



International Amateur Radio Union Region 1
General Conference - 16th to 21st November 2008 - Cavtat, Croatia



SUBJECT	Working Group Terms of Reference		
Society	EC	Country	
Committee:	C3	Paper number:	CT08_C3_17
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Introduction

This paper proposes minor changes to the Terms of Reference for the Committees and Working Groups.

Background

The Terms of Reference for IARU Region 1 Committees and Working Groups were last approved at the 2005 General Conference. Since then, the EC has made minor changes to the Terms of Reference as follows:

- To clarify that the use of proxies for voting in working groups is not in accordance with the IARU Region 1 Constitution
- To correct an editorial mistake made when the ToR for the HF Committee was approved at the Davos 2005 Conference. The correct text is now included
- To bring the General ToR in line with the latest ARDF Rules
- To make a number of editorial additions for clarity
- To remove mention of the HF Contest Sub-Group
- Included ToR for the ARSPEX WG established at the Davos 2005 Conference

The Terms of Reference are therefore as on the attached pages

Proposal:

That the Conference endorses the terms of Reference as attached.

IARU Region 1

Terms of Reference for Committees and Working groups

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General Preamble

The outline for the work of IARU Region 1 Specialised Bodies can be found in the Constitution and Bylaws

Constitution Article A.5 - Specialised Bodies

A.5.1 The General Conference may set up specialised bodies to work either for the duration of the General Conference or to work between General Conferences on specialised subject. They may be established as Committees, Working Groups and Coordinators for short-term or long-term according to needs.

A.5.2 The period of office of specialised bodies shall be the same or less than that of the Executive Committee.

A.5.3 The terms of reference, structure and work of the specialised bodies are defined in the Bylaws.

By-Laws Section B.3 - Specialised Bodies

1. The IARU Region 1 may set up specialised bodies to act in an advisory capacity, with the aims of:
 - exchanging experience related to their subjects
 - processing specialised materials and answering questions received from other IARU bodies
 - providing specialised consultation
 - submitting specialised opinions, proposals and recommendations
 - participating in the organisation of IARU specialised events
 - undertaking specialised actions on behalf of Region 1.
2. The specialised bodies may make proposals and recommendations which have to be approved by a General Conference or by the Executive Committee in between General Conferences. Depending on the subject these Proposals or Recommendations may have to be ratified subsequently by the General Conference.
3. These specialised bodies are formed as:
 - committees and their respective sub-committees
 - working groups and their respective sub-groups
 - one-man specialised coordinators, who for most purposes are considered to be equal to working groups.
4. Terms of Reference of the permanent specialised bodies are determined by the General Conference. In exceptional cases the Executive Committee may temporarily extend or restrict terms of reference of these bodies
5. All IARU Region 1 Member Societies are entitled to participate in the work of the permanent committees. The permanent working groups consist of persons appointed by the Member Societies interested in the relevant activity
6. The chairman of a permanent body shall report to the General Conferences and annually to the Executive Committee. The report should contain the future plan for at least one year.
7. Permanent specialised bodies may hold their working meetings not more often than once a year; in the year when the General Conference is held the meetings are to be held within the framework of the General Conference.
8. Decisions taken at such meetings held between Conferences, which obtain a two-thirds majority of the Member Societies at such meetings represented, will become interim IARU Region 1 policy only after approval by the Executive Committee. They must be presented to the subsequent General Conference for ratification. Societies can not be represented by proxies to another member society at such meeting according to B4.4 of the Byelaws, but if a WG-member is unable to attend, he may appoint another person from the same society to represent him in the meeting and in subsequent votings.
9. Between the meetings the WG Chairman may require voting on urgent decisions by e-mail or other appropriate way. The request for vote shall contain the list of all the members of the Working Group.

Such decisions are valid if at least two third of the working group responded and if at least half of them plus one have voted in favour. Proxies shall not be valid for this kind of voting.

10. The chairman of the permanent specialised body must present to the Executive Committee for approval a budget related to the planned meeting. IARU Region 1 meets expenses of these meetings only in relation to renting of the meeting rooms and travel, plus food and accommodation for the chairman of the permanent body. Expenses of the members of the permanent body are met by their own Member Societies.
11. The Executive Committee budgets for the yearly limit of expenses of the chairman of the permanent body or Coordinators'. Verified expenses are reimbursed by the Treasurer each year. This provision applies only to expenses directly related to postage, stationery, telecommunications, etc.
12. If the chairman of a permanent working body or a Coordinator is participating in the General Conference in his capacity at the expense of the IARU Region 1, he cannot simultaneously act as a delegate of his Member Society.

