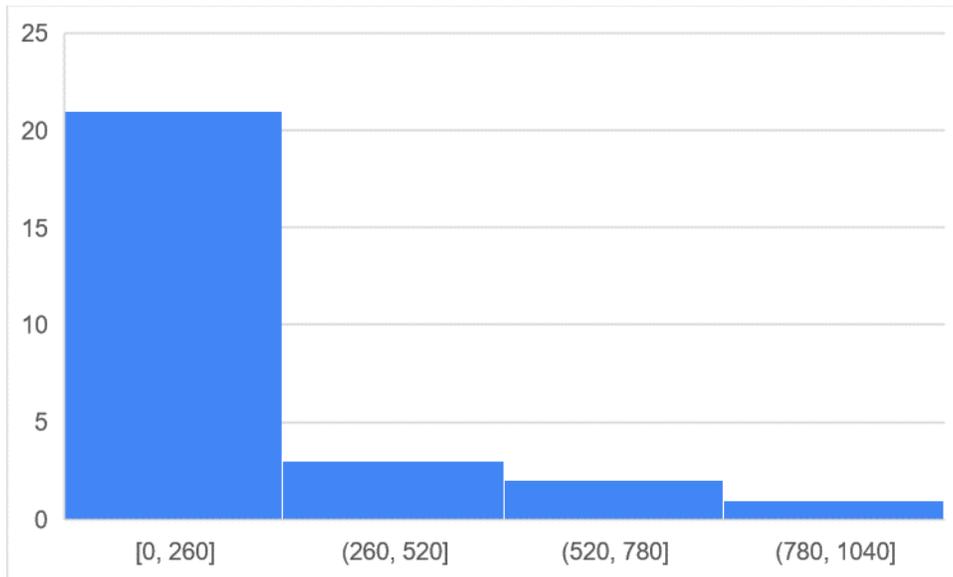


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1.4.2 If not, is your association affiliated/associated to a trade union?



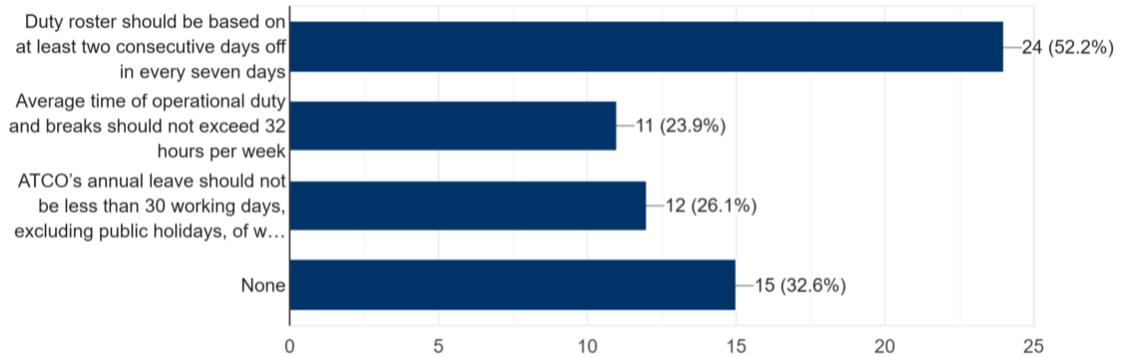
1.4.3 Number of ATCOs who are also members of the trade union (if applicable)



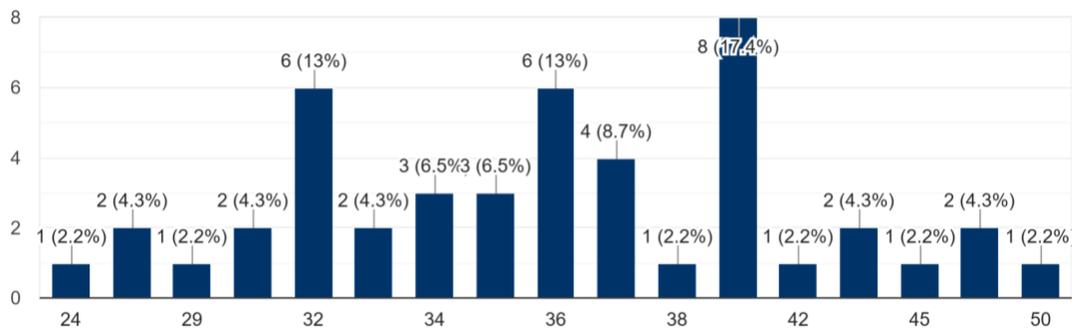
## 2. Social and Labour Aspects

### 2.1 WORKING HOURS

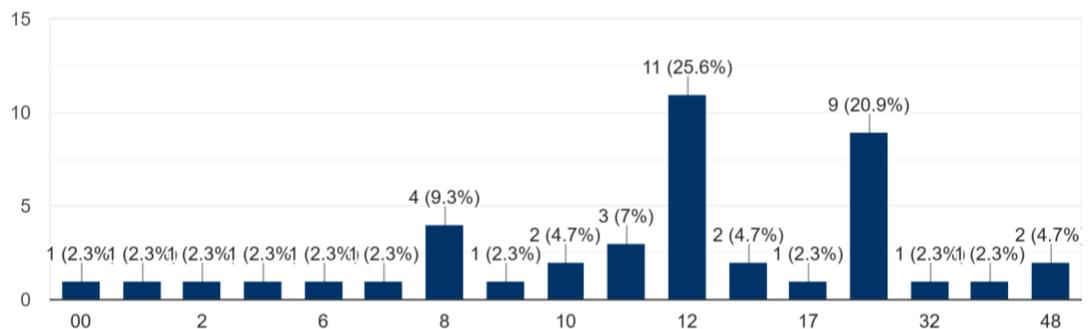
#### 2.1.1 Hours of work principles implemented (select all that apply):



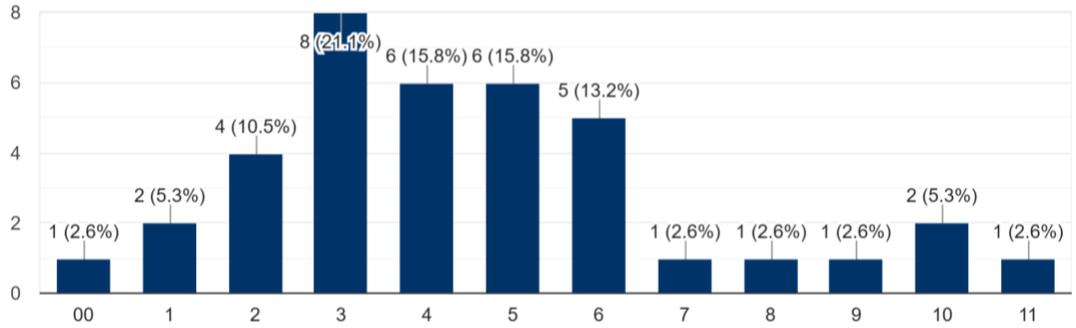
#### 2.1.2 Number of working hours per week:



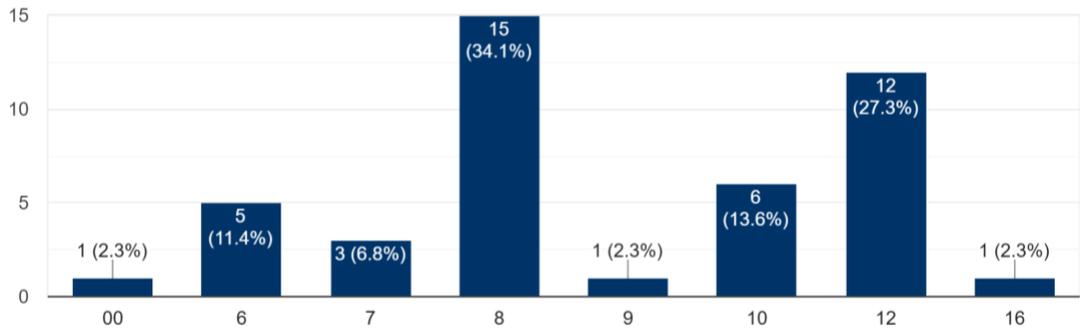
#### 2.1.3 Minimum time off (hours) between shifts (if any):



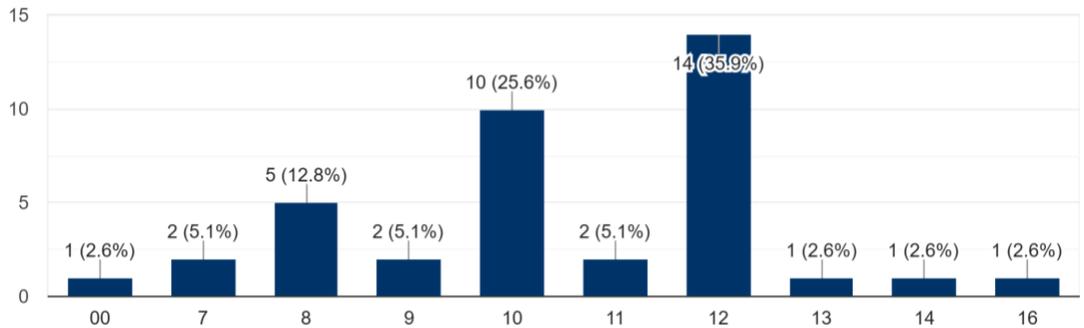
2.1.4 Maximum consecutive days of work (if any):



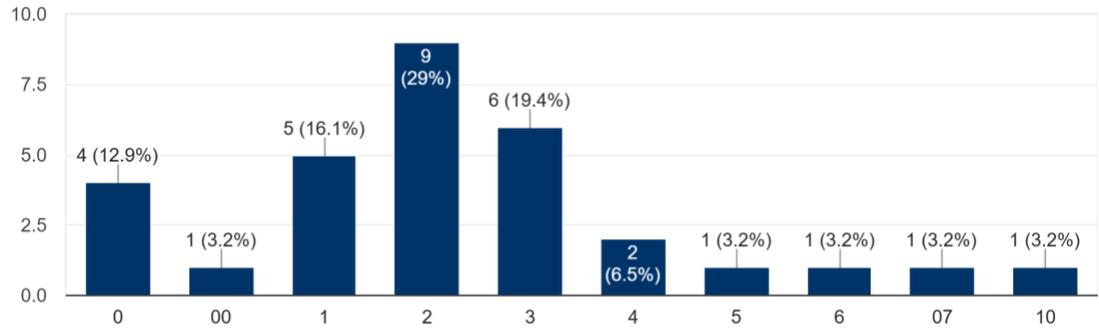
2.1.5 Maximum length (hours) of day shift (if any):



