

Regional Preparation for Annual Conference

Presented by Constitution and Administration Committee (CAC)

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| Consider provision of draft working papers to Regional Meetings in preparation for Annual Conference |
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1. INTRODUCTION

- 1.1. At Conference 2024 CAC was tasked to consider viability and associated policy changes required to facilitate Regional Meeting access to draft Working Papers (WP) intended for consideration at Annual Conference.

2. DISCUSSION

- 2.1. Providing WP intended for discussion at Annual Conference significantly limits available time post annual conference for their development.
- 2.2. The IAM provides guidance for submission of WP at Regional Meetings (*Part 2 Administrative Policy, Chapter 7 Regional Organisation, Section 2 Meetings, 2.1 General, para 2.1.5 (pp119)*)

“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)*

- 2.3. The IAM also provides guidance (consolidated in Table 1 below) with respect to submission dates for WP, Agenda Items, and Nominations for positions. Using the example shown below for the 64th Annual Conference in Abu Dhabi:

| Conference date | Prior notice | 28/04/2025 |
|---|---------------------|-------------------|
| General WP submission date | 45 days | 14/03/2025 |
| Constitutional Change WP requirement notification date to CAC | 120 days | 29/12/2024 |
| Constitutional Change WP submission date | 90 days | 28/01/2025 |
| Additional Agenda items | 90 days | 28/01/2025 |
| Nomination Standing Committee Chairs | 60 days | 27/02/2025 |
| Nomination EB (Not REVP) | 60 days | 27/02/2025 |
| Nomination EB, REVP: 30 days prior to respective Regional Meeting | 30 days | Elected at RM |

Table 1 – Example of required submission dates based upon this Conference

- 2.4. The IAM identifies (*Part 2 Administrative Policy, Chapter 7 Regional Organisation, Section 2 Meetings, 2.1 General, para 2.1.2*) that:

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

- 2.5. In practice, Regional Meetings are typically conducted in October/November. This imposes a submission date of Mid August for papers to be discussed at the Regional Meetings.

- 2.6. Annual Conference is conducted mid-March – mid-May (*Article V – Conferences para 1.1 pp33*)

“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)”

- 2.7. Standing Committees meet until at least January drafting WP and continue refinement until the required submission date. Standing Committees will make decisions around maturity of WP under development and may defer presentation of papers requiring additional development.
- 2.8. Standing Committees have a list of work items that are under consideration. Standing Committee Chairs could provide a precis of the WP under development to facilitate MAs with reading of appropriate reference materials to support their deliberations on publication of WP.

- 2.9. After vigorous discussion, Directors voted to amend the required submission date for WP at Conference 2024 (*WP #32, Agenda Item 6.2.9*) to 45 days prior to Conference to ensure adequate time for consideration by MAs. This matter was previously resolved to 30 days prior at Annual Conference 2023.

3. CONCLUSION

- 3.1. Typical timings of Regional Meetings would mean that draft WP would need to be available for consideration 7 months prior to their required submission date for Annual Conference and some 8½ months prior to the actual Conference.
- 3.2. It is unlikely that any Standing Committee will have papers in sufficient stage of maturity for detailed scrutiny by Directors.
- 3.3. CAC thanks the MA that raised this work item as it displays a strong desire to give WP detailed scrutiny before Conference but the imposed timeframes do not appear to provide value for effort required to provide mature WP for scrutiny at Regional Meetings.
- 3.4. CAC will consult with Standing Committee Chairs as to viability of providing a precis of WP under development to Directors as a work item for 2025/26

4. RECOMMENDATION

- 4.1. That this paper be accepted for information only

5. REFERENCES

- 5.1. IFATCA Constitution and Administrative Manual Version 69, 2024 per included references above
- 5.2. Conference 2024 WP #32, Agenda Item 6.2.9 “Review of Submission Dates for Working Papers” (attached)

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INTERNATIONAL FEDERATION OF
AIR TRAFFIC CONTROLLERS' ASSOCIATIONS

Agenda Item: A.6.2.9

WORKING PAPER

WP No: 32
IFATCA'24

REVIEW WP SUBMISSION DATE

Presented by Constitution and Administrative Committee (CAC)

REVIEW OF SUBMISSION DATES FOR WORKING PAPERS

1. INTRODUCTION

The 2023 Annual Conference recommended that CAC review required submission dates for working papers, except those requiring Constitutional change, to ensure adequate time for Member Associations and their Directors to review and consider all papers prior to attending Conference. The agenda item was notified as a work item for CAC 2023/24.

*Note: Constitutional change working papers require submission 90 days prior to commencement of Annual Conference and this requirement is **not** proposed for amendment*

2. DISCUSSION

- 2.1. Working Papers 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
- 2.2. All Working Papers shall be delivered to the IFATCA Office not less than 30 days before the Conference, to allow for proper distribution. (Accra 18.A.9)
- 2.3. A high number of papers were presented to Directors in Jamaica, due to a backlog during COVID-19 constraints to running conferences
- 2.4. The IFATCA Administrative Manual does not specifically contemplate the time required for Member Associations to consider the content and formulate a view upon recommendations. It is imperative that all working papers are well received by MAs in sufficient time by the MAs. Well discussed at the lower level for their respective directors to carry it to the conference.
- 2.5. In consultation with the IFATCA Office Manager, it was determined that working papers reaching the office at least 45 days prior to Annual Conference should provide adequate time for formatting and publication 30 days prior to conference. This has been voluntarily trialed at this conference (Singapore 2024)

2.4 It should also be noted that the IAM at PART II ADMINISTRATIVE POLICY (BYE LAWS) Chapter 2 Membership, Section 2 Affiliation, para 2.1.1, 2.1.2 and 2.1.7 state that:

- 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)
- 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)

- 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)

2.5 Part II of the IAM provides guidelines to Associations seeking affiliation. However, the guidelines are scattered and some parts can be missed out.

2.6 It is more appropriate that all the information be included under Affiliation in the administrative manual.

2.7 It is also appropriate that the application process is streamlined into summarized, easy to follow steps.

3. CONCLUSION

The IAM currently provides adequate information about application for membership but needs to be organized into one section and in a more simplified way. Given the broad scope of change required, CAC has deferred this work item for further effort in 2024/2025 for presentation at Conference 2025 to restructure the Affiliation elements of the IAM into a single reference area.

4. RECOMMENDATION

That this paper be accepted for information only

5. REFERENCES

[IFATCA Constitution and Administrative Manual 2023](#)

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