

Appendix A – Liaison Officer to ICAO Air Navigation Commission (ANC)

Terms of Reference¹

The Liaison Officer to ICAO Air Navigation Commission (LOANC) will operate under the direction of the Executive Vice-President Technical.

The Liaison Officer shall:

- a) Serve as the designated IFATCA observer to the ICAO Air Navigation Commission;
- b) Maintain IFATCA's presence and participation in relevant ICAO meetings and discussions on matters before the Air Navigation Commission;
- c) Serve in Montreal during designated sessions of the ICAO Air Navigation Commission, ICAO Assemblies, Air Navigation Conference and ICAO Symposia to the extent practicable considering, among other things, limitations related to immigration status in Canada;
- d) Establish and maintain contact with the ICAO Secretariat and other International Organizations in the ICAO community, for the purpose of promoting and maintaining the aims and objectives of IFATCA;
- e) Manage and coordinate the IFATCA Representatives to ICAO's International Panels, Work Groups, Study Groups and Task Forces to ensure that IFATCA's concerns in their specific field of expertise are maintained and expressed as the issue works through the ICAO process;
- f) Provide guidance to IFATCA Representatives to ICAO Panels, Work Groups, Study Groups and Task Forces on the ICAO processes to ensure their roles are as effective as possible;
- g) Provide input and support to IFATCA officers responding to ICAO state letters;
- h) Serve as an ex-officio member and attend meetings of both the Technical and Operations and Professional and Legal Committees for the purpose of ensuring issues, concerns and expertise of relevant Standing Committees are included in IFATCA's role in ICAO and to provide the committees with information, understanding and guidance on the issues in the ICAO process;
- i) Serve as a non-voting ex-officio member of the Executive Board for the purpose of ensuring the global and regional strategies of the Federation are synchronized with activities at the various ICAO fora;
- j) Raise with the Executive Board immediately any items of special or significant interest as they arrive from ICAO;
- k) Undertake other duties relating to ICAO as required by the Executive Board. (Gran Canaria 14.A.23, Accra 18.A.14)

¹ IFATCA. (2023). *IFATCA Administrative Manual*, pp. 119-120. Montréal, Canada: International Federation of Air Traffic Controllers' Association.