

# **INTERNATIONAL AMATEUR RADIO UNION**

## **RESOLUTIONS AND POLICIES OF THE ADMINISTRATIVE COUNCIL AND TERMS OF REFERENCE OF ADMINISTRATIVE COUNCIL APPOINTEES AND IARU REPRESENTATIVES TO ITU MEETINGS**

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**REFERENCE NUMBERS, SUBJECTS AND STATUS OF RESOLUTIONS**

- 83-1 Monitoring System (Action completed)
- 83-2 American Radio Relay League (Action completed)
- 83-3 World Plenary Meeting (Action completed)
  
- 84-1 10 MHz Band (Superseded)
- 84-2 Monitoring System (Action completed)
- 84-3 Constitution and Bylaws (Action completed)
- 84-4 World Plenary Meeting (Action completed)
- 84-5 World Radio Amateurs Day (Superseded)
- 84-6 Participation in International Telecommunications Conferences (Action completed)
  
- 85-1 28 MHz Beacons (Superseded)
- 85-2 Contacts with the ITU regarding IARU Monitoring System matters (Superseded)
- 85-3 Monitoring System (Superseded)
- 85-4 Participation in International Telecommunications Conferences (Superseded)
- 85-5 Membership in Regional Organizations (Action completed)
- 85-6 Specialized Amateur Radio Organizations (Continuing)
- 85-7 Packet Radio (Superseded)
- 85-8 IARU Representation by a Member-Society (Continuing)
- 85-9 QSL Bureau (Continuing)
  
- 86-1 28 MHz Beacons (Continuing – Revised 1990)
- 86-2 Packet Radio (Superseded)
- 86-3 IARU Representation by a Member-Society (Continuing – Revised 1989)
- 86-4 Electromagnetic Compatibility (Continuing)
  
- 87-1 Possible Future WARC (Superseded)
- 87-2 Relaying Messages by Amateur Stations (Continuing – Revised 1989)
  
- 88-1 Monitoring System (Continuing)
- 88-2 10 MHz Band (Continuing – Revised 1990 and 1999)
- 88-3 Funding of IARU Activities (Superseded)
- 88-4 Packet Radio (Suppressed – Overtaken by events)
- 88-5 Call Signs (Suppressed)
  
- 89-1 1992 WARC (Action completed)
- 89-2 Common Frequency Allocations at VHF/UHF/SHF (Continuing)
- 89-3 Amateur Satellite Usage (Continuing)
- 89-4 IARU Satellite Activity Coordinator (Action completed)
  
- 90-1 1992 WARC (Action completed)
- 90-2 Development of Amateur Radio (Suppressed – Overtaken by events)
  
- 91-1 Improper Use of the Amateur Bands (Superseded)
- 91-2 Guidelines for “Digimode” (Continuing – Revised 1995)
- 91-3 Sharing of Certain IARU Expenses by the Regional Organizations (Continuing)
  
- 92-1 Effects of non-ionizing emissions (Continuing)

- 93-1 International Coordinators and Other Appointees (Continuing – Revised 2001)
- 93-2 Commonly Accepted Amateur License (Suppressed)
- 93-3 Effective Representation of Radio Amateurs (Continuing)
- 93-4 “Type Approval” of Radio Equipment (Continuing)
- 93-5 Regular Inspection of Amateur Stations (Continuing)
- 93-6 IARU Response to ITU Restructuring (Superseded)
- 93-7 Implementation of IARU Strategic Plan (Superseded)
  
- 94-1 IARU policy on the report of the ITU Voluntary Group of Experts (Action completed)
- 94-2 Formation of IARU policy relative to Morse code regulations (Suppressed – made obsolete by WRC-95)
- 94-3 World Amateur Radio Day Continuing (Revised 1997 and 2001)
  
- 95-1 Role of the IARU regional organizations in the promotion and defense of the Amateur and Amateur-Satellite Services (Continuing – Revised 2001)
- 95-2 Roaming license qualifications (Suppressed – made obsolete by WRC-95)
  
- 97-1 Developments in amateur digital communication (Continuing)
- 97-2 Review of the structure of the IARU (Action completed)
  
- 98-1 Tampere Convention on the Provision of Telecommunication Resources for Disaster Relief and Mitigation (Suppressed)
- 98-2 Beacons (Continuing)
  
- 99-1 Amateur service and amateur-satellite service operator qualifications (Action completed)
- 99-2 Growth in wireless communications (Rescinded)
- 99-3 An intellectual property rights policy for Amateur Radio (Continuing)
- 99-4 Terms of reference for the IARU Monitoring System (Continuing)
  
- 01-1 Morse code (Continuing – Revised 2003)
  
- 02-1 Potential interference from power line communications (Continuing)
- 02-2 Theme for World Amateur Radio Day 2003 (Action completed)
  
- 03-1 Implementation of revised Article 25 of the international Radio Regulations (Continuing)
  
- 04-1 Potential interference to radio services from BPL systems (Continuing)
  
- 08-1 Operating standards (Continuing)

#### **IARU Policies Adopted by the Administrative Council**

- Policy # 1 Submission of Resolutions to Regional Conferences (1988, Revised 1993)
- Policy # 2 Responsibility for Representation at ITU Meetings (1993, Revised 2000)
- Policy # 3 Response of the IARU to the Evolution of the ITU (1995)
- Policy # 4 Administrative Council voting procedures by electronic mail (2001)
- Policy # 5 Guidelines for the election of IARU President and Vice President (2001, Revised 2003)

### **Terms of Reference of Administrative Council Appointees**

IARU Monitoring System International Coordinator (1985, Amended 2001)  
 IARU Beacon Project International Coordinator (1990, Amended 1996/2001)  
 IARU Satellite Adviser (1995, Amended 2001)  
 IARU EMC Adviser (1995, Amended 2001)  
 IARU International Coordinator for Emergency Communications (2003,  
 Amended 2004)

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**RESOLUTION 85-6**

*concerning recognition of activities of specialized amateur radio organizations*

The IARU Administrative Council, Auckland, November 1985,

recognizing that meritorious accomplishments often result from the initiative and efforts of individual amateurs and groups, related to specific activities or developments in the field of radio communication techniques or applications,

recognizing that it is in the interest of the Amateur Service worldwide that such endeavors be shared and developed with radio amateurs worldwide, and

recognizing further, that the work of such individual amateurs and groups may in some cases be enhanced through the facilities of the IARU organization, it is

resolved, that individual amateurs and groups are hereby invited to share information on their initiatives with the IARU for possible coordination for the benefit of the whole radio amateur community.

**RESOLUTION 85-8**

*concerning guarantee of the exclusive right of a member-society to represent the IARU in its country or territory*

resolved, by the IARU Administrative Council, Auckland, November 1985, that no member-society nor regional organization, nor the Administrative Council, shall recognize any amateur radio society in another country or territory which is represented by an IARU member-society; and

further resolved, that no member-society nor regional organization, nor the Administrative Council, shall have any communication with such society which in any way detracts from or interferes with, the sole and exclusive right of an IARU member-society to represent the IARU in its country or territory. Should any doubt arise as to such communication, the wishes of the IARU member-society in the country or territory concerned shall prevail.

**RESOLUTION 85-9**

*concerning QSL bureaus*

The IARU Administrative Council, Auckland, November 1985,

recognizing that the exchanging of QSL cards is a "final courtesy" in an Amateur Radio communication,

recognizing that the cost of exchanging cards between individual amateur stations is prohibitive in most cases, unless an efficient international bureau system in operation,

recognizing that an amateur who sends a card via the bureau usually has no way of knowing whether the amateur to whom it is addressed is a member of his national IARU society, and

recognizing that most IARU member-societies operate incoming bureau systems that are available to members and non-members alike, but that some are unable, for good and sufficient reason, to provide service to non-members even if the expenses of doing so are fully reimbursed,

resolves that member-societies are strongly encouraged, whenever possible to provide incoming QSL bureaus service to non-members within their operating territory, if such non-members agree to pay the full cost of this service, and

further resolves that member-societies shall not forward QSL Cards to bureaus operated by non-members of IARU, if there is an IARU member-society in the country concerned that forwards cards to non-members who agree to pay the full cost of this service.

### **RESOLUTION 86-1**

(Revised 1990)

#### *concerning 28-MHz beacons*

The IARU Administrative Council, Buenos Aires, October 1986,

recognizing the popularity of the IARU Beacon Project on 28 MHz, as well as the time and energy that has been dedicated to the endeavor,

recognizing that it is desirable to improve, enhance and technically update the 28 MHz beacon system, especially in view of the success of the 14.1 MHz program sponsored by the Northern California DX Foundation,

recognizing that the IARU band plans of frequency allocated to the Amateur Service should exemplify the most efficient use of the frequency spectrum,

resolves that the 28 MHz beacon system be revised according to the following guidelines:

1. The segment 28.190 to 28.200 MHz will be assigned as time sharing frequencies for the IARU Beacon Project, effective immediately.

2. A worldwide network similar to the 14.1 MHz program of the NCDXF will operate on 28.200 MHz.

3. Regional networks, each encompassing approximately a continent, should be established on integral kilohertz between 28.190 and 28.199 MHz.

4. IARU member-societies are encouraged to sponsor the operation of beacons in this network.

5. Existing beacons operated by an IARU society will have preference in this new scheme.

6. The IARU Beacon Project Coordinator will submit to the International Secretariat the technical parameters for the beacons as well as the specifications for the regional networks, information that will be sent to all member-societies. He will be responsible for frequency management, for time allocations and will strive for global coverage.

7. The Administrative Council will insure that this new scheme of 28 MHz beacons as well as any other beacon systems in other bands will be adequately publicized and that the data collected from the operation of the beacons will be distributed regularly to all member-societies.

8. The segment 28.200-28.225 MHz will be reserved for use by continuous-duty beacons, to be approved by the IARU Beacon Project Coordinator on a case-by-case basis after a satisfactory showing of special need.

9. Beacons operating outside of the new system for time sharing of frequencies 28.190-28.200 MHz and continuous-duty beacons at 28.200-28.225 MHz will cease to be protected from interference by IARU band plans on 1 January 1993.

