

**Authority of Task Forces and Standing Committees
to present Working Papers (WP)**

Presented by Constitution and Administrative Committee (CAC)

This WP seeks to establish the authority of Task Forces and Standing Committees to present WP

1. INTRODUCTION

- 1.1. At Annual Conference 2024, there was apprehension regarding authority of Task Forces and Standing Committees to present working papers, and the CAC was tasked to recommend clear guidelines on the matter.
- 1.2. The IFATCA Administrative Manual (IAM) defines a Working Paper as 'A document of defined format 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'. (Part 2, Chapter 8, Paragraph 9.1)

2. DISCUSSION

- 2.1. IFATCA Task Forces are established by the Executive Board to conduct work for tasks of a temporary or unofficial nature, and are established with clear Terms of Reference. (IAM Part 2, Chapter 8, Paragraph 2.1.7)

"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)"*

2.2. A Task Force is supervised by a member of the Executive Board, and is given tasks, with an expected output. Sometimes the output may involve a report that needs to be presented at Conference. It is therefore imperative that Task Forces have the authority to present working papers where necessary.

2.3. Standing Committees are mandated to carry out research on various work items and produce a report or Working Paper on each item of its work programme to be submitted to Conference. (IAM Part 2, Chapter 8, Paragraph 2.2.6)

“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.”

2.4. The Chair of each Standing Committee shall be responsible for: (g) the presentation of the Committee’s reports and working papers to Annual Conference. (Paragraph 2.2.7)

“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)”*

3. CONCLUSION

3.1. The IAM explicitly mentions the authority of Standing Committees to present working papers, but it is silent on the authority of Task Forces to do so. A pronouncement on this can be included in the IAM.

4. RECOMMENDATION

4.1. It is recommended that a clause is inserted in the IAM at Part 2, Chapter 8 pp125 as follows;

- 2.1.8 A task force may present its reports and working papers to Annual Conference where necessary.
- Renumber existing paragraph 2.1.8 – 2.1.9

5. REFERENCES

5.1. IFATCA Constitution and Administrative Manual Version 69, 2024

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