Agenda Item: A.6.1	INFORMATION PAPER	WP No: 23
		IFATCA'25

REPORT OF CAC CHAIR

Presented by Constitution and Administration Committee (CAC)

Summary

Annual Report – Constitution and Administration Committee

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1. Introduction

The report of the Chair of the Constitution and Administration Committee (CAC) is below.

2. Discussion

Work by the representatives of CAC has been conducted by email, online meetings, and in person at a joint Finance (FIC)/CAC meeting held in Dubai on December 5 and 6, 2024. CAC thanks the Emirates Aviation Association for their generous support of the meeting.

The Executive Board (EB), and other relevant standing committees have been included in email distribution and, from time to time, have been requested to provide input into preparation of the working papers (WP).

CAC Members:

The following Member Associations were elected as members of CAC as per item A.7.1 of the 2024 Annual Conference Report as detailed below:

- Ghana
- Uganda
- Canada

In addition, the following Member Associations nominated as corresponding members of CAC and have provided valuable input in our deliberations:

- Kenya
- Trinidad and Tobago

Australia re-elected as Chair.

All members of the team, including Corresponding Members, have contributed to construction and review of all papers presented. I would like to thank my peers for their considerable efforts and support in 2024/2025. I would also like to thank Mr. Fateh Bekhti for his assistance.

Note: All Committee positions are due for nomination and election
CAC Chair is subject to election at Conference 2026 and the incumbent will not be re-standing

CAC Work Programme 2024/2025

The following table lists agenda items addressed by Working (WP) or Information Papers (IP) for Conference 2024 to meet the work programme:

Agenda Item	Paper Type	Item
A.6.1	IP	CAC Chair Report
A.6.2		CAC Work Program
A.6.2.1	IP	FACAA/ASECNA Membership considerations
A.6.2.2	WP	Review requirement to meet to review Annual Conference Committee minutes 1 hour prior to Final Plenary
A.6.2.3	WP	Review EB Election processes to align REVP and remainder of EB elections
A.6.2.4	IP	Review Regional Meeting Quorum Requirements
A.6.2.5	IP	Establish authority of Task Forces and Standing Committees to present WP
A.6.2.6	WP	Regional Policy (TF2030+ WP#41)
A.6.2.7	IP	Membership Application process clarification
A.6.2.8	IP	Regional Preparation for Annual Conference
A.6.2.9	WP	Conduct of sub-Regional virtual meetings
A.6.2.10	WP	MA transfer between regions
A.6.2.11		Travel for IFATCA Officials *Note: this item addressed in Finance Committee WP "Investigate the Policies Associated with Travel for IFATCA Officials to Ensure Health and Well-being of Said Officials"*
A.6.2.12	WP	TOC/PLC membership => allocation to regions (min 2 per region)
A.6.2.13	WP	Editorial: Remove IAM References to Liaison Officer to the European Union
A.6.2.14	WP	General Provisions for Standing Committees, Task Forces, and working groups
A.6.2.15	WP	Artificial Intelligence in the work of the Federation
A.6.2.16	WP	Define "Appoint" and "Elect"

All agenda items have been addressed by properly brought Working Papers before Directors at Conference for their consideration.

3. Conclusions

Our expectation is that 2025/2026 will afford us an opportunity to work collaboratively within CAC, with the other Standing Committees, and the Executive Board.

The Constitution and Administrative Committee has discharged its responsibility to provide reports to Conference in accordance with the assigned work programme and its capabilities.

The Constitution and Administrative Committee has ensured that the Executive Board has been included in email discussions and has been given opportunity to participate in the work items.

4. Recommendation

It is recommended that this report be accepted for information.

5. References

Annual Conference Report 2024

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