

出國報告(出國類別：其他)

參加國際飛航安全電子聯盟 2014 年會  
(44<sup>th</sup> IFATSEA General Assembly)

出國報告

服務機關：民用航空局飛航服務總臺

姓名職稱：陳宗荃 區臺長

派赴國家：義大利

出國期間：103/10/18~103/10/29

報告日期：103/12/05

## 公務出國報告提要

本屆國際飛航安全電子聯盟（International Federation of Air Traffic Safety Electronics Association，IFATSEA）大會首次舉行去年修改組織憲章所新設的各項小型委員會（Sub-Committee）。此類小型委員會跨越了過去區域性會議（Regional Meeting）的地域性限制，可以從會議中看見不同地區各國對於同項議題的發展經驗，而非僅僅看見亞太地區的經驗。而以特定議題為主題創設的小型委員會，其彈性的設計可以更有效率地解決現今航電人員所面臨到的問題與挑戰，得以解決目前越來越複雜的航電議題，有效提昇國際飛航服務之安全與效益，也意味著國際飛航安全電子聯盟有決心在民航領域發揮更大的影響力。

在本屆大會中，於各會員國代表的推選下，我國代表獲選為前瞻性科技系統（Future System-Technology）小型委員會資料鏈（Data-Link）工作小組之召集人，也意味著我國必須投入更多的人力與心力在國際飛航安全電子聯盟大會與相關活動上。持續參加國際飛航安全電子聯盟大會有助於提升飛航服務總臺航電人員的國際視野，並了解國際航電技術發展趨勢與國際重大航空整合計畫發展進度。

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## 壹、目的：

國際飛航安全電子聯盟（International Federation of Air Traffic Safety Electronics Association，IFATSEA）成立於 1972 年，係由全世界從事飛航安全電子人員（Air Traffic Safety Electronics Personnel，ATSEP）所組成的跨國性國際民間組織；該聯盟為致力於提昇國際飛航服務之安全、效益與一致性、協助及確保飛航安全電子人員之專業性與發展、確保飛航安全電子從業人員的共同權益為宗旨的國際性組織。該聯盟除各會員國外，其執委會（Executive Board）委員成員包括聯盟主席、副主席、執行秘書、主計長、四位區域主席等幹部。

中華民國飛航安全電子協會是國際飛航安全電子聯盟的正式會員，依據聯盟組織章程之規定，有權派員出席會員大會及參與該聯盟運作。我國也曾在 1989 年時主辦第 19 屆國際飛航安全電子聯盟年會，奠定了日後與各會員國間密切且良好的關係。

國際飛航安全電子聯盟每年依組織章程由有意願承辦之會員國爭取舉辦會員代表大會，大會多於秋季間召開，本（2014）年度第 44 屆國際飛航安全電子聯盟年會（44<sup>th</sup> IFATSEA General Assembly）係由義大利飛航安全協會（Italian Flight Safety Association，IFSA）主辦，自 2014 年 10 月 20 日起至 10 月 24 日止於義大利羅馬召開。

國際飛航安全電子聯盟年度大會，其目的在於跨越各會員國地域的限制，成為會員國在飛航安全電子領域中知識交流與經驗分享之平台。並提供飛航安全電子設備製造商與供應商展現新進飛航安全電子技術發展的機會，進一步達成國際飛航安全電子技術交流的網絡。

我國因國際政治環境因素限制，目前尚無法正式加入國際民航組織（International Civil Aviation Organization, ICAO）等國際性組織，而國際飛航安全電子聯盟則為我國少數以正式會員身分參與的國際性組織。國際飛航安全電子聯盟為國際民航組織的正式觀察員，在國際民航組織派有正式的代表。爰此我國派員參與國際飛航安全電子聯盟會議，除可參與此國際性組織會議外，且可讓我國飛航安全電子人員有機會與其他國家飛航安全電子人員進行交流，與會期間亦能了解目前國際間最新的飛航安全電子設備系統與飛航安全電子重大建設計畫（如 SESAR、NEXT GEN 等）之發展現況，以為我國訂定未來中長期飛航安全電子設備系統建置計畫決策之參考。

國際飛航安全電子聯盟近年來與歐洲航空安全組織（European Organization for the Safety of Air Navigation, EUROCONTROL）合作，針對飛航安全電子人員組織、航電訓練、認證、維護能力檢核、分級等方面均有深入探討與發展，其發展成果已被認可為國際民航組織的官方文件（ICAO Doc 7192），藉由參加國際飛航安全電子聯盟會議，各會員國發展

航電人員組織與訓練制度等相關經驗亦可作為我國航電組織未來實施變革時之參考與借鏡。

## 貳、會議過程：

### 一、出席代表：

單 位	職 稱	姓 名
交通部民用航空局飛航服務總臺	區臺長	陳宗荃

### 二、出國行程：

- 1、往程：103年10月18日由臺灣桃園國際機場搭乘中華航空公司CI071班機啟程，103年10月18日抵達義大利羅馬-菲烏米奇諾國際機場。
- 2、開會：103年10月19日報到。10月20日至10月27日參加年會及相關活動。
- 3、回程：103年10月28日由義大利羅馬-菲烏米奇諾國際機場搭乘中華航空公司CI072班機返程，103年10月29日返抵臺灣桃園國際機場。

### 三、會議議程：

(一) 103年10月20日 星期一

10:00-10:15      Opening of the General Assembly

10:15-10:30      Welcome Remarks

※講述概要：第一天開幕式由聯盟主席 Daniel Boulet 先生主持，首

先由主辦單位義大利飛航安全協會成員，同時也是歐洲航空安全局（European Aviation Safety Agency，EASA）規則制定官（Rulemaking Officer）Filippo Tomassello 先生致歡迎詞，感謝各會員國代表遠道而來參加第 44 屆年會，除表示熱切歡迎之意，也希望各會員國代表在義大利會議期間能有愉快的一週。

10:30-10:50      SESAR Joint Undertaking

※講述概要：由歐洲單一天空航空管制研究共同事業（SESAR Joint Undertaking，SJU）執行董事室顧問（Advisor to the Executive Director）Fiona McFadden 女士說明歐洲單一天空航空管制研究計畫（Single European Sky ATM Research，SESAR）目前的發展進度與未來發展期程。

10:50-11:00      Tom Casey Award

※講述概要：由聯盟執行秘書 Dany Van der Biest 先生頒發 Tom Casey Award 給與已故的義大利飛航安全協會前主席 Pietro Colucci 先生，以表彰 Colucci 先生在義大利飛航安全協會、國際飛航安全電子聯盟以及國際飛



航安全領域的卓越貢獻。該獎由 Colucci 先生的遺孀代領。

11:00-11:30 Coffee Break

11:30-11:45 Italian Air Force - USAM

※講述概要：由義大利空軍 Roberto Cattaneo 准將介紹義大利空軍的現況與發展願景。Cattaneo 准將並代表義大利空軍司令預祝大會圓滿成功。

11:45-12:00 Roma - Presidente Assemblea

※講述概要：羅馬市議會主席 (Presidente Assemblea) Mirko Coratti 先生代表羅馬市政府歡迎遠道而來的各會員國代表。Coratti 先生提到羅馬擁有歐洲重要的菲烏米奇諾機場以及其他幾個民用軍用機場，飛航安全對於羅馬市是個非常重要的議題，能夠在這個城市舉行飛航安全電子相關的會議是羅馬市的榮幸。

12:00-12:15 SITTI - D. G.

