

**SUMMARY RECORD, ADMINISTRATIVE COUNCIL
INTERNATIONAL AMATEUR RADIO UNION
Meeting in Landshut, Germany
15 and 16 September 2017**

1. The 42nd meeting of the Administrative Council (AC) of the International Amateur Radio Union was called to order at 0900 local time Friday, 15 September 2017, at the Hotel Schoenbrunn, Landshut, Germany, by IARU President Tim Ellam, VE6SH/G4HUA. Also present were the following members: Ole Garpestad, LA2RR, Vice President; David Sumner, K1ZZ, Secretary; Don Beattie, G3BJ, President and Faisal Al-Ajmi, 9K2RR, Vice President, IARU Region 1; Reinaldo Leandro, YV5AM, President and Ramón Santoyo, XE1KK, Vice President, IARU Region 2; and Gopal Madhavan, VU2GMN, Chairman, and Peter Young, VK3MV, Director, IARU Region 3. Region 1 Executive Committee member Dave Court, EI3IO, joined the meeting on Saturday as an observer.
 2. A moment of silence was observed for radio amateurs and friends who have died since the previous meeting of the Administrative Council, including Jim Haynie, W5JBP, Bob Knowles, ZL1BAD, and Boris Stepanov, RU3AX.
 3. The following agenda was agreed, with items 6, 7.2, 8, and 9 to be held over until Saturday. [*Secretary's Note: The Summary Record is organized in the order listed in the agenda, not in the order in which the items were discussed.*]
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1. Opening of meeting by the President
2. Introductions, meeting arrangements, remembrances
 - 2.1. Roll Call of Participants
 - 2.2. Meeting Arrangements
 - 2.3. Moment of Silence
3. Approval of Agenda
4. Reports of the officers
 - 4.1. Report of the President – Mr. Ellam
 - 4.2. Report of the Vice President – Mr. Garpestad
 - 4.3. Report of the Secretary – Mr. Sumner
5. Reports from the regional organizations
 - 5.1. Region 1
 - 5.2. Region 2
 - 5.3. Region 3
6. Review of written reports of International Coordinators and Advisors
 - 6.1. IARU Beacon Project Coordinator – Mr. Jennings
 - 6.2. Satellite Advisor – Mr. Blondeel Timmerman
 - 6.3. Int'l Coordinator for Emergency Communications – Mr. Zimmermann
 - 6.4. Emergency Communications Special Advisor – Mr. Stafford
 - 6.5. IARU EMC Coordinator - Mr. Kootz
7. ITU and related issues
 - 7.1. ITU Radiocommunication Sector (ITU-R)
 - 7.1.1. Reports from ITU SG and WP Meetings
 - 7.1.1.1. ITU-R SG5/WP5A,B,C,D and TG5/1
 - 7.1.1.2. ITU-R SG1/WP1A,B,C
 - 7.1.1.3. ITU-R WP7B

- 7.2. WRC-19 Preparations
 - 7.2.1. Report on implementation of matrix
 - 7.2.2. Reports on RTO meetings
 - 7.2.3. Review of IARU positions relevant to WRC-19 Agenda Items
 - 7.2.4. Future WRC Agenda Items
 - 7.3. ITU Development Sector (ITU-D)
 - 7.3.1. ITU-D SSDM (Smart Sustainable Development Model)
 - 7.4. ITU Telecom World
 - 7.5. ITU Council – 2017
 - 7.6. ITU Academy/SMTP
 8. Strategic planning
 - 8.1. Review of Plan for Development and Support of Amateur Radio Frequency Allocations for 2016-2020
 - 8.2. Consideration of Action Plan for 2017-2018
 - 8.3. Microwave Spectrum Update
 9. ITU and regulatory/spectrum defense matters not previously discussed
 - 9.1. Review of spectrum requirements document
 - 9.2. Other spectrum defense matters
 10. Operational and administrative matters
 - 10.1. Relations with Member Societies
 - 10.1.1. Applications for IARU Membership (if any)
 - 10.1.2. Member-Society Issues
 - 10.2. Expert Consultants and Technical Representatives
 - 10.3. 2018-2020 budget and review of 2016 and 2017 budgets
 - 10.4. World Amateur Radio Day
 - 10.5. Handbook for IARU representatives at ITU and RTO meetings
 - 10.6. Administrative Council actions since last in-person meeting
 - 10.7. Initiation of consultative process for nominations of IARU President and Vice President – Mr. Bellows
 - 10.8. Amateur Radio Administration Course
 - 10.9. Michael J. Owen, VK3KI, Memorial Award
 - 10.10. IARU Diamond Awards
 - 10.11. Issues That May Arise from Region 1 Conference
 - 10.12. Standardization/Branding of IARU materials
 - 10.13. Succession Planning for IARU Experts and Coordinators
 - 10.14. Regional Monitoring of Amateur Operator Numbers
 - 10.15. Working group on propagation
 - 10.16. Global Band Planning
 - 10.17. QSL bureau policy
 - 10.18. Appointment of EMC Coordinator
 - 10.19. Expense reimbursement policy
 - 10.20. Certificates for IARU HF Championship
 - 10.21. Other operational and administrative matters
 11. IARU Restructuring
 12. Review of Resolutions and Policies
 13. Any other business
 14. Determination of place and dates of next meeting of Council
 15. Drafting and approval of news release covering meeting and adjournment
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4. Reports of the officers

4.1. Mr. Ellam referred to his written report, which recounted his activities on behalf of the IARU during the past year, and added that since the report was written he has attended the Region 3 Directors meeting in Tokyo. Highlights of his report included ITU relations, WRC-19 preparations, IARU finances, and recognition of volunteers. He indicated his willingness to stand for another term as President if fully supported by the AC.