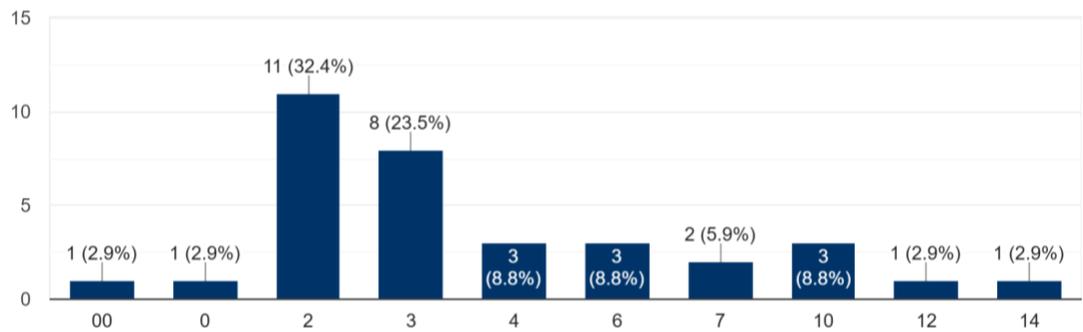
2.1.6 Maximum length (hours) of night shift (if any):



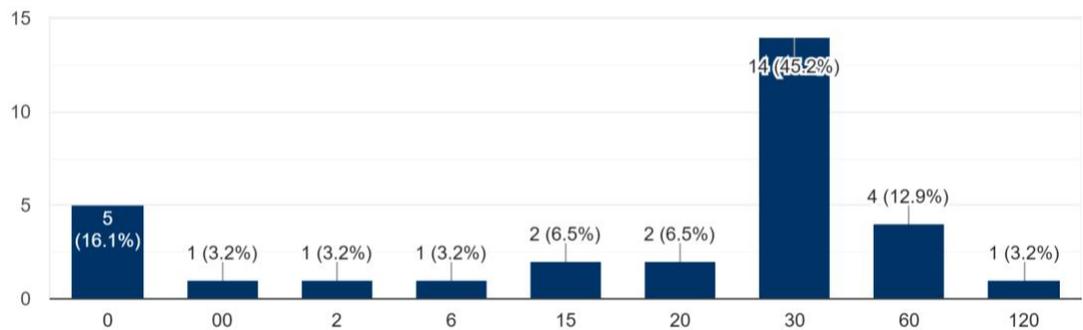
2.1.7 Breaking hours during one shift (if any):



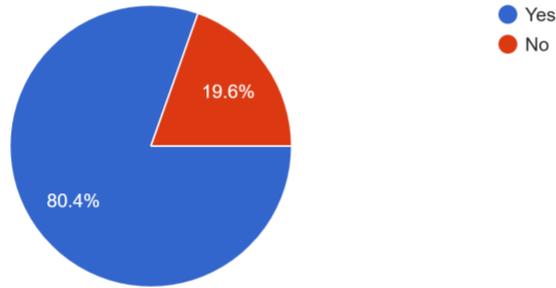
2.1.8 Maximum continuous working time (hours) (if any):



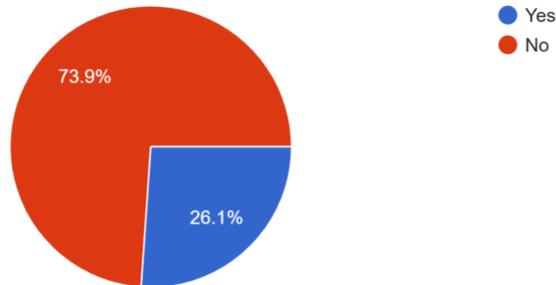
2.1.9 Minimum length of a break (minutes) (if any):



2.1.10 Are ATCOs allowed to sleep during breaks?

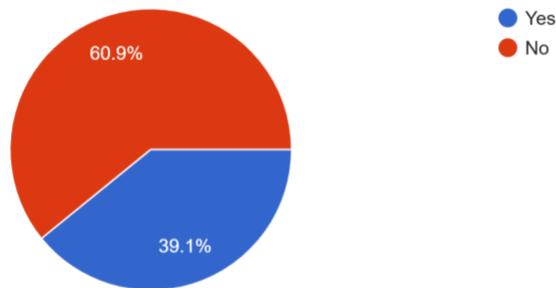


2.1.11 Can ATCOs have individual (custom) rosters?

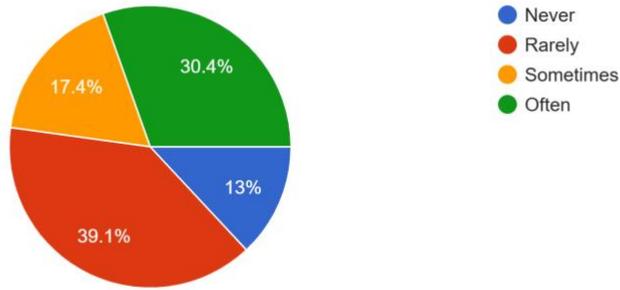


**2.2 OVERTIME WORK**

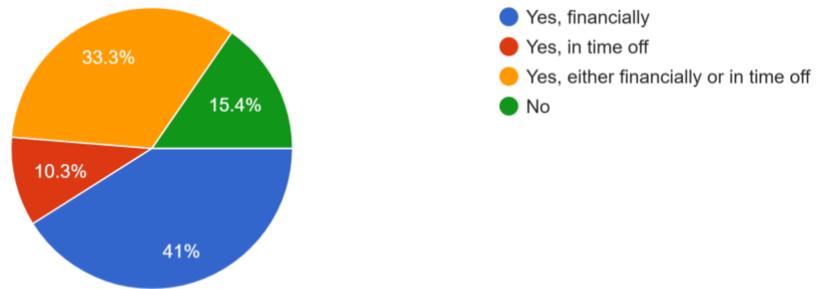
2.2.1 Is overtime work compulsory?



2.2.2 If Yes, how often?

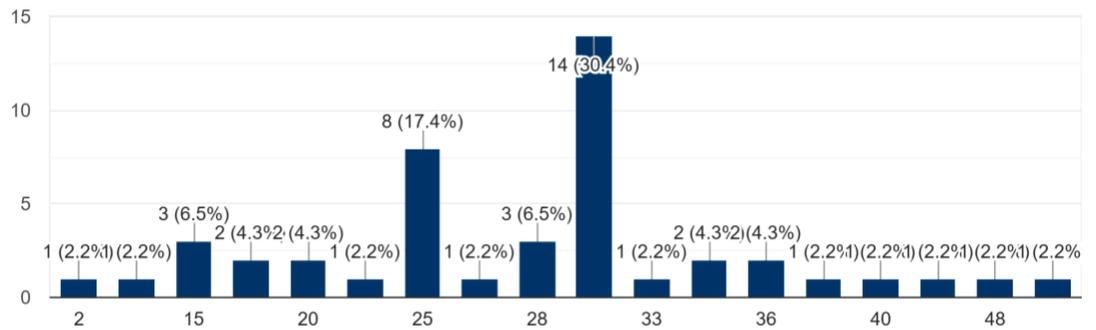


2.2.3 Is overtime compensated?

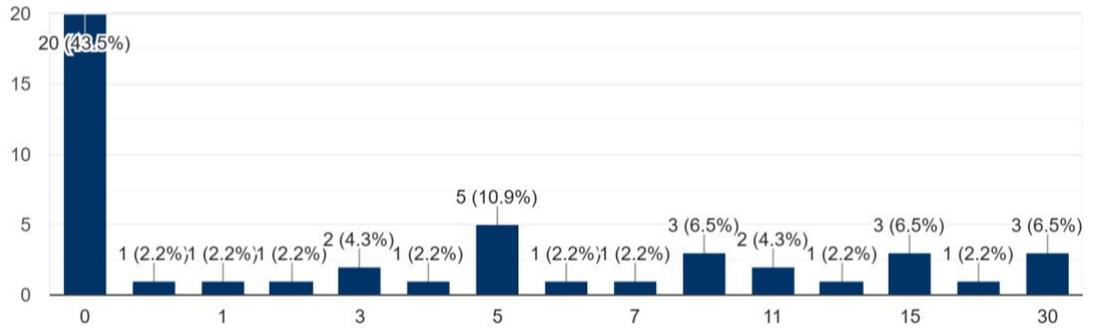


2.3 VACATION SCHEME

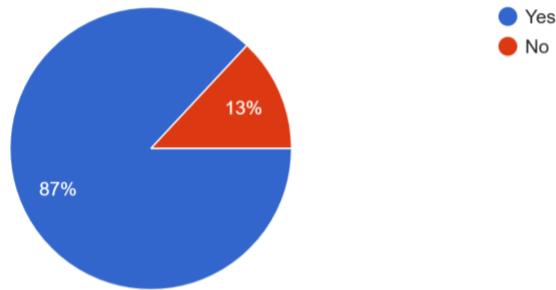
2.3.1 Number of days of paid leave per year:



2.3.2 Number of days of extra paid leave per year:

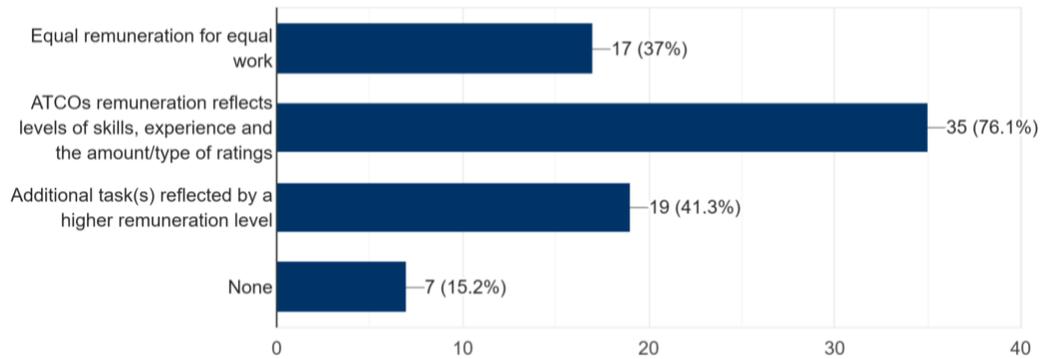


2.3.3 Is it possible to obtain unpaid leave?



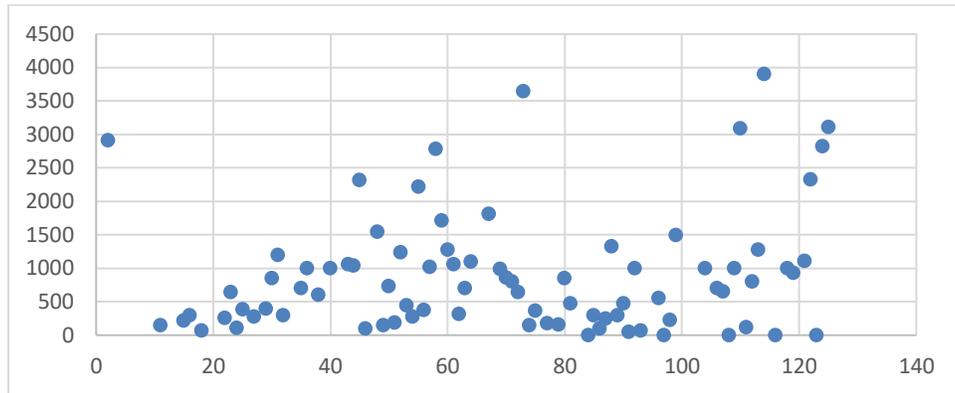
2.4 FINANCIAL ASPECTS

2.4.1 Remuneration principles implemented (select all that apply):

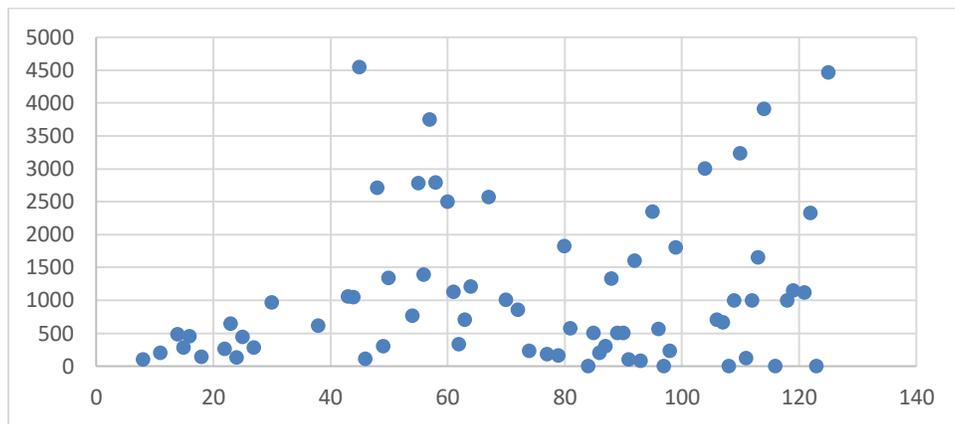


## 2.4.2 Salary

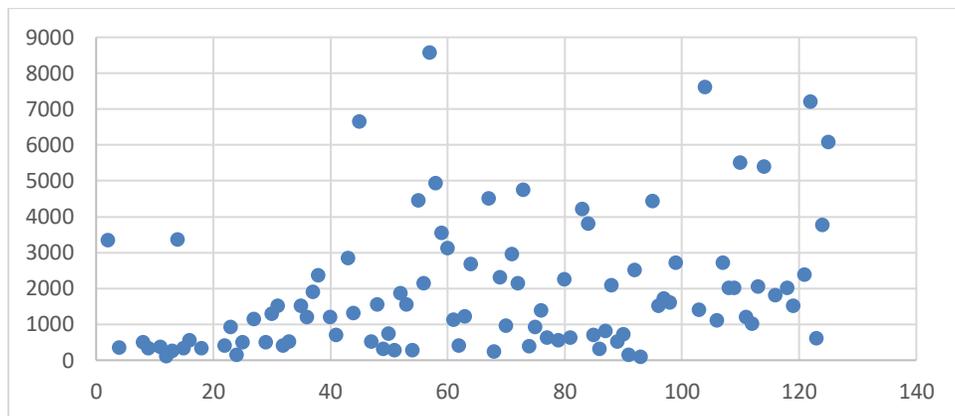
### 2.4.2.1 MINIMUM monthly gross salary (USD) - students:



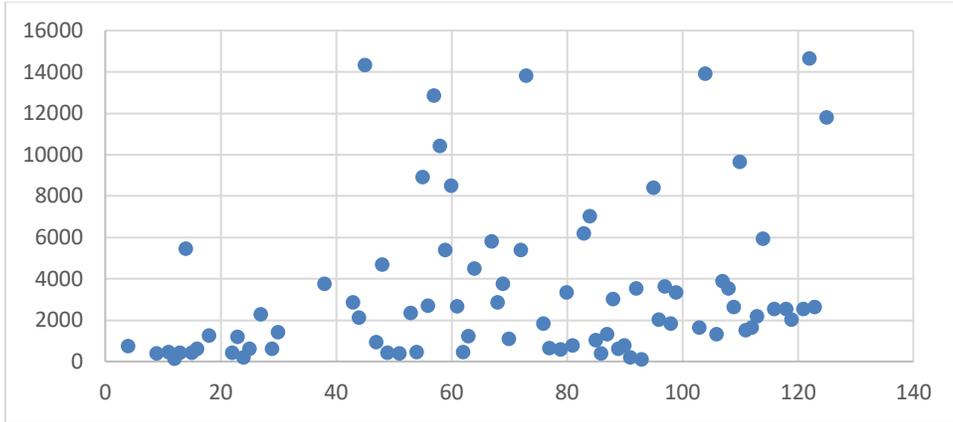
### 2.4.2.2 MAXIMUM monthly gross salary (USD) - students:



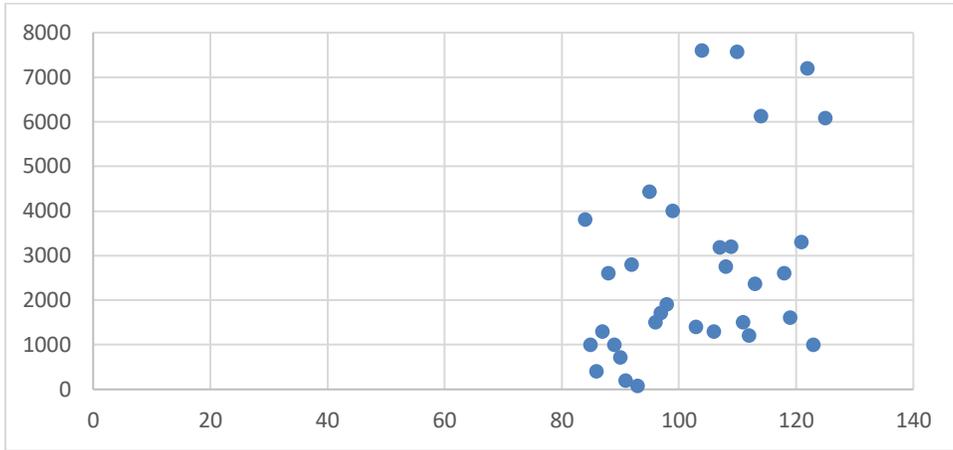
### 2.4.2.3 MINIMUM monthly gross salary (USD) - aerodrome (TWR) control:



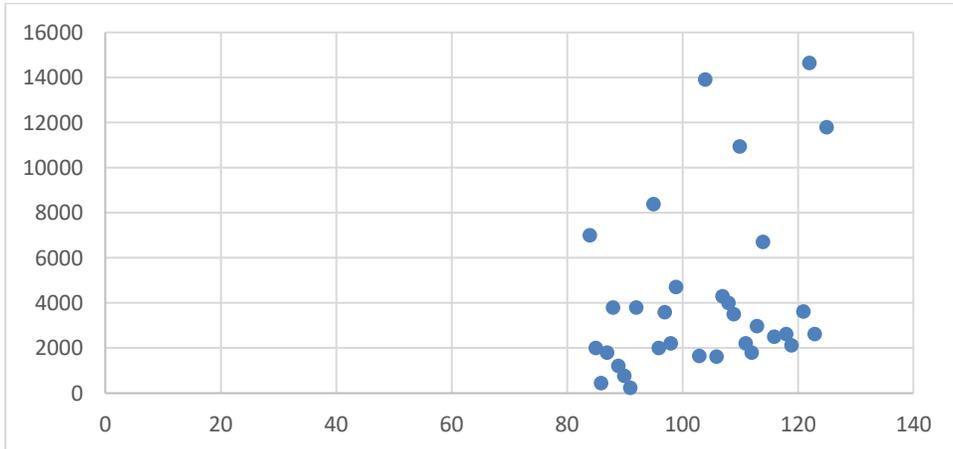
2.4.2.4 MAXIMUM monthly gross salary (USD) - aerodrome (TWR) control:



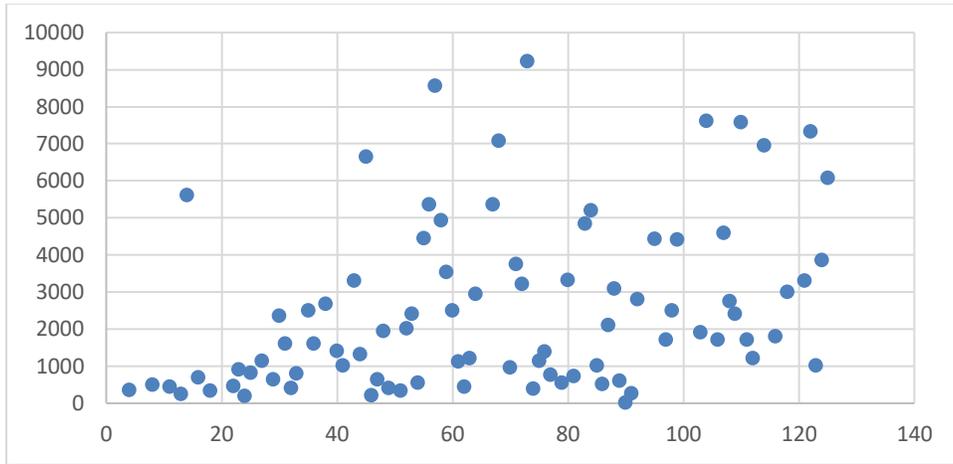
2.4.2.5 MINIMUM monthly gross salary (USD) - approach (APP) control:



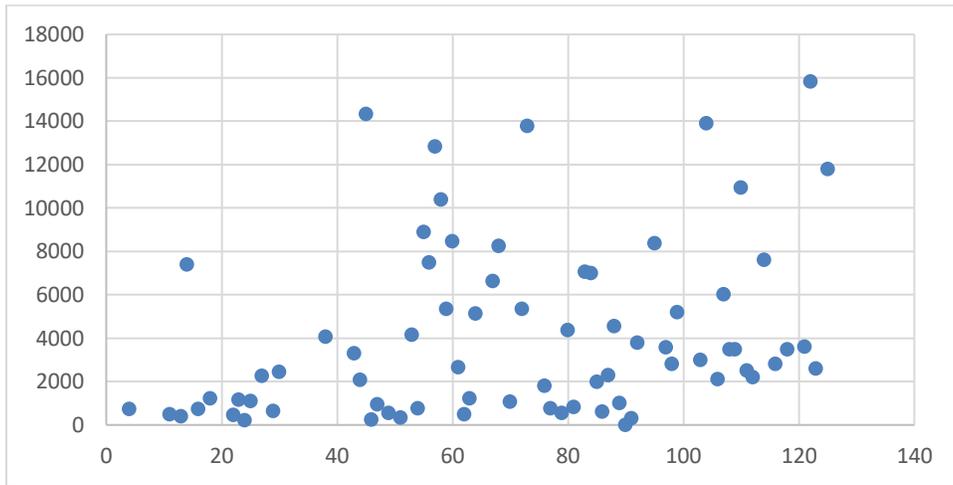
2.4.2.6 MAXIMUM monthly gross salary (USD) - approach (APP) control:



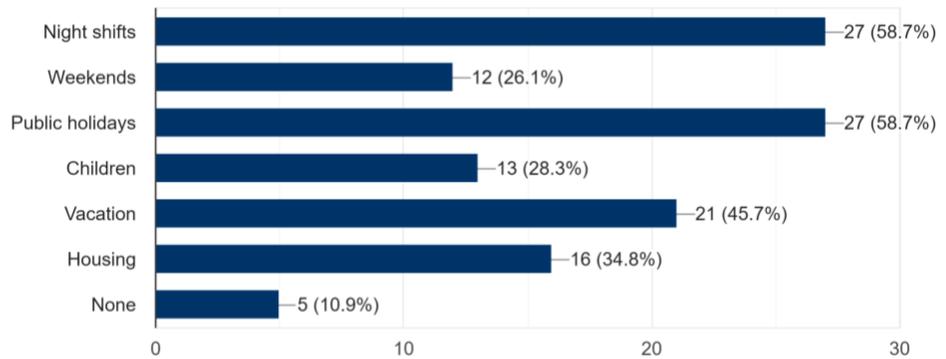
2.4.2.7 MINIMUM monthly gross salary (USD) - area (ACC) control:



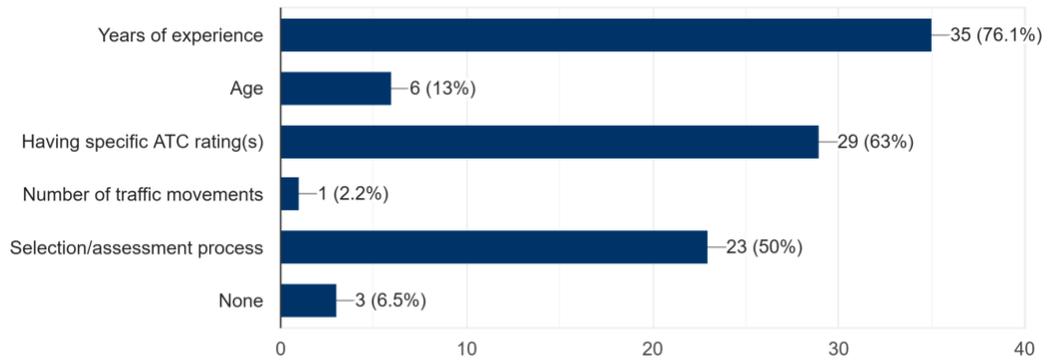
2.4.2.8 MAXIMUM monthly gross salary (USD) - area (ACC) control:



2.4.3 Allowances paid (select all that apply):

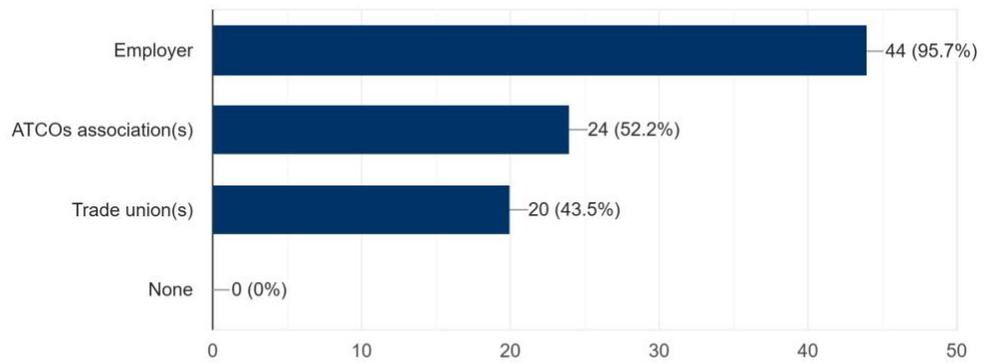


2.4.4 Promotions are determined by (select all that apply):



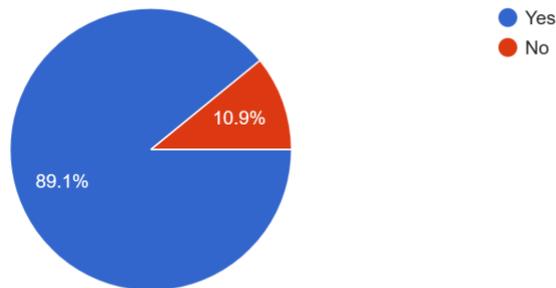
2.5 WORKING ENVIRONMENT

2.5.1 Parties involved in assessing the working environment (select all that apply):

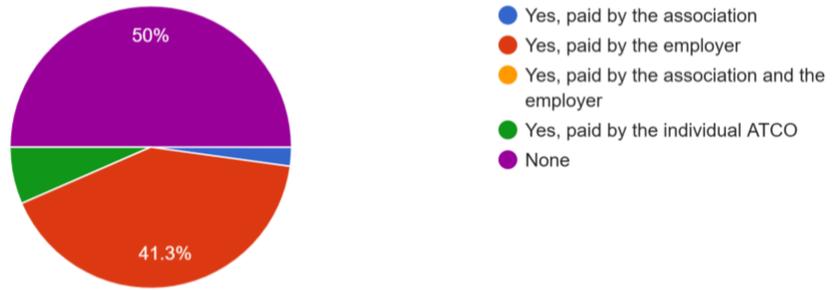


2.6 SOCIAL SECURITY

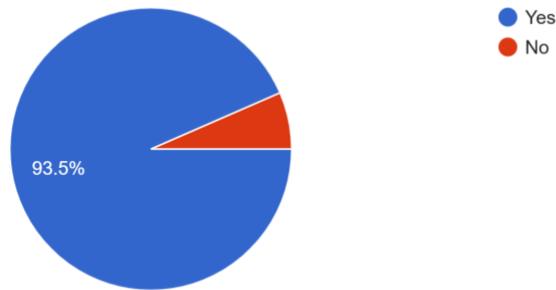
2.6.1 Licences issued in accordance with ICAO:



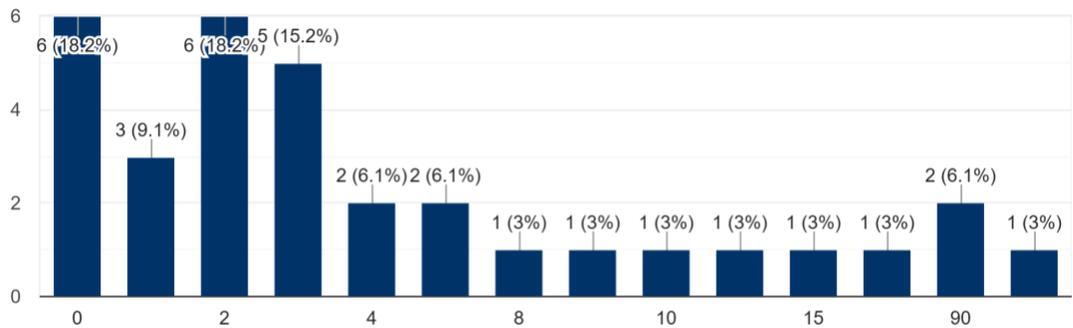
2.6.2 Loss of license insurance:



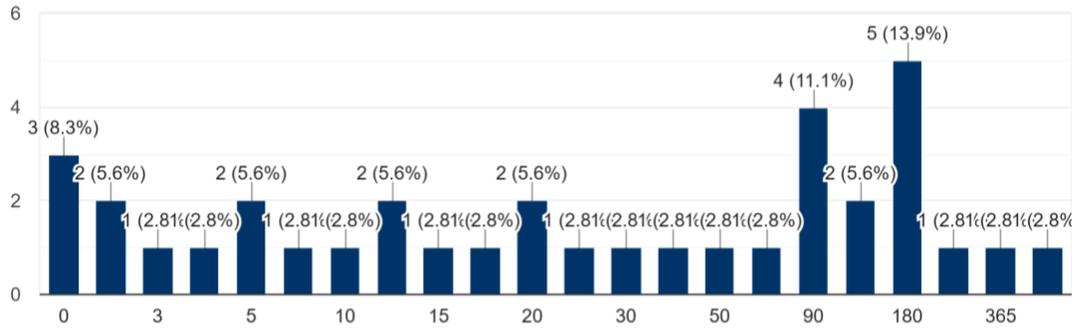
2.6.3 Sick leave:



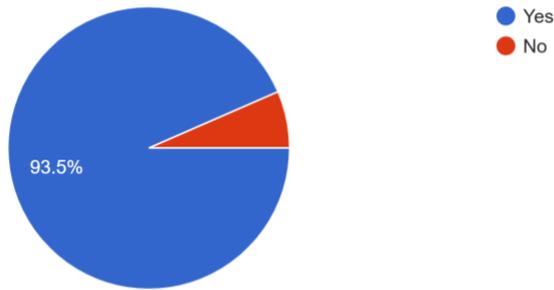
2.6.3.1 If Yes, maximum number of days without a certificate:



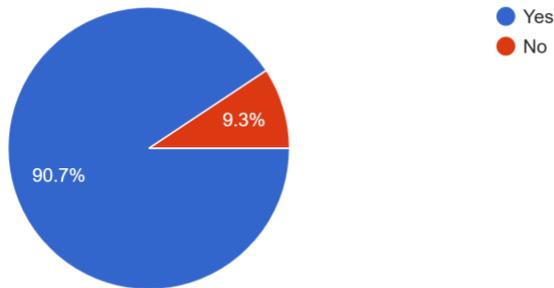
2.6.3.2 If Yes, maximum number of days fully paid:



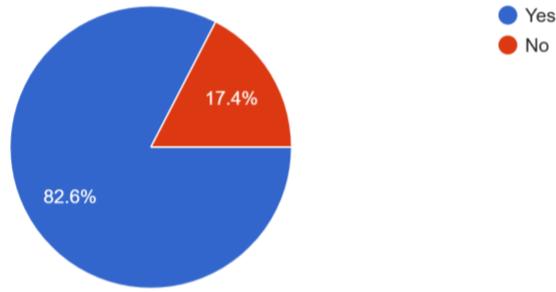
2.6.4 Pregnancy leave:



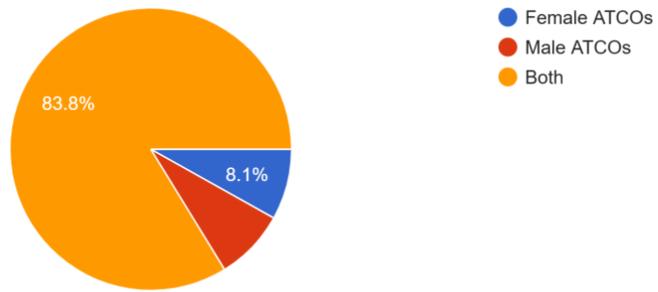
2.6.4.1 If Yes, is the leave paid?



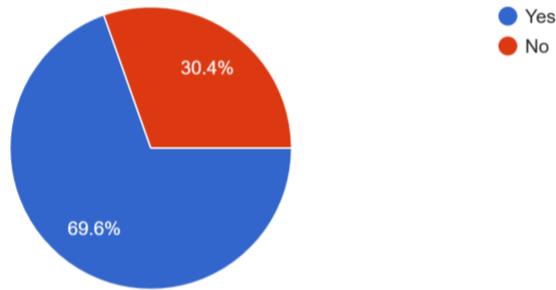
2.6.5 Parental leave:



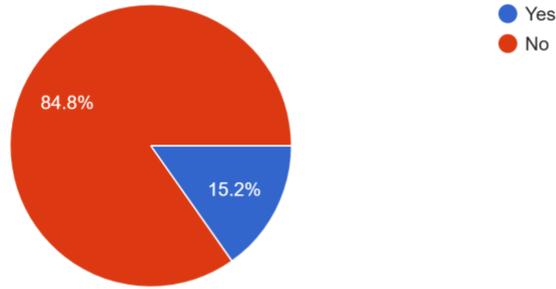
2.6.5.1 If Yes, is it available for:



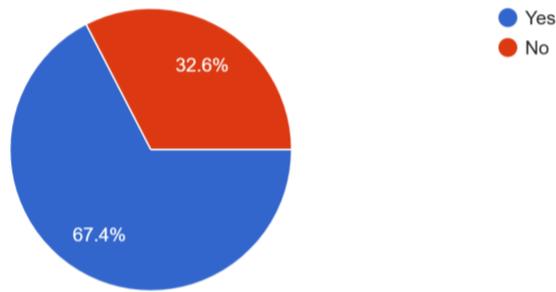
2.6.6 Medical/psychological assistance provided:



2.6.7 Ageing ATCOs policy(ies) implemented:

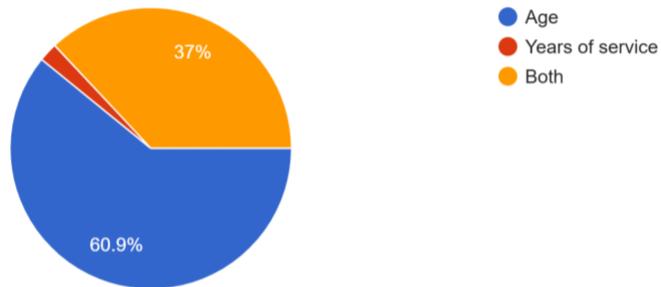


2.6.8 Employment security:

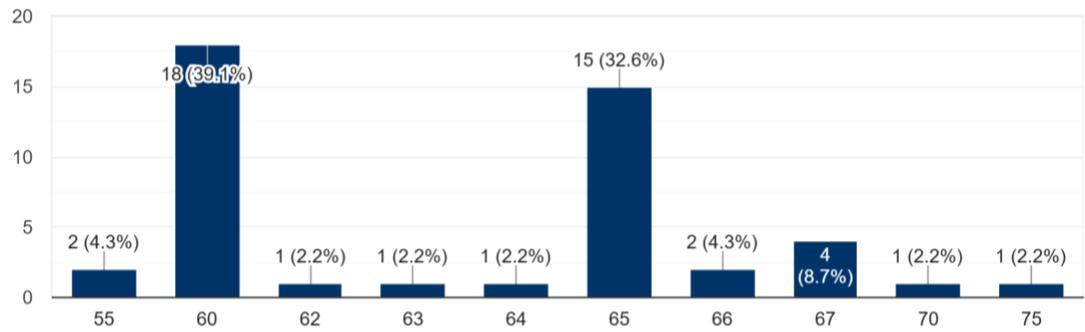


**2.7 RETIREMENT**

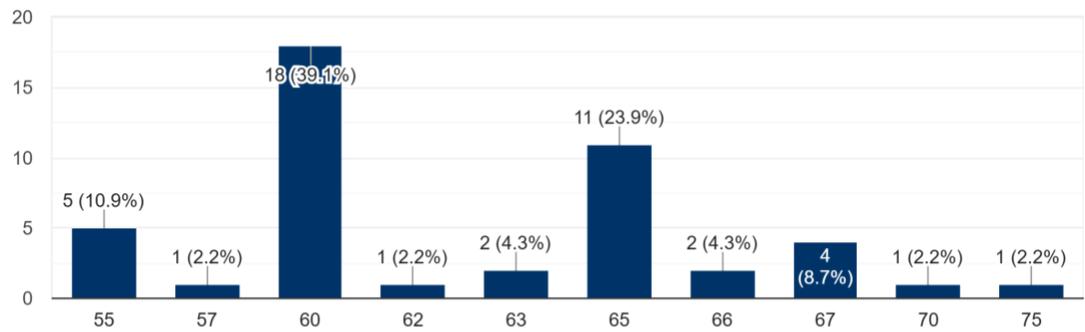
2.7.1 Conditions of retirement:



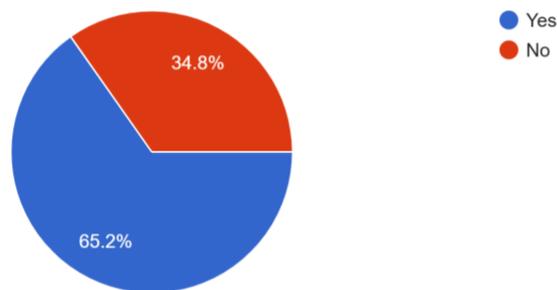
### 2.7.2 Retirement age for men:



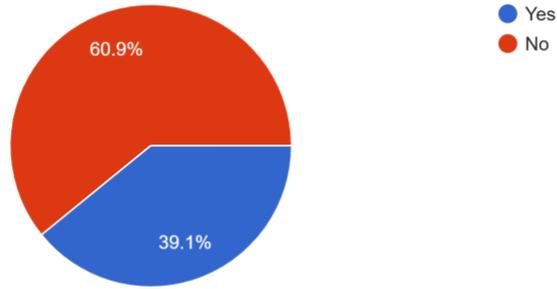
### 2.7.3 Retirement age for women:



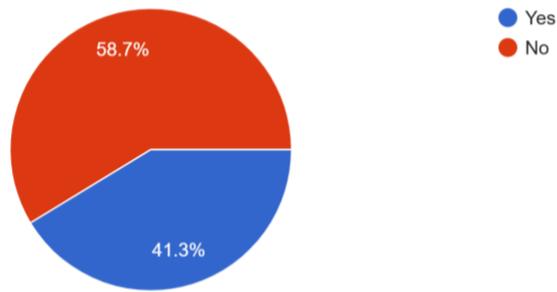
### 2.7.4 Is a lump sum paid?