12:15-12:30 Selex-ES

12:30-12:45 ENAC

※講述概要：會議贊助廠商 SITTI - D. G. 通訊部門經理 Roberto Weger 先生、會議贊助廠商 Selex-ES 資深工程師 Angelo Protopapa 先生與會議贊助廠商 ENAC 代表 Luca

Falessi 先生分別代表各贊助廠商向各會員國代表  
簡介其贊助廠商近況，並預祝會議圓滿順利。

12:45-13:00 Special Guest

※講述概要：大會邀請了無線電發展前驅、諾貝爾物理獎得主  
Guglielmo Marconi 先生的女兒 Maria Elettra  
Marconi 女士來演講，Marconi 女士分享了她的父親  
許多對於無線電的貢獻，以及 Marconi 先生對於航空  
通訊，飛航安全甚至是其他領域的巨大影響。

13:00-15:00 Lunch

15:00-16:00 IFATSEA Business - Plenary Opening

1) Call to Order by President

16:00-16:30 Coffee Break

16:30-18:00 IFATSEA Business - Plenary

1) Roll Call of Assembly Members

2) Apologies for Absence

※講述概要：大會介紹與會各國貴賓及往後四天會議議程，說明聯盟  
財務狀況，並由各區域主席報告各區近況。

(二) 103 年 10 月 21 日星期二

第二天大會邀請歐盟與加拿大民航官員介紹最新民航  
管理與民航技術之發展，並介紹贊助廠商 Selex-ES、

ENAV、SITTI - D.G.、Guntermann & Drunck GmbH 等公司，感謝與會共襄盛舉。午後則分開進行各項小型委員會 (Sub-Committee)。

09:00-09:30 Centralized Services and Just Culture

※講述概要：歐洲航空安全組織 (Eurocontrol) 處長 Frank Brenner 先生介紹集中化服務與公平文化在歐洲航空安全組織民航管理上應用的發展與成效，成功降低航空人員人為誤失，提高飛航安全。

09:30-10:00 Coffee Break

10:00-10:30 Space-based ADS-B

※講述概要：加拿大空域管制機構 (NAV Canada) 執行副總裁 (Executive Vice President, Service Delivery) Rudy Kellar 先生介紹星基廣播式自動回報監視系統 (Space-based Automatic Dependent Surveillance-Broadcast, Space-based ADS-B) 的發展近況與願景。

10:30-11:00 Coffee Break

11:00-11:15 Selex-ES

11:15-11:30 ENAV

11:30-11:45 SITTI - D.G.

11:45-12:00 Guntermann & Drunck GmbH

12:00-14:00 Lunch

14:00-16:00 Sub Committees

16:00-16:30 Coffee Break

16:30-18:00 Sub Committees

※講述概要：本屆大會首次進行上屆大會所通過的聯盟組織憲章新增之各項小型委員會（Sub-Committee）。根據聯盟組織憲章規定，為研究及調查某項特定議題，執委會或大會得依需要成立各項小型委員會，而該小型委員會之主席及執行秘書由該委員會之成員自行遴選產生。各小型委員會得於其下再成立各項工作小組（Working Group）以執行相關工作，而各工作小組之規模與組成方式由各小型委員會自訂，並受該委員會監督。目前成立的小組委員會共計分有：Licensing、Training、Future System-Technology 與 ICAO 等四個小組委員會。我國參加前瞻性科技系統（Future System-Technology）小型委員會。該小組委員會計有臺灣、葡萄牙、捷克、法國、瑞士、希臘、義大利、美國、日本、阿拉伯聯合大公國、馬爾他、奈及利亞、塞爾維亞與迦納等各國代表與會。前瞻性科技系統小型委員會各與會代表首先選出委員會主席與執行秘書，再列出目前關鍵的前瞻性科技系統，並成立各項

工作小組 (Working Group)。在委員會中，臺灣獲各與會代表推選為資料鏈工作小組 (Data-Link Working Group) 之召集人。隨後日本代表井上靖志 (Inoue Yasushi) 先生針對日本正在發展的航空運輸系統的改造協同計畫 (Collaborative Action for Renovation of Air Transport Systems, CARATS) 之進度與未來時程表進行簡報，小組委員會主席暨葡萄牙代表 Carlos Viegas 先生也針對前瞻性科技系統各工作小組可以努力的方向作了簡報。

(三) 103 年 10 月 22 日 星期三

第三天上午繼續召開各項小型委員會 (Sub-Committee)。下午則是召開各區域之區域性會談 (Regional Meeting)。

09:00-13:00 Sub Committees

13:00-14:00 Lunch

14:00-18:00 Regional Meetings

※講述概要：進行區域性會談，共計分有：非洲地區、美洲地區、亞洲太平洋地區與歐洲地區等四個區域。亞洲太平洋地區計有臺灣、印度、日本、尼泊爾與澳洲等各國代表與會。亞太區主席暨印度代表 Subit Kobiraj 先生

表示亞太各國可以利用此區域性會談交流更多資訊，並分享了今年九月印度舉辦 CNS 論壇的經驗，該論壇集合了來自全印度 21 個機場的 230 名代表，齊聚一堂交換彼此的經驗並討論技術的新趨勢。Kobiraj 先生期盼各會員國能夠在此區域性會談中提升亞太區域各國合作的強度。我國代表則報告了飛航服務總臺逐漸實施航電人員證照制度、實施航電人員專精複訓制度與舉行 ILS 技術競賽等等措施，有效提升我國航電人員維修能量。

(四) 103 年 10 月 23 日 星期四

08:30 - 16:00 City Tour

第四天全體成員參加主辦單位所舉辦一日參訪，地點為羅馬著名的梵蒂岡博物館(Vatican Museums)與梵蒂岡聖彼得大教堂 (St. Peter's Basilica)。

(五) 103 年 10 月 24 日 星期五

第五天首先為由各委員會會議記錄提交審查、修正及其他業務之結論於大會中向各會員國報告。接著為各常設委員會總結報告及區域會議，票選聯盟幹部，最後為大會閉幕式。

09:30-11:00 IFATSEA Business - Plenary

- 1) Nomination and Election of Scrutineer
  - 2) Correspondence and Applications for  
Membership
  - 3) Composition of Standing Committees
- 11:00–11:30 Coffee Break
- 11:30–13:00 IFATSEA Business – Plenary
- 1) Presentation of Reports of Previous  
Meetings
  - 2) Reports of Executive Board
  - 3) Report of Treasurer
- 13:00–14:00 Lunch
- 14:00–15:30 IFATSEA Business – Plenary
- 1) Consideration of Matters Submitted in  
Writing by Affiliates
  - 2) Reports of Standing Committees
  - 3) New Business
- 15:30–16:00 Coffee Break
- 16:00–18:00 IFATSEA Business – Plenary

1) Nomination and Election of Officers

2) Future Meetings and Closure

20:00- Closing Banquet

※講述概要：大會上午綜整各委員會及小組委員會這幾天之會議記錄，並由各委員會及小組委員會聯絡人提報後加以確認。各區域會議也作了總結報告。大會也通過了新會員國-蒙特內哥羅 (Montenegro) 的入會案。大會下午則進行聯盟主席、執行秘書與歐洲亞太兩區之區域主席之選舉。聯盟主席 Daniel Boulet 先生與亞太區域主席 Subit Kobiraj 先生皆獲得連任。德國代表 Thorsten Wehe 先生獲選新任執行秘書，賽普勒斯代表 Costas Christoforou 先生則獲選為歐洲區域主席。接著大會介紹 2015 年大會後，宣布 2014 年大會正式閉幕。





我國參與 2014 IFATSEA 年會人員合影



我國代表與瑞典代表交換意見



我國代表參與小組委員會討論(一)



我國代表參與小組委員會討論(二)



我方人員利用會議休息時間參觀國際大廠設備展示，以吸取新知(一)



