Agenda Item: C.5.1   **WORKING PAPER**   WP No: 153
                                                       IFATCA'24

Report on the Information Handbook (IHB) – 2024

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SUMMARY

Article I, paragraph 3, Objects, of the IFATCA Constitution specifies that the Federation shall "collect and distribute information on professional problems and developments". To this end, the IFATCA Information Handbook (IHB) was created and contains the most up-to-date information provided to the Federation on all aspects relating to environmental and human factors in ATC.

The IFATCA Technical and Professional Manual (TPM) contains policy on the collection and dissemination of information required by the IHB (Section INFO *refers*). This working paper will present an overview of the current status of the IHB for the year 2023-24, and an overview of the changes since the last in-person Conference in 2023.

1. INTRODUCTION

1.1.   Since the last in-person Conference in 2023, thirty-three (33) associations sent an updated version of their information to be included in the IHB. Of these 33 updates, twenty-six (26) occurred in 2023 after the Conference, and seven (7) occurred since the new IHB questionnaire was launched, at the beginning of 2024. This represents an excellent step towards up-to-date information, but there are still a small number of MAs for which the Federation doesn't have any information or has not received an update in more than twenty (20) years. With the recent launch of a new and improved questionnaire, the Conference is undoubtedly a good opportunity for MAs to update their details.

2. DISCUSSION

2.1.   Even today, with the profusion of information available online, there is no equivalent to the IHB produced by IFATCA. Indeed, no document offers the same level of granularity when it comes to air traffic controllers' work conditions and environment, all condensed in one document.

2.2.   The IHB is an invaluable tool for IFATCA members, and the Federation urges its Member Associations to provide updates on a regular basis to guarantee the information remains as current as possible.

2.3.   The table below presents the date of the last update to the IHB received by the Federation as of February 29th, 2024. It can be argued that information that is

ten years old or less (2014-2024) can be considered somewhat "current", information between 10 and 20 years old (2004-2014) can be considered "old" and information dating more than 20 years (<2003) shall be considered "obsolete".

Total (124)	Status	Member Associations
AFM (41)	Current (27)	Algeria, Botswana, Burundi, Cameroon, Central African Republic, Congo DRC, Côte D'Ivoire, Djibouti, Egypt, Eswatini, Ethiopia, Kenya, Libya, Malawi, Mauritania, Mozambique, Nigeria, São Tomé, Seychelles, South Africa, Tanzania, Togo, Uganda, United Arab Emirates, Yemen, Zambia, Zimbabwe.
	Old (4)	Cabo Verde, Ghana, Lebanon, Madagascar.
	Obsolete (10)	Angola, Benin, Congo Brazzaville, Gabon, Gambia, Guinea Bissau, Mali, Namibia, Niger, Rwanda.
AMA (21)	Current (12)	Aruba, Bahamas, Canada, Chile, Dominican Republic, Haiti, Jamaica, Panama, Peru, Trinidad & Tobago, United States, Uruguay.
	Old (6)	Argentina, Barbados, Brazil, El Salvador, Mexico, Saint Lucia.
	Obsolete (3)	Bermuda, Bolivia, Guyana.
ASP (18)	Current (15)	Australia, Indonesia, Iran, Japan, Republic of Korea, Macau, Malaysia, Mongolia, Nepal, New Zealand, Pakistan, Philippines, Singapore, Sri Lanka, Taiwan ROC.
	Old (3)	Hong Kong, India, Kazakhstan.
	Obsolete (0)	
EUR (44)	Current (27)	Austria, Belarus, Belgium, Croatia, Cyprus, Czechia, Denmark, EGATS, Estonia, Finland, Germany, Iceland, Ireland, Israel, Italy, Kosovo, Lithuania, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovak Republic, Slovenia, Sweden, Switzerland.
	Old (15)	Albania, Bosnia & Herzegovina, Bulgaria, Georgia, Greece, Hungary, Latvia, Montenegro, North Macedonia, Russian Federation, Serbia, Spain, Türkiye, Ukraine, United Kingdom.
	Obsolete (2)	Jordan, Luxembourg.

2.4.   In order for IFATCA to maintain the most up-to-date database possible, Member Associations are urged to submit the most up-to-date version of their information, as required by the IHB, as soon as possible. The electronic form can be accessed following this link; The forms can also be found on the IFATCA website, under the "Online IHB" and the "Documents and Manuals" sections of IFATCA-NET.