**RESOLUTION 86-3**  
(Revised 1989)

*concerning guarantee of the exclusive right of a member-society to represent the IARU to its government*

Resolved by the IARU Administrative Council, Buenos Aires, October 1986,

That no Member-Society, Regional Organization, or the Administrative Council shall communicate with any government department (including the Telecommunications Administration) of a country or territory represented by an IARU Member-Society if this interferes with the exclusive right of that Society to represent amateur radio in that country or territory.

Should there be any doubt about such a communication the opinion of the Member-Society involved shall be respected -- unless the Administrative Council believes that the Society is acting contrary to the interests of amateur radio of the IARU *or* no longer represents the interests of radio amateurs in its country or territory.

**RESOLUTION 86-4***concerning electromagnetic compatibility*

Whereas 1) radio amateurs in many countries are experiencing serious problems arising from the RF susceptibility of non-radio electronic products,

2) the manufacturers of such products are reluctant to reduce the RF susceptibility of these products, and

3) without appropriate regulations, radio amateurs will be held responsible for the malfunction of these products, and (as has occurred in Canada) be subject to harassment, lawsuit and indictment before the law,

The IARU Administrative Council, Buenos Aires, 1986,

Resolves that IARU member-societies be urged to press their communications authorities to assume responsibility for non-radio electronic products, require manufacturers to build RF susceptibility safeguards into their products, and make regulations that will require manufacturers to repair, without charge, any of their products that malfunction in an RF field.

**RESOLUTION 87-2**

(Revised 1989)

*concerning the relaying of messages by amateur stations*

The IARU Administrative Council, Noordwijkerhout, April 1987,

recognizing the problems caused by the handling by amateur stations of communications having inappropriate content, particularly with regard to business and commercial matters,

recognizing the impact on the crowded spectrum from unattended store-and-forward ("mailbox") stations, and

further recognizing that the problems of controlling the content of amateur radiocommunication is made more difficult by the availability of such stations.

resolves that the Administrative Council affirms the action taken at its Buenos Aires meeting, in urging member-societies to emphasize to their members the importance of adhering to the spirit and intentions of the ITU Radio Regulations, and of handling only that traffic which does conform; and

further resolves that member-societies are hereby urged to acquaint their members as to the undesirable aspects of the uncontrolled proliferation of unattended store-and-forward ("mailbox") stations.

**RESOLUTION 88-1**

*concerning the IARU Monitoring System*

The IARU Administrative Council, Seoul, October 1988

recognizing the importance and value to Amateur Radio of the work performed by the IARU Monitoring System,

considering the global organization that has been effectively created under the leadership of the IARUMS International Coordinator,

recognizing the technical capabilities of the IARUMS, and

noting the contributions of the IARUMS Regional Coordinators,

resolves to continue its efforts to seek recognition of the IARUMS by international telecommunications organizations so as to better ensure that the work of the IARUMS can be as effective as possible in protecting the frequency allocations to the Amateur and Amateur-Satellite Services.

**RESOLUTION 88-2**  
(Revised 1990 and 1999)

The IARU Administrative Council, Seoul, October 1988,

recognizing that the allocation to the Amateur Service of 10.1-10.15 MHz is unique, in that it is the only high-frequency allocation to our service that is on a secondary basis,

noting that the band is narrow, and in many parts of the world is occupied by stations of the Fixed Service, which have priority, and

further noting that harmful interference to stations in the Fixed Service by stations in the Amateur Service could result in the imposition of additional restrictions on amateur operation, and even in loss of the band,

resolves 1. that member-societies should seek to have their administrations relocate fixed stations outside the 10.1-10.15 MHz band, on a national basis;

2. that amateurs using the band shall limit themselves to narrow-band, non-voice emissions except as necessary for temporary emergency and disaster relief communications;

3. that contest activity shall be prohibited in the band; and

4. that member-societies shall avoid creating incentives, such as special awards, for operating in the 10 MHz band that could result in interference to stations operating in the Fixed Service.

**RESOLUTION 89-2**

*concerning common frequency allocations at VHF/UHF/SHF*

The IARU Administrative Council, Orlando, September 1989,

recognizing the international nature of amateur operations at VHF/UHF/SHF, especially for long distance modes such as moonbounce, meteor scatter, etc.,

resolves that member-societies work to maintain common frequency allocations at these frequencies, to enable international working and to facilitate band planning.

**RESOLUTION 89-3**

*concerning amateur satellite usage*

The IARU Administrative Council, Orlando, September 1989,

recognizing the important contributions made by amateur radio societies in the following areas:

\* demonstration to the professional community that radio amateurs contribute to the development of state-of-the-art technology and techniques,

\* provisions of new and challenging operational opportunities and training ground for radio amateurs to acquire new skills,

\* providing opportunities for training in an exciting technological field by direct participation, in schools, universities and professional organizations, and

\* stimulating the interest of young people in a worthwhile activity, and encouraging the pursuit of a technological career to provide the next generation of industrial and research engineers.

Wishing to stimulate the growth of the Amateur Satellite Service in an orderly manner; and

strongly supporting the following goals:

\* the encouragement of a wide dynamic range of activities stimulating training through increasing intellectual challenge,

\* the stimulation of young people in schools and universities to develop an interest in amateur radio through participation in amateur satellite activities.

\* where allowed, the provision of emergency services, especially to parts of the world that are less technologically developed, and

\* the adoption of a 'code of practice' that ensures the use of amateur frequency allocations by satellites in accordance with the spirit and ethics of amateur radio.

Resolves 1. Member-societies shall make Administrations more aware of the value and achievements of the Amateur Satellite Service.

2. Satellite operating within amateur frequency allocations shall carry payloads and experiments that are relevant to, of interest to, and freely available for participation by radio amateurs worldwide.

3. Operational frequencies of amateur satellites shall be in accordance with all applicable IARU band plans.

4. The use of higher frequency bands by amateur satellites shall be encouraged.

### **RESOLUTION 91-2**

(Revised 1995)

#### *concerning guidelines for "DIGIMODE"*

The IARU Administrative Council, Bandung, October 1991,

considering the growing popularity of "DIGIMODE" for the relaying of messages between radio amateurs,

recognizing that a medium as effective as "DIGIMODE" can invite abuse through the introduction of traffic that is inappropriate to the Amateur Service internationally,

noting Resolution 87-2 (Revised 1989) which urges adherence to the spirit and intentions of the ITU Radio Regulations in handling traffic, and calls attention to the undesirable aspects of the uncontrolled proliferation of unattended store-and-forward "mailbox" stations,

resolves that the attached "Guidelines for 'DIGIMODE' Operators" and "Guidelines for 'DIGIMODE' Bulletin Board Operators" first adopted at the IARU Region 3 Conference, Bandung, 1991, and later revised, shall be distributed to IARU member-societies worldwide with the request that they be shared with the amateurs of each country; and

further resolves that future IARU regional conferences are invited to suggest improvements to these guidelines so they will continue to be representative of good Amateur Radio operating practices as these practices evolve over time.

#### **Guidelines for "DIGIMODE" Operators**

1. Amateur Radio takes pride in being self-regulated. "DIGIMODE" Operators should continue this tradition.

2. "DIGIMODE" Operators, like all Amateur Radio Operators, should observe published Band Plans.

3. A "DIGIMODE" Operator should not send the following traffic either direct or via mail boxes:

- a. All advertising for selling, buying or trading goods, including amateur equipment (except if permitted by local regulations);
- b. All statements or propaganda on political or religious subjects;
- c. All inappropriate language, as, for instance, the use of swear words, obscenities, defamatory or libelous language, etc.;
- d. All material which may infringe Copyright;
- e. All material which infringes privacy, whether personal or corporate.

4. A "DIGIMODE" Operator utilizing a BBS should avoid transmitting unnecessary or redundant messages and documents in order to enhance network efficiency.

5. A "DIGIMODE" Operator utilizing a BBS should ensure that the callsign of the originating station, including the name of the person responsible in the case of a club station, is clearly shown on every message so that the sender can be identified.

6. A "DIGIMODE" Operator should avoid messages that are too long for efficient relay though the network.

7. A "DIGIMODE" Operator utilizing a BBS should ensure that all messages transmitted are addressed to the appropriate group of recipients and not addressed to inappropriate areas in order to enhance network efficiency.

### **Guidelines of "DIGIMODE" Bulletin Board Operators**

1. The Operator of a "DIGIMODE" Bulletin Board is obliged to provide a reliable service, within a defined area for a defined purpose.

2. A "DIGIMODE" Bulletin Board Operator is morally responsible for all messages forwarded by his/her system. He/she should make his/her best efforts to insure that the traffic forwarded is appropriate to the Amateur Radio Service and in accordance with the Guidelines for "DIGIMODE" Operators.

3. HF Mailboxes should only be used where there is a genuine need that cannot be provided by VHF or other means.

4. A "DIGIMODE" Bulletin Board Operator may take action to exclude a User who persistently contravenes the Guidelines for "DIGIMODE" Operators. Excluding a User should only be done as a last resort after the User has been warned and where exclusion does not contravene local regulations.

5. "DIGIMODE" Bulletin Board Operators should be aware of their responsibilities for the content of messages and are encouraged to use authentication mechanisms.

### **RESOLUTION 91-3**

*concerning the sharing of certain IARU expenses by the regional organizations*

The IARU Administrative Council, Bandung, October 1991.

recognizing the increasing cost of the activities necessary to advance the objects of the IARU undertaken as a result of the decisions of the Administrative Council,

acknowledging the unstinting contribution of the International Secretariat to such activities beyond its strict constitutional responsibility,

recognizing the existing arrangements between the International Secretariat and the Regions in respect of particular activities and particularly the contribution of Region 1,

recognizing the evolutionary nature of the development of the IARU,

recognizing the desirability of adopting principles to advance this evolutionary development, and

acknowledging the commitment of the International Secretariat and the Regions not to treat the commitments adopted by this resolution as a limitation of their contributions for particular activities having regard to the needs of the IARU and their respective resources,

resolves that each of the Regions shall contribute a sum equivalent to 10% of their gross annual membership subscription income for such purposes, such contributions to be made in reimbursement of particular expenses or to the International Secretariat as may be agreed between the Administrative Council, the Regions and the International Secretariat from time to time.

