

INTEGRATING REGIONAL COMMITTEES INTO THE IAM

Presented by IFATCA 2030+ Task Force

SUMMARY

This paper suggests the required amendments to the existing wording in the IAM that are necessary to implement the concept of Regional Committees.

1. INTRODUCTION

- 1.1. The concept of Regional Committees has been introduced in previous working papers. This project was developed from the desire to address more regional specific matters throughout the Federation and as a direct result of feedback from Member Associations by the IFATCA 2030+ task force.
- 1.2. The introduction of these new Committees requires adaptation of the IFATCA IAM to correctly reflect their status within our Constitution and Bye-laws. These modifications will amend Article VIII and Part 2, Chapter 8: Standing Committees.

2. DISCUSSION

- 2.1. IFATCA defines the purpose of Standing Committees (Article VIII - Management, Para 2, Standing Committees, IAM) as to:

In order to investigate, study and initiate action on matters of particular interest to the Federation, the Directors or the President and Chief Executive Officer may establish separate Standing Committees, which, as necessary and as required, shall submit reports and recommendations to the Conference.

The inclusion of Regional Committees will have to be integrated in this sentence in order to acknowledge their creation.

- 2.2. The IAM allows for the creation of additional standing committees¹. A Regional Committee may be considered as similar to a Standing Committee. Regional Committees, unlike Standing Committees, should have the ability to be activated or deactivated. The President and Chief Executive Officer, the Executive Board and Directors may do this in response to the needs of the particular region.

“STANDING COMMITTEES 2.1.

General 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.”

- 2.3. The IAM currently allows the formation of Standing Committees at Annual or Special Conferences by Directors². They can also be formed exceptionally by the President and CEO or the EB outside of conference. Regional committees, due to their local nature, should be formed at a regional level and therefore, logically, at the relevant Regional Meetings.

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. The Standing Committees currently formed are listed in para 2.4, and their terms of reference in para 2.5 of this Section.

- 2.4. The IAM permits the composition of Standing Committees to be determined at Annual Conference³. If the concept of Regional Committees is to be adopted, the ability to determine the membership of these committees should be made at the appropriate Regional Meeting.

2.1.3. The composition of Standing Committees is generally determined by the election of Member Associations to these Committees by Conference, supplemented where specified by the appointment of specialist representatives of the Federation. Membership of the Standing Committees is for a period of one year. The maximum number of members of the current permanent Standing Committees is specified in para 2.5 of this section. (Marrakech 00.A.31) Notwithstanding these maxima, the Executive Board in consultation with the relevant Standing Committee Chair may appoint an extra person(s) with specialist expertise to a Standing Committee. Where necessary, additional funding for the extra person(s) will be provided. The number of Member Associations on a Standing Committee formed by the President and Chief Executive Officer or the Executive Board in accordance with para 2.1.2 above, together with the level of funding and its terms of reference, will be part of the decision to form that particular Standing Committee. (Toronto 17.A.5)

- 2.5. Paragraph 2.1.4 of the IAM discusses the election process of the Standing Committee Chairs⁴. This will require amendment to include the concept of the Regional Committees.

2.1.4. The Chair of each Standing Committee shall be elected by Conference. The nomination and election procedures for the Officers of the Federation shall apply for the position of Standing Committee Chair with any necessary modifications, and the

¹ IFATCA IAM, 2023, page 130, chapter 8 Management

² IFATCA IAM, 2023, page 130, chapter 8 Management

³ IFATCA IAM, 2023, page 130, chapter 8 Management

⁴ IFATCA IAM, 2023, page 130, chapter 8 Management

election of each Chair shall be conducted in the relevant Conference Committee and ratified by Conference with the acceptance of that Committee's report to the closing Plenary. Election to the Chair shall be for a period of two years until the end of the relevant Conference and should be asynchronous to that of the Executive Board Officer to whom each Chair is directly responsible. The election of the Chair shall occur before the election of the Member Associations to the associated Standing Committee. (Marrakech 00.A.31, Toronto 17.A.5)

- 2.6. Paragraph 2.1.5 of the IAM does not require amendment as it refers to the flexible nature of a Standing Committee to adapt its capacity to manage different work program sizes⁵. The current policy remains appropriate.