2.5.   Below is a table depicting the latest statistics regarding the IHB. In each cell, the first line represents the number of MAs, the second line represents the

percentage in the region, and finally the last line is the variation (%) when compared to 2023.

Regions	0-10 yrs.	10-20 yrs.	20+ yrs.	TOTAL
AFM	27 (66%) +26	4 (10%) -8	10 (24%) -18	41 (33%)
AMA	12 (57%) +40	6 (29%) -21	3 (14%) -19	21 (17%)
ASP	15 (83%) +11	3 (17%) 0	0 (0%) -200	18 (15%)
EUR	27 (61%) 0	15 (34%) -4	2 (5%) +3	44 (35%)
TOTAL	60-81 (65%) +18	39-28 (23%) -8	28-15 (12%) -10	124 (100%)

2.6. The IHB still lacks information on active MAs that should be in the document already (13). There has been good progress in this respect: last year, 18 MAs were missing, compared to only 13 this year. The following table indicates which MAs are missing. To note that nothing requires deletion this year:

Regions	To be added	To be deleted
AFM	Burkina Faso, Comoros, ROBATCA, Morocco, Senegal, Sierra Leone, Sudan, Tunisia (8).	
AMA	Costa Rica, Curaçao, Grenada, Honduras (CENAMER) (4).	
ASP	Maldives (1).	

2.7. With the new and improved questionnaire (2024), the IHB will offer completely new data and present novel, unparalleled information. The ability to derive metrics from the different (old and new) KPIs measured by the IHB will be something unprecedented for IFATCA. Previously, the IHB offered a very exhaustive database, but presenting only raw data to the reader. Furthermore, the IHB was only available in PDF format. Starting this year, the IHB will be available in its traditional PDF format, but also online. In the near future, once enough data with the new questionnaire is received, there will be endless possibilities to analyse the data and unveil trends at the regional and the global level.

2.8.   For example, it will be easy to determine what is the average number of working hours per week globally, or for a specific region. Or what is the percentage of MAs allowed to sleep during night shift breaks. Or how the overtime is compensated (financially, time off, both or none). Or the percentage of MAs able to obtain unpaid leave. Or the average retirement age for men and women. The possibilities are quite frankly endless. These are just a few examples of what can be done; the next steps will consist of finding the best ways to exploit this precious mine of data.

2.9.   **Please refer to [Appendix A](#) to this paper for a sample of trends derived from the new questionnaire. Kindly note that so far, only seven (7) MAs have responded to the new questionnaire, which means the amount of data is still small for the moment, and not yet representative of the majority of IFATCA's MAs conditions.**

3.   CONCLUSION

3.1.   Compared to last year, the number of MAs having recent (less than ten years old) information has increased by a stunning 18%. Conversely, information ten and twenty or more years old decreased by an equivalent 18%. It means a significant effort has been done over the last year, mainly by regional EVPs to engage their member associations in updating their information. I shall thank them wholeheartedly for their kind assistance in this matter.

3.2.   Furthermore, the new and improved IHB questionnaire will offer stunning, unparalleled possibilities in terms of trend analysis, at the regional and global levels, for a large number of KPIs. This will undoubtedly offer new ways of exploiting this rich and so far under-exploited mine of information, to the benefit of IFATCA's member associations.

4.   RECOMMENDATIONS

4.1.   It is recommended that this working paper is accepted as information.
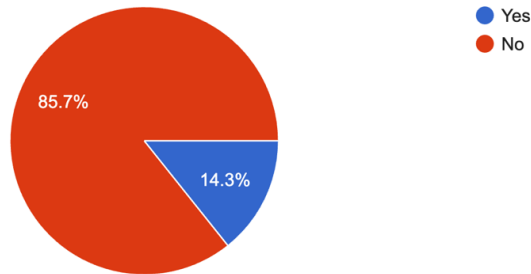
5.   REFERENCES

5.1.   International Federation of Air Traffic Controllers' Associations. (2023). *Information Handbook (IHB)* (Version 6.3) Montréal, Canada: IFATCA.