### **RESOLUTION 92-1**

*concerning possible effects of non-ionizing emissions*

IARU Administrative Council, Curacao, September 1992,

noting a concern as to the possible effects of radio-frequency non-ionizing radiation on humans,

supporting the continuing investigations into these matters by the scientific community, and

recognizing the importance of the Amateur Service remaining informed of developments in this area,

resolves 1. to urge member-societies to recognize the importance of these scientific investigations;

2. to request member-societies to forward published information on these investigations in their own country promptly to the International Secretariat; and

3. to make available copies of relevant scientific papers to any member-society upon request.

### **RESOLUTION 93-1**

(Revised 2001)

*concerning international coordinators and other appointees*

adopted in Brussels, September 1993

Whereas the IARU Administrative Council from time to time has, and in the future will, appoint co-ordinators, liaison officers, and others to assist it in various ways, and

whereas confusion may have arisen as to the terms of such positions, the duties to be undertaken in changing circumstances, and the length of time that such people are to hold such appointments, and for the avoidance of doubt, it is

resolved that the terms of all such positions shall be three years. At the meeting of the Administrative Council corresponding to the expiration of the term, the Council may or may not reconfirm the position, its terms of reference, and the appointment thereto.

### **RESOLUTION 93-3**

*concerning effective representation of radio amateurs*

The IARU Administrative Council, Brussels, September 1993,

noting 1. the constitutional obligation of all member Societies to represent adequately the interests of radio amateurs throughout their country or separate territory,

2. that in some countries there are radio amateurs who are members of other groups,

3. that to promote and defend the interests of radio amateurs throughout the world at international telecommunications conferences it is necessary for the IARU to speak on behalf of all radio amateurs, and

4. that it is desirable to have a common voice speak on behalf of radio amateurs to each administration,

resolves 1. to draw the attention of the regional organizations to the fact that for member Societies to meet their constitutional obligations, they should pass to such other groups

adequate information as to the actions of the IARU and encourage such groups to respond to them in respect of IARU matters, and

2. to invite the regional organizations to take such action in respect thereof as is appropriate.

#### **RESOLUTION 93-4**

*concerning "type approval" of radio equipment*

The IARU Administrative Council, Brussels, September 1993,

noting the world-wide practice for radio equipment for use in other radio services to require "type approval" by the licensing administration and

further noting that by definition, the Amateur Service and the Amateur-Satellite Service are reliant on self-training and technical investigations;

recognizing that radio amateurs are qualified in radio technique by education and examination and

further recognizing the experimental and constantly-changing nature of techniques and equipment used in the Amateur Service and in the Amateur-Satellite Service;

resolves

to request member Societies to, where necessary, draw the attention of their administration to the special nature of the Amateur Service and the Amateur-Satellite Service which makes the "type approval" of equipment used in these Services unnecessary, irrelevant, and counter to the principles upon which these Services are based.

#### **RESOLUTION 93-5**

*concerning the regular inspection of amateur stations*

The IARU Administrative Council, Brussels, September 1993,

noting the world-wide practice for stations in other radio services to require regular inspection by the licensing administration and

further noting that by definition, the Amateur Service and the Amateur-Satellite Service are reliant on self-training and technical investigations;

recognizing the experimental and constantly-changing nature of techniques and equipment used in the Amateur Service and in the Amateur-Satellite Service and

further recognizing that radio amateurs are qualified in radio technique by education and examination;

resolves to request member Societies to, where necessary, draw the attention of their administration to the special nature of the Amateur Service and the Amateur-Satellite Service which makes the regular inspection of stations in these Services unnecessary and irrelevant.

**RESOLUTION 94-3**  
(Revised 1997 and 2001)

*concerning World Amateur Radio Day*

The IARU Administrative Council, Singapore, September 1994,

recognizing the need for an annual focus on Amateur Radio and the benefits countries and communities derive from the service,

resolves that World Amateur Radio Day is celebrated annually on 18 April, the anniversary of the founding of the IARU,

further resolves that the following guidelines be used to celebrate the day:

1. The Administrative Council annually determines the theme for World Amateur Radio Day for the following year;
2. The International Secretariat is requested to distribute a suitable press kit for use by member-societies;
3. Regions are urged to provide regional guidelines and concept ideas for regional and local events.

**RESOLUTION 95-1**  
(Revised 2001)

*concerning the role of the IARU regional organizations in the  
promotion and defense of the Amateur and Amateur-Satellite Services*

The IARU Administrative Council, Niagara Falls, October 1995,

considering

that the role of the IARU and its member organizations includes the promotion and defense of the Amateur and Amateur-Satellite Services,

that in order to carry out these major objectives, the IARU must interface, work with and support the activities of the International Telecommunication Union,

that it is imperative that the IARU represent the interests of the Amateur Radio Services in a cohesive, unified manner, properly documented and supported, and

further considering that the success of the Amateur Radio Services within the international telecommunications community depends almost entirely on the support received by the administrations of countries that are members of the ITU, and

recognizing that the IARU must become very agile in dealing with matters relating to the ITU,

resolves that the regional organizations of the IARU shall:

1. Make known to each of the member-societies the policies adopted by the IARU with regard to the promotion and defense of the Amateur and Amateur-Satellite Services.
2. Take all necessary steps to ensure that the policies of the IARU are fully understood and supported by their member-societies and the Amateur Radio community they represent, and that these policies be represented to each respective administration.
3. Monitor and report to the Administrative Council the support for and opposition to Amateur and Amateur-Satellite legislative objectives in each country.
4. Set aside sufficient funds to be used in the promotion and defense of Amateur Radio within their regions, and to allow them to attend telecommunications conferences and preparatory meetings as may be required.
5. Designate one or more people within their region to become the focal point on all matters relating to telecommunications conferences and preparations thereto.
6. Assist the President in identifying individuals with the expertise needed to serve as Expert Consultants and Technical Representatives.
7. Establish and maintain a regional database in accordance with the guidelines established by the International Secretariat. It shall be the responsibility of the regional organizations to assist the International Secretariat in maintaining the world wide database.
8. Make known to their member-societies the desire to have Liaison Officers appointed by each member-society to have, if possible, terms of office concurrent with the terms of office of the regional Executive Committee or Directors.
9. Include as part of their respective triennial conferences, an agenda item dealing with the definition, support and discussion of the defense and promotion of the Amateur and Amateur-Satellite Services at regional and world telecommunication conferences and preparatory meetings.

### **RESOLUTION 97-1**

*concerning developments in amateur digital communication*

The IARU Council, Beijing, September 1997,

considering

- a) that radio amateurs have experimented with automatic digital communication techniques since the late 1940s;
- b) that amateurs developed equipment and protocols that made packet radio practical, particularly at VHF, for amateur services and other radio services both terrestrial and satellite;
- c) that amateur designers have taken TOR techniques beyond those for commercial services and developed efficient HF data communications systems;

noting that the amateur services have been slow in developing digital voice, digital image and multimedia systems,

resolves

1. to call to the attention of the regional organizations and member-societies the urgent need to promote development of amateur digital technology;
2. to urge technical clubs and individual amateurs to give attention to this need;
3. to recognize, encourage and reward such work; and
4. to request the International Secretariat to provide the Council with timely information about new developments in amateur digital communication.

**RESOLUTION 98-2***concerning beacons*

The IARU Council, Porlamar, October 1998,

noting

that the regional organizations have responded to its request to consider various possibilities for further development of the IARU Beacon Project,

finding

that a considerable degree of consensus exists among the regional organizations,

resolves

that the further development of the IARU Beacon Project should be guided by the following principles on which consensus has been reached:

1. The phrase “IARU Beacon Project” is the officially accepted meaning of “IBP.” With respect to the time-share network on five HF bands the expression “IBP/NCDXF” should be used.
2. No IBP transmissions should be considered for the 7 MHz band unless, or until, the major IARU goal of a world wide allocation of 300 kHz has been achieved.
3. With respect to the 14 MHz beacon band, the *status quo* is maintained.
4. The establishment of additional time-share beacons in the 18.1, 21, and 24.9 MHz bands is encouraged, but with no additional frequencies being allocated.
5. The segment 28.190 to 28.199 MHz is maintained for use by intra-regional time-share networks along the following lines:

World Wide Network #2	28.190 MHz
Region 1 intra-regional network	28.191, 28.194, & 28.197 MHz
Region 2 intra-regional network	28.192, 28.195, & 28.198 MHz
Region 3 intra-regional network	28.193, 28.196, & 28.199 MHz

Further, the first intra-regional beacons should be two-band systems involving 28 and 50 MHz, with the intra-regional 50 MHz frequencies being between 50.047 and 50.052 MHz unless other frequencies are found to be more suitable by the appropriate regional body. Beacons already using such frequencies should be invited to join the new network.

6. The guard bands for all beacon frequencies between 1.8 and 28.9 MHz are harmonized at  $\pm 0.5$  kHz.
7. Any coordination work required for the 70 MHz band is left to IARU Region 1 to do on a regional and not global basis, leaving it to the discretion of Region 1 to liaise with the International Coordinator and/or the other two regions on an “as required” basis.
8. The duties of the International Coordinator do not extend to satellite beacons.
9. Amateur Service beacons in the bands 1.8 to 54 MHz are coordinated on an international basis through the IBP International Coordinator who will in turn coordinate and liaise with the three Regional Coordinators as necessary.
10. Intra-regional networks should be the responsibility of the relevant regional organization. Such responsibilities would include, but not necessarily be limited to, coordination, frequency selection, and geographical distribution.
11. To enhance the status of IARU and its IBP, the IARU offers the resources of the Amateur Service beacon networks to organizations outside of the amateur community and in particular the ITU, with appropriate guidelines to be decided by the Administrative Council.
12. The Administrative Council supports a more aggressive program of publicity for beacons by continuing to use traditional media but more aggressively than before,

and by maintaining and expanding an Internet WWW page with up-to-date and topical material concerning beacons.