2.1.5. A Member Association elected to a Standing Committee may, with the agreement of the Committee Chair and taking into account the size of the work programme, utilise more than one individual member to meet their commitments to that Standing Committee. Funding from the Federation for Standing Committee work is limited to one member per elected Member Association per Standing Committee, plus the appointed members where appropriate. (Marrakech 00.A.31, Toronto 17.A.5)

- 2.7. Paragraph 2.1.6 of the IAM is concerned with the financing of the various existing Standing Committees and the various restrictions that are imposed on them⁶. As Regional Committees will conduct the majority of their business regionally, their attendance at Annual Conferences is not expected. Regional Meetings at Annual Conference are informal meetings and this too would not justify travel and attendance funding. Attendance at Regional Meetings shall also be considered in the same way as for Global Standing Committees, i.e., not funded. The 2030+ task force believes that this paragraph should be amended to reflect this point.

2.1.6. Each Standing Committee shall be allocated an annual budget from which they shall conduct their work. This budget shall cover all costs and expenses for that Committee to conduct its business, exclusive of attendance at Annual Conference. With the exception of any appointed members, travel costs to Committee meetings (including off-loads and any consequent accommodations costs) are the responsibility of the respective Member Associations comprising each Standing Committee. Notwithstanding the foregoing, Member Associations who are elected to a Standing Committee and who face financial difficulties may seek assistance for their transportation costs to meetings in accordance with the provisions of Part 2, Chapter 3, para 2.6. Additionally, members of Standing Committees from Category 2 or 3 Member Associations may apply in advance to EVPF for financial assistance to cover travel costs to one Standing Committee meeting per year. Such assistance is not an automatic right of membership on the Committee.

Members of Standing Committees who are required to travel more than twelve hours door-to-door each way to attend a meeting shall be reimbursed for one extra days expenses and night's accommodation either side of the Standing Committee meeting by the Federation."(Marrakech 00.A.31; Geneva 01.A.15; Cancun 02.A.13; Buenos Aires 03.A.34; Sofia 15.A.8; Las Vegas 16.A.3)

- 2.8. Paragraph 2.2.1 of the IAM describes the procedure of setting a work program and arranging meeting dates⁷. A suitable sentence should be added to incorporate the concept of Regional Committees.

⁵ IFATCA IAM, 2023, page 130, chapter 8 Management

⁶ IFATCA IAM, 2023, page 131, chapter 8 Management

⁷ IFATCA IAM, 2023, page 131, chapter 8 Management

2.2.1. Each Standing Committee is responsible for the conduct of its own internal procedures and for completing its allocated work programme. Member Associations elected by Conference to each Standing Committee shall meet at that Conference in order to:

- a) allocate the work programme items; and*
- b) where applicable, set a preliminary date and venue for their first meeting.*

Where practicable, the Chair shall attend the post-conference meeting of the Executive Board. (Marrakech 00.A.31, Toronto 17.A.5)

- 2.9. Paragraph 2.2.2 of the IAM identifies the process of selecting topics for Standing Committees to consider⁸. This, naturally, must also be adapted to include Regional Committees. The responsibility of a Regional Committee will lie with the appropriate Regional EVP.

2.2.2. Normally, the work programme for each Standing Committee will be set at Conference. During the year, other matters may arise for consideration by a Standing Committee, but any addition to the work programme set by Conference is subject to approval by the responsible Executive Board Officer as specified in para 2.3 below. Where a new Standing Committee is formed, unless a well-defined task has been assigned and the respective terms of reference accepted, it will start to make its own work programme by collecting suggestions from Member Associations who should provide the Committee with all relevant material. This work programme will be set in conjunction with the responsible Executive Board Officer.

