



Ref: **22EB09**

May 24, 2022

(by email)

To: All IFATSEA AFFILIATES

**Subject: Calling Notice - IFATSEA 50th Assembly in Prague,
Czech Republic, 26 – 30 September 2022**

Dear Colleagues,

This is the official Calling Notice for the IFATSEA 50th General Assembly which also highlights, the **restart of the face-to-face meetings**.

The Assembly will be held from the **26th to the 30th of September 2022** at the **Conference Hotel, Vienna House Andel's Prague**, Czech Republic (<https://www.viennahouse.com/en/andels-prague/the-hotel/overview.html>).

1) Credentials, Assembly Registration, Hotel Reservation and Visa

According to the IFATSEA Constitution, in order to attend the Assembly proceedings, each affiliate member Association must appoint delegates to represent it at the General Assembly. One of these delegates shall be identified as the **'voting representative'**. In addition, Article IV, paragraph 2(d) permits affiliates to have in attendance other representatives as advisors or committee members.

All participants are required to send the credentials for the General Assembly 2022 to the IFATSEA Executive Board (**exec.sec@ifatsea.org**) at least 30 days prior to the opening day of the General Assembly 2022.

The registration will only be confirmed if, the Form of Credentials (attached) is sent to the Executive Board. You may also download the credentials forms via the IFATSEA E-Library:

<https://ifatsea.app.box.com/folder/163178363205>

The hosting Czech Affiliate (CZATSEA) and the ANS CZ are diligently working hard to ensure a successful General Assembly.

Affiliates are therefore being encouraged to visit and monitor the Assembly website (<http://50thifatseaga2020.org>) for information and details on hotel reservation and registration. Affiliates **requiring visas should apply as soon as possible** to get their visa on time.

2) Agenda

The Draft Agenda for the Assembly, Regional Meetings and Sub-Committees will be published and updated on the Assembly website at least 60 days prior to the opening of the General Assembly. Final Agenda's will be published during the first week of the General Assembly.

Affiliates who wish to give presentations during the Assembly, should contact the Executive Board at least 30 days before the Assembly starts.

3) Amendment to the Constitution

According to the IFATSEA Constitution, this year is only for elections and not for constitutional changes. However, as the IFATSEA Registration is ongoing, this is considered an extraordinary situation and in order to expedite the registration process and related activities, there will be a discussion and opportunity for constitutional changes.

In line with the IFATSEA constitution, amendment proposals should be notified in writing to the Executive Secretary. The deadline for submission of constitutional change proposals shall **not be later than 60 days before** the first day of opening the General Assembly.

Proposals to be submitted must be signed by the Principal Officer of the Affiliate Association and sent to IFATSEA by e-mail to the Executive Secretary (exec.sec@ifatsea.org).

4) Elections

The IFATSEA Constitution mandates that, elections for elected members of the Executive Board with expiring tenure will be held during the general assembly **to maintain continuity of Governance.**

The Officers up for election in this year are:

- i. Vice President
- ii. Treasurer
- iii. Regional Director Africa
- iv. Director of Americas

All nominations must be signed by the principal Officer of the appropriate association and shall be forwarded to the Executive Secretary **not later than 60 days before** the first day of opening the General Assembly. The Affiliate member must be in good standing with IFATSEA.

Thank you for your cooperation and we are looking forward to meeting you in Prague, Czech Republic.

Sincerely,

The image shows a handwritten signature in black ink on the left, followed by the official blue circular logo of IFATSEA (International Federation of Air Transport Security Experts) on the right. The logo features a globe and the text 'IFATSEA' and 'INTERNATIONAL FEDERATION OF AIR TRANSPORT SECURITY EXPERTS'.

Theodore Kiritsis
President

A handwritten signature in blue ink, appearing to read 'feagyei', written in a cursive style.

Ing. Frank Kofi Apegyei
Executive Secretary