### **RESOLUTION 99-3**

*concerning an intellectual property rights policy for Amateur Radio*

The IARU Administrative Council, Lillehammer, September 1999,

noting with appreciation the work undertaken by IARU Expert Timothy S. Ellam, VE6SH, toward the objective of developing an intellectual property rights policy for Amateur Radio, and

desiring to encourage the development of a policy that will encourage the development and application of communications technology within the Amateur Services,

resolves that the following are adopted as key points to be incorporated in such a policy:

- (a) recognition and acknowledgment of the benefits of the Amateur Radio service in the advancement of communications technology;
- (b) recognition and acknowledgment of the social benefits of Amateur Radio, both on an international and national level;
- (c) recognition and acknowledgment that the Amateur Radio service still is a valuable and necessary means of communications for the year 2000 and beyond, providing a supporting and sometimes primary role for communications in the event of natural disasters or times of emergency;
- (d) recognition and acknowledgment that the Amateur Radio service is operated on a “no profit” basis and that the enhancement of new technology for the Amateur Radio service should be carried out with as little cost as possible to individual Amateurs in order to ensure the acceptance of new technology;
- (e) embracing and encouragement of the concept of technology transfer;
- (f) recognition of intellectual property rights of the Amateur Radio innovator and ensuring the protection of same;
- (g) fostering the licensing of new technology on a “low cost” basis or placing same in the public domain with appropriate recognition to the innovator;
- (h) ensuring that Amateur Radio innovators willingly agree to license their products on fair, reasonable and non-discriminatory terms; and

- (i) recognition that communications technology has evolved and will continue to evolve from “stand alone” technologies to mass market products;

and further resolved that Mr. Ellam is requested to complete his work at his earliest convenience, and is invited to call upon such resources of the International Secretariat as he may require.

#### **RESOLUTION 99-4**

##### *concerning terms of reference for the IARU Monitoring System*

The IARU Administrative Council, Lillehammer, September 1999,

recognizing that in accordance with the IARU Constitution, it is the obligation of the IARU and its member-societies to defend the interests of the Amateur Services;

further recognizing the valuable ongoing contribution to the defense and promotion of amateur radio provided by the IARU Monitoring System, a group of dedicated volunteers who have functioned effectively for many years under the guidance of the IARU MS International Coordinator and Regional Coordinators as authorized by the Administrative Council and the regional organizations respectively;

also recognizing that to deal effectively with cases of improper use of the amateur bands by non-amateur stations requires the active involvement of member-societies with their administrations, inasmuch as the ITU, having no enforcement authority, is unable to address such matters directly;

noting the desirability of having formal terms of reference for the IARU Monitoring System;

resolves that the following terms of reference of the IARU Monitoring System are hereby adopted:

1. The IARU Monitoring System (IARUMS) is a worldwide service authorized by the IARU Administrative Council (AC).
2. Its objectives are:
  - 2.1. primarily, the identification and initiation of steps leading to the removal from amateur bands of radio signals of non-amateur stations causing harmful interference to the amateur and amateur satellite services contrary to International Telecommunication Union (ITU) and national radio regulations (hereinafter referred to as "improper use of the amateur bands"), and
  - 2.2. to conduct surveys of amateur band occupancies and any other special tasks as may be directed by the AC or by the IARU regional organizations on a regional level.
3. The IARUMS operations will be directed and coordinated by the IARUMS International Coordinator (IC), appointed by the AC in accordance with Resolution

93-1, who may be assisted by one or more Special Coordinators. One or more Special Coordinators will be appointed by the Administrative Council acting upon recommendation by the IC; specialized responsibilities may be assigned to them, e.g. the monitoring of particular bands or modes of transmission.

4. Each of the three IARU regional organizations will appoint a IARUMS Regional Coordinator, under its own regional terms of reference in harmony with the terms and objectives of the worldwide IARUMS. Each Regional Coordinator shall be responsible to the regional organization that appointed them, and shall follow the directives of the IC.

5. The three regional organizations are urged to stimulate, support and encourage monitoring activities by each member-society. The AC urges that each member-society should have a National IARUMS Coordinator guiding a group of volunteers in the monitoring activities.

6. Member-societies shall aggressively pursue the processing by their own administrations of documented complaints of improper use of the amateur bands. Documented cases of improper use of the amateur bands that cannot be solved by the member-society with its administration shall be forwarded by the member-society to its regional organization. Any cases of improper use of amateur bands processed through an IARU regional organization shall be handled by the following procedure:

a) The cases shall be referred to the IARUMS Regional Coordinator in the region where the transmitting station is located.

b) As soon as possible after receiving a case, the IARU MS Regional Coordinator will verify the report and ensure that all pertinent information is included.

c) Upon verification, the IARUMS Regional Coordinator will ask the regional secretary to report the incident to the appropriate member-society in the region.

d) The member-society will promptly submit the report to its administration.

e) The member-society must advise the regional secretary within 30 days after receiving the report:

- 1) the date the report was presented to its administration;
- 2) to whom it was presented; and
- 3) any formal or informal response of its administration.

f) If a member-society is unable or unwilling to present a report of improper use of the amateur bands to its own administration, the member-society may request that the regional organization present the report directly to its administration.

7. The IARUMS Regional Coordinators are encouraged to keep a log by country in their region of cases of improper use of the amateur bands and to issue a summary report to the regional secretary once a year.

8. IARUMS Regional Coordinators may initiate direct contact with a station making improper use of the amateur bands *only* if (a) the station is identified to be located in a country or territory generally favorable to amateur radio; (b) it is deemed

that the improper operation is probably inadvertent and, therefore, it is reasonable to assume that such direct contact may produce a favorable result; and (c) the member-society (if any) of the country in which the station is located is consulted and is found to have no objection.

9. No communications concerning improper use of the amateur bands shall be directed by Regional Coordinators to member-societies or any other entities outside of their own region without prior coordination with the other Regional Coordinator.

10. Any and all contact with the ITU involving matters relating to the IARUMS and its activities shall be made only through the AC. No contact with a regional telecommunication organization shall be made by an IARUMS Coordinator without the prior approval in writing of the executive committee of the respective regional IARU organization.

11. The IARUMS should not become involved in the monitoring and reporting of harmful interference in amateur bands caused by stations identified as or believed to be amateur stations. Should, in the course of a normal monitoring activity, improper use of an amateur band by a station identified as or believed to be an amateur station be observed, a discreet communication may be directed to the respective Regional Coordinator for a possible follow up with the appropriate member-society, but such cases will not be included in the monitoring reporting system.

12. The IC additionally shall have the responsibilities and authority enumerated in the "Terms of Reference for the IARU Monitoring System International Coordinator" as adopted in 1985 and as subsequently amended.

### **RESOLUTION 01-1**

(Revised 2003)

#### *concerning the Morse code*

The IARU Administrative Council, Guatemala City, October 2001,

considering the approval without opposition of Recommendation ITU-R M.1544, which sets out the minimum qualifications of radio amateurs,

recognizing that the Morse code continues to be an effective and efficient mode of communication used by many thousands of radio amateurs, but

further recognizing that the position of Morse as a qualifying criterion for an HF amateur license is no longer relevant to the healthy future of amateur radio,

resolves that

IARU policy is to support the removal of Morse code testing as a requirement for an amateur license to operate on frequencies below 30 MHz.

### **RESOLUTION 02-1**

*concerning potential interference from power line communications*

The IARU Administrative Council, San Marino, November 2002,

recognizing the growing use of power lines for high speed data communications;

concerned that radiation from power line communications has a potential for interference with amateur radio reception;

mindful that typical radiation levels potentially interfere with receivers locally and higher radiation levels propagated by sky wave could raise regional noise levels;

aware that scientific investigations are underway in the ITU, CISPR and certain administrations,

recognizing the importance of the Amateur Service remaining informed of developments in this field,

- resolves
1. to urge member-societies to recognize the importance of these scientific investigations;
  2. to request member-societies to forward published information on these investigations in their own country promptly to the International Secretariat;  
and
  3. to make available copies of relevant documents to any member-society upon request.

**RESOLUTION 03-1**

*concerning the implementation of revised Article 25  
of the international Radio Regulations*

The IARU Administrative Council, Amsterdam, September 2003,

considering that the 2003 World Radiocommunication Conference adopted extensive revisions to Article 25 of the international Radio Regulations that came into force on 5 July 2003,

noting with pleasure that these revisions enhance the role of the amateur service as a communications resource in case of emergencies or disaster relief,

further noting that a new provision of Article 25 allows an administration to grant “roaming” permission to radio amateurs temporarily in its territory, subject to such conditions or restrictions it may impose,

mindful that it is desirable that domestic regulations now be amended to bring them into alignment with the revised Article 25,

congratulates and thanks all individuals and organizations who contributed to the satisfactory outcome of WRC-03 deliberations on Article 25, and

resolves that IARU member-societies are urged to bring to the attention of their administrations the desirability of adopting specific changes in their domestic regulations for the amateur and amateur-satellite services, and

further resolves that the IARU Secretary is requested to communicate an explanation of the recommended changes to member-societies, consistent with Council decisions taken at this meeting.

**RESOLUTION 04-1**

*concerning the potential interference to radio services from BPL systems*

The IARU Administrative Council, Port of Spain, October 2004,

recognising that there is a significant risk of interference to radio services operating in accordance with the provisions of the ITU Radio Regulations from BPL (Broadband over Power Line) systems operating at high frequencies,

further recognising the responsibilities of nation states who are signatories to the ITU Charter, under section 15.12 of the Radio Regulations, which states:

*Section II – Interference from electrical apparatus and installations of any kind  
except equipment used for industrial, scientific and medical applications*

**15.12 §8** *Administrations shall take all practicable and necessary steps  
to ensure that the operation of electrical apparatus or installations of any*

*kind, including power and telecommunication distribution networks, but excluding equipment used for industrial, scientific and medical applications, does not cause harmful interference to a radiocommunication service and, in particular, to a radionavigation or any other safety service operating in accordance with the provisions of these Regulations.*

noting that discussions in some standards setting bodies on BPL emission limits do not appear to be considering the obligations of member states under the ITU Radio Regulations,

resolves to urge member-societies to bring to the attention of their national administrations and national standards bodies the above obligations of the Radio Regulations at times that these administrations may be considering the matter of emission standards for BPL systems.