-=END=-

1.4.1 - Is your association also a trade union?
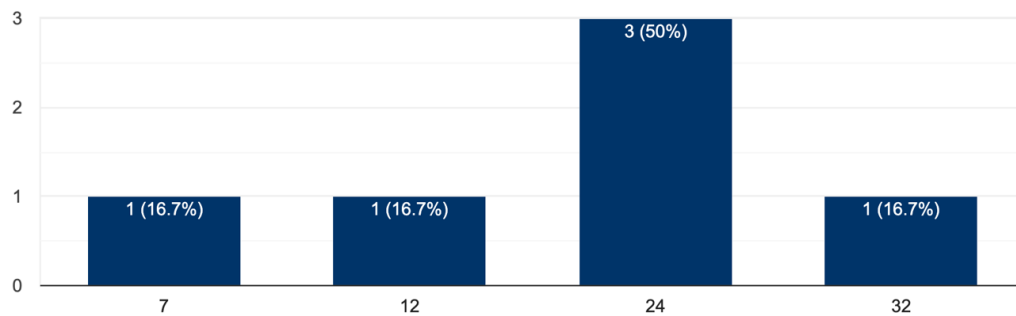7 responses

● Yes
● No

85.7%

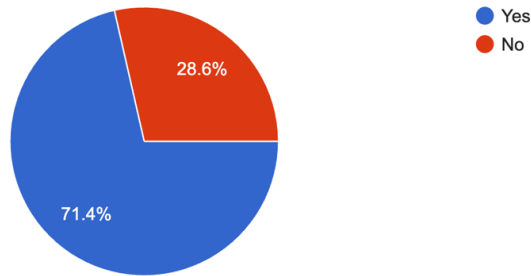14.3%

2.1.2 - Number of working hours per week:
7 responses
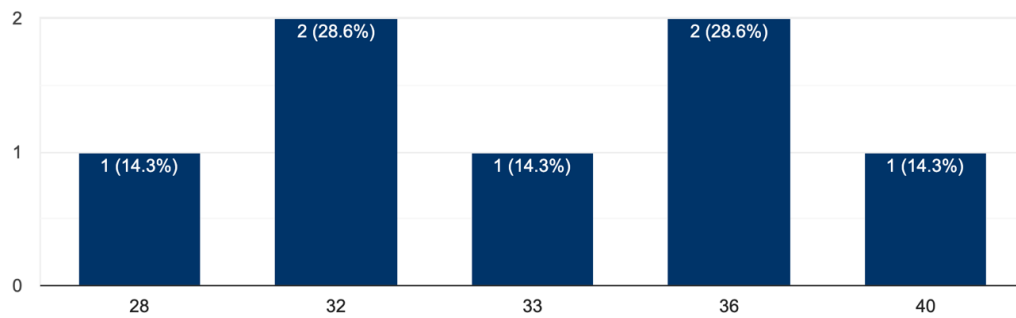
2.1.3 - Minimum time off (hours) between shifts (if any):
6 responses

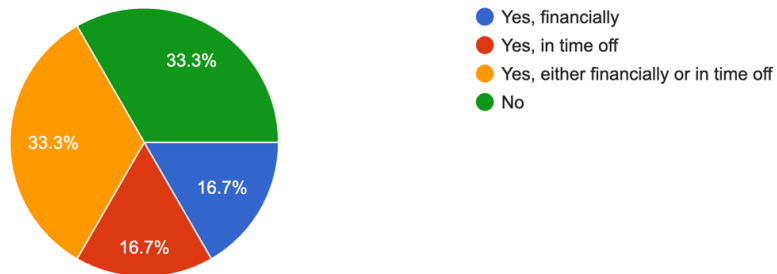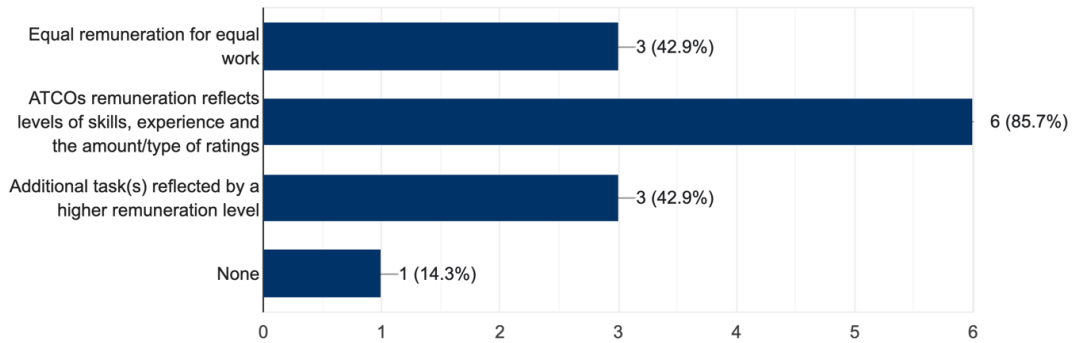## 2.1.10 - Are ATCOs allowed to sleep during breaks?
7 responses

