

REVIEW WP SUBMISSION DATE

Presented by Constitution and Administrative Committee (CAC)

REVIEW OF SUBMISSION DATES FOR WORKING PAPERS
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1. INTRODUCTION

The 2023 Annual Conference recommended that CAC review required submission dates for working papers, except those requiring Constitutional change, to ensure adequate time for Member Associations and their Directors to review and consider all papers prior to attending Conference. The agenda item was notified as a work item for CAC 2023/24.

*Note: Constitutional change working papers require submission 90 days prior to commencement of Annual Conference and this requirement is **not** proposed for amendment*

2. DISCUSSION

- 2.1. Working Papers may be either a report or a paper containing research and information for the purpose of assisting Directors to address matters of interest to the Federation
- 2.2. All Working Papers shall be delivered to the IFATCA Office not less than 30 days before the Conference, to allow for proper distribution. (Accra 18.A.9)
- 2.3. A high number of papers were presented to Directors in Jamaica, due to a backlog during COVID-19 constraints to running conferences
- 2.4. The IFATCA Administrative Manual does not specifically contemplate the time required for Member Associations to consider the content and formulate a view upon recommendations. It is imperative that all working papers are well received by MAs in sufficient time by the MAs. Well discussed at the lower level for their respective directors to carry it to the conference.
- 2.5. In consultation with the IFATCA Office Manager, it was determined that working papers reaching the office at least 45 days prior to Annual Conference should provide adequate time for formatting and publication 30 days prior to conference. This has been voluntarily trialed at this conference (Singapore 2024)

- 2.6. In researching this item it was noted that the IAM provides for distribution of WP by:

3.2. Distribution of Working Papers

3.2.1. Working Papers will be made available on the Members-Only section of the IFATCA web site. Any Member Association that requires a printed or CD copy of the Working Papers shall submit a request to the Office. (Bali 13.A.17; Gran Canaria 14.A.15)

Given the distribution timelines and general access electronically, it appears this provision is no longer relevant.

3. CONCLUSIONS

- 3.1. The deadline for submission of all working papers, excepting those requiring Constitutional change(s), should be 45 days prior to Annual Conference.
- 3.2. That distribution of WP by printed or CD copies should be discontinued as impractical and no longer relevant.

4. RECOMMENDATION

- 4.1. It is recommended that It is recommended that the IFATCA Administrative Manual Part 2, Administrative Policy [Bye-Laws] Section 4 Conferences, Chapter 3 Agenda:

- 4.1.1. Para 3.1.5 (pp94) be amended to:

All Working Papers shall be delivered to the IFATCA Office not less than ~~30~~ 45 days before the Conference, to allow for proper and timely distribution.

- 4.2. 3.2 Distribution of Working Papers, Para 3.2.1 (pp95) be amended by removing the ~~struck text~~ marked below:

~~Working Papers will be made available on the Members-Only section of the IFATCA web site. Any Member Association that requires a printed or CD copy of the Working Papers shall submit a request to the Office. (Bali 13.A.17; Gran Canaria 14.A.15)~~

5. REFERENCES

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

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