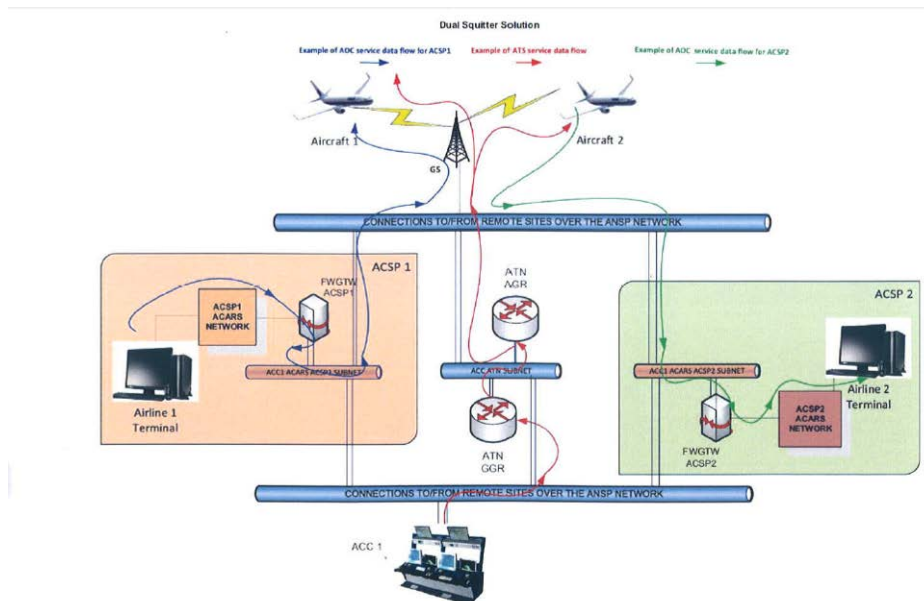
我方人員利用會議休息時間參觀國際大廠設備展示，以吸取新知(二)

## 參、會議心得：

(一) 本屆國際飛航安全電子聯盟大會首次舉行去年新組織憲章所新設的各項小型委員會 (Sub-Committee)。根據聯盟組織憲章規定，為研究及調查某項特定議題，執委會或大會得依需要成立各項小型委員會，而該小型委員會之主席及執行秘書由該委員會之成員自行遴選產生。各小型委員會得於其下再成立各項工作小組 (Working Group) 以執行相關工作，而各工作小組之規模與組成方式由各小型委員會自訂，並受該委員會監督。此類小型委員會跨越了過去區域性會議 (Regional Meeting) 的地域性限制，如此次我國代表參加的前瞻性科技系統 (Future System-Technology) 小型委員會，該小組委員會計有臺灣、葡萄牙、捷克、法國、瑞士、希臘、義大利、美國、日本、阿拉伯聯合大公國、馬爾他、奈及利亞、塞爾維亞與迦納等各國代表與會。這樣的會議成員，包括了歐亞非美各洲的會員國，可以從會議中看見不同地區各國對於同項議題的發展經驗，而非僅僅看見亞太地區的經驗。而以特定議題為主題創設的小型委員會，可以更有效率地解決現今飛航安全電子人員所面臨到的問題與挑戰。這樣彈性化的設計，得以解決目前越來越複雜的航電議題，也意味著國際飛航安全電子聯盟有決心在民航領域發揮更大的影響力，有效提昇國際飛航服務

之安全與效益。

(二) 職奉派代表參加國際飛航安全電子聯盟 2014 年會，行前國內最主要的國際機場-臺灣桃園國際機場，刻正進行規畫塔臺園區新建工程計畫，其中「臺灣桃園國際機場塔臺自動化系統」是臺灣第一套塔臺自動化系統 (Tower Surface Management System, TSMS)。職亦利用會議休息時間，參觀塔臺自動化系統廠商展示。塔臺自動化系統關鍵的技術難度在於結合總臺現有的航管自動化系統 (Air Traffic Management System, ATMS)、自動氣象觀測系統 (Automated Weather Observing System, AWOS) 與未來將設置的先進場面活動導引及管制系統 (Advanced Surface Movement Guidance and Control Systems, A-SMGCS) 等等系統，使其 ATMS 系統之監視 (Surveillance) 訊號、飛航計畫 (Flight Plan) 與 AOWS 系統之氣象資料等等資料可以互通，以及透過 A-SMGCS 系統控制場面上之燈光系統。塔臺自動化系統與其他現有及未來系統的跨接結合是否成功，將決定塔臺自動化系統建設的成功關鍵。

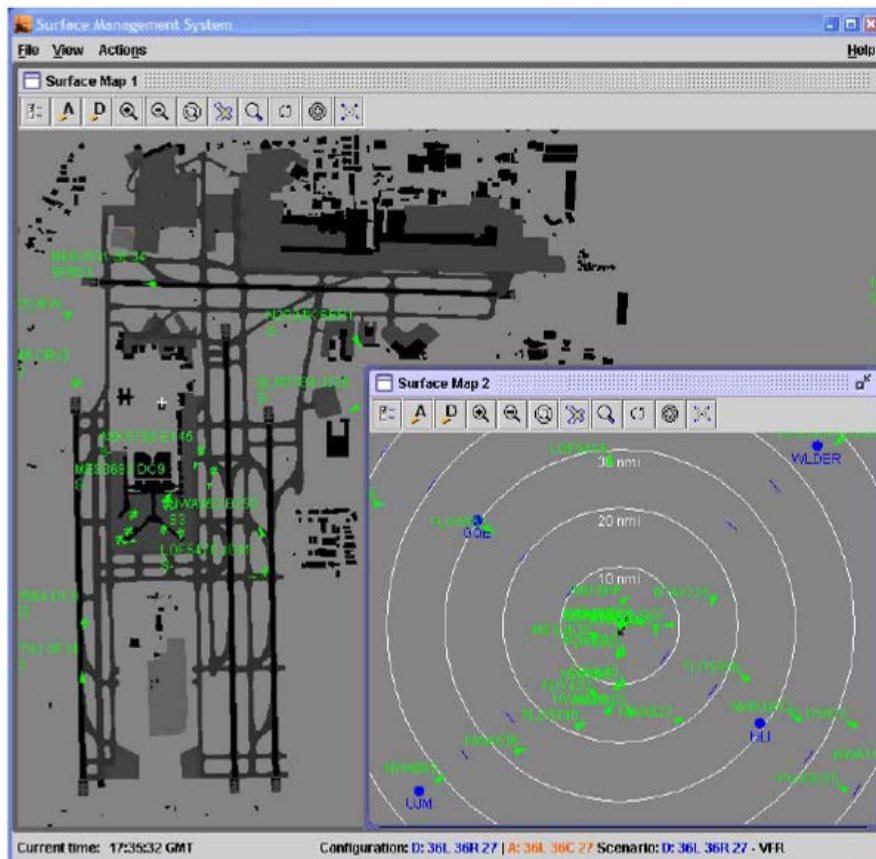


廠商所展示與 ATMS 系統結合的塔臺自動化系統架構圖

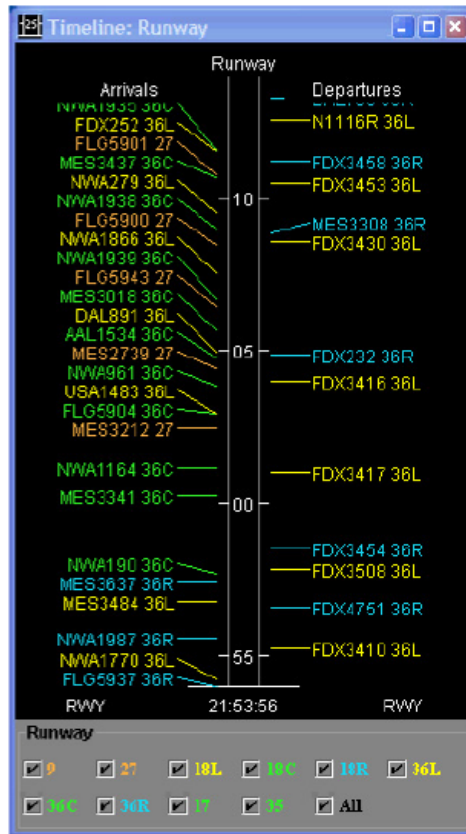
塔臺自動化系統 (Tower Surface Management System, TSMS) 可使管制員看見並統整機場場面與鄰近空域的航班與車輛位置等資訊，管制員並可藉由自動化系統了解並安排航班起降的時間表，提高空域使用效率，並增加飛航安全及效能。因應日益激增的空域需求，擴大航空運輸量，塔臺自動化系統可以協助管制員優化機場起降與排班程序，也可以大幅度提升臺灣桃園國際機場的承載量，對於我國日益成長的航運量也有所幫助。