- ● Yes
- ● No

71.4%
28.6%

2.2.3 - Is overtime compensated?
6 responses

- ● Yes, financially
- ● Yes, in time off
- ● Yes, either financially or in time off
- ● No

33.3%
33.3%
16.7%
16.7%

2.4.1 - Remuneration principles implemented (select all that apply):
7 responses

Equal remuneration for equal work	3 (42.9%)
ATCOs remuneration reflects levels of skills, experience and the amount/type of ratings	6 (85.7%)
Additional task(s) reflected by a higher remuneration level	3 (42.9%)
None	1 (14.3%)

2.4.3 - Allowances paid (select all that apply):

7 responses

Category	Value
Night shifts	4 (57.1%)
Weekends	2 (28.6%)
Public holidays	3 (42.9%)
Children	2 (28.6%)
Vacation	3 (42.9%)
Housing	2 (28.6%)
None	1 (14.3%)
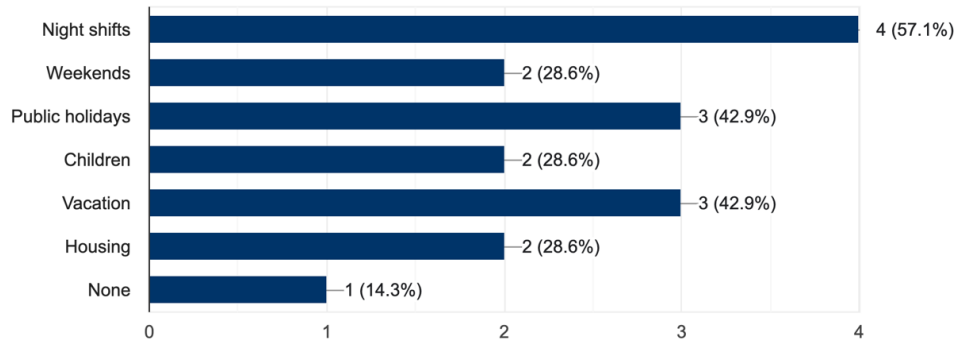
2.5.1 - Parties involved in assessing the working environment (select all that apply):

7 responses

Category	Value
Employer	5 (71.4%)
ATCOs association(s)	4 (57.1%)
Trade union(s)	1 (14.3%)
None	0 (0%)
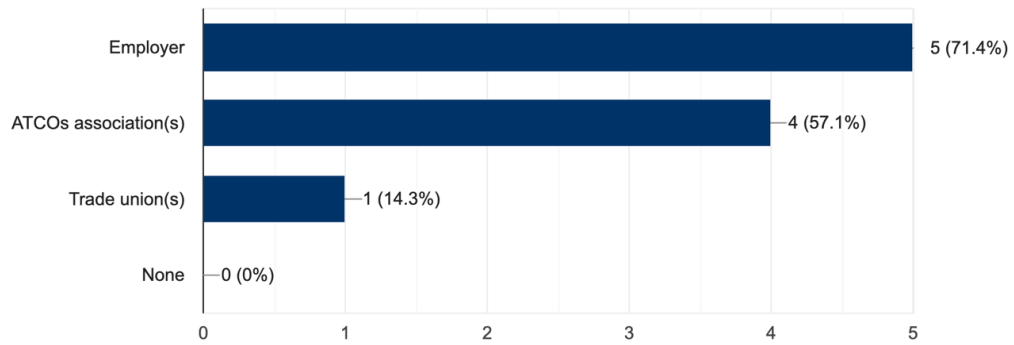
2.6.1 - Licences issued in accordance with ICAO:

7 responses

- Yes — 71.4%
- No — 28.6%
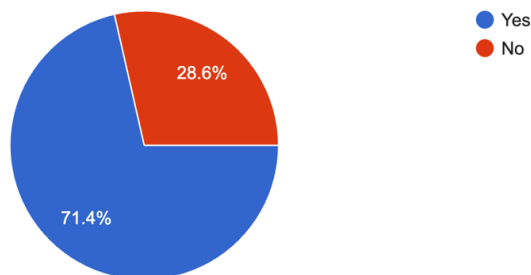
2.6.2 - Loss of license insurance:

7 responses

- ● Yes, paid by the association
- ● Yes, paid by the employer
- ● Yes, paid by the association and the employer
- ● Yes, paid by the individual ATCO
- ● None

57.1%
14.3%
28.6%
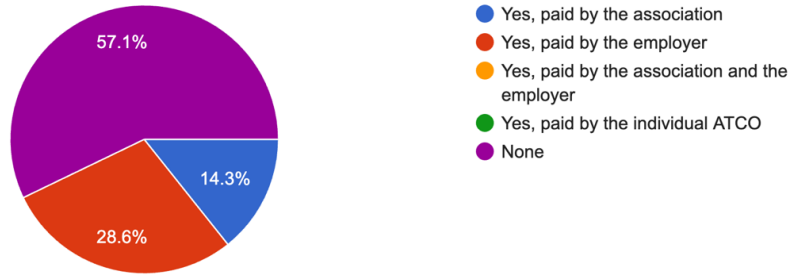
2.6.5 - Parental leave:

7 responses

- ● Yes
- ● No

28.6%
71.4%
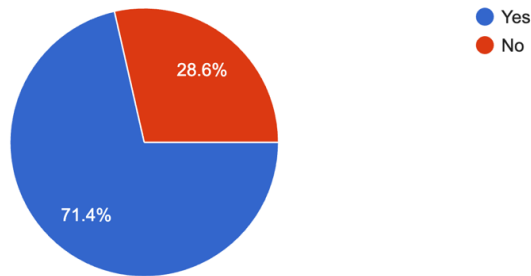
2.7.2 - Retirement age for men:

7 responses

3 (42.9%) for 60, 4 (57.1%) for 65
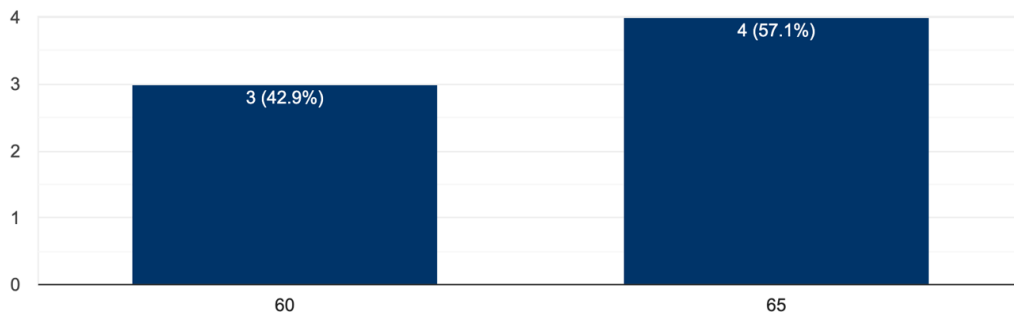
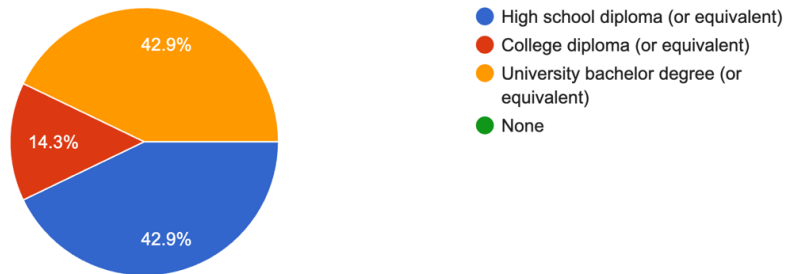## 2.7.3 - Retirement age for women:

7 responses
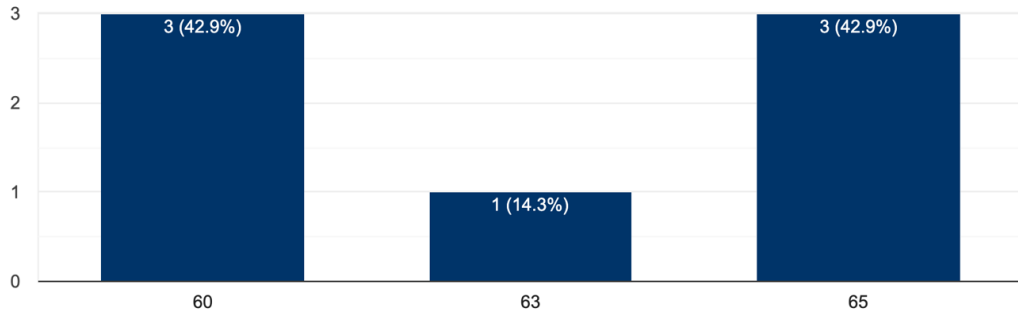
2.7.6 - Is there an early retirement programme?

7 responses

- Yes
- No
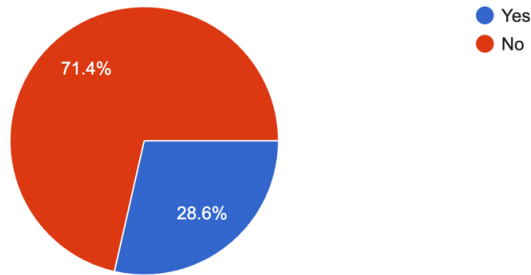
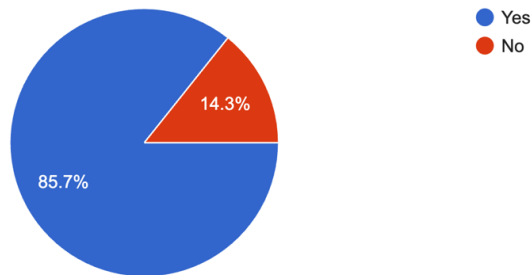## 3.1.2 - What is the entry standard required to be an ATCO?

7 responses

- High school diploma (or equivalent)
- College diploma (or equivalent)
- University bachelor degree (or equivalent)
- None

3.1.3 - The selection process comprises (select all that apply):

7 responses

Category	Value
Aptitude test(s)	7 (100%)
Psychological test(s)	5 (71.4%)
English language proficiency test(s)	5 (71.4%)
None	0 (0%)
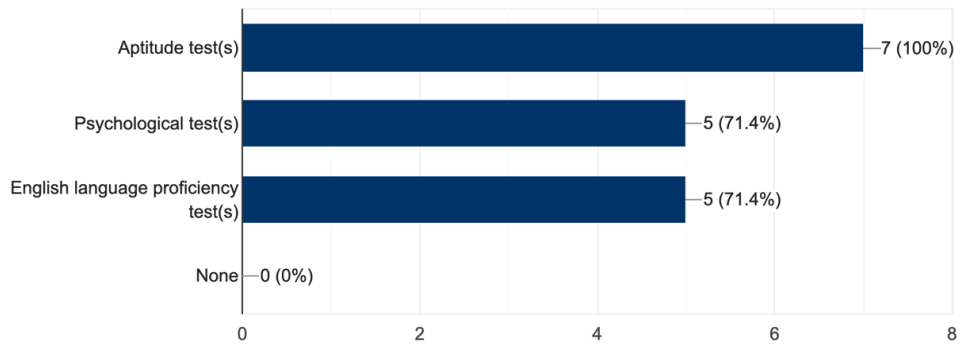
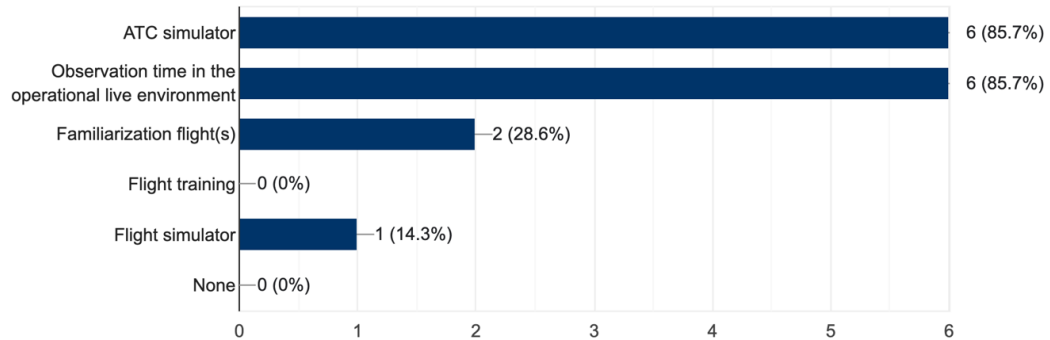### 3.2.2.1 - Has the competency-based training and assessment methodology (ICAO Doc 10056) been implemented ?
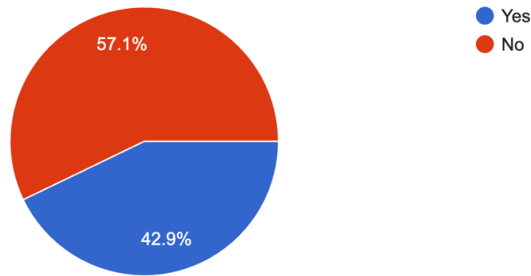
7 responses

