

Agenda Item: A.6.1**INFORMATION PAPER****WP No: 23
IFATCA'24****REPORT OF CAC CHAIR**

Presented by Constitution and Administrative Committee (CAC)

Summary**Annual Report – Constitution and Administrative Committee****1. Introduction**

The report of the Chair of the Constitution and Administrative Committee (CAC) is below.

2. Discussion

Work by the representatives of CAC has been conducted by email, online meetings, and in person at a joint Finance (FIC)/CAC meeting held in Fort Lauderdale on November 27 and 28, 2023. CAC thanks the United States of America Member Association, NATCA, for their generous support of the meeting.

The Executive Board (EB), and other relevant standing committees have been included in email distribution and, from time to time, have been requested to provide input into preparation of the working papers (WP).

CAC Members:

The following Member Associations were elected as members of CAC as per item A.8.1 of the 2023 Annual Conference Report as detailed below:

- Ghana
- Uganda
- Canada

In addition, the following Member Associations nominated as corresponding members of CAC and have provided valuable input in our deliberations:

- Kenya
- Trinidad and Tobago

Australia continued as Chair

All members of the team, including Corresponding Members, have contributed to construction and review of all papers presented. I would like to thank my peers for their considerable efforts and support in 2023/2024.

*Note: All Committee positions are due for nomination
CAC Chair is subject to election at this Conference*

CAC Work Programme 2023/2024

The following table lists agenda items addressed by Working (WP) or Information Papers (IP) for Conference 2024 to meet the work programme:

Agenda Item	Paper Type	Item
A.6.1	IP	CAC Chair Report
A.6.2		CAC Work Program
A.6.2.1	IP	Report on Regional EVP Election - Americas
A.6.2.2	IP	Report on Regional EVP Election - Europe
A.6.2.3	WP	Review Regional Meeting protocols with Respect to Regional EVP Elections
A.6.2.4	IP	Review Duration of Conference
A.6.2.5	WP	Review Responsibility for Preparation of Conference Report
A.6.2.6	IP	Review Working Paper Content with Respect to Executive Board Recommendations
A.6.2.7	WP	Review Task Force Timelines, Establishment, and Disestablishment
A.6.2.8	IP	Review Member Association Application Process <i>Report on analysis. Further effort required 2024/25</i>
A.6.2.9	WP	Review of Submission Dates for Working Papers

Note: A CAC work item from our 2023 Annual Meeting in Jamaica regarding ad hoc proxy management was returned to Committee for further consideration. Following discussion within CAC, this item has been dropped from further consideration due to providing insufficient value to membership, when compared with process to manage short term proxy allocation.

All agenda items have been addressed by properly brought Working Papers before Directors at Conference for their consideration.

3. Conclusions

Our expectation is that 2024/2025 will afford us an opportunity to work collaboratively within CAC, with the other Standing Committees, and the Executive Board.

The Constitution and Administrative Committee has discharged its responsibility to provide reports to Conference in accordance with the assigned work programme and its capabilities.

The Constitution and Administrative Committee has ensured that the Executive Board has been included in email discussions and has been given opportunity to participate in the work items.

4. Recommendation

It is recommended that this report be accepted for information.

5. References

Annual Conference Report 2023

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