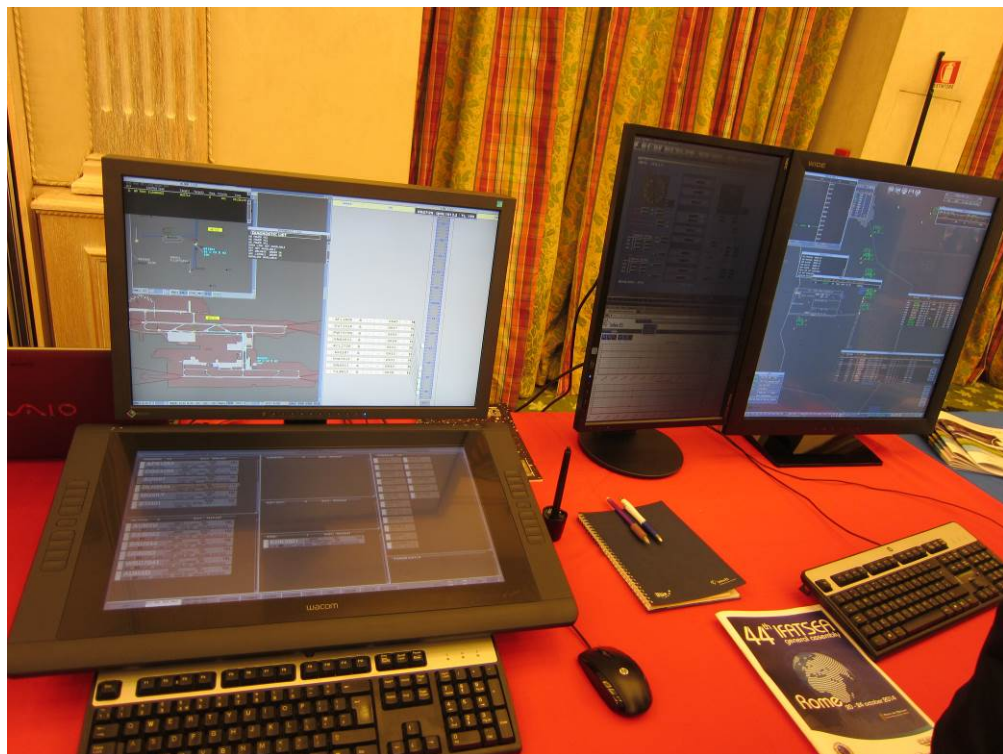
塔臺自動化系統展現不同狀態的航班資訊



塔臺自動化系統展現場面與附近空域的航班資訊



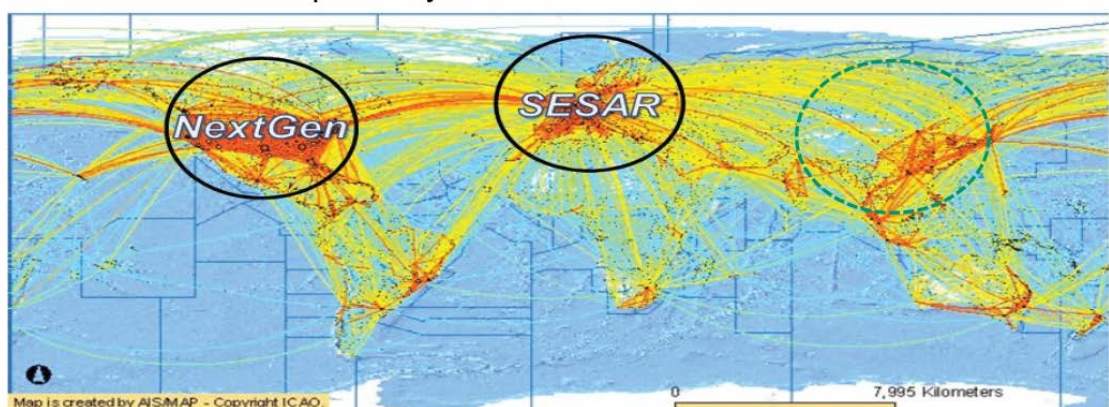
塔臺自動化系統展現起飛與降落的時間帶資訊



廠商所展示的塔臺自動化系統於管制席位擺設圖



(三) 歐盟自 2000 年起由歐洲單一天空航空管制研究共同事業 (SESAR Joint Undertaking, SJU) 所總體規劃的「歐洲單一天空航空管制研究計畫」(Single European Sky ATM Research, SESAR) 和美國聯邦航空總署 (Federal Aviation Administration, FAA) 所總體規劃的「次世代航空運輸系統計畫」(Next Generation Air Transportation System, NextGen) 皆是全世界航空界最重大的航空整合發展計畫。此兩個計畫都是以空域優化, 提高航運量與安全性為主要的目標。與我國同樣位於亞太地區的日本, 也正在進行「航空運輸系統的改造協同計畫」(Collaborative Action for Renovation of Air Transport Systems, CARATS), 期望以領頭羊的角色, 帶領世界航運量第三高的亞太地區開始進行如同 NextGen 及 SESAR 的長期航空建設發展計畫, 來達成國際民航組織所通過的 2025 年的航空管制指導方針預定的目標。



*International trends of long-term plans for air traffic systems  
(A long-term plan has not been formulated in the Asia-Pacific region.)*

NextGen、SESAR 與尚未有長期航空建設發展計畫的亞太地區航運圖

在世界各國紛紛開始發展長期航空建設發展計劃之時，位於亞太航運樞紐的臺灣當然不能置身事外。有幸我國有一群有遠見、有魄力的民航前輩，早在十多年前即開始規劃展開「臺北飛航情報區通訊、導航、監視與飛航管理（Communication, Navigation, Surveillance / Air Traffic Management, CNS/ATM）發展建置計畫」，經歷飛航服務總臺同仁歷經多年的群策群力，終於在 2011 年完成整體發展建置計劃。不但有效疏解擁擠的空域，大力提昇飛航安全的效率，飛航服務更是向前邁進了一大步。

## 肆、建議：

### 1、積極參與國際飛航安全電子聯盟與相關國際交流活動

國際飛航安全電子聯盟自去年修改組織憲章後，成立了功能取向的小型委員會（Sub-Committee）與工作小組（Working Group），這樣彈性的設計，得以解決目前越來越複雜的航電議題，也意味著國際飛航安全電子聯盟企圖在民航領域發揮更大的影響力。

在本屆大會中，於各會員國代表的推選下，我方代表獲選為前瞻性科技系統小型委員會（Sub-Committee for Future System-Technology）資料鏈工作小組（Data-Link Working Group）之召集人，也意味著我國必須投入更多的人力與心力在國際飛航安全電子聯盟上。

而在亞太區域會議上，區域主席 Kobiraj 先生也一再希望亞太區各會員國能夠更加積極之交流。亞太區各會員國雖然沒有歐盟那樣統一的標準可以遵循，但是航電文化背景相近，有許多制度與經驗可供我國航電長遠規劃作參考。為提升總臺航電人員的國際視野，了解國際航電技術發展趨勢與國際重大航空整合計劃發展進度，建議持續派員並積極參與國際飛航安全電子聯盟年會與其相關國際交流活動。

## 2、建立參與國際飛航安全電子聯盟及其他國際航電事務之人員編組

過去奉派參與國際飛航安全電子聯盟年會的人員時常替換，雖能擴大參與國際事務的人數，但是由於人員時常替換，與會人員對於聯盟會務運作與現行政策不熟悉，難以在會議中進一步參與深入的討論，也無法累積經驗，無法提升我國航電的國際影響力。