2.7.5 Are allowances included?



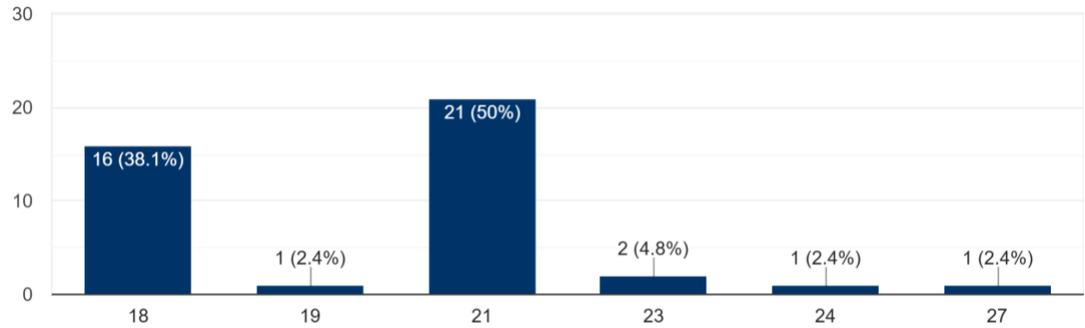
2.7.6 Is there an early retirement programme?



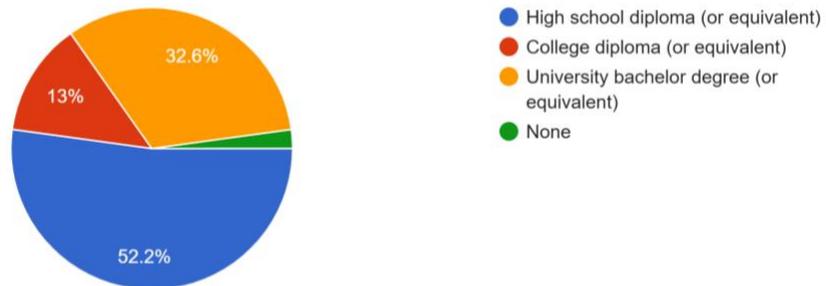
### 3. Professional Aspects

#### 3.1 RECRUITMENT

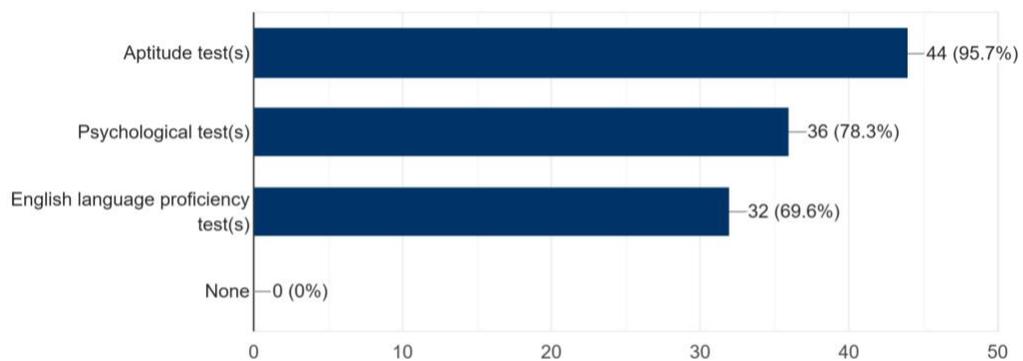
3.1.1 What is the minimum age to be recruited as ATCO (if applicable)?



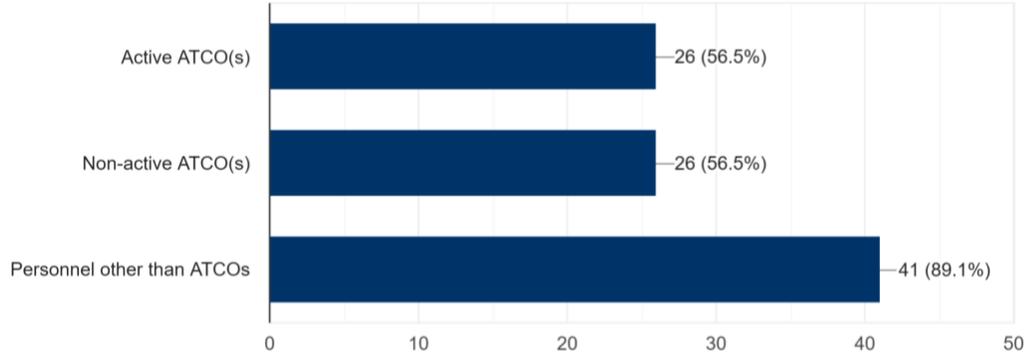
3.1.2 What is the entry standard required to be an ATCO?



3.1.3 The selection process comprises (select all that apply):



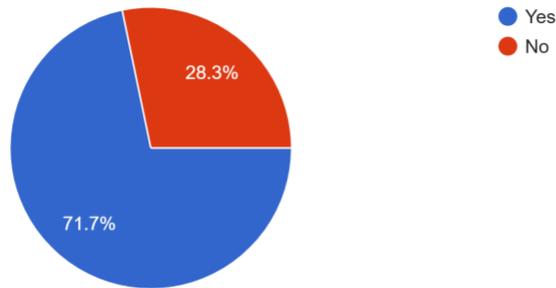
3.1.4 The selection committee is composed of (select all that apply):



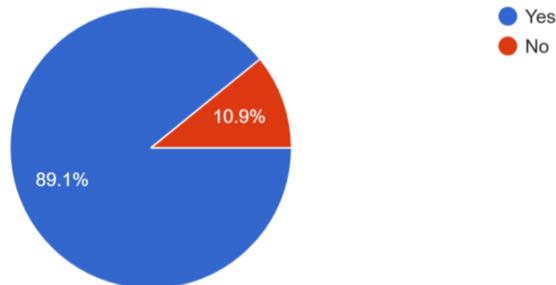
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**3.2 INITIAL TRAINING**

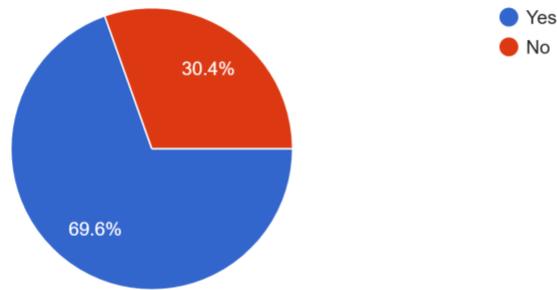
3.2.1 Is there an approved training organization (ATO) in your State?



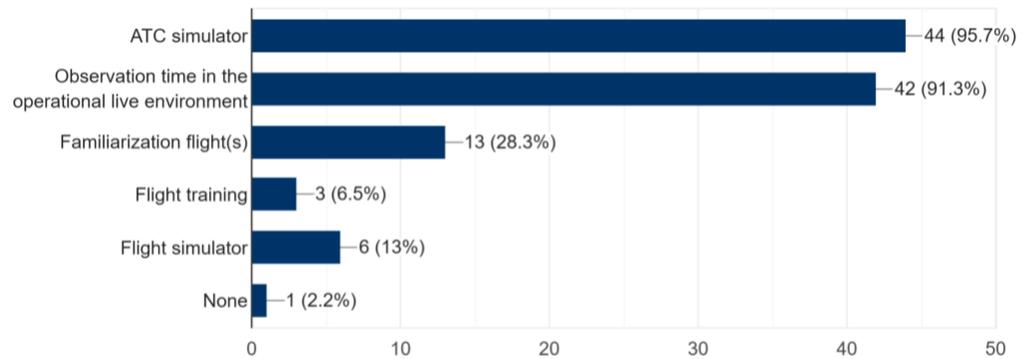
3.2.2 Are the training and assessment plans compliant with ICAO (Annex 1, PANS-TRG Doc 9868)?



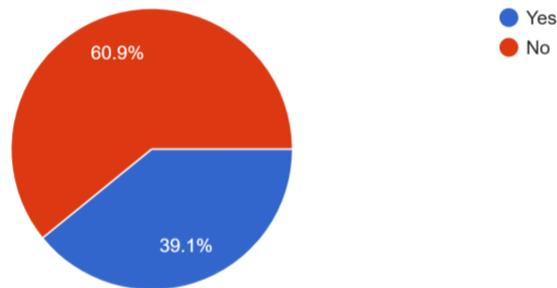
3.2.2.1 Has the competency-based training and assessment methodology (ICAO Doc 10056) been implemented?



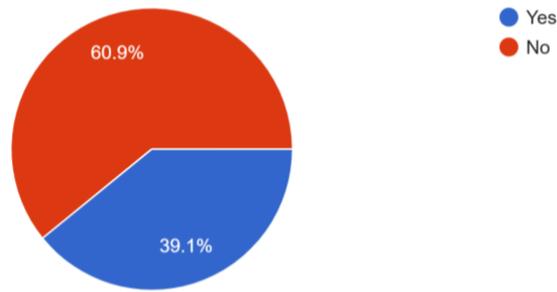
3.2.3 The training curriculum includes (select all that apply):