General Rules

- 1 All IARU Region 1 specialised bodies i.e. Committees, (sub) Working Groups and Coordinators act under the provisions of the IARU Region 1 Constitution and Bylaws
- 2 All Committee Chairmen, Working Group Chairmen and Coordinators are appointed at each triennial General Conference
- 3 All Committee Chairmen, Working Group Chairmen and Coordinators shall report annually to the EC and to the General Conference
- 4 All Committee Chairmen, Working Group Chairmen and Coordinators shall attend Region 1 General Conference
- 5 Expenses made by the Committee Chairmen, Working Group Chairmen and Coordinators will be reimbursed according to articles B.3.25 and B.3.28 of the Region 1 Bylaws
- 6 Member Societies may appoint another Member Society, to vote by proxy on their behalf at General Conferences only (B 4.4).

ARDF - Amateur Radio Direction Finding Working Group

Tasks

- 1 To exchange information related to ARDF
- 2 To develop ARDF materials and answer question from other IARU bodies
- 3 To provide ARDF advice and help to IARU Member Societies, to prepare bulletins and educational material, to assist the IARU Region 1 Member Societies in ARDF activities
- 4 To submit ARDF advice, proposals and recommendations to the Executive Committee to participate in the organisation of IARU ARDF events
- 5 To undertake ARDF activities on behalf of IARU Region 1
- 6 To organise the IARU international events and championships
- 7 To support sport and technical progress in ARDF
- 8 To prepare the ARDF competition rules
- 9 To care for skilled referees serving at International, Regional and World Championships
- 10 To cooperate with the similar bodies in IARU Region 2 and Region 3.

Procedures

- 11 Each member of the Working Group should be licensed radio amateur
- 12 Each Society willing to be member of the Working Group nominates/substitutes its representative in the ARDF WG by official letter addressed to WG Chairman and signed by the Society's president or secretary. The WG Chairman introduces the new WG members in an appropriate way.

- 13 The ARDF WG holds its official plenary meetings normally once per year during General Conferences or otherwise during World/Regional championships
- 14 At least one month before the meeting the Chairman notifies the members of the time and venue for the meeting and distributes preliminary agenda. The Chairman presides at the meeting and is responsible for the meeting minutes and their approval by the members present at the meeting. In case the Chairman is unable to attend any meeting he/she appoints a WG member to chair that meeting.
- 15 Each ARDF WG member have the right to attend plenary meetings and to vote. In case a member is unable to attend the meeting he/she is permitted to give a proxy to another representative from his/her Society.
- 16 The WG Chairman is entitled to summon an informal meeting when a majority of the WG members are expected to attend particular Amateur Radio competition, exhibition, hamfest etc. The informal meeting can only discuss matters of interest and forward eventual propositions to the next coming official meeting for approval. Informal meetings during Region 1 or World Championships are entitled to approve the program of the event.

HF Beacon Coordinator

[Old Text - in need of updating]

Tasks

- 1 The IARU Beacon Project (IBP) is established to carry out the policy for HF beacon operations laid down by the IARU Administrative Council (AC).
- 2 The Region 1 Co-ordinator will deal with all aspects, relevant to the Region 1 geographical area, of policy and planning statements issued by the IBP international Co-ordinator (IC), appointed by the AC. In this work he will take account of decisions and recommendations arrived at by a General Conference and the Executive Committee (EC).
- 3 The Region 1 Co-ordinator will issue detailed information to Region 1 Member Societies to guide and assist them to meet the requirements of the beacon Project as issued by the IC in respect of geographical coverage, frequency management, timing of transmissions and technical specifications. He will draw the attention of the EC to difficulties as they may arise and will inform the EC from time to time of general progress in the implementation of the regional plan. He will submit an annual report to the EC and immediately prior to a General Conference he will also submit a report to a General Conference covering the preceding three year period for the general information Member Societies.
- 4 The coordinator shall work closely with the IARU Region 1 HF Committee and may, after consultation with the HF Committee chairman, participate in their meetings.

EMC - Electromagnetic Compatibility Working Group

Tasks

- 1 To exchange information related to all aspects of electromagnetic compatibility
- 2 To provide advice on EMC to IARU Member Societies
- 3 To prepare papers on EMC presenting the interests of radio amateurs with respect to EMC
- 4 To influence EMC related legislation and standards for the benefit of radio amateurs
- 5 To ensure that Region 1 is represented, either by him/herself or an appointed representative, at meetings in international EMC standardisation organisations where Region 1 is member or has observer status.