本屆大會我國代表獲選為前瞻性科技系統小型委員會資料鏈工作小組之召集人，需要固定團隊來參與此工作小組之交流活動，並能夠為國際飛航安全電子聯盟以及民航界作出實體貢獻。

有鑒於其他會員國代表團成員皆為固定班底，長期參與國際飛航安全聯盟會議及相關活動，不僅熟悉國際飛航安全聯盟會務與相關工作項目，更可以培養與其他會員國代表之間的人脈。

爰此建議在總臺航電幕僚單位，以任務編組方式成立航電國際事務專責單位，專責就航電國際事務，統一與各國際間航電組織溝通協調聯繫。並可以組成固定團隊，參與國際飛航安全電子聯盟大會、各小型委員會及區域性會議，擴大參與的人數，並可以擴展航電人員之國際人脈與視野，有助我國收集各國航電發展現況及汲取他國發展經驗。

如果在經費許可下，建議增列公費名額，以擴展航電人員之國際

視野並汲取新知，除提高我國航電人員國際能見度，亦可有助我國航電人員了解國際重大航電計畫之技術進展。

伍、附件(IFATSEA 小組委員會與工作小組職權範圍及 IFATSEA 小組委員會相關憲章):

## **IFATSEA Committee / Working Group**



**Sub-Committee/Working Group Name (Subject)**

**Committee:** Future Systems

**Working groups:**

1. Cyber Security
2. Satellite Communications
3. Data link
4. Remote Towers
5. Swim
6. NEXGEN/SESAR/CARATS comparison

**Purpose/Aims and make recommendations to strategy committee**

Investigate and evaluate what impact future systems will have on ATSEP and make the appropriate recommendations to the Strategic Committee.

**Members/Composition**

A Chair and Secretary shall be elected at the first session of any Committee. Identify any specific roles to be undertaken by team members.

Identify various stakeholders and the responsibility of each participant

**Chair:** Carlos Viegas

**Secretary:** Patrick Delaney

#### Working groups:

1. Cyber Security : Stavzoula Kitsou (Greece), Carlos Viegas (Portugal)
  2. Satellite Communications: Stefano Degrassi (Italy), Stavzoula Kitsou (Greece)
  3. Data link: Kou-Hsi Cheng (Taiwan)
  4. Remote Towers: Petr Soulak (Czech Rep)
  5. Swim: David Grech (Malta)
  6. NEXGEN/SESAR/CARATS comparison: Patrick Delaney(USA), Carlos Viegas (Portugal)
- Additional members: David Asante (Ghana), Mekanjudia Benezet (Nigeria), Hicinem Tazine (France) , Tsutomu Kobayashi (Japan), Wareed Alhemeiri (UAE), Suterom Roger (Switzerland), Djovdje Zecevic (Serbia)

#### Accountability

Sub-committee chair will report at the IFATSEA Assembly to the Strategic Committee on the sub-committee work and each work-group leader will report to the sub-committee until end of day Wednesday at each Assembly (template provided). Sub-committee Chair/Secretary will issue monthly request for status to each workgroup ( template provided ).

#### Term of Membership

Expected duration of committee is difficult to define at this point in time. Individual commitment is at least one year. It is recommended that a few team members overlap from year to year to ensure knowledge transfer and consistency.

#### Goals

1. Identify, list and analyse threats and new opportunities for ATSEP.
2. Suggest additional training for ATSEP on innovative technologies Deliverables



Yearly sub-committee report and interim report for IFATSEA Executive

#### Review

Monthly Status reports requested by Chair/Secretary.

#### Governance

Decision-making technique: Consensus.

#### Communications

Members communicate within the team by phone, email, Skype, Webex, etc. Messages should be relayed to within 3 working days whenever possible.

President of sub-committee will communicate with the Strategic Committee.

#### Method of Working / Information sharing

Dropbox will be used for information collection and sharing.

#### Relationships to other groups

This sub-committee is a sub-committee of the Strategic Committee.

#### Related policies / By-laws

This sub-committee is regulated by the IFATSEA constitution.

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**CONSTITUTION AND BY-LAWS**

**of the**

**International Federation of**

**Air Traffic Safety**

**Electronics Associations**

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Revised: 06-Sep-2013

## AMENDMENTS

ADOPTED	ARTICLE	SECTION
12-Nov-2004	II	2, 3, 7
12-Nov-2004	III	1, 4, 7, 9
12-Nov-2004	IV	2, 5, 6
12-Nov-2004	VIII	New
12-Nov-2004	By-Laws, schedule A	1,2,7,8,11
17-Nov-2006	III	2
17-Nov-2006	III	5
17-Nov-2006	IV	1
26-Oct-2009	I	6,7
07-Oct-2011	IV	1
07-Oct-2011	VII	1
06-Sep-2013	Article II, Section 2 Article III, Section 10 Article V, Sections 1,2,3 Article VI, Section 2 (deleted) Article VIII, Sections 1,2,3 Bylaws, Section 1	

September 2013

**CONVENTION**  
of the  
**International Federation**  
of  
**Air Traffic Safety Electronics Associations**  
**(IFATSEA)**

**KNOW ALL MEN BY THESE PRESENTS:**

**WHEREAS**, Air Traffic Safety Electronics promotes and maintains a safe, orderly and expeditious flow of air traffic throughout the world; and

**WHEREAS**, the objects, functions and problems of this essential service to aviation are of similar nature in all countries irrespective of national boundaries; and

**WHEREAS**, these objects, functions and problems can be mastered only by the common effort of all nations, which should be based on close international co-operation and on a continuous exchange of ideas and experience:

**NOW THEREFORE**, it is indispensable that Air Traffic Safety Electronics personnel of all nations be united in a worldwide professional Federation for the furtherance of safe and efficient air navigation and for the protection of their common professional interests.

**THEREFORE**  
the  
**International Federation of Air Traffic**  
**Safety Electronics Associations**

**(IFATSEA)**

Has been founded by the determination and agreement of the professional  
Associations in countries throughout the world.

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**IN CONSEQUENCE THEREOF**

**the parties hereto do mutually covenant and agree as follows:**

- 1.** The parties hereto bind themselves to promote, maintain and enhance the stature of the Air Traffic Electronics profession and to develop and disseminate knowledge of air traffic safety electronics.
- 2.** The parties hereto bind themselves to co-operate with each other in all matters affecting their common professional interests.
- 3.** The Associations hereto bind themselves to inform IFATSEA on pertinent activities and to exchange with each other relevant information of common concern.
- 4.** The Member Associations accept the principle that IFATSEA should be represented at any international meeting, in addition to meetings of ICAO, which has under consideration matters associated with air navigation and in particular with electronics in air navigation and that, where possible, an observer should be sent to such meetings.
- 5.** The Headquarters of IFATSEA shall normally be located at the office of the Secretariat of IFATSEA.
- 6.** The Associations hereto engage themselves faithfully to observe the provisions of the Constitution and By-Laws of IFATSEA as presently adopted and hereafter amended.
- 7.** The Convention of IFATSEA shall be in effect until IFATSEA is dissolved in accordance with its Constitution and By-Laws.
- 8.** Any Member Association may retire from its obligations under this present agreement at any time before the 31<sup>st</sup> day of December of each year by giving the Executive Secretary of IFATSEA three months' written notice of such intention to retire.

**IN WITNESS WHEREOF**

the duly authorised representatives of the parties hereto have hereunto set their hands.

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**REPRESENTING**

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**ASSOCIATION**

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**PRESIDENT IFATSEA**

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**EXECUTIVE SECRETARY IFATSEA**

representing jointly and severally, the Member Associations of IFATSEA

**CONSTITUTION AND BY-LAWS**  
**of the International Federation of**  
**Air Traffic Safety Electronics Associations**  
**(IFATSEA)**

**PREAMBLE**

The objects and problems of electronics in the field of air traffic safety are the same all over the world. They can be mastered only by international co-operation, mutual understanding, and an exchange of ideas and experience.