- 2.10. Paragraph 2.2.6 of the IAM highlights the reporting obligations of Standing Committees to Member Associations at conference⁹. Although there is currently nothing specific regarding the agendas and reports of Regional Meetings, it is reasonable to expect that Regional Committees produce reports and/ or working papers. This paragraph, therefore, will need to be amended.

2.2.6. Each Standing Committee is required to produce a report or Working Paper on each item of its work programme to be submitted to Conference.

- 2.11. Paragraph 2.2.7 of the IAM details the responsibility of the Chair of Standing Committees¹⁰. This will also need to be modified to include the provision of Regional Committees.

2.2.7. 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)*

⁸ IFATCA IAM, 2023, page 131, chapter 8 Management

⁹ IFATCA IAM, 2023, page 132, chapter 8 Management

¹⁰ IFATCA IAM, 2023, page 132, chapter 8 Management

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)

- 2.12. Paragraph 2.3.1 of the IAM identifies the individual Executive Board member responsible for each Standing Committee¹¹. The 2030+ task force, as previously stated, believes that the responsibility for Regional Committees should lie with the relevant Regional EVP. This will be required to be accommodated in the accompanying text.

2.3.1. Standing Committees are directly responsible to the Executive Board Officer responsible for the field of study of the Committee as follows: - Committees dealing with administrative and constitutional matters: Deputy President. Committees dealing with financial matters: Executive Vice-President Finance. - Committees dealing with professional and legal matters: Executive Vice-President Professional. - Committees dealing with technical matters: Executive Vice-President Technical. (Port of Spain 91.A.37; Toulouse 98.A.14)

- 2.13. Paragraph 2.4.1 of the IAM simply lists the current Standing Committees constituted by the Federation¹². The creation of Regional Committees would necessitate the inclusion of them in this list.

2.4.1. Standing Committees (SCs) constituted by the Federation are as follows:

- CAC - Constitution and Administration Committee (Constitution and Administrative Policy); (Hong Kong 04.A.45)

- FIC - Finance Committee (Finance);(Hong Kong 04.A.45)

- PLC - Professional and Legal Committee (Professional and Legal Matters in ATC); (Port of Spain 91.A.36; Marrakech 00.A.31; Hong Kong 04.A.45)

- TOC - Technical and Operations Committee (Technical and Operational Matters in ATC); (Port of Spain 91.A.36; Hong Kong 04.A.45)

Note: SC7 "Legal matters in ATC" ceased to exist after Conference 2001, when it was amalgamated with SC4, now called "PLC, Professional and Legal Committee". For practical purposes the short version of the renamed SCs is used in the text hereafter.

The 2030+ task force is of the opinion that reference to SC4 and SC7 is no longer relevant to the current membership, as these terms were abandoned over 20 years ago.

- 2.14. Paragraph 2.4.2 of the IAM states those Member Associations elected to the different Standing Committees¹³. The addition of the MAs elected to Regional Committees could be seen as relevant.

- 2.15. Any paragraph not listed in this working paper, but in the relevant chapter of the IAM concerned with Standing Committees, is assessed as not having to

¹¹ IFATCA IAM, 2023, page 132, chapter 8 Management

¹² IFATCA IAM, 2023, page 133, chapter 8 Management

¹³ IFATCA IAM, 2023, page 133, chapter 8 Management

be edited to include the concept of Regional Committees by the 2030+ task force.

3. CONCLUSION

- 3.1. In order to adapt the manual to correctly reflect the introduction of Regional Committees, areas pertaining to 'Part 2, Chapter 8 - Management, Para 2 - Standing Committees' of the IFATCA IAM require modifications. These modifications have been described above and are recommended below.