Procedures

- 6 The EMC-WG Chairman Coordinates the work of the EMC WG and may - after approval of the budget - participate in EMC-related meetings / symposia either himself or by an appointed representative
- 7 The work of the EMC-WG shall be carried out mainly by correspondence. If it is deemed necessary by the Chairman or by the EC a meeting of the EMC-WG may be convened after approval of and in consultation with the EC.

Emergency Communications Coordinator

Tasks

- 1 To prepare and keep updated an inventory of emergency communication services provided by IARU Region 1 Societies.
- 2 To act as a focal point on amateur radio emergency communications services with IARU Region 1 to international bodies and user services (e.g. the International Red Cross).
- 3 To liaise on emergency matters with IARU Regions 2 and 3.
- 4 To prepare a common guideline on amateur radio emergency procedures.
- 5 To circulate and publicise information on emergency events in which the Amateur Radio Service has been involved.
- 6 To arrange meetings, when deemed necessary, to discuss principle and actual matters on amateur radio emergency communication. Such meetings shall only be arranged after approval, of and in consultation with, the EC.

EUROCOM - European Community Sub-Regional Working Group

- 1 The EUROCOM SWG will maintain contact with the institutions of the European Union, specially the European Commission and the European Parliament, with the aim of:
 - a. Identifying the areas of concern in European legislation regarding Amateur Radio
 - b. Circulating information on these areas of concern to the members of the SWG as well as to the Secretary of IARU Region 1
 - c. Communicating those items of information which are considered to be of importance to Amateur Radio and which are not being acted upon within IARU Region 1 member societies via the SWG convenor to the European Community for their consideration.
- 2 The Eurocom SWG will advise the General Conferences of IARU Region 1 and in between Conferences the Executive Committee of IARU Region 1 on:
 - a. Optimum policies for dealing with current and future European Community legislation
 - b. Opportunities for acquiring support from the European Community for the development of Amateur Radio
- 3 The work of the EUROCOM SWG shall be carried out mainly by correspondence. If it is deemed necessary by the Chairman of the SWG a meeting may be convened after approval of and in consultation with the Executive Committee of IARU Region 1.

HST - High Speed Telegraphy Working Group

The HST Working Group is an advisory body within the regional IARU structure. Each society within Region 1 can appoint its representative. He or she can act in full power only if the society completely fulfils the financial obligation to Region 1.

Aims and activities:

- 1 To exchange information related to HST
- 2 To develop HST materials and answer question from other IARU bodies
- 3 To provide HST advice and help to Region 1 member societies
- 4 To submit HST advises, proposals and recommendations to the Executive Committee
- 5 To participate in the organisation of IARU HST events
- 6 To undertake HST activities on behalf of IARU Region 1
- 7 To prepare HST rules
 - a. To give recommendation to the EC and GC for final approve of the rules
 - b. To approve changes in the "APPENDIX" of the rules between the conferences and EC meetings
- 8 HST Working Group assists the IARU member societies in HST activities, organises the IARU international events and championships, supports sport and technical progress in HST, prepares bulletins and educational material
- 9 HST Working Group cooperates with the similar bodies in IARU Region 2 and Region 3.

HF-Committee

The permanent HF Committee (C4) deals with matters relating the frequencies below 30 MHz.

Objectives

- 1 To co-ordinate the activities of amateurs in Region 1 with respect to frequency allocations below 30 MHz
- 2 To ensure that adequate use is made of existing allocations and to consider possible new allocations
- 3 To co-ordinate and promote scientific investigations by member societies of IARU Region 1 on all frequencies below 30 MHz.
- 4 To recommend IARU Region 1 bandplans aimed at promoting greater effectiveness for communications
- 5 To encourage special projects on the frequency allocations below 30 MHz aimed at advancing amateur radio communication techniques
- 6 To assist in the protection of the amateur allocations below 30 MHz from possible loss by stimulating activity and demonstrating the effective use by amateurs
- 7 To plan and conduct IARU Region 1 HF contests on these bands
- 8 To advise on interference problems relating to frequencies below 30 Mhz
- 10 To maintain communication with Member Societies through
 - a. an Internet reflector discussion group
 - b. the Region 1 Website