It is fitting, therefore, that air traffic safety electronics personnel of all nations, who follow a common profession with similar problems for all, should pool their efforts towards a furtherance of safety of International Air Navigation and become united in a worldwide professional Federation, which is based on the principle of co-operation on technical and professional matters, excluding any political or religious debates and activities.

To achieve this aim and purpose the

INTERNATIONAL FEDERATION  
of  
AIR TRAFFIC SAFETY ELECTRONICS ASSOCIATIONS  
(IFATSEA)

has been founded and the Members of IFATSEA have translated their efforts into the adoption of this Constitution and By-Laws.

Article I

General

1. Name

The name of this Organisation shall be:  
International Federation of Air Traffic Safety Electronics Associations (IFATSEA).

2. Definitions

(a) The words "Constitution and By-Laws" where applied in this Constitution and By-Laws means the Constitution and By-Laws of the International Federation of Air Traffic Safety Electronics Associations.

(b) The word "IFATSEA" where applied in this Constitution and By-Laws means the International Federation of Air Traffic Safety Electronics Associations.

(c) The words "Air Traffic Safety Electronics Associations" where applied in this Constitution and By-Laws mean any Professional Association, Organisation, or Guild of Air Traffic Safety Electronics personnel, or individuals, whose purposes are essentially the same of those of IFATSEA.

(d) The word "Assembly" where applied in this Constitution and By-Laws means the delegated representatives of the affiliated Associations of IFATSEA, their proxies or deputies.

3. Objects

The objects of IFATSEA are and shall be:

(a) To operate as a non-political Federation of Air Traffic Safety Electronics Associations;

(b) To promote safety, efficiency and regularity in International Air Navigation;

(c) To assist and advise in the development of electronics systems in order to maintain the safe, orderly and expeditious flow of air traffic;

(d) To uphold a high standard of knowledge and professional efficiency among Air Traffic Safety Electronics personnel;

(e) To protect and safeguard the collective professional interests of Air Traffic Safety Electronics personnel;

(f) To make mutual benefit affiliations with other professional organisations;

(g) To strive for a worldwide Federation of Air Traffic Safety Electronics Associations.



In order to follow these objects, IFATSEA will:

- (h) Closely co-operate with national and international Aviation Authorities and other Institutions or persons concerned with Air Navigation;
- (i) Set up Committees for studying new techniques and facilities necessary and useful for the safety of International Air Navigation;
- (j) Collect and distribute information on professional problems and developments;
- (k) Levy affiliation fees, annual subscriptions and charges upon its Member Associations to provide the funds for an effective management of IFATSEA's activities;
- (l) Issue an official journal and other publications for the purpose of promulgating and advancing matters of Air Traffic Safety Electronics;
- (m) Sponsor and support the passage of legislation and regulations which will increase and protect the safety of air navigation through the improvement of working conditions of Air Traffic Safety Electronics personnel;
- (n) Endeavour to carry out the work of IFATSEA in the official language of the International Civil Aviation Organisation (ICAO).

#### 4. Duration

The duration of IFATSEA shall be perpetual or until it is dissolved, as provided in Article I, Section 5, of the Constitution and By-Laws.

#### 5. Dissolution

IFATSEA may be dissolved at any time by a three-quarters majority vote, conducted by the Assembly. In the event of such dissolution, the Assembly shall appoint three representatives chosen from the Assembly of IFATSEA, who will, together with the elected officers, act as agents for the Members and dispose of all its assets, physical or otherwise, by public auction or private sales, and any and all questions relating thereto shall be decided by a majority vote of the officers and the agents of the Assembly. All the liquid assets shall then be divided pro rata between the Members of IFATSEA at the time of such dissolution, in proportion to the annual subscription paid by each of such Members for the year ended 31<sup>st</sup> December next before such dissolution.

**6. IFATSEA Seal**

The official seal of IFATSEA shall be:



**7. IFATSEA Emblem**

The official logo of IFATSEA shall be :



## **Article II**

### **IFATSEA Members**

#### **1. Member Associations**

The Member Associations consist of their national Air Traffic Safety Electronics personnel and any other suitable persons as determined by the affiliated Association of the respective country. All national members of an affiliated Association shall be considered simultaneously as individual members of IFATSEA.

Affiliated Associations shall function as collective Members of IFATSEA. In national respect, they will act independently. Each Member Association, however, and its individual members shall abstain from any action detrimental to the common interest of the profession, to its honour and public recognition.

#### **2. Associate Membership**

Associate Membership may be granted to individuals or organizations not in membership of affiliated organisations, only with the continued endorsement of the member association of the country in question. In the absence of such an association existing the Executive Board would exercise the endorsement upon those who support the objects of IFATSEA and the cause of Air Traffic Safety. Such Associate Members shall not vote or table motions at Assemblies however, they may speak at the discretion of the President.

#### **3. Corporate Members**

IFATSEA will be empowered to invite suitable Organisations and individuals to become Corporate Members of IFATSEA to assist in consideration of all technical matters in which IFATSEA may become involved; present technical papers for consideration of IFATSEA. Corporate members are invited to attend meetings of the Assembly and other Committees of IFATSEA as observers. They would have no voting rights.

#### **4. Applications**

Any Association whose membership or any part thereof, is engaged in the field of Air Traffic Safety Electronics (and any other suitable person as determined by the Association) is eligible for affiliation on behalf of such persons subject to Article I, Section 2c. Applications for membership shall be directed to the Executive Secretary of IFATSEA, who shall cause the same to be brought before the Assembly. Such applications shall include copies of the Constitution of the National Association. A Charter of Affiliation shall be granted and issued when approved by a two-thirds majority of any Assembly, or when within sixty-days after being notified by the Executive Secretary the Assembly Members have not raised objections. The applicant may become an active affiliate of IFATSEA upon paying the required affiliation fee and the annual subscription. By



(b) When the charter of an affiliated Association is revoked or suspended by IFATSEA, such Association shall immediately surrender its Charter to IFATSEA along with any and all property in its possession belonging to IFATSEA, and all rights and privileges thereunder shall thereafter be inoperative and null and void.

## **5. Suspension of Affiliation**

In case of repeated neglect of payment, an Association in arrears shall be officially notified of the fact. If regular payment is not resumed within six months after such notification, the respective Association shall become suspended from affiliation. Reinstatement may be effected only by a vote of the officers upon such terms and conditions as they regard necessary to impose.

## **6. Members in Good Standing**

Affiliated Associations shall make a declaration of their members in good standing as at 1st November of each year to the Treasurer of IFATSEA. This declaration shall be provided within four weeks after the 1st November and shall be used for the fixing of subscriptions for the ensuing year.

## **7. Appointment of Assembly Members**

Each affiliated Association shall appoint delegates to represent it on the assembly. One of these shall be identified as the 'voting representative' and the name of such voting delegate shall be identified at the commencement of the assembly.

## **8. Termination of Affiliation**

Affiliation to IFATSEA may be terminated by expulsion or by voluntary withdrawal. Voluntary withdrawal of affiliation shall be effected in accordance with Section 8 of the Convention of IFATSEA. Expulsion shall be effected in respect of those affiliated organisations, which are guilty of acts of conduct prejudicial to the best interest of IFATSEA and in violation of the Constitution of IFATSEA in such a manner which is likely to cause harm to IFATSEA or any Affiliated Association of IFATSEA. Expulsion shall be effected only at a meeting of the Assembly and shall be determined by a two-thirds majority of the members.

## **Article III**

### **Finance**

#### **1. Determination of Annual Income**

The Assembly is empowered to determine the affiliation fees, annual subscriptions and charges to be paid to IFATSEA by the affiliated Associations, Associate members and Corporate members.

#### **2. Affiliation Fee**

Upon acceptance of an application for membership, an affiliation fee of 2 Euro per member in good standing will be levied from the applicant on acceptance into IFATSEA and before the issue of the Charter.