3.2.4 Is training in your State available for foreign students?

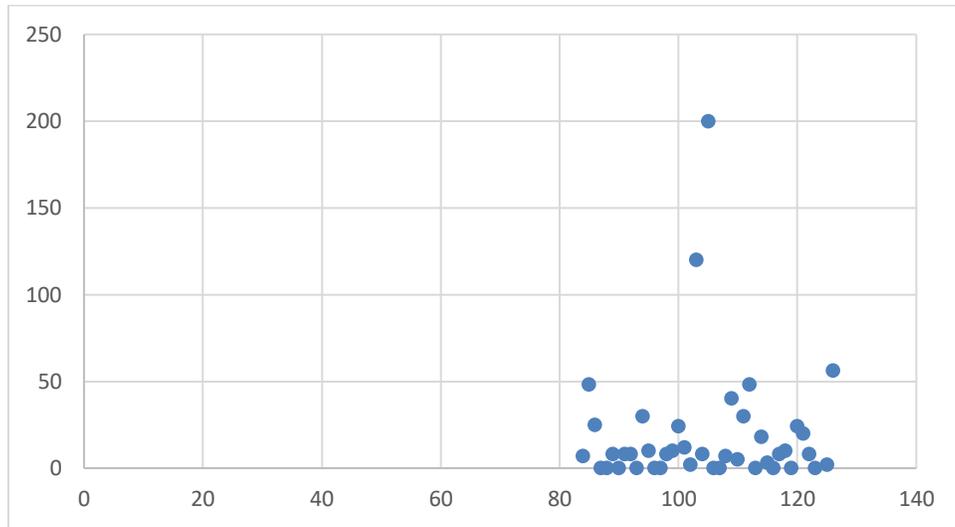


### 3.2.5 Are scholarships offered/available?

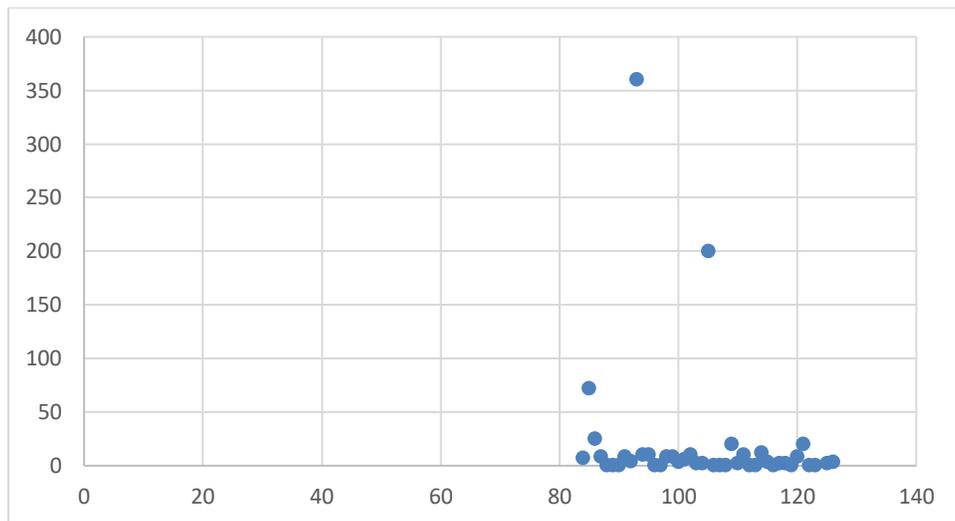


## 3.3 TRAINING AFTER VALIDATION

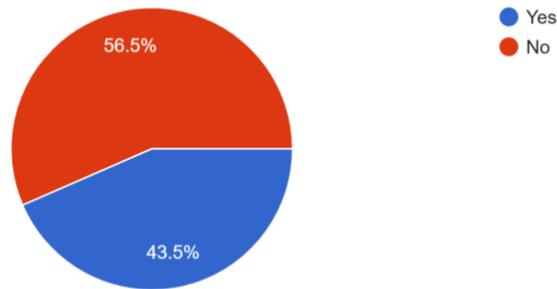
### 3.3.1 Number of hours of theoretical refresher per ATCO per year:



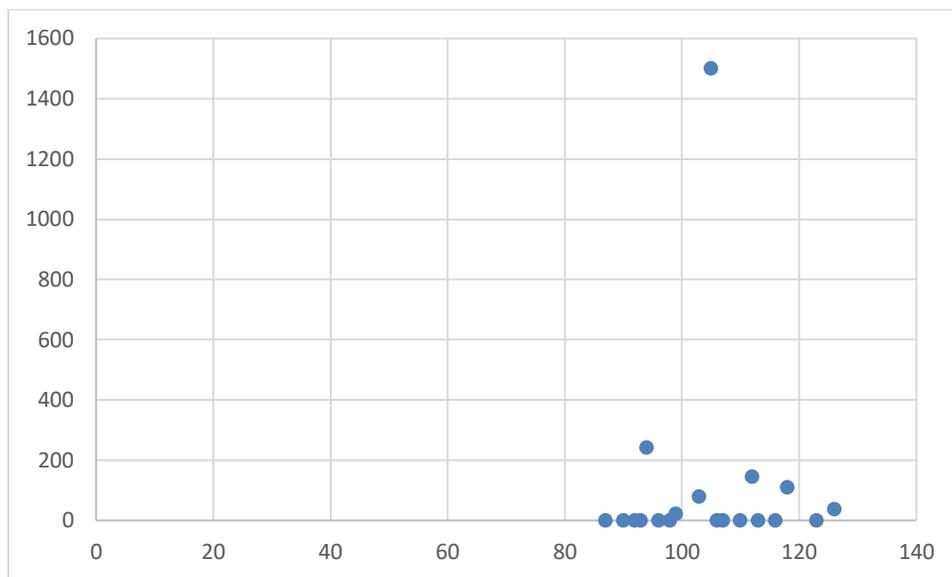
### 3.3.2 Number of hours of practical exercises (simulator) per ATCO per year:



### 3.3.3 Is there a programme in place to achieve and maintain English language proficiency?

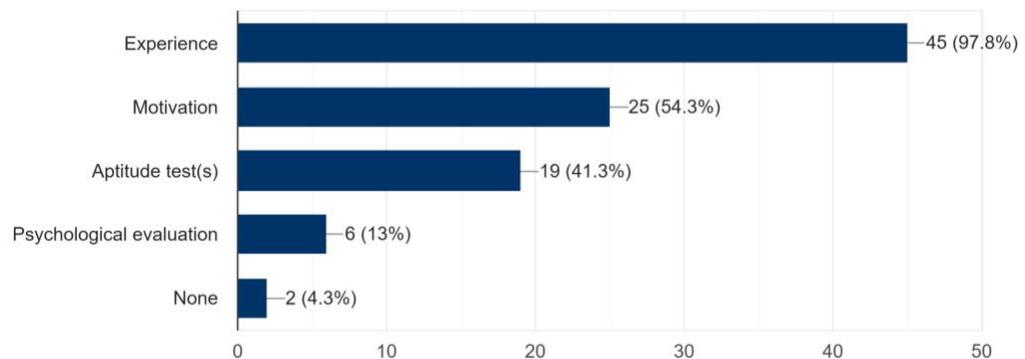


#### 3.3.3.1 Number of hours of English language training per ATCO per year (if applicable):

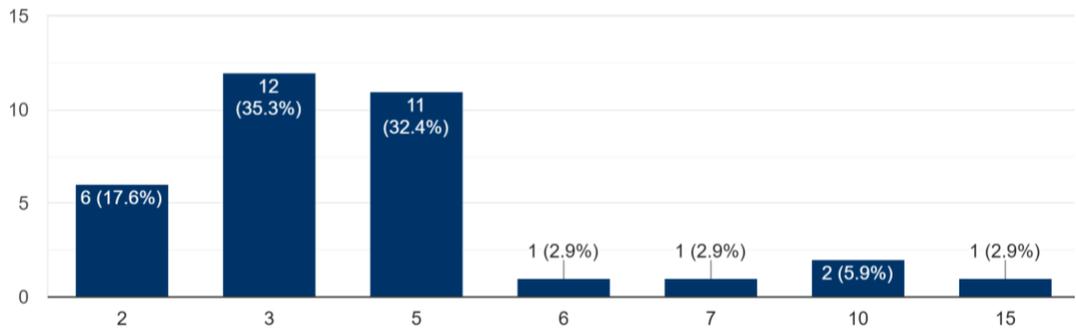


### 3.4 ON-THE-JOB TRAINING INSTRUCTORS (OJTIs) SELECTION

#### 3.4.1 Which of the following criteria are used for OJTIs selection (select all that apply)?

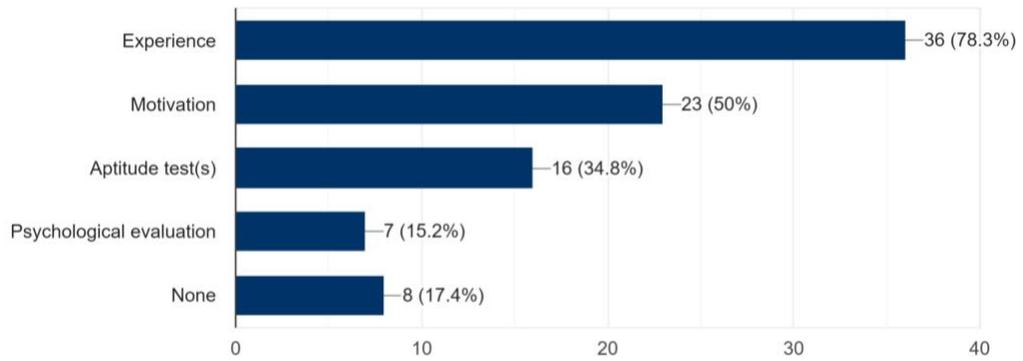


3.4.1.1 If experienced is considered in the selection process, what is the minimum, in years (if applicable)?

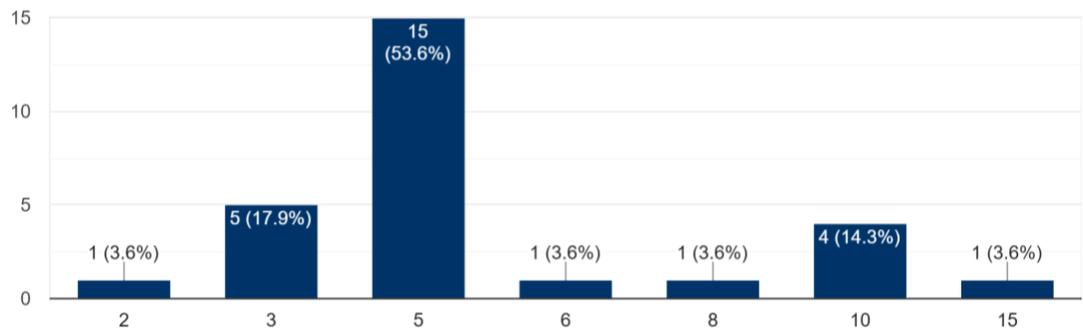


### 3.5 ASSESSORS SELECTION

3.5.1 Which of the following criteria are used for assessors selection (select all that apply)?

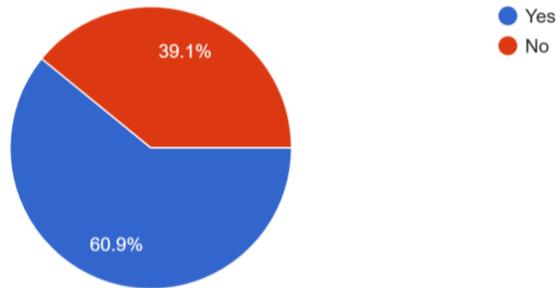


3.5.1.1 If experienced is considered in the selection process, what is the minimum, in years (if applicable)?

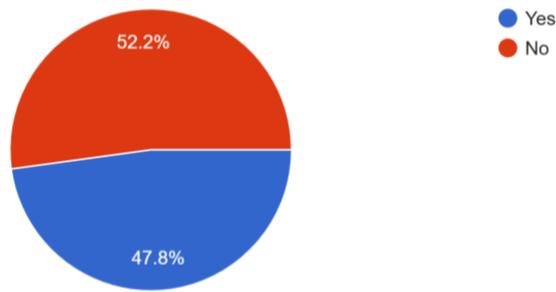


### 3.6 REFRESHER TRAINING

3.6.1 Refresher courses for ATCOs are provided at regular intervals:

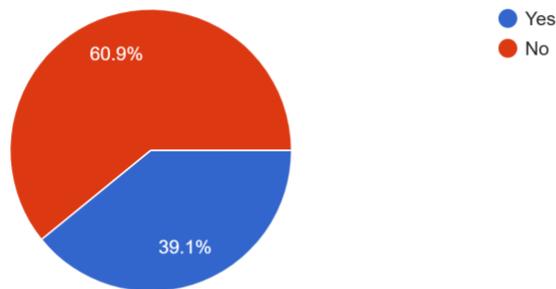


3.6.2 Refresher courses for OJTIs are provided at regular intervals:



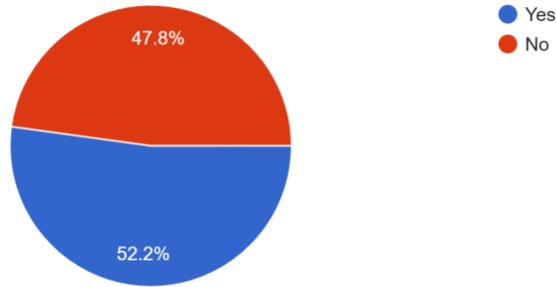
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3.6.3 Refresher courses for assessors are provided at regular intervals:

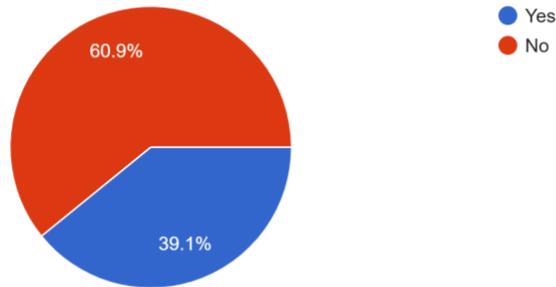


### 3.7 MANAGERIAL TRAINING

3.7.1 Supervisor courses are available:

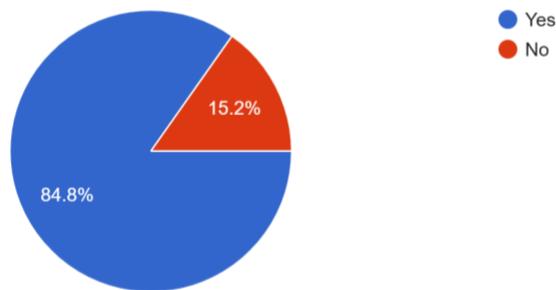


3.7.2 Management courses are available:

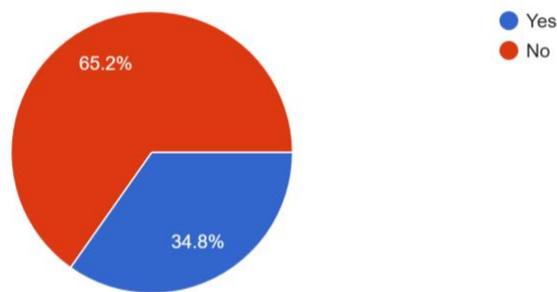


### 3.8 SAFETY SYSTEMS IMPLEMENTED BY THE ANSP

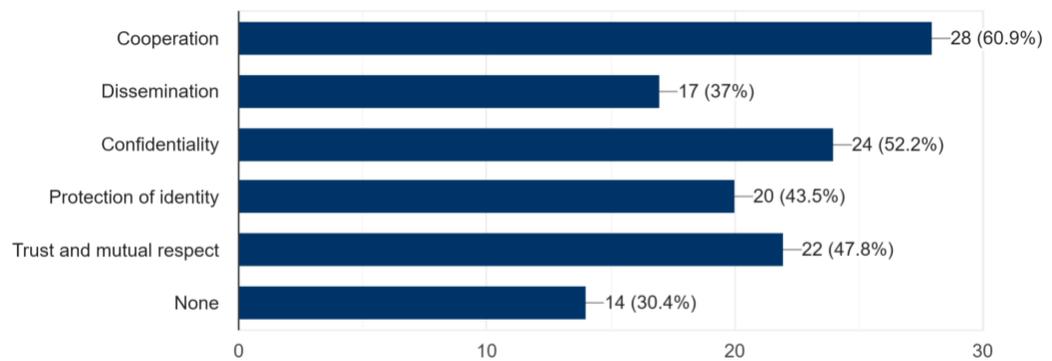
3.8.1 A Safety Management System (SMS) has been implemented by the ANSP:



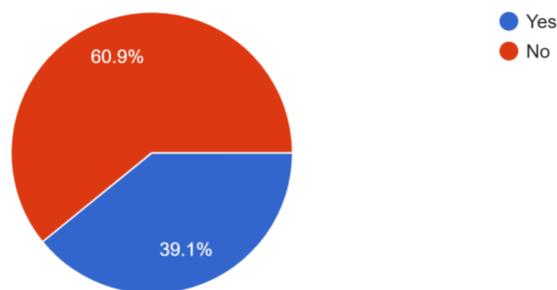
3.8.2 A Critical Incident Stress Management (CISM) programme has been implemented by the ANSP:



3.8.3 The following Just Culture (JC) principles have been implemented by the ANSP (select all that apply):



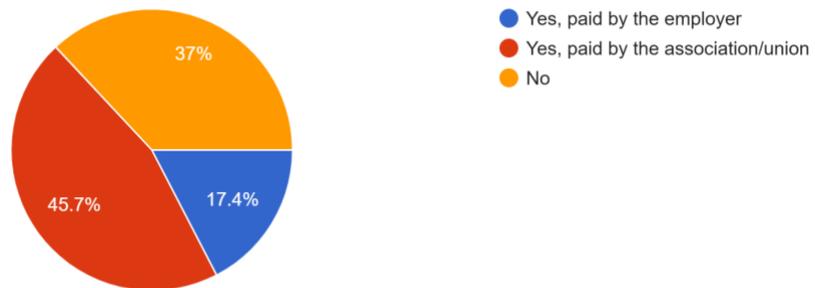
3.8.4 Fatigue Policy: countermeasures to sleepiness and fatigue have been implemented by the ANSP:



## 4. Legal Aspects

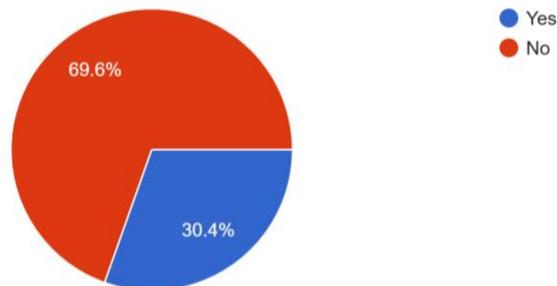
### 4.1 LEGAL LIABILITY PROTECTION

4.1.1 Is legal defence provided?



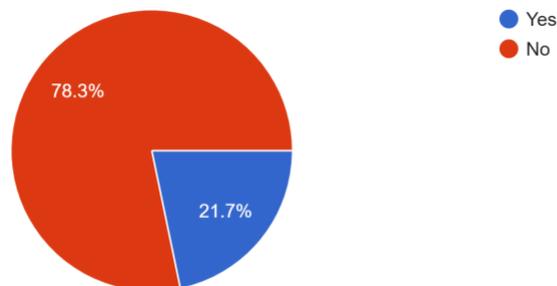
### 4.2 ASSOCIATION INVOLVEMENT IN SAFETY AND QUALITY ANALYSES

4.2.1 Is the association involved in safety investigations?



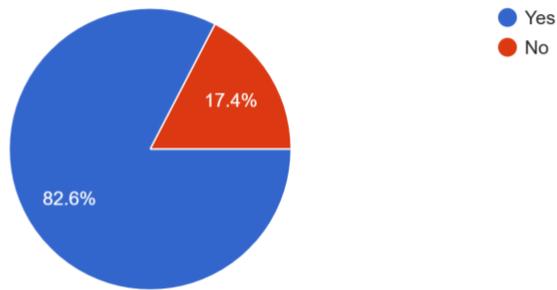
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4.2.2 Is the association involved in quality evaluations of services provided?

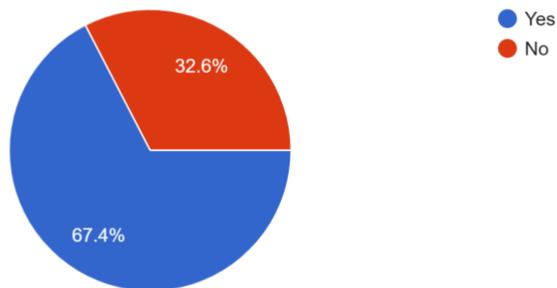


## 5. Involvement in the Development of Procedures, Equipment and Safety Tools

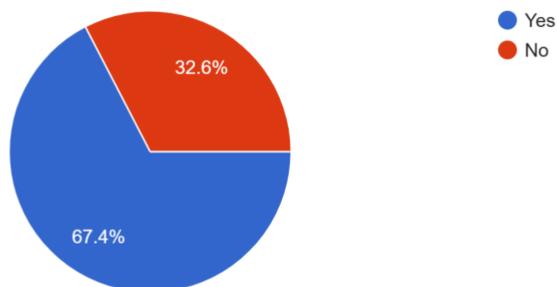
5.1 Are ATCOs involved in developing or amending procedures?



5.2 Are ATCOs involved in developing or amending equipment and/or ATC systems?



5.3 Are ATCOs involved in developing or amending safety tools?



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