

Establishment and Disestablishment of Task Forces

Constitution and Administrative Committee - CAC

SUMMARY

Provisions for establishment or cessation of Task Forces.
Process to move from a Task Force to establish a
Standing Committee for long term requirements.

1. INTRODUCTION

- 1.1. At Annual Conference 2023 in Jamaica, Directors requested that the Constitution and Administrative Committee clarify the timeframes and processes applicable to establishment and disestablishment of Task Forces.
- 1.2. The IFATCA Administrative Manual (IAM) 2.1.7 has framework for Task Forces, this working paper adds further provisions to govern the existing frameworks.

2. DISCUSSION

- 2.1. The IFATCA Administrative Manual states:

“For tasks of a temporary or unofficial nature, the Executive Board may establish a Task Force to conduct work on the matter.”

- 2.2. And goes on to require Terms of Reference such that:

“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;*
- e) Membership arrangements;*
- f) Working methods, inputs and outputs; and*
- g) Resources, and allocated budget, if any. (Conchal 19.A.11)”*

- 2.3. The inclusion of provisions to establish one or more Task Forces inherently recognises the need of the Federation to respond, on behalf of Member Associations to emerging issues of a *“temporary or unofficial nature”*. Task

Forces provide the Executive Board with a flexible response where a Standing Committee is not required, or the long term need is not yet established.

- 2.4. Standing Committees are established by Directors for permanent considerations of the Federation, at Annual Conference or Special Conference. In “exceptional circumstances” Standing Committees may be established by the Executive Board:

“2.1.1. Standing Committees are permanent working groups 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.

2.1.2. Standing Committees are formed by the Directors at Annual or Special Conferences upon the suggestion of one or more Member Associations. They may also be constituted in exceptional cases, if it is deemed necessary, by the President and Chief Executive Officer or the Executive Board. ...”

- 2.5. In investigating this work item, CAC has concluded that:

- The IAM provides adequate process for establishment and disestablishment of Task Forces; and
- The IAM provides adequate process for establishment and disestablishment of Standing Committees; but
- There may be ambiguity in the Terms of Reference with respect to 2.1.7 d) *Timeline* such that Directors may not understand the ongoing need specific Task Forces, and therefore whether establishment of a Standing Committee may be more appropriate.

- 2.6. As such, a periodic review of the proposed duration of operation of each Task Force should be reported to Directors to ensure that:

- Consideration of expected duration of operations of Task Forces is made with respect to ongoing needs; and
- Directors are able to assess possible need to upgrade Task Forces to Standing Committees for long term planned effort.

3. CONCLUSION

- 3.1. 2.1.7 (d “Timeline” should be replaced with – “Timeline of no more than 12 months without review by the Executive Board”.
- 3.2. Reporting for each Task Force should include sufficient and timely information such that Directors are able to consider the need for:
- Extension of timeline; or

- Elevation of the Task Force to Standing Committee; or
- Disestablishment of the Task Force

3.3. It should be noted that responsibility for establishment or disestablishment of Task Forces remains with the Executive Board.

4. RECOMMENDATIONS

4.1. That the IFATCA Administrative Manual PART II ADMINISTRATIVE POLICY (BYE LAWS) 8. Management, Section 2 Standing Committees (pp131) be amended as follows:

Paragraph 2.1.7 insert amended item d) as indicated in red

2.1.7 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:

- Chairperson;
- Task, scope, and expectations;
- Responsible EB member, and reporting requirements;
- Timeline of no more than 12 months without review by the Executive Board;
- Membership arrangements;
- Working methods, inputs and outputs; and
- Resources, and allocated budget, if any. (Conchal 19.A.11)

4.2. Insert new paragraph 2.1.8 as indicated in red

2.1.8 The responsible Executive Board member for each Task Force shall report to Annual Conference with recommendation(s) for:

- Extension of timeline; or
- Elevation to Standing Committee; or
- Notification of disestablishment of the Task Force.

5. REFERENCES

5.1. [IFATCA Constitution and Administrative Manual Ver 66.1 September 2023](#)

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