### **RESOLUTION 08-1**

*concerning operating standards*

The IARU Administrative Council, Konstanz, June 2008,

noting that the Amateur Radio Services are services which rely on self-regulation for effective use of their spectrum allocation, and

further noting that poor operating behavior adversely affects the enjoyment of all radio amateurs and does not enhance the reputation of the Amateur Radio Services,

resolves

that all radio amateurs be encouraged to operate to the highest levels of proficiency, with proper consideration for others using the amateur radio bands;

that the necessary effort be made by member-societies to teach newcomers and others correct operating behavior;

and therefore

endorses and recommends the principles set out in the booklet “Ethics and Operating Procedures for the Radio Amateur”<sup>1</sup> by John Devoldere, ON4UN and Marc Demeuleneere, ON4WW, and

encourages each IARU Region to consider this booklet, with a view to adopting it, including any Regional variations that might be felt appropriate.

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<sup>1</sup> The booklet is published from a web document, and is freely downloadable from many amateur radio websites, including the IARU.

**POLICY # 1 (1988, Revised 1993)***concerning submission of Resolutions to regional conferences*

The IARU Administrative Council, Seoul, October 1988

Under the IARU Constitution, the Administrative Council is responsible for carrying out the policy and management of the IARU. Its principal means of expressing policy is through the adoption of resolutions. The resolutions are collected in a working document of the Administrative Council, which is updated following each meeting and is distributed to the member-societies.

According to the IARU Constitution, Article II, paragraph 3, "The Constitution and Bylaws of the IARU, and proposals adopted by vote of the Member-Societies in accordance with Article VI of this Constitution, shall be binding upon Member-Societies. Member-Societies shall also adhere to the Constitution, Bylaws and Rules of their regional organization."

Article III. paragraphs 1.d) and 1.e) state that the Administrative Council shall "formulate such proposals for consideration by the Member Societies as may be necessary to further the objectives of the IARU" and shall "adopt such resolutions and recommendations as will facilitate the functioning of the IARU."

The Constitution does not make Administrative Council resolutions automatically binding. However, the policies stated in IARU resolutions shall remain as the official policy of IARU unless and until they are modified by the Administrative Council.

The Administrative Council invites the three regional organizations at their executive committee and Directors' levels, and at their respective regional conferences, to take note of and follow the Administrative Council resolutions. The Administrative Council adopts resolutions by consensus unless otherwise specifically noted in the Summary Record of its meeting; resolutions are adopted in the presence of, and with the participation of, regional representatives selected by each regional organization to represent them on the Administrative Council. It is the responsibility of the regional representatives of the Administrative Council to affirmatively promote Administrative Council resolutions within their regional organizations and seek adoption of Administrative Council resolutions by their regions.

Depending upon the nature of the resolution, it may be appropriate for a regional conference to take some additional action. For example:

- o The regional organization may wish to adopt a similar resolution, thus establishing a regional policy.

- o The regional organization may wish to call the attention of the Administrative Council to information that the latter may not have considered in adopting the resolution.

- o The regional organization may wish to urge that its Member-Societies adhere to the Administrative Council resolution.

o If the resolution requests some action by the regional organization, the regional organization may wish to implement the request.

The Administrative Council has been created under our new Constitution to facilitate worldwide IARU coordination. With the three regional conferences usually staggered over a three-year period, some resolutions subject to the approval of all regions may thus take three years in that process. The Administrative Council invites the regional organizations to consider the time element especially in view of the timeliness and urgency of most actions, in the spirit of advancing IARU progress in today's rapidly changing environment. Further, it has become normal practice for representatives of the other two regions, and of the International Secretariat, to be present at regional conferences. These resources should be called upon whenever a question arises as to the meaning, intent, or significance of a particular Administrative Council resolution.

### **POLICY # 2 (1993, revised 2000)**

#### *concerning responsibilities for representation at ITU meetings*

The IARU Administrative Council, Brussels, September 1993

There are an increasing variety and scope of meetings, conferences and forums sponsored by the ITU.

While the IARU has long been active in representing the interests of the Amateur and Amateur Satellite Services at ITU meetings, in the past this has tended to focus mainly on regulatory conferences with the power to allocate spectrum and on the preparatory meetings leading up to such an allocations conference. This is perfectly understandable and was highly appropriate.

However, since the reorganization of the structure of the ITU which has now become effective, it is incumbent upon IARU to begin steps to formalize the division of responsibility between the officers, the secretariat, the regional organizations and the member-societies. Since the cycle of meetings is now a regular and continuing process, we are faced with the problem of providing for a system of continuous vigilance against threats to our Service.

Therefore, a pattern for division of responsibility similar to this outline shall be followed:

1. ITU world meetings - IARU participation budgeted by the IARU Administrative Council. Representation, where required, be selected from the Pool of Experts after appropriate consultation with the regional organizations and coordinated with the President by the International Secretariat.
2. Regional meetings - IARU participation budgeted by Regional Conferences or Executive Committees. Representation, where required, coordinated with the International Secretariat.
3. TELECOMS – IARU participation at World TELECOMS is budgeted and arranged by the International Secretariat. For Regional TELECOMS, the IARU

regional organization will consult with the International Secretariat and the Member Society (if any) of the host country to determine the importance of an IARU presence in achieving overall goals. As a result of this consultation, the IS will advise the Region of the extent of global participation in the finances and staffing of an IARU stand. Representatives will be selected in a manner designed to insure key decision makers receive information that creates a favorable impression of amateur radio.

4. ITU FORUMS – The International Secretariat will attempt to place amateur related topics on the programme for discussion at ITU Forums as a way of increasing visibility. When an ITU Forum is planned as part of a Regional TELECOM, the IS will offer advice and assistance toward placing an appropriate person from the region on the programme. If requested, the IS will offer technical assistance to IARU speakers selected for participation.

5. SPECIAL ITU MEETINGS - From time to time, there may be "special meetings" (such as the tutorial meeting on the work of the VGE) where opportunities may arise for amateur participation. Since these are not regular occurrences, the role of the Amateur Service should be evaluated in each instance and a judgment reached concerning the cost/benefit of seeking a role for amateurs.

As always, the Member-Society ought to play a key role in assuring adequate representation of the Amateur Services. With regard to Sector Conferences (whether World or Regional) the most important role is not the IARU team but rather is the input made by Amateur Service representatives serving as members of the delegation of a national Administration.

In summary, the International Secretariat should be charged with the responsibility to coordinate participation at World ITU Meetings (regardless of the Sector) and Regional Organizations should coordinate IARU participation at regional meetings. Member-societies should be tasked with seeking Amateur Service representation on their National Delegations on a regular basis, as available resources permit.

### **POLICY #3 (1995)**

*concerning the response of the IARU to the evolution of the ITU  
(see also Resolution 95-1)*

The IARU Administrative Council, Niagara Falls, October 1995

#### **CONTENTS**

- ◆ Introduction
- ◆ Rules for the Administrative Council pertaining to world and regional telecommunication conferences and preparatory meetings
- ◆ Rules for the International Secretariat pertaining to world and regional telecommunication conferences and preparatory meetings
- ◆ Member Society guidelines and recommendations pertaining to world and regional telecommunication conferences and preparatory meetings

## *INTRODUCTION*

The International Amateur Radio Union has among its objectives (as stated in the Constitution): “ Its objectives shall be the protection, promotion and advancement of the Amateur and Amateur Satellite Services within the framework of regulations established by the International Telecommunication Union,....”

The Administrative Council of the IARU has studied in detail the evolution of the ITU, and how the changes made in this world wide body may impact the ability of IARU to carry out its fundamental objective as stated above.

It is becoming increasingly clear that the changes in the ITU will increase the number of meetings that IARU must prepare for and attend. It is also very clear that the time allowed for conference preparations has been dramatically reduced. In addition, there will be many more regional conferences, demanding IARU representation from the Regional organizations. These changes imply that IARU must become extremely agile in handling issues that effect the Amateur and Amateur Satellite Services in a coordinated manner.

The role of the Regional Organizations, Member Societies and even the IARU Liaison Officer will and has become significantly more important.

This policy statement is meant to specify in broad terms the role of the Administrative Council, The International Secretariat, the Regional Organizations, the Member Societies and the IARU Liaison Officers as they pertain to any telecommunications conference and preparatory meetings of any world or regional telecommunications organization.

- A. The role of the Administrative Council is to define Amateur and Amateur Satellite policies and objectives to be followed at all world and regional telecommunication conferences and preparatory meetings in accordance with the *Rules for the Administrative Council for World and Regional Telecommunication Conferences and Preparatory Meetings*.
- B. The role of the International Secretariat is to assist the Administrative Council in carrying out its policies and to provide the necessary support and coordination between the Administrative Council and the three Regional Organizations in accordance with the *Rules for the International Secretariat for World and Regional Telecommunication Conferences and Preparatory Meetings*.
- C. The role of the Regional Organizations is to ensure that the policies as set forth by the Administrative Council dealing with international telecommunication conferences and preparatory meetings are made known to, and supported by, their Member Societies in accordance with Resolution 95-1 and any subsequent related Resolutions that may be approved by the Administrative Council.

- D. The role of the Member Societies is to ensure that the policies set forth by IARU in all matters relating to international telecommunication conferences and preparatory meetings are made known and actively supported by their respective telecommunication authority, and to clearly identify any national conflicts that may in any way jeopardize the implementation of the IARU policies and objectives. Member Societies shall follow the *Guidelines and Recommendations for World and Regional Telecommunication Conferences and Preparatory Meetings*.
- E. The role of the IARU Liaison Officer is to interface between his Member Society and the IARU on all telecommunication and regulatory matters that may affect the Amateur and Amateur Satellite Services in accordance with the guidelines established by each Regional Organization and within the spirit of the Recommendations and Resolutions made by the Administrative Council. If so directed by the Member Society, the IARU Liaison Officer may also assume the responsibility of interfacing with telecommunications agencies in his country.