IARUMS - IARU Monitoring System

- 1 The IARU Monitoring System (IARUMS) is established to carry out the policy for monitoring laid down by the IARU Administrative Council (AC)
- 2 The IARU Region 1 Monitoring System shall act decisively, within the limits of the Executive Committee's guidelines in defence of the amateur bands and use it's best endeavour for the removal of those stations not authorised to operate in those bands
- 3 The IARU Region 1 IARUMS Co-ordinator shall
 - a. Use his best endeavour in defence of the amateur bands against non-authorised users
 - b. Co-ordinate and support the efforts of the Region 1 Member Societies in protesting the use of amateur frequencies by non-amateur users
 - c. Compile regional data and progress reports and forward them to the National Co-ordinators and the IARUMS Co-ordinators of Region 2 and Region 3
 - d. Edit a monthly newsletter for the active IARU-MS members of Region 1
 - e. Assist National Co-ordinators in effectively carrying out their functions within the IARUMS
 - f. Acknowledge all reports and inquiries received from National Co-ordinators and periodically summarise to a National Society the status of its reports
 - g. Keep National Co-ordinators adequately informed of current developments
 - h. He may receive and process reports from individuals in those countries where there is no IARU Member Society.
- 4 The IARU Region 1 IARUMS Co-ordinator will send the monthly newsletter to the EC and collect his information for a General Conference. He shall attend Region 1 Conferences.

IPHA - Information Programme for Handicapped Radio Amateurs

1991 text

- 1 The Information Programme for Handicapped Radio Amateurs is set up by the General Conference
- 2 Its aims are the gathering and circulation of information about
 - a. organisations for disabled radio-amateurs
 - b. special courses and methods for preparing disabled people for the examinations required to obtain a radio-amateur license
 - c. nets organised by handicapped radio-amateurs
 - d. details about equipment that was designed for use by amateurs with various handicaps.

RRWG - Radio Regulatory Working Group

Tasks

- 1 Draft proposals and discussion papers on policies to achieve the goals for radio amateur regulations set out by Conferences, or by the EC between Conferences
- 2 Represent IARU R1 at meetings of the CEPT Working Group on Radio Administration and any other similar committees as necessary
- 3 Stimulate IARU R1 member societies to establish and maintain contacts on this subject of licensing matters with their Administrations and to report on any changes in licensing regulations to the RRWG
- 4 When a policy has been adopted by a Conference or by the EC as an interim policy then
 - a. Provide member societies with the necessary documentation
 - b. Support their efforts to promote the IARU R1 goals with their Administrations
- 5 Report to the member societies on developments in the field of licensing matters in general by means of regular circular letters or by special bulletins when urgent matters arise or when the RRWG in consultation with the EC deems it necessary to consult member societies on a proposed policy.
- 6 The specific goal of the IARU R1 member societies will in some cases run parallel with the aims of other organisations within the ITU Region 1. If this is the case then RRWG will:
 - a. Advise the EC on the proposals brought forward in these organisations and on the best policy to be followed with regard to these proposals
 - b. Where the opportunity arises, and in close consultation with the EC, forward appropriate comments suggestions for amendments/additions etc. to the pertaining organisations.

Procedures

- 7 The RRWG will carry out its work mainly by e mail. If required, the Chair may, after having obtained the consent of the EC, organise meetings of the RRWG between Conferences
- 8 The Chair may invite to the RRWG meetings experts on a subject under consideration or representatives of member societies who are expected to be able to offer worthwhile contributions to the discussions
- 9 The RRWG shall in general not have any direct contacts with Administrations or radio amateur organisations outside Region 1 except as a representative of IARU R1
- 10 Any contacts with radio amateur organisations outside IARU Region 1 considered necessary for a proper fulfilment of the tasks will be channelled through the Hon. Secretary of IARU R 1.

STARS - Support of The Amateur Radio Service in IARU Region 1 Working Group

- 1 Its aims are
 - a. The general co-ordination and planning of the work concerned with the support of the amateur radio service and of the amateur radio satellite service in those areas of IARU Region 1 where radio amateur activity is low or non-existent
 - b. To promote the procurement, production and distribution of any form of technical and educational material to be disseminated and applied in such areas
 - c. To assemble, collect and analyse know-how and human resources of relevance to the STARS-WG projects in such areas
 - d. If he deems necessary, the STARS-WG Chairman may nominate people on site to prepare, coordinate and monitor STARS-WG projects. They will act as the STARS-WG Sub-Regional Coordinators
 - e. He will be entitled to attend the Executive Committee meeting as to art. A.4.11 of the IARU Region 1 Constitution
 - f. The STARS-WG Chairman will liaise with the IARU President and Vice-President, the IARU International Secretariat, the IARU Administrative Council members, the other IARU Regions and the non-IARU organizations via the Secretary of IARU, Region 1.
- 2 An IARU Region 1 account is set up for the express purpose of financing STARS-WG projects. It is called "Development Fund" (previously Fund 4). The income accounted to this fund will be:
 - a. A fixed percentage of the annual membership fee as approved by a General Conference and paid by all the Region 1 Member Societies in proportion to their membership
 - b. donations.