Yes — 85.7%
No — 14.3%

3.2.3 - The training curriculum includes (select all that apply):

7 responses

Category	Value
ATC simulator	6 (85.7%)
Observation time in the operational live environment	6 (85.7%)
Familiarization flight(s)	2 (28.6%)
Flight training	0 (0%)
Flight simulator	1 (14.3%)
None	0 (0%)

3.2.4 - Is training in your State available for foreign students?

7 responses

- Yes — 42.9%
- No — 57.1%

3.3.3 - Is there a programme in place to achieve and maintain English language proficiency?

7 responses

- Yes — 57.1%
- No — 42.9%
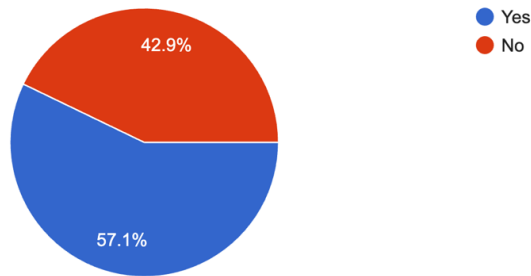
3.4.1 - Which of the following criteria are used for OJTIs selection (select all that apply)?

7 responses

Criteria	Count
Experience	6 (85.7%)
Motivation	3 (42.9%)
Aptitude test(s)	2 (28.6%)
Psychological evaluation	1 (14.3%)
None	1 (14.3%)
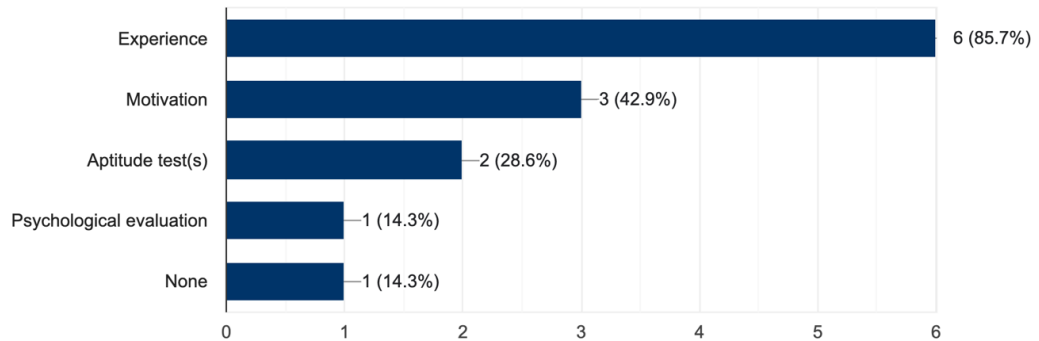
3.6.1 - Refresher courses for ATCOs are provided at regular intervals:
7 responses