4.2. Mr. Garpestad noted that his main focus has been coordination of WRC-19 preparations and implementation of the matrix system for communication among the involved volunteers. Liaison with the Satellite Advisor is working well and the frequency coordination process is functioning efficiently. He attended the Region 1 Executive Committee meeting in Landshut earlier in the year and is looking forward to the conference.

4.3. Mr. Sumner reported that an effort to update email addresses for the member-societies was successful and permitted the most recent issue of the IARU *Calendar* to be distributed almost entirely electronically. Liaison with the Region 2 Executive Committee included virtual meetings in advance of a productive in-person meeting in Guayaquil. This year's IARU stand at Friedrichshafen was a significant improvement.

5. Reports of the Regions

5.1. On behalf of Region 1 Mr. Beattie observed that there are significant electromagnetic compatibility (EMC) issues arising and sought greater engagement by Regions 2 and 3 to assist Region 1 in carrying the load. He reported on a recent meeting of SE24, the CEPT committee dealing with short range devices (SRDs), at which Wireless Power Transmission (WPT) systems were discussed. Existing standards seem likely to be inadequate to protect radiocommunication services from harmful interference from the unwanted emissions of wireless systems for recharging electric vehicles. A meeting of EMC experts attending the Region 1 Conference will be held to determine how to address this serious threat of radio spectrum pollution.

Mr. Beattie summarized the lessons learned from this year's Ham Radio event in Friedrichshafen. He expressed the hope that a constructive relationship with EURAO can be developed.

5.2. Mr. Leandro summarized recent activities in Region 2 including the EC meeting held two weeks prior to this AC meeting. While Region 2 is bilingual English/Spanish it was possible to conduct the EC meeting entirely in one language (English), resulting in improved efficiency. The EC agreed to place greater emphasis on the issues of EMC and youth.

5.3. The written report from the Region 3 Secretary covered the recent Directors' meeting in Tokyo and listed recent natural disasters in the region in which amateur radio played a role in disaster relief. Mr. Madhavan noted that as a step toward harmonizing the presentation of the three regional band plans, a revised Region 3 band plan has been prepared and is in circulation for comment.

6. Reports of International Coordinators and Advisors [*discussed on Saturday*]

6.1. A detailed report from Beacon Project Coordinator Peter Jennings, AB6WM/VE3SUN, was reviewed. As of 20 August all 18 beacons in the network were operational. The AC agreed to a contribution of \$1,000 to the Beacon Project for 2018 as in previous years.

6.2. The report of Satellite Advisor Hans Blondeel Timmerman, PB2T, was reviewed. New satellite frequency coordination guidelines are in place as of 1 August. Coordination request processing times average 16 days.

6.3. Correspondence with the International Coordinator for Emergency Communications, Hans Zimmermann, HB9AQS/F5VKP, was reviewed. Mr. Zimmermann observed that his role on behalf of the IARU has diminished, in that communication among the three regional coordinators is very good and he no longer participates in ITU-D activities. The AC expressed its deep appreciation for Mr. Zimmermann's success over many years in gaining recognition, at the ITU and other international bodies, for the role of the amateur service in providing disaster relief communications.

6.4. The report of Emergency Communications Special Advisor Rod Stafford, W6ROD, was reviewed. Mr. Stafford represents the IARU in the ITU Development Sector, principally in its Study Group 2, and will attend the World Telecommunication Development Conference in Buenos Aires in October.

6.5. The report of EMC Coordinator Thilo Kootz, DL9KCE, was received. Mr. Kootz has had to step down from his IARU posts because of a change in employment. In this, his final report, he recounted issues that arose at last fall's CISPR meeting and at interim meetings since that time. More activity by member-societies with their national standards bodies is needed, particularly in Regions 2 and 3. He recommended the appointment of Tore Worren, LA9QL, as his successor and urged greater involvement by the IARU in ITU-R Working Parties 1A and 1B. The AC expressed its appreciation for Mr. Kootz's excellent work and wished him continued success in his career.

7. ITU and related issues

7.1. Mr. Garpestad briefly reviewed reports of recent meetings of ITU-R Working Parties in Study Groups 5 and 1, Working Party 7B, and Task Group 5/1. Considerable WRC-19 preparatory work is underway in Working Group 1 of Working Party 5A under the chairmanship of Dale Hughes, VK1DSH. Mr. Garpestad emphasized the need for more activity in Working Parties 1A and 1B on the interference potential of WPT. The AC agreed there is a need to better publicize what the IARU does to protect and promote the amateur and amateur-satellite services within the ITU and regional telecommunications organizations (RTOs).

7.2. WRC-19 preparations [*discussed on Saturday morning to permit Mr. Court's participation*]

7.2.1. Mr. Garpestad reported on experience to date with the matrix organization that was implemented last year. It appears to be working well with respect to WRC-19 Agenda Item