- 3 The expenditures accounted to the Development Fund will be on the basis of the proposals and attached detailed budgets presented by the STARS-WG Chairman and approved by a General Conference or by the Executive Committee in between conference years.
- 4 The IARU Region 1 Treasurer shall be responsible for the Development Fund as to art. A.4.7. of the IARU Region 1 Constitution
- 5 The work of the STARS Working Group shall be carried out mainly by correspondence. Its general expenses will be reimbursed according articles B.3.28 of the IARU Region 1 Bylaws
- 6 In the years when no general conference is held, the STARS-WG Chairman may convene a meeting of the working group. The call for the meeting, its venue and budget will be decided in consultation and with the approval of the IARU Region 1 Executive Committee. The WG meeting related costs will be reimbursed according to art. B.3.25 of the IARU Region 1 Bylaws
- 7 If necessary, the STARS-WG Chairman may convene a meeting of the STARS-WG Sub-Regional Coordinators. The call for the meeting, its venue and related costs must be in consultation and with the approval of the IARU Region 1 Executive Committee. The WG meeting related costs will be reimbursed according to art. B.3.25 of the IARU Region 1 Bylaws
- 8 In the years when a general conference is held, the STARS-WG Sub-Regional Coordinator meeting may convene within the framework of the general conference
- 9 All IARU Region 1 member societies that have paid their fee to the "Region 1 development fund" are members of the STARS-WG on a basis of equality."
- 10 The IARU Region 1 Treasurer is member of the working group ex officio.

VHF - VHF/UHF/Microwaves Committee

The permanent VHF/UHF/Microwaves Committee (C5) deals with matters relating to frequencies above 30 MHz.

Objectives

- 1 To co-ordinate the activities of amateurs in IARU Region 1 with respect to frequency allocations above 30 MHz
- 2 To ensure that adequate use is made of existing allocations and to consider possible new allocations
- 3 To co-ordinate and promote scientific investigations by member societies of IARU Region 1 on all frequencies above 30 MHz
- 4 To recommend IARU Region 1 individual bandplans aimed at promoting greater effectiveness both for local and long distance communications
- 5 To encourage special projects on the frequency allocations above 30 MHz aimed at advancing amateur radio communication techniques, e.g. amateur satellite projects
- 6 To assist in the protection of the amateur allocations above 30 MHz from possible loss by stimulating activity and demonstrating the effective use by amateurs (see note below)
- 7 To plan and conduct IARU Region 1 VHF/UHF/Microwaves contests and to coordinate sub-regional contests on these bands
- 8 To advise on interference problems especially relating to the VHF/UHF/Microwaves bands
- 9 To maintain communication with MS through:
 - a. a complimentary exchange of society journals between VHF Managers (already decided upon at the IARU Region 1 Conference in Lausanne (1953)
 - b. the Region 1 Website
 - c. A Newsletter by the Chairman of the Committee

Amateur Radio Space Exploration Working Group

- 1 The ARSPEX Working Group is a specialised body of the IARU Region 1 and is set up by the General Conference. It acts under the provisions of the IARU Region 1 Constitution and Bylaws.
- 2 The ARSPEX WG chairman will maintain contact with the Space Agencies and with the international organisation ARISS (Amateur Radio on the International Space Station) with the aim of
 - a. Developing Space related amateur radio activities
 - b. Circulating information on these activities to the members of the WG as well as to the Secretary of IARU Region 1
 - e. Developing Educational Outreach related to Amateur Radio in Space.
- 3 The ARSPEX WG will advise the General Conferences of IARU Region 1 and in between Conferences the Executive Committee of IARU Region 1 on

- a. Optimum policies related to Amateur Radio in Space
 - b. Opportunities for acquiring support from the Space Agencies and other organisations for the development of Amateur Radio in Space.
- 4 The work of the ARSPEX WG shall be carried out mainly by correspondence
- 5 The Chairman of the ARSPEX WG may attend meetings of the ARISS International organisation and meetings related to the collaboration of the amateur radio service with the Space Agencies after approval of a budget for these activities by the Executive Committee. He may delegate a member of the ARSPEX WG to attend these meetings.
- 6 The Chairman of the ARSPEX WG shall be appointed at each triannual General Conference and shall act according to the procedures described in the IARU Region 1 Bylaws. He shall attend the IARU Region 1 General Conferences and shall report annually to the IARU Region 1 Executive Committee and to a General Conference. His expenses will be reimbursed according to articles B.3.25 and B.3.28 of the IARU Region 1 Bylaws.