- Yes
- No

71.4%
28.6%
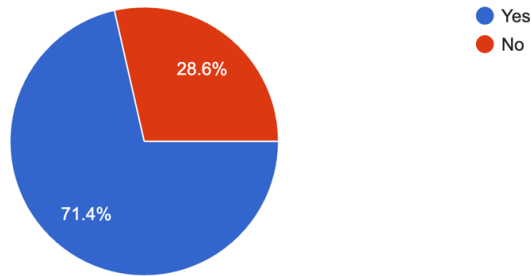
3.8.1 - A Safety Management System (SMS) has been implemented by the ANSP:
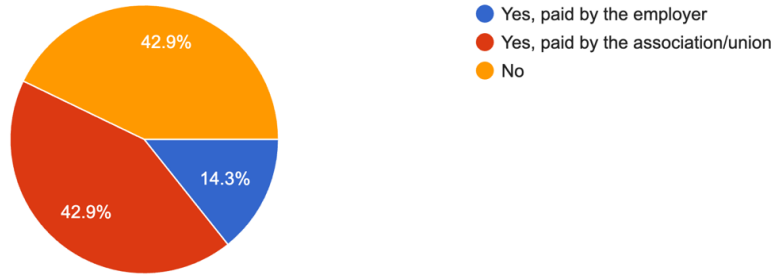7 responses

- Yes
- No

71.4%
28.6%
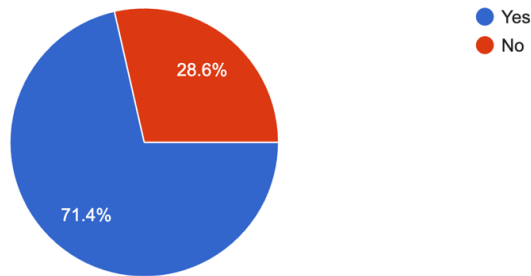
3.8.3 - The following Just Culture (JC) principles have been implemented by the ANSP (select all that apply):
7 responses

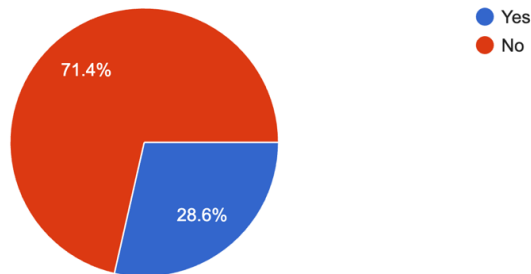| Principle	Value
Cooperation	4 (57.1%)
Dissemination	3 (42.9%)
Confidentiality	3 (42.9%)
Protection of identity	3 (42.9%)
Trust and mutual respect	4 (57.1%)
None	2 (28.6%)
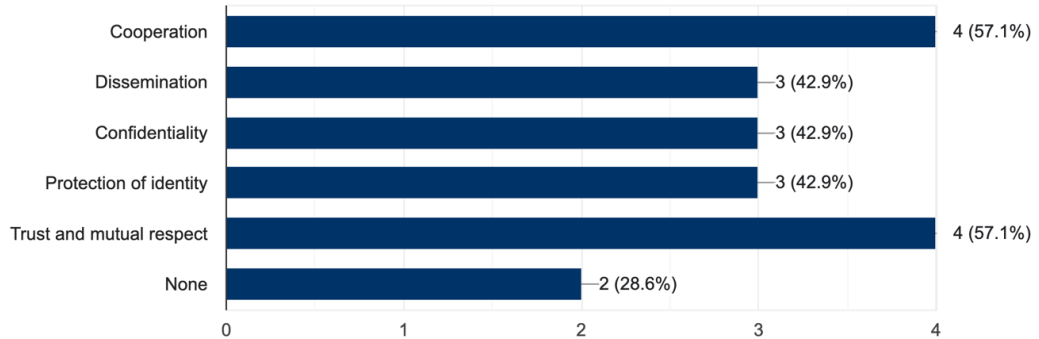
4.1.1 - Is legal defence provided?

7 responses

Legend:
- Yes, paid by the employer
- Yes, paid by the association/union
- No

Values: 42.9% (No), 42.9% (Yes, paid by the association/union), 14.3% (Yes, paid by the employer)

4.2.1 - Is the association involved in safety investigations?

7 responses

Legend:
- Yes
- No

Values: 71.4% (No), 28.6% (Yes)

5.2 - Are ATCOs involved in developing or amending equipment and/or ATC systems?

7 responses

Legend:
- Yes
- No

Values: 71.4% (Yes), 28.6% (No)