#### **3. Annual Subscriptions and Charges**

- (a) The revenue of IFATSEA shall be derived principally from an annual per capita subscription, based upon the declared membership of each affiliated Association. The amount shall be fixed by the Assembly or Special Assembly Meeting according to the requirements and is payable at the commencement of the financial year.
- (b) Additional revenue - if required in excess of the normal annual income mentioned under (a) above shall be levied from the Member Associations as charges in accordance with Article III, Section 1.
- (c) Charges will also be levied as a condition for reinstatement of membership after a suspension from affiliation. Such charges shall not exceed the outstanding debt of the Association in arrears.

#### **4. Financial Year and Budget**

The financial year of IFATSEA shall commence on the 1st day of January and expire on the 31st day of December each year. A budget and accounts shall be presented annually by the Treasurer for approval by the assembly.

## **5. Currency**

All affiliation fees, annual subscriptions and charges shall be levied in Euro.

## **6. Accounts**

The principal bank account of IFATSEA shall be in the name of the International Federation of Air Traffic Safety Electronics Associations and cheques drawn thereon shall be signed by the Treasurer and Executive Secretary of IFATSEA or by the Treasurer and another Officer designated by the Executive Board of IFATSEA.

## **7. Expenditure and Allowances**

The Officers and other persons specifically designated by the Assembly shall be paid their expenses in connection with duties authorised and undertaken on behalf of IFATSEA. They shall not receive any salary except that, by majority decision of Assembly, separate specific payments may be granted. The expenses of "delegates" incurred in attendance at Assemblies will not be met from IFATSEA funds.

## **8. Financial Liabilities**

No Elective Officer or Agent of IFATSEA, either singly or jointly with others, except as designated and provided in the Constitution and By-Laws, shall have the power to make any Bill, note, cheque or other negotiable instrument payable or endorse the same in the name of the International Federation of Air Traffic Safety Electronics Associations, or contract or cause to be contracted any debts or liabilities in the name of or on behalf of IFATSEA.

## **9. Auditors**

The Assembly shall appoint Auditors who will be responsible for checking IFATSEA's accounts and the management of financial activities by the Treasurer. The Auditors shall deliver a written report of their findings to the Assembly and at such other times as may be requested by the Officers or by the Assembly.

## **10. Indemnity**

The Elective Officers (President, Vice-President, Executive Secretary, Treasurer and Regional Directors), the Auditors, and the Member Associations of IFATSEA and every of them, everyone of their heirs, executors and administrators shall be indemnified and secured harmless out of the assets of IFATSEA from and against all actions, costs, charges, losses, damages and expenses which they or any of them, their or any of their heirs, executors or administrators shall or may incur or sustain by or by reason of any act done, concurred in or omitted in or about the execution of their duty in their respective offices or trusts except such (if any) as they shall incur or sustain by or through their own wilful neglect or default, or through their own dishonesty respectively, and none of them shall be answerable for the acts, receipts, neglects or defaults of the other or others of them or for joining in any receipt for the sake of conformity or for the defaults of any Bankers or other persons with whom monies or effects belonging to IFATSEA or its members shall or may be lodged or deposited for safer custody, or for the insufficiency or deficiency of any security upon which any monies of or belonging to IFATSEA shall be invested, or for any other losses, misfortunes or damages which may happen in the execution of their respective offices or trusts, or in relation thereto, except the same shall happen by or through their own wilful neglect or default, or by there own dishonesty respectively.



## **Article IV**

### **Meetings**

#### **1. Types of Meeting**

- (a) **Assembly**  
These meetings shall take place annually in the Autumn at such time and place as an Assembly or the IFATSEA Executive Board shall have decided. In even years only, commencing 2012, the Assembly shall have the authority to elect Officers.
- (b) **Special Assembly meetings**  
These meetings to decide on matter or matters of urgency, may be convened by a simple majority of an Assembly in session, or by a decision of Assembly Members (so named in accordance with Article I, Section 2(d)) which is supported by at least two-thirds of said Assembly Members who respond to the question as put before them by the IFATSEA Executive Board.
- (c) **IFATSEA Executive Board Meetings**  
These meetings will not normally be held more than twice in any one year at such time and place as the Officers shall decide. One such meeting will coincide with the Assembly meeting.

#### **2. Attendance at Meetings**

- (a) **Assemblies**  
These shall consist of the elected officers of IFATSEA, plus Assembly Representatives as per Article I, Section 2(d).
- (b) **Special Assemblies**  
These shall consist of those eligible to attend any other type of Assembly.
- (c) **Executive Board Meetings**  
These shall consist of the elected officers of IFATSEA.
- (d) **Advisor attendance**  
Each affiliate may, in addition to their Assembly Member, have in attendance other representatives for their organisation as advisors and/or Committee participants. These representatives may not speak at Assemblies unless called upon by their individual Assembly Member. In the event of meeting space limitations, these representatives may be required to not sit at the Assembly meeting table.

- (e) Proxy Attendance  
In the event a Member Association (Article I, Section 2(d)) is unable to attend a meeting, the duly designated proxy or deputy shall present to the Assembly a credential in duplicate, countersigned by the President or Chairman and the secretary or other official of the respective Affiliate. The original shall be retained by the Executive Secretary of IFATSEA. Voting powers during temporary absences from an Assembly are to be dealt with in accordance with schedule "A" section 11 of the IFATSEA By-Laws.
- (f) General Attendees  
These consist of other persons permitted to attend meetings and shall consist of those designated to carry out specific meeting duties, Associate Members, observers from appropriate organisations, invited guests and Corporate Members as authorised by the Officers of IFATSEA.

### **3. Agenda**

Agenda items may be proposed from Member Associations or from the Executive of IFATSEA. The final agenda shall be issued at least thirty days prior to a Special Assembly and at least sixty days prior to all other types of Assemblies.

### **4. Jurisdiction**

All duly convened Meetings, namely Assemblies and Executive Board Meetings, have full authority to make decisions and determinations that are binding upon IFATSEA. However, the authority of Special Meetings shall be limited solely to the subject or subjects specifically indicated in the agenda of such Special Meetings.

### **5. Quorum**

A quorum shall consist of a simple majority of those member associations eligible to attend Assemblies and at least 2/3 of the elected members of the IFATSEA Executive Board.

### **6. Voting**

All questions properly brought before a meeting shall be determined by a majority vote of the voting representatives on the basis of one vote for each affiliate. The rules of order to be followed at any and all meetings shall be specified in the Constitution and By-Laws.

An Elective Officer of IFATSEA shall not be entitled to a vote except when he is an Assembly Member. In the event of equality of votes, the Chairman, even if he is not an Assembly Member, shall have a casting vote.

Resolutions passed at Assemblies will become IFATSEA policy. An amendment to the Constitution requires a two-thirds majority of the votes to be cast in favour of the amendment by the Assembly Members present and voting.

## **7. Order of Business**

The order of business at Assemblies shall be as follows:

1. Call to Order by President.
2. Roll Call of Assembly Members.
3. Apologies for Absence.
4. Nomination and election of Scrutineer and Tellers.
5. Correspondence and applications for membership.
6. Composition of Standing Committees.
7. Presentation of reports of previous meetings.
8. Reports of Executive Board.
9. Report of Treasurer.
10. Consideration of matters submitted in writing by affiliates.
11. Reports of Standing Committees.
12. New Business.
13. Nomination and election of Officers.
14. Future Meetings and Closure.

## **Article V**

### **Executive**

#### **Executive Board**

#### **1. Elective Officers**

The Elective Officers ("Officers") of IFATSEA shall be: President, Vice President, Executive Secretary, Treasurer and four (4) Regional Directors one each from the following regions: Europe, Americas, Asia-Pacific and Africa.

#### **2. Eligibility and Election**

The Officers of IFATSEA shall be Members in good standing or officers of an Association affiliated to IFATSEA and have the written support of their Association. They need not be Assembly Members.