*RULES FOR THE ADMINISTRATIVE COUNCIL  
PERTAINING TO WORLD AND REGIONAL  
TELECOMMUNICATION CONFERENCES AND PREPARATORY MEETINGS*

The Administrative Council shall be responsible for setting all of the policies concerning the Amateur and Amateur Satellite Services at and for all world and regional telecommunication conferences and preparatory meetings. The Administrative Council shall:

- A. Establish clear objectives for the Amateur and Amateur Satellite Services on an on-going basis, properly coordinated between the three Regional Organizations. For this purpose, the Administrative Council should:
1. Prepare and annually update a five year plan for frequency and regulatory requirements that is to govern the position of IARU at and for any world or regional telecommunication conferences and/or preparatory meetings.
  2. The Administrative Council shall submit to each Regional Conference the latest five year plan in order to ensure proper understanding of the IARU policies and objectives. The Administrative Council shall consider any changes requested by a Regional Conference at the earliest possible meeting of the Administrative Council.
- B. Establish a Group of Experts to assist the Administrative Council in implementing its objectives at world and regional conferences and preparatory meetings. The Group of Experts shall be selected by the Administrative Council or by the President in coordination with the International Secretariat. While the type of expertise required will change from time to time, the Administrative Council shall ensure that proper technical and geo-political coverage is available from the Group of Experts. It will be the responsibility

of the International Secretariat to create and maintain the terms of reference for the Group of Experts.

- C. Attendance and representation of IARU at all world conferences and meetings shall be defined by the Administrative Council or by the President in coordination with the International Secretariat. The costs associated with the representation of IARU at all world events shall be budgeted by the Administrative Council.
- D. The representation of IARU at all regional conferences and meetings will be the responsibility of the respective Regional Organization. The costs of participation will be borne by the Regional Organization. If in the opinion of the Administrative Council or the President, the Regional Organization is unable or unwilling to adequately represent the interest of IARU at a regional conference or meeting, it may choose to represent IARU, as if the meeting were of a world category, and at the expense of the Administrative Council.
- E. The roles of the Member Societies and the Regional Organizations are much more important to the success of IARU under the new ITU structure. Therefore, the Administrative Council shall clearly identify, publicize and appropriately recognize those Member Societies and Regional Organizations who have significantly contributed to the defense and promotion of amateur radio at world or regional telecommunications conferences and meetings.
- F. The Administrative Council will have the exclusive responsibility to ensure proper liaison with other amateur radio groups not embodied under the IARU organization.<sup>2</sup>

*RULES FOR THE INTERNATIONAL SECRETARIAT  
PERTAINING TO WORLD AND REGIONAL  
TELECOMMUNICATION CONFERENCES AND PREPARATORY MEETINGS*

The International Secretariat will assist the Administrative Council in carrying out the policies pertaining to international telecommunications conferences and preparatory meetings. The International Secretariat shall be responsible for:

- A. Coordinating the logistical aspects of participating at international telecommunications conferences and preparatory meetings.
- B. Ensuring that the necessary support and facilities are provided to the IARU representatives to allow them to carry out their duties and obligations in the most effective manner possible.
- C. Organizing any and all social events for conference participants.
- D. Providing the necessary promotional items that will enhance the image of amateur radio.

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<sup>2</sup> IARU Region 1 has not agreed to item F.

- E. Producing the necessary documentation to support the amateur radio position as it pertains to regulatory matters and conference agenda items.

The procedures for coordination of IARU input documents to ITU meetings are as follows:

Who drafts an IARU input document depends on the subject matter and the forum at which it will be introduced. Generally, the drafting of IARU input documents to ITU meetings is performed under the guidance of the Secretary by the International Secretariat and/or by the member of the IARU Group of Experts assigned to represent the IARU at the ITU meeting. Increased emphasis is being placed on selecting Experts who have the specific technical knowledge necessary in preparing draft contributions.

Drafting should be completed about six weeks prior to the meeting to allow for coordination and approval of documents to be translated by the ITU for distribution as timely submissions. If the meeting will be conducted in a single language, drafting should be completed four weeks prior to the meeting.

The week following the above dates should be used for coordination and approval of the IARU input documents by electronic means.

After coordination is complete, the Secretary will approve the input document and send it to the International Secretariat (IS) so it can be put in final form and sent to the ITU. It is necessary to send documents both to the designated BR staff address and, as a courtesy, to the chairman of the meeting. Additional complimentary distribution may also be needed to develop support for the IARU submission.

The IS is responsible for transmission of the draft document to the appropriate members of the Group of Experts. Normally, a one-week deadline will be established for replies.

Technical input documents require the approval of the Secretary. Documents of a policy nature or those pertaining to matters that are not strictly technical should be approved by both the Secretary and the President.

Inputs to regional telecommunications organizations are the responsibility of the IARU regional organizations or member-societies acting through their national delegations. Regional Organizations shall ensure that their inputs are consistent with IARU policy and shall provide the Secretary with a copy of any inputs as promptly as possible, preferably before submission.

In addition to the above, the International Secretariat will be responsible for establishing and maintaining an international, electronic, data base of government, industry and amateur contacts that may be useful to IARU in meeting its objectives. The IS will provide a clear definition of the data base to the Regional Organizations that will allow them to have their own, identical format, data base for regional use. The information contained in the data base will be maintained confidential, and the IS will be responsible for providing the required reports to the Administrative Council or Regional Organizations.

The International Secretariat will participate in all international telecommunications conferences and preparatory meetings that may have a substantive impact on the Amateur and Amateur Satellite Services. The International Secretariat may participate at any other telecommunications conferences and preparatory meetings.

The International Secretariat will be responsible for obtaining, and distributing as needed, all telecommunications conference and preparatory materials issued by international telecommunications agencies, groups or organizations that in any way may impact the amateur radio services.

The IS will be responsible for keeping adequate statistical information on support for amateur radio issues by countries that will facilitate in identifying the best sources of support as well as the most significant countries where support should be solicited.

The IS will record the level of expenses required to implement the policies of IARU in the defense and promotion of Amateur Radio as established by the AC and will identify the source of funds utilized.

*MEMBER SOCIETY GUIDELINES and RECOMMENDATIONS  
PERTAINING TO WORLD AND REGIONAL  
TELECOMMUNICATION CONFERENCES AND PREPARATORY MEETINGS*

The role of Member Societies in promoting and defending the Amateur and Amateur Satellite Services is much more significant under the new structure of the International Telecommunication Union. The success of IARU depends almost exclusively on the ability of the Member Societies to lobby for active support of the policies as defined by the Administrative Council. It is further recognized that the Member Societies can play a much more important role in defining the policies through active participation within their Regional Organization. The following guidelines are meant to strengthen IARU at and during World and Regional Telecommunications Conferences and Preparatory meetings.

Member Societies have the responsibility of representing IARU and its policies within the amateur community and with their administration in their respective country, therefore:

- A) Member Societies shall make sure that all policies that affect the Amateur and Amateur satellite services are known by their membership and by the amateur community in general.
- B) Member Societies shall establish appropriate relationships with their telecommunications authority that will allow them to present and discuss the policies of IARU as they pertain to the Amateur Services.
- C) Member Societies shall have the responsibility of identifying any conflicts in their respective countries with IARU policies, and advise their regional organizations respectively.
- D) Member Societies shall nominate a person or person who will be responsible for relationships with government and telecommunication authorities. If the Society so wishes, these functions may be assigned to the IARU Liaison Officer. Recognizing the need for continuity, Member Societies are encouraged to make these nomination with a term of office concurrent with the term of office of the officers of their Regional Organization. Furthermore, Member Societies are encouraged to have the IARU Liaison Officer attend Regional Conferences.
- E) Member Societies shall provide the necessary information for the creation and maintenance of a Regional contact Data Base.
- F) Member Societies shall support the Regional Organization as required in participating in Regional or National Telecommunications Conferences and preparatory meetings.
- G) Member Societies shall take the necessary steps to ensure that the Amateur services are duly represented in their country's delegation to Regional and World Telecommunications Conferences and Preparatory Meetings.

- H) Member Societies shall inform their Regional Organizations as to the participants and Head of Delegation of their country at any Telecommunications Conference or Preparatory Meeting that may have an effect on the Amateur Services.

In order to carry out its responsibilities in regards to world and regional Telecommunications Conferences and Preparatory meetings, Member Societies are asked that the person designated within their organization to carry out the above guidelines have access to facsimile and electronic mail, in addition to 24 hour telephone access.

Furthermore, Member Societies are asked to establish appropriate relationships with their respective foreign policy agency that may be dealing with bilateral or multilateral agreements and as well as representation at UN similar Regional Organization meetings.

#### **POLICY #4 (2001)**

*concerning Administrative Council voting procedures by electronic mail*

A procedure for voting by electronic mail is adopted as follows:

If in his opinion a matter requires a decision by the Administrative Council between scheduled meetings, the President shall instruct the Secretary to circulate an explanation and a specific proposal to the members of the Council via electronic mail requesting a return receipt. Affirmation by a majority of the Administrative Council members is required for adoption, including in the majority at least one representative of each region.

The timetable of voting shall be:

Day 1	President instructs Secretary
Day 2	Electronic ballots issued
Days 3-14	Consultation among members if desired
Day 15	Result announced

The Secretary may announce the result earlier if all members have been heard from.

#### **POLICY #5 (2001, revised 2003)**

*concerning guidelines for the election of IARU President and Vice President*

1. No later than 12 months, and preferably between 18 and 14 months, prior to the expiration of the term of office of the President then in office, the International Secretariat shall initiate discussions with the Administrative Council to identify suitably qualified candidates available to serve as President. If a member of the Administrative Council is the subject of such discussion, he or she may be asked to withdraw from the meeting during that portion of the discussions.

