

**General Provisions for Standing Committees,
Task Forces, and Working Groups**

Presented by Constitutional and Administrative Committee (CAC)

1. INTRODUCTION

The IFATCA Constitution and Administrative Manual (IAM) provides both a record of the evolution of the Federation, and rules and bye-laws for the conduct and administration of the Federation.

At Conference 2024 the IAM was amended to provide additional definition of the terms of reference and reporting requirements for Task Forces. In the review of this material, it has been determined that there is no overview of eligibility for membership of Standing Committees, Task Forces, and Working Groups.

This paper seeks to provide context for the issue and provides recommendations for amendments to the IAM to resolve it.

2. DISCUSSION

2.1. IFATCA is a federation of its Member Associations (MA) as provided in Articles I and II of the Constitution. The objects of IFATCA and its membership provisions clearly articulate that IFATCA exists (in part):

- 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;*

2.2. The IAM currently provides, within Article II of the Constitution, that Professional members (an individual member of an MA) may participate in the affairs of the Federation in accordance with the Bye-Laws. It goes on to specifically mention that Associate Professional Members

(“...individual air traffic controllers employed in areas of representation, where there is no possibility of affiliation to the Federation through a Member Association.”)

and Honorary Associate Members

(“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.”)

may participate in the affairs of the Federation, attend Conferences and meetings as observers in accordance with the Bye-Laws, provided that they do not hold elective office, nor have any right to vote.

*Note: Observers at Conference and meetings are able to attend all sessions (including closed sessions), including discussion of matters, **subject to approval of Directors.***

2.3. The above constraints are also articulated in the membership definitions within the IAM Bye-Laws.

2.4. As currently constituted, Professional, Associate Professional, and Honorary Associate Members of IFATCA are entitled to participate in the conduct and deliberations of the Federation provided that elected offices and voting rights are constrained to the Professional Members (individual members of IFATCA MAs).

2.5. Nomination to **elected positions** within IFATCA is therefore limited to Professional Members of the Federation.

Note: Professional Members may be nominated for any elected position by an MA other than their own, but such nomination is still subject to approval by their own MA.

2.6. **Appointed positions** within IFATCA are not subject to the above constraints, and it therefore follows that Professional, Associate Professional, and Honorary Associate Members may be appointed to non-elected roles.

2.7. Further participation constraints for Associate Professional and Honorary Associate Members is not within scope of this paper due to potential Constitutional change requirements and member notifications. If constraints are required, the Constitutional and Administrative Committee will require direction from Directors.

2.8. PART II of the IAM ADMINISTRATIVE POLICY (BYE LAWS) specifies at Chapter 8, Section 2 “STANDING COMMITTEES” provisions for Standing Committees in Paras 2.1.1 – 2.1.6.

2.9. Paras 2.1.7 and 2.1.8 contain currently approved provisions for Task Forces without heading, and interrupt the flow of the Standing Committee provisions. Nor is there an overarching statement for the section providing definition of the Standing Committees, Task Forces, and where applicable working groups.

3. CONCLUSION

- 3.1. The IAM provides clear constraints with respect to membership categories for elected, and appointed roles within the Federation.
- 3.2. The IAM provides clear constraint of voting rights with respect to membership categories.
- 3.3. PART II of the IAM ADMINISTRATIVE POLICY (BYE LAWS) specifies at Chapter 8, Section 2 “STANDING COMMITTEES” provisions for Standing Committees in paras 2.1.1 – 2.1.6, and sub-sections 2.3 and 2.4 before detailing specific provisions for current Standing Committees in follow sub-sections 2.6 and 2.6.
- 3.4. Paras 2.1.7 and 2.1.8 contain currently approved provisions for Task Forces without heading, and interrupt the flow of the Standing Committee provisions.
- 3.5. There is no overarching statement for the section providing definition of the Standing Committees, Task Forces, and where applicable Working Groups.

Note: Working Groups do not have any specific terms of reference but are referred to throughout the IAM as a small subdivision of other entities tasked to focus upon a specific issue and report back to the parent body. As such, it is considered that working groups are still under the terms of reference and membership provisions of the parent body.

4. RECOMMENDATIONS

- 4.1. That the IFATCA Administrative Manual Version 69 membership provisions, and limitations to participation by membership category do not require amendment.
- 4.2. That the IFATCA Administrative Manual Version 69 – August 2024 be amended as indicated below:
 - New Sub-section **2 STANDING COMMITTEES, TASK FORCES, AND WORKING GROUPS** be inserted at PART II of the IAM ADMINISTRATIVE POLICY (BYE LAWS) Chapter 8 (pp 124), before existing Section 2 “STANDING COMMITTEES”
 - **New 2.1.1**
 - 2.1.1 Investigation of issues having bearing upon the profession of Air Traffic Control, or the internal management of the Federation, are generally referred to working groups for detailed examination, collation and publication of information, and recommendation for policy, if required.**

- New 2.1.2
 - 2.1.2 Matters for investigation may be referred by any member of the Federation in accordance with these Bye-Laws
- Renumber pre-existing 2.1.1 to 2.1.3 with amended text as shown below to:
 - 2.1.3 **Standing Committees** are permanent working groups of elected members 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.
- New 2.1.4
 - 2.1.4 **Task Forces** are working groups appointed by the Executive Board for tasks of a temporary, short term, or unofficial nature in accordance with the provisions of these Bye-Laws to conduct work on the matter.
- New 2.1.5
 - 2.1.5 **Working Groups** may be appointed to informally support specific sub-tasks of any elected or appointed body of the Federation. Where such a sub-task requires elevation to a formal body, the matter shall be referred to the relevant Committee Chair, or Executive Vice President for further action.
- New 2.1.6
 - 2.1.6 All Standing Committee nominees, and Task Force and Working Group appointees must have received the approval of their Member Association.
- Insert new 2.2 Standing Committees after new 2.1.6.
- Renumber existing 2.1.2 – 2.1.6 to 2.2.1 – 2.2.5.
- Remove existing 2.1.6 – 2.1.7.
- Renumber existing 2.2 - 2.6 to 2.3. – 2.7 and all contained paragraphs respectively.
- Add new 2.8 Task Forces.
- Insert new 2.8.1 and 2.8.2 using existing text from 2.1.6 and 2.1.7
 - 2.8.1 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)

2.8.2 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)

5. REFERENCES

5.1. IFATCA Administrative Manual Version 69 – August 2024

-=END=-