Officers shall be elected by secret ballot at Assembly as set out in Article IV, Section 1(a). Nominations may be accepted from the floor. Affiliates may not nominate a candidate for Regional Director from outside their region.

In order to ensure continuity of expertise not more than 50% of the Elective Officers will be elected at any Assembly. The Executive Board will decide at their meeting in Assembly year which Officers will retire that year. Retiring Officers may be nominated for re-election.

The election of Officers shall be based on the principle of requiring a majority of the votes cast, that is fifty percent plus one. In the event that no one nominee receives a majority of votes cast for a specific office, then a further run off election will be held between the two candidates receiving the highest number of votes. In the case of a tie at any stage in the voting procedure the said tie shall be broken by re-balloting for those candidates with equal votes.

The Officers shall take office immediately after Assembly and shall hold office as described herein.

In the event of the resignation or retirement of an Officer during his term of office, the vacancy shall be filled by the Executive Board until the next regular election for the vacant position.

The term of office of an Elective Officer shall be four years.

### **3. Authority and Responsibility**

The Officers collectively shall constitute the Executive Board authority and direction of IFATSEA unless Assembly is in session. Individually, the authority and responsibility of the Officers shall be:

(a) President:

The President shall preside at all Meetings, shall supervise all activities of IFATSEA, shall sign official documents as appropriate. He shall be responsible for the selection of representatives at all external meetings in the absence of an appointed representative by the Assembly. He shall carry out other responsibilities as prescribed within the IFATSEA Constitution and By-Laws.

(b) Vice-President:

The Vice President shall assist the President and take over such duties as may be assigned by the President.

(c) Executive Secretary:

The Executive Secretary shall be responsible for the management and administration of all activities of IFATSEA. He shall conduct all correspondence on behalf of IFATSEA as directed by the President and/or the Assembly. He shall render reports as required by the Assembly or the Executive Board. The Executive Secretary shall serve as the IFATSEA's registrar.

(d) Treasurer:

The Treasurer shall be responsible for all funds of IFATSEA which he receives and shall deposit all such funds in the name of IFATSEA in such Bank or Banks as the Executive may designate. He shall make, sign and endorse in the name of IFATSEA the cheques, drafts, warrants and orders for the payment of money. He shall cause to be exhibited at all reasonable times his books and accounts to any Officer or Assembly Member. A complete statement of the financial position of IFATSEA shall be rendered by the Treasurer to Assemblies and Executive Board Meetings.

(e) Regional Director:

Regional Directors shall foster and promote IFATSEA's work and policies throughout their region in accordance with the constitution of IFATSEA. The Regional Director shall promote and encourage membership of IFATSEA by new member associations within their region. Regional Director shall ensure that the Executive Board is kept informed of the activities which are taking place within the regional groups.

## **Article VI**

### **Management**

#### **1. Draft Releases**

In order that IFATSEA policy may be determined, where no resolution or By-Laws exist, a statement of the matter concerned may be issued to all affiliates and, in the absence of objection, be deemed policy. At least sixty days for reply shall be allowed, unless the matter needs to be decided sooner.

#### **3. Maintenance of Records**

There shall be maintained by the Executive Secretary a permanent record of IFATSEA policies and activities which will be available to affiliates.

## **Article VII**

### **Changes and Interpretations of the Constitution**

#### **1. Changes of Constitution**

This Constitution and By-Laws shall remain in force and effect, and shall not be altered, added to, amended or rescinded, except at Assembly or Special Assembly, of which due notice shall have been given in accordance with Article IV, Section 3.

#### **2. Interpretation**

This Constitution and By-Laws shall be interpreted by the President. In addition he shall rule upon all questions properly put and seconded before a meeting as defined in Article IV. In the event that an Assembly Member disputes the President's ruling, the President shall, if the Assembly Member has a seconder to the request for a ruling, put the question to the Assembly. Said dispute will then be decided by a majority vote of Assembly Members in attendance and voting.

## **Article VIII**

### **Committees, Sub-committees and Working Groups**

#### **1. Standing Committees**

There shall be two permanent standing committees: the Operations Committee and the Strategic Committee.

The President, Executive Secretary and Treasurer shall be the permanent members of the Operations committee. The Operations Committee shall be responsible for the day-to-day management of IFATSEA and shall report on their activities at each Executive Board meeting. The President shall chair the Operations Committee.

The Vice-President and the four Regional Directors shall be the permanent members of the Strategic Committee. The Strategic Committee shall plan and make recommendations on the long-term future of IFATSEA. The Strategic Committee shall report on their activities at each Executive Board meeting. The Vice-President shall chair the Strategic Committee.

At its discretion, the Executive Board may appoint other individuals to the standing committees.

#### **2. Sub-committees**

In order to investigate, study and initiate action on matters of particular interest, the Executive Board or Assembly may establish other sub-committees as required.

Membership on sub-committees shall be restricted to affiliated members. Individual sitting on sub-committees are expected to be able to speak on behalf of their association.

To ensure efficiency and efficacy, sub-committees membership shall not normally exceed ten (10) members including the Chair and Secretary.

Sub-committees shall elect their own Chair and Secretary and shall report on their findings and recommendation to the Executive Board at each Assembly.

Sub-committees may receive reports or presentations from affiliates or external agencies.

#### **3. Working Groups**

Sub-committees are authorized to create one or more working groups to execute the work and meet the needs of the sub-committee.

Sub-committees shall fix working group terms of reference and shall supervise and report



on the activities of working groups so created. Size and membership of working groups shall be determined by the sub-committee. Working groups shall be chaired by a member of the sub-committee.

Working groups shall complete their work in accordance with their terms of reference and report their findings to the appropriate sub-committee. Workgroups are open to all classifications of membership.

**By-Laws**  
**Schedule A**

(Related to Article IV, Section 6)

1. The President, or in his absence, the Vice-President, shall take the Chair at all Assemblies and Executive Board Meetings.
2. Each speaker shall address him/herself solely to the Chair. The Chairperson shall have sole discretion for the order of calling speakers.
3. Each motion or report shall be proposed and seconded before it is discussed. The proposer shall have the right of reply, in all cases, immediately before the vote is taken.
4. Only one motion may be considered at one time.
5. A motion may be amended. When more than one amendment is notified, they shall be considered singly, in order opposite to their movement and, if passed, be included in the original motion.
6. The proposer may withdraw a motion with the consent of the seconder and a majority of those in attendance.
7. An accredited delegate may, at any time, move "that the question now be put". The Chair shall put this motion to a vote without discussion and, if it is passed, the motion under discussion shall be voted on without further debate other than a summing up by the proposer.
8. No delegate shall interrupt another while speaking, except to raise a point of order. He shall state the point which shall be decided by the Chair without debate.
9. If a point of order is raised whilst a delegate is speaking, he shall cease until the validity of the point of order has been decided. If it is decided that the point of order is not valid, he may proceed.

- 10.** Order of precedence of motions:
- (a) To adjourn.
  - (b) A motion that the question now be put.
  - (c) A motion to refer the matter to a Committee for investigation and report.
  - (d) A motions to postpone the matter to a later specified meeting.
  - (e) A motion that the matter lie on the table.
  - (f) A motion for a vote of no confidence.
  - (g) Other motions.
- 11.** If a voting delegate be temporarily absent during the assembly, he may, with the permission of the President assign his/her voting powers:
- i) to an alternative delegate from the same affiliated member organisation.
  - ii) to a voting delegate of an alternative affiliate willing to act in this capacity.
- 12.** No delegate may speak more than once on the same motion, except with the permission of the Chairman, provided always that the proposer of a motion has the right of reply before the motion or amendment is put.
- 13.** A motion to reconsider any matter previously discussed or resolution passed at that Meeting must be made by an Assembly Member who voted with the majority.
- 14.** The regular order of business may be changed or suspended by the President or by a two-thirds majority of the meeting.