2. The purpose of these discussions shall be to assemble a list of available candidates who the International Secretariat and the Administrative Council agree are suitably qualified, do not have professional interests that conflict with the objectives of the IARU, and who, prior to taking office, will relinquish any elected position with a regional organization. The list shall be completed no later than 10 months prior to the end of the current term. The International Secretariat shall immediately notify the Regional Organization of any proposed candidate or candidates that have not been designated as a candidate by the appropriate Regional Organization. The International Secretariat shall immediately consult with the appropriate Regional Organization as to that person's qualifications to serve as an IARU officer.

3. No later than the meeting of the Administrative Council immediately following the completion of the list and after due consideration, the International Secretariat shall select its nominee from the list of candidates and shall advise the Administrative Council of its selection together with supporting material.

4. The International Secretariat shall be invited to this meeting of the Administrative Council to present its nomination.

5. The same procedure shall be used in the case of the Vice President.

#### **TERMS OF REFERENCE OF ADMINISTRATIVE COUNCIL APPOINTEES**

##### **IARU Monitoring System International Coordinator (Adopted 1985; Amended 2001)**

###### *Responsibilities:*

- Shall require regular reports from the Regional Coordinators on the status of the IARU Monitoring System, including but not limited to summaries of progress not only of the routine administration of the System but also of the cases of harmful interference processed. He shall specify all reporting formats.
- Shall encourage the inter-regional cooperation on designated cases of harmful interference.
- Shall report on a yearly basis to the Administrative Council (30 days prior to their annual meeting) on the overall performance of the Monitoring System, and shall include his recommendations for possible action by the Administrative Council.
- Shall distribute a regular status report through Regional Coordinators to the National societies.
- Shall recognize all appropriate political and practical considerations in handling cases of harmful interference which can not be resolved through the efforts of a national society or its Regional Coordinator.
- Shall, with the assistance of the Regional and National Coordinators, be responsible for the distribution of educational material relating to the work of the Monitoring System.
- Shall respond to such specialized requests as may be made of him from time to time by the Administrative Council.

*Appointment:*

The IARU Monitoring System International Coordinator is appointed by the Administrative Council to coordinate the Monitoring System activities of the three regions. The term shall be three years. At the meeting of the Administrative Council corresponding to the expiration of the term, the Council may or may not reconfirm the position, its terms of reference, and the appointment thereto.

*Source:* The *responsibilities* of the IARU Monitoring System International Coordinator were included in the report of the International Study Group on the IARU Monitoring System to the 1985 meeting of the Administrative Council. The report was adopted at Resolution 85-3. In 2001 the term was made three years to reflect the change in Resolution 93-1.

**IARU Beacon Project International Coordinator  
(Adopted 1990; Amended 1996 and 2001)**

*Definitions:*

**BEACON:** Only for the purposes of these terms of reference, a beacon is an amateur radio station established to serve as an indication of propagation conditions for immediate operational use or for a prolonged study of radio wave transmission phenomena. Normally such a station only transmits, though exceptionally it may respond to or transpond received signals.

**IARU BEACON PROJECT:** The system of beacons established on the high frequency (HF) amateur bands under the sponsorship of the International Amateur Radio Union (IARU) and including the collection and dissemination of reception reports and observations.

**IBP/NCDXF BEACON NETWORK:** The time-share network of beacons on five HF bands established under the sponsorship of the Northern California DX Foundation (NCDXF) and the IARU.

*General:*

For the harmonious integration of the activities of the member-societies, clubs, groups or individuals participating in the IARU Beacon Project (IBP), an International Coordinator will be appointed by the Administrative Council. The Administrative Council may appoint assistants as required. Amateur Service beacons in the bands 1.8 to 54 MHz are coordinated on an international basis through the IBP International Coordinator who will in turn coordinate and liaise with the three Regional Coordinators as necessary.

*Function:*

The IARU Beacon Project International Coordinator shall be responsible for:

- A) The development of an IBP Manual, for approval by the Administrative Council, defining the objects, methods, responsibilities, procedure, technical parameters and plans for the IARU Beacon Project.
- B) Upon the approval of the Administrative Council, implement the IARU Beacon Project in accordance with the IBP Manual.
- C) Advising the IARU Regional Organizations on the establishment, structure and operation of regional networks.
- D) Informing the Administrative Council, through the International Secretariat of the activities of the IBP.
- E) Providing information to the Administrative Council, through the International Secretariat, so that adequate publicity for HF beacon operations may be achieved.
- F) Ensuring that participation in the IBP by other than member-societies is approved by the relevant regional organization.
- G) Providing as required advice to the Administrative Council on matters pertaining to HF beacons.
- H) The duties of the International Coordinator do not extend to satellite beacons.

*Authority:*

The IARU Beacon Project International Coordinator is authorized, within the scope of the AC Resolution 86-1 (Revised 1990), and with the status of his office as an IARU appointee, to correspond directly on relevant matters with IARU Regions, member-societies, clubs, groups and individuals taking part in the Project to achieve the aims implicit in these terms of reference.

The IARU Beacon Project International Coordinator will delegate matters of purely regional significance to Regional IBP Coordinators, if such are appointed by the IARU Regions.

The Administrative Council will make arrangements for reimbursement of stationery, postage, telephone and other administrative expenses specifically and necessarily incurred by the International Coordinator and Assistants in the execution of the above terms of reference.

*Appointment:*

The IARU Beacon Project International Coordinator shall be appointed by the Administrative Council for a three-year term. At the meeting of the Administrative Council corresponding to the expiration of the term, the Council may or may not reconfirm the position, its terms of reference, and the appointment thereto.

*Source:* These terms of reference were agreed by the Administrative Council at its April 1990 meeting. Actions of the Administrative Council in 1996 to adopt recommendations of the Beacon Committee had the effect of amending

the terms of reference. The *Appointment* section was amended in 2001 to reflect the adoption of three-year terms for appointees.

**IARU Satellite Adviser**  
**(Adopted 1995; Amended 2001)**

*General:*

An advisory and representational role requiring technical knowledge and good interpersonal skills.

*Function:*

To keep the Administrative Council informed on all technical and operational aspects of the amateur satellite service, and to provide advice and assistance to enable the Council to adopt appropriate policies, and also to better inform the satellite community of the IARU.

*Appointment:*

The IARU Satellite Adviser shall be appointed by the Administrative Council. The term shall be three years. At the meeting of the Administrative Council corresponding to the expiration of the term, the Council may or may not reconfirm the position, its terms of reference, and the appointment thereto.

*Tasks:*

Report to the Administrative Council, providing information as to all developments in the satellite area, including all planned amateur satellites.

At the request of the Administrative Council, provide technical and operational advice to assist the representation of the amateur satellite service to the ITU.

And attend such meetings of the satellite community as appropriate.

Represent generally the IARU to the satellite community and particularly to new or non-Amsat satellite groups.

To consult with and liaise with the satellite Community as appropriate.

To appoint any assistants that may be required.

**IARU EMC Adviser**  
**(Adopted 1995; Amended 2001)**

*General:*

The IARU EMC Adviser is an advisory and representational role, requiring technical knowledge of the field of Electromagnetic Compatibility, familiarity with the International EMC Standardization Organizations and interpersonal skills.

*Function:*

To keep the Administrative Council informed on developments in the setting of EMC standards and legislation, that may affect the Amateur Services, and to advise the Council and the regional Executive Committees about actions to be taken to defend and promote the interests of radio amateurs.

*Appointment:*

The IARU EMC Adviser shall be appointed by the Administrative Council. The term shall be three years. At the meeting of the Administrative Council corresponding to the expiration of the term, the Council may or may not reconfirm the position, its terms of reference, and the appointment thereto.

*Tasks:*

To report to the Administrative Council, providing information about Electromagnetic Compatibility (EMC) developments that are relevant to the Amateur Radio Services.

To seek support, through appropriate IARU Channels, for action to be taken to defend and promote the interests of radio amateurs with respect to EMC standardization or legislation proposals.

To represent the IARU, at the request of the president in consultation with the International Secretariat, at international EMC meetings such as the annual meeting of CISPR.

**IARU International Coordinator for Emergency Communications**  
**(Adopted 2003; Amended 2004)**

*General:*

The IARU International Coordinator for Emergency Communications appointment requires expertise in disaster relief and emergency communications including knowledge of international humanitarian operations. The incumbent is required to have an understanding of the contribution of the Amateur Service in such situations.

*Function:*

To keep the Administrative Council informed on developments in international disaster relief communications that may affect the Amateur Services, to advise the Council about actions to be taken to defend and promote the interests of radio amateurs, and to ensure that the capabilities of the Amateur Service to prepare for and provide emergency communications are uniformly applied worldwide.

*Appointment:*

The IARU International Coordinator for Emergency Communications is appointed by the Administrative Council for a term of three years. At the meeting of the Administrative Council corresponding to the expiration of the term, the Council may or may not reconfirm the position, its terms of reference, and the appointment.

*Tasks:*

To report to the Administrative Council, providing information about disaster and emergency communications developments that are relevant to the amateur services.

To seek support, through appropriate IARU channels, for action to be taken to defend and promote the interests of radio amateurs with respect to disaster and emergency communications.

To represent the IARU, at the request of the president in consultation with the International Secretariat, at international meetings such as those of the United Nations and its specialised agencies.

To coordinate the work of the IARU regional organizations in the field of disaster and emergency communications, working with regional appointees as appropriate.

To advise the Council on implementation of No. **25.9A** of the Radio Regulations, namely that “Administrations are encouraged to take the necessary steps to allow amateur stations to prepare for and meet communication needs in support of disaster relief. (WRC-03)”

**TERMS OF REFERENCE  
FOR INTERNATIONAL AMATEUR RADIO UNION REPRESENTATIVES  
TO INTERNATIONAL TELECOMMUNICATION UNION MEETINGS**

**1. INTRODUCTION**

The existence of the amateur and amateur-satellite services depends on their frequency allocations and other supporting provisions of the International Radio Regulations. An important function of the International Amateur Radio Union (IARU) and its member-societies is to preserve and protect these allocations.