4. DRAFT RECOMMENDATIONS

- 4.1. That Part 1, Article VIII - Management, Para.2 Standing Committees of the IAM be amended to read:

In order to investigate, study and initiate action on matters of particular interest to the Federation, the Directors or the President and Chief Executive Officer may establish separate Standing Committees. These, which as necessary and as required, shall submit reports and recommendations to the Conference **or in the case of Regional Committees, at the respective Regional Meeting.**

- 4.2. That a new paragraph 2.1.2 of Part 2, Ch. 8 of the IAM is inserted to read and the subsequent paragraphs renumbered accordingly:

Regional Committees are generally treated as Standing Committees. They additionally have the ability to be activated or deactivated, if it is deemed necessary, by the President and Chief Executive Officer, the Executive Board or the respective Regional EVP in response to the needs of the particular region.

- 4.3. That the existing paragraph 2.1.2 of Part 2, Ch.8 of the IAM is amended to read:

2.1.2. Standing Committees are formed by the Directors at Annual or Special Conferences upon the suggestion of one or more Member Associations. **Regional Committees, due to their local nature, are formed by Directors at a regional level and at the respective Regional Meeting.** They may also be constituted in exceptional cases, if it is deemed necessary, by the President and Chief Executive Officer, **the Executive Board or the respective Regional EVP.** The Standing Committees currently formed are listed in para 2.4, and their terms of reference in para 2.5 of this Section.

- 4.4. That the existing paragraph 2.1.3 of Part 2, Ch.8 of the IAM is amended to read:

2.1.3. The composition of Standing Committees is generally determined by the election of Member Associations to these Committees by Conference, supplemented where specified by the appointment of specialist representatives of the Federation. **Regional Committee composition will be generally determined by the election of Member Associations from that**

region. Membership of the Standing Committees is for a period of one year. The maximum number of members of the current permanent Standing Committees is specified in para 2.5 of this section. (Marrakech 00.A.31) Notwithstanding these maxima, the Executive Board in consultation with the relevant Standing Committee Chair may appoint an extra person(s) with specialist expertise to a Standing Committee. Where necessary, additional funding for the extra person(s) will be provided. The number of Member Associations on a Standing Committee formed by the President and Chief Executive Officer or the Executive Board in accordance with para 2.1.2 above, together with the level of funding and its terms of reference, will be part of the decision to form that particular Standing Committee.

- 4.5. That the existing paragraph 2.1.4 of Part 2, Ch.8 of the IAM is amended to read:

2.1.4. The Chair of each Standing Committee shall be elected by Conference, **or in the case of Regional Committees at the respective Regional Meeting.** The nomination and election procedures for the Officers of the Federation shall apply for the position of Standing Committee Chair with any necessary modifications, and the election of each Chair shall be conducted in the relevant Conference Committee and ratified by Conference with the acceptance of that Committee's report to the closing Plenary. Election to the Chair shall be for a period of two years until the end of the relevant Conference, and should be asynchronous to that of the Executive Board Officer to whom each Chair is directly responsible. The election of the Chair shall occur before the election of the Member Associations to the associated Standing Committee. **In the case of Regional Committees, the election of the Chair shall take place at the respective Regional Meeting and for a period of two years.**

- 4.6. That the existing paragraph 2.1.6 of Part 2, Ch.8 of the IAM is amended to read:

2.1.6. Each Standing Committee shall be allocated an annual budget from which they shall conduct their work. This budget shall cover all costs and expenses for that Committee to conduct its business, exclusive of attendance at Annual Conference **and/or Regional Meetings.** With the exception of any appointed members, travel costs to Committee meetings (including off-loads and any consequent accommodations costs) are the responsibility of the respective Member Associations comprising each Standing Committee. Notwithstanding the foregoing, Member Associations who are elected to a Standing Committee and who face financial difficulties may seek assistance for their transportation costs to meetings in accordance with the provisions of Part 2, Chapter 3, para 2.6. Additionally, members of Standing Committees from Category 2 or 3 Member Associations may apply in advance to EVPF for financial assistance to cover travel costs to one Standing Committee meeting per year. Such assistance is not an automatic right of membership on the Committee.

