

Agenda Item: B.8.1**INFORMATION PAPER****WP No: 104
IFATCA'24****Nomination Technical and Operations Committee Chair**

Presented by EB

1. Introduction

- 1.1 The appointment to the Technical and Operations Committee (TOC) is due at conference in Singapore 2024. There is a nomination from the National Association of Air Traffic Controllers (NATCA, USA), for Ms. Jaymi Steinberg.

2. Discussion

- 2.1 Ms. Jaymi Steinberg has been a member of TOC since 2016 and a chair of TOC since 2022.

3. Conclusions

- 3.1 The National Association of Air Traffic Controllers (NATCA, USA) nominated Ms. Jaymi Steinberg for Chair of TOC.

4. Recommendations

- 4.1 That Directors accept the nomination of NATCA, USA for Ms. Steinberg to be elected as Chair of TOC.

- END -**IFATCA Admin Manual 2023, page 134****1.1. Composition and Terms of Reference for Standing Committees****2.5.1. *TOC - Technical and Operations Committee*****2.5.1.1. Composition**

In addition to the Chair, TOC shall comprise minimum six to maximum ten Member Associations elected in Committee B and not more than eight representatives appointed jointly by the Executive Vice-President Technical and Chair TOC. The Technical and Professional Secretary shall be included in the list of appointed representatives. The appointed members shall be named in Committee B by the Chair TOC before the election of the Member Associations, followed by the number of positions that are available to Member Associations. The maximum number of participants funded from the TOC budget (excluding the Chair) shall be ten. Priority shall be given to Member Association's attendance at meetings. The Chair shall subsequently select appointed members to attend based upon the issues to be considered at the meeting. (Marrakech 00.A.31; Sofia 15.A.8, Toronto 17.A.5)

2.5.1.2.

Terms of Reference

- a) To undertake a continuous review of present IFATCA technical and operational policy and present it in writing for the Directors of the Member Associations of IFATCA to consider annually at each IFATCA Conference;
- b) To re-write and update IFATCA policy in the form of amendments to the relevant ICAO publications;
- c) To examine study material and information submitted to the SC in order that research and cross checking of IFATCA policy can be undertaken so that the Federation's policy-making decisions and undertakings may be clearly explained, as may be required;
- d) To maintain effective liaison with international pilot associations and other international organisations and aviation groups, preparing reports upon same for conference consideration of the problems affecting such organisations relevant to the air traffic system throughout the world;
- e) To prepare reports and undertake other responsibilities which may be requested of them from time to time by the Directors of the Federation and/or the Executive Board.

Note: For individual Member Associations who wish a particular subject to be included in the Work Study programme of TOC, the procedure is to notify details of the subject and the objectives of the Work Study:

- a. *For Action by Conference*
 - I. *Pre-conference by the submission of a short working paper addressed to the Work Study Agenda Item series.*
 - II. *At conference in Committee B propose inclusion in the draft TOC work Programme for the following year.*
- b. *For Action Outside Conference To Chair TOC. (Toronto 17.A.5)*

2.2.1.

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)