The International Telecommunication Union (ITU) was established by administrations — that is, governments of countries that have joined the ITU. Member administrations are

known as Member States and have full voting rights. Traditionally, governments have operated telecommunications systems in many countries.

In some countries, the telecommunications systems have been operated by non-government organizations. This number is increasing as countries privatize their telecommunications systems. In recognition of the growing trend toward private operation of telecommunications in countries, and in realization that industry develops the majority of telecommunications systems, the ITU has admitted non-government Sector Members. While only Member States can vote at treaty conferences, Sector Members such as the IARU can influence the ITU's deliberative process. Resolution 82 (Minneapolis, 1998) invited each Sector to develop its own procedures for approving questions and recommendations using an alternative approval process and to develop its own guidelines. Permitting Sector Members to participate in the approval process is considered necessary to be more responsive to changes in the telecommunications marketplace.

The amateur services are dependent upon the positions toward them of the Member States of the ITU. Close decisions can be modified by the attitudes of the Sector Members, as they operate telecommunications networks having economic impact on the countries in which they operate.

Thus, the IARU needs to develop and maintain the support of both ITU Member States and of other Sector Members.

## **2. PURPOSE OF ATTENDING ITU CONFERENCES AND OTHER MEETINGS**

The IARU is invited to be a non-voting participant at ITU treaty conferences, i.e., World Radiocommunication Conferences and Plenipotentiary Conferences. Effective participation requires reading documents, listening, analyzing the possible impact on the amateur service, and timely reporting of the results.

The IARU is a Sector Member in the Radiocommunication and Development Sectors. It has the same rights and privileges as other Sector Members. The IARU has not considered it necessary to join the Telecommunication Standardization Sector but could do so at a future date if it wanted to exercise that option.

The IARU needs to be seen as a responsible partner in use of the radio spectrum, professionally represented, aware of the critical issues, knowing the people involved, and willing to work when needed to support the amateur position. IARU representatives should be perceived as minding their own business for the most part — that is, sticking to the concerns of the amateur services, not meddling in the affairs of other services — but willing to work for the common good when called upon. While diligent in protecting amateur allocations and the supporting provisions of the Radio Regulations, the IARU should not be seen as single minded to a degree that would obstruct the legitimate work of the ITU.

### **3. IARU PARTICIPATION**

At a world conference, the IARU team may range in size, preferably from 2 to 10 persons representative of different geographical areas, linguistic skills and professional disciplines. There might be only one participant at other ITU meetings.

#### **3.1 Who Does an IARU Participant Represent?**

There is no question that an IARU participant must represent the interests of all radio amateurs worldwide. He or she is not there to advocate national or regional positions. While representatives may have been selected for their specialized knowledge in a particular facet of Amateur Radio, they should not view themselves as advocating one interest at the detriment of another.

#### **3.2 Technical Representatives and Expert Consultants**

The IARU President has established groups of experts having backgrounds in various amateur disciplines. Experts are grouped either as Technical Representatives or Expert Consultants. Technical representatives are available to represent the IARU at ITU and similar meetings; Expert Consultants typically are not, but are expected to offer “behind the scenes” assistance and advice as required. IARU teams are normally formed of IARU Administrative Council Members and/or Technical Representatives as appointed by the President with the advice of the Council.

#### **3.3 Responsibilities of the Team Leader**

In a team with more than one person, there will be a designated Team Leader, whose responsibilities include the following:

- coordinating any IARU input documents to the meeting
- preparing a written brief for the team
- briefing the team members on site
- making assignments for meeting coverage and contacts with delegations and other participants
- calling of IARU team meetings, often daily, to review meetings and contacts, and to plan activities
- assigning IARU spokesmen for specific meetings
- generating e-mail reports, daily and at conclusion
- editing a final report with supporting documents for mail distribution

In addition, the Team Leader has the obligation of seeing that all IARU representatives conform with instructions.

### **3.4 Responsibilities of Representatives**

- studying structure, issues and people
- participating in team meetings
- observing, and reporting on, meeting sessions
- discussing amateur issues with delegates and other participants as appropriate
- preparing contact reports
- drafting parts of the daily and final reports
- performing other duties as assigned by the Team Leader

## **4. INPUT DOCUMENTS**

Input documents are papers developed by participants of a meeting to propose texts the originator hopes the meeting will adopt. In ITU meetings, the agenda provides the structure for discussion and input documents are the raw material used by the meeting. Without input documents, little or no work of substance can be done. Input documents and their discussion are the bases for preparation of output documents: the work product of the session. The vast majority of input documents are submitted by Member States or Sector Members. The IARU may also submit input documents in accordance to rules of procedure for that type of meeting.

The IARU produces input documents in cases of concern to the IARU, on matters affecting, or arising from, the amateur services.

All IARU input documents prepared in advance of the meeting require the prior approval of the President and the coordination of the IARU Team Leader if one has been selected at the deadline for submission of input documents, which may be substantially in advance of the meeting. To maintain credibility, it is important that IARU input documents be delivered to the ITU in accordance with the official deadlines for submission. Also, it is desirable to have personal contact with the chairman prior to the start of the meeting to explain the need for consideration. Input documents containing controversial issues usually also require pre-coordination with Member State delegations having an interest in the subject.

Any IARU input documents or drafts furthering the work of a meeting prepared during the course of the meeting require the approval of the IARU Team Leader and must be submitted to the International Secretariat as rapidly as possible.

## **5. BRIEFS**

IARU briefs are not submitted to the ITU meeting but are confidential and only for internal IARU use to guide the team members with regard to IARU policy. They are used as vehicles to clarify issues and to lay down guidelines on these issues for use by the team. Preparation

and approval of briefs provides a mechanism for agreement on policy and a strategy necessary to implement that policy.

The document, *Spectrum Requirements of the Amateur and Amateur-Satellite Services*, prepared by the IARU Administrative Council, July 1990, as revised, is considered to be a part of all IARU meeting briefs.

## **6. PREPARATION FOR MEETINGS**

It is the responsibility of each representative to understand the subject matter under discussion in a meeting to which he or she has been assigned, and to evaluate and report on the implications for Amateur Radio.

The representative should have Internet access to ITU documentation through a TIES account, which will also provide an e-mail address at ITU. By monitoring meeting timetables, input documentation and other relevant ITU announcements, the expert will know when important meetings are scheduled, and can recommend that he/she attend if appropriate.

To the extent possible, the expert should also participate in the related national meetings in his/her home country, to understand and possibly influence the position of his or her national delegation on matters of interest to Amateur Radio.

Relevant ITU-R input documents from other participants should be downloaded from the ITU web site and studied.

When issues of importance to Amateur Radio arise, the representative should consult with IARU officers and other experts to seek policy guidance and direction. He/she may recommend the preparation of briefs and/or input documents, and if approved, may be requested to produce drafts, circulate them to interested parties, and seek approval.

The representative should make use of the IARU International Secretariat for all official communications with the ITU. The Secretariat will register the representative for attendance at conferences and Study Group or Working Party meetings, and submit meeting input documents to the ITU.

The Secretariat is also available for advising and helping with travel arrangements and particularly hotel reservations where appropriate. In some circumstances, depending on the location of the home country of the representative, it may be easier for the representative to make his/her own personal travel arrangements.

## **7. ATTENDANCE AT MEETINGS**

The representative should be prepared to attend all meeting sessions relevant to the issues he/she is responsible for and to introduce IARU input documents if called upon to do so by the chairperson. In addition, he/she should be prepared to chair or participate in Drafting Groups or sub Drafting Groups set up to resolve conflicts, or to draft output documentation.

If at all possible, the representative should prepare daily summary activity reports and submit

them by e-mail or fax to the IARU Secretary and to other interested IARU officers. If an issue arises requiring a decision for which the representative is unsure of IARU policy, he or she should not hesitate to seek advice from the Secretary or other responsible officers, and govern his/her conduct in meeting sessions accordingly.

Since the expert will be seeking meeting support for a particular position, he or she should make an effort to get to know the other interested parties, try to understand the rationales for their positions, and look for non-confrontational ways of reaching consensus. The expert should also try to meet and get to know delegates from administrations so that he or she can call upon their support if needed when a difficult decision arises.

## **8. MEETINGS**

Conferences organize their sessions in plenaries, when all delegates are present, and Committees. Committees may be further divided into working groups and drafting groups. Technical meetings are normally conducted by Study Groups, Working Parties and Task Groups. Similarly, working groups and drafting groups may be formed to discuss specific subjects.

According to the Rules of Procedure of conferences and other meetings, persons desiring to speak must first obtain the consent of the Chairman, usually by asking for the floor. It is desirable whenever possible to discuss the need to intervene on a subject with the Chairman in advance of the meeting.

Working groups and particularly drafting groups are less formal and observers may speak, at the option of the chairman, on subjects with which they have special competence.

IARU infrequently asks for the floor, most of its work having been accomplished before the meeting or in hallway conversations with delegates. IARU spokesmen request the floor only under direction of the Team Leader.

## **9. CONTACT REPORTS**

Contact reports are a mechanism for recording discussions with delegates. To be useful, they must be written quickly after the contact and hand delivered to the Team Leader. In nearly all instances, the information in contact reports will be shared by the team at daily meetings. A contact report form is attached.

## **10. FOLLOW UP TO MEETINGS**

As soon as possible after a Working Party or Study Group meeting is finished, the IARU representative should prepare an overview report for submission by the Secretary to the IARU Administrative Council. The report should be written (to the extent possible) in non-bureaucratic language with introductory background information, and an informal description of the issues discussed, the positions taken by the various parties, and the outcome of the discussions. If appropriate, the report should also recommend a course of action to prepare for future meetings. The recommendations may simply require monitoring of developing

issues, or they may require consultation with other parties, conduct of studies, and preparation of position papers and input documents.

It goes without saying that requests for reimbursement of travel expenditures should be submitted to the Secretariat as soon as possible following meetings.

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**IARU CONTACT REPORT**

Person(s) Contacted	
Delegation or Organization	
How to Contact	
What other person(s) Said	
What I Said	
Name of person completing contact report	Date/time
Distribution	