Members of Standing Committees who are required to travel more than twelve hours door-to-door each way to attend a meeting shall be reimbursed

for one extra day's expenses and night's accommodation either side of the Standing Committee meeting by the Federation.

- 4.7. That the existing paragraph 2.2.1, of Part 2, Ch.8 of the IAM is amended to read:

2.2.1. Each Standing Committee is responsible for the conduct of its own internal procedures and for completing its allocated work programme. Member Associations elected by Conference **or Regional Meetings** to each Standing - **or Regional Committee** shall meet at that Conference **or Regional Meeting** in order to:

- a) allocate the work programme items; and
- b) where applicable, set a preliminary date and venue for their first meeting.

- 4.8. That the existing paragraph 2.2.2 of Part 2, Ch.8 of the IAM is amended to read:

2.2.2. Normally, the work programme for each Standing Committee will be set at Conference, **or in the case of Regional Committees at the respective Regional Meeting**. During the year, other matters may arise for consideration by a Standing- or Regional Committee, but any addition to the work programme set by Conference/ **Regional Meeting** is subject to approval by the responsible Executive Board Officer as specified in para 2.3 below. Where a new Standing- or Regional Committee is formed, unless a well-defined task has been assigned and the respective terms of reference accepted, it will start to make its own work programme by collecting suggestions from Member Associations who should provide the Committee with all relevant material. This work programme will be set in conjunction with the responsible Executive Board Officer.

- 4.9. That the existing paragraph 2.2.6 of Part 2, Ch.8 of the IAM is amended to read:

2.2.6. Each Standing Committee is required to produce a report or Working Paper on each item of its work programme to be submitted to Conference. **In the case of Regional Committees, the report will be submitted to the respective Regional Meeting and their activity summarised in the report by the respective EVP to Conference.**

- 4.10. That a new paragraph 2.2.9 is added to Part 2, Ch.8 of the IAM to read:

2.2.8. The Chair of each Regional Committee shall be responsible for:

- 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) reporting to each Regional Meeting on the year's activities;**

- f) the presentation of the Regional Committee's reports and working papers to Regional Meetings; and**
- g) 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.**

4.11. That paragraph 2.3.1 of Part 2, Ch. 8 of the IAM is amended to read:

2.3.1. Standing- and Regional Committees are directly responsible to the Executive Board Officer responsible for the field of study of the Committee as follows:

- Committees dealing with administrative and constitutional matters: Deputy President.

- Committees dealing with financial matters: Executive Vice-President Finance.

- Committees dealing with professional and legal matters: Executive Vice_President Professional.

- Committees dealing with technical matters: Executive Vice-President Technical.

- Regional Committees: the respective Regional Executive Vice-President.

4.12. That paragraph 2.4.1 of Part 2, Ch. 8 of the IAM is amended to read:

2.4.1. Standing Committees (SCs) constituted by the Federation are as follows:

- CAC - Constitution and Administration Committee (Constitution and Administrative Policy); (Hong Kong 04.A.45)

- FIC - Finance Committee (Finance);(Hong Kong 04.A.45)

- PLC - Professional and Legal Committee (Professional and Legal Matters in ATC); (Port of Spain 91.A.36; Marrakech 00.A.31; Hong Kong 04.A.45)

- TOC - Technical and Operations Committee (Technical and Operational Matters in ATC); (Port of Spain 91.A.36; Hong Kong 04.A.45)

- RC – Regional Committee (preceded by the appropriate region: AFM, AMA, ASP and EUR).

4.13. That paragraph 2.4.2 of Part 2, Ch. 8 of the IAM is amended to include the Member Associations elected as members of Regional Committees.

5. REFERENCES

5.1. IFATCA IAM

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