

Developing a framework for Regional Meetings

Presented by IFATCA 2030+ TF

SUMMARY

Regional Meetings are becoming more important. The IFATCA Administrative Manual provides requirements for the organisation of such meetings but does not specify the objectives, nor does it specify the agenda.

1. INTRODUCTION

- 1.1. Provisions in the IFATCA Administrative Manual require that the Executive Board should conduct at least one regional meeting per region annually.
- 1.2. Although the manual provides requirements for the organisation of such meetings, it does not specify what the agenda items should be or what is the main purpose of a regional meeting.
- 1.3. As IFATCA seeks to empower the regions and to professionalise their work, it is logical a certain amount of guidance is required. This paper seeks to expand the guidance on regional meetings within the Federation.

2. DISCUSSION

- 2.1. The Federation and the wish of the MAs (as expressed in the 2030+ Survey, 2022) is leaning towards a more regional-focussed organisation. This means that regional meetings will become of greater importance.
- 2.2. The IFATCA Administrative Manual (IAM) contains a section on Regional Organisation. This section mainly specifies the bye-laws for the regional meetings. It does not provide guidance on the content, nor a definition of the concept.
- 2.3. The growing importance of Regional Meetings calls for a more standardised approach without limiting the regions in catering for their specific needs.

- 2.4. Interviews with the Regional Executive Vice Presidents and analysis of the past years' agendas show that all regional meetings have a similar set-up, with corresponding agenda items. There is, however, a difference in the focus of the regional meetings. Main focus areas differ between providing a platform for discussion, social networking and relaying information. It is up to the Regional Executive Vice President to decide on the final agenda.
- 2.5. It can be discussed whether adding requirements to the IAM is the desired way forward, as this also limits the options of the Regional EVPs. Requirements which are placed in guidelines however, are general recommendations which provide a direction but do not necessarily have to be followed. It should be noted that incorporation of provisions within the IAM may not seem necessary, but are in place for times when conflict arises.
- 2.6. In consultation with the IFATCA Executive Board, it was decided that the desired outcome would be to add general requirements on the content of Regional Meetings to the IAM, and to create guidelines for Regional EVPs and the organising committees in a separate document. This way the general intent of regional meetings remains contained throughout the regions, but room for personal interpretation by the respective EVP is given.
- 2.7. To define the requirements for the content of such meetings, it is important to identify the needs. The 2030+ Task Force survey which was performed in 2021, gave an insight into what is considered the most important outcome of a regional meeting. Seven options were to be put in order of importance. It must be noted that discussing Member Associations (MA) issues was not one of the options. The outcome of this question, with 1) being the most important:

| Global ideas on regional meeting priorities |
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| 1. Taking valuable information back to your MA |
| 2. Learning from peers |
| 3. Networking/making connections |
| 4. Latest developments in the industry + Workshops |
| 5. Panel discussions + making a difference in your region |
| 6. Reviewing working papers |
| 7. Adding to the CV |

- 2.8. From these priorities, a number of main objectives for a regional meeting can be derived, being:
- Ensure the regional meeting addresses objectives such as upholding professional standards and fostering global fellowship among air traffic control professionals.
 - Knowledge Exchange Platform: Provide opportunities for learning, information sharing, and idea exchange through various formats like presentations and workshops.
 - Networking and Collaboration: Facilitate networking sessions to encourage collaboration among attendees and promote relationships with aviation authorities and service providers.

-Professional Development: Offer training sessions or seminars to enhance attendees' skills and knowledge in line with industry advancements.

-Feedback and Follow-Up: Incorporate feedback mechanisms and action plans to ensure continuous improvement and translate insights into tangible outcomes post-meeting.

2.9. After the European regional meeting in 2023, a working group was formed. This group seeks for potential improvement in the organisational process of the regional meeting to create a more effective assembly. In the process of reviewing, after comparison with other regions and taking the survey outcomes into account, several agenda items have been identified which are considered to be of importance for each region. These agenda items are:

- MA Reports and discussion
- Workshops
- Time for associated organisations
- Time for representatives

Apart from these agenda items, it is recommended that there is also time allocated for thematic discussions between MAs and to have breakout sessions for subregional issues with the IFATCA regions.

2.10. It is advised to add both these objectives and the agenda items to the IAM. Further guidance of the organisation of a regional meeting should be provided in a separate document, as proposed in 2.6. These guidelines should at least, but not be limited to contain the following topics:

- Budget
- Venue
- Theme / Topic
- Social gatherings

2.10.1. In several regions, guidelines on the organisation of a regional meeting have already been drafted. It is advised these are taken as an example for the global guidelines.

3. CONCLUSION

3.1. Although the IFATCA Administrative Manual does not provide guidance on the content of regional meetings, the agenda throughout the regions is very similar.

3.2. With the growing importance of the regions and thus the regional meetings, more structure on the content is sought.

3.3. The main objectives of a regional meeting have been derived from expressed MA needs.

3.4. A list of four agenda items which are considered to be of importance for regional meetings have been identified.

4. DRAFT RECOMMENDATIONS

It is recommended that:

4.1. The objectives of a Regional Meeting are:

- **Ensure that it addresses objectives such as upholding professional standards and fostering global fellowship among air traffic control professionals.**
- **Knowledge Exchange Platform: Provide opportunities for learning, information sharing, and idea exchange through various formats like presentations and workshops.**
- **Networking and Collaboration: Facilitate networking sessions to encourage collaboration among attendees and promote relationships with aviation authorities and service providers.**
- **Professional Development: Offer training sessions or seminars to enhance attendees' skills and knowledge in line with industry advancements.**
- **Feedback and Follow-Up: Incorporate feedback mechanisms and action plans to ensure continuous improvement and translate insights into tangible outcomes post-meeting.**

Is added to the IFATCA IAM Article VII- Regional Organisation

4.2. The agenda of an IFATCA Regional Meeting shall contain, as a minimum:

- **MA Reports and discussion**
- **Workshops**
- **Time for associated organisations**
- **Time for IFATCA representatives**

Is added to the IFATCA IAM Article VII- Regional Organisation.

4.3. The IFATCA Executive Board creates further practical guidelines on the organisation and content of Regional Meetings, which are placed in a separate manual.

5. REFERENCES

- 5.1. IFATCA IAM, Version 66.1, September 2023
- 5.2. IFATCA TF2030+ Survey Results, 2022, published on the TF2030+ webpage www.ifatca.org/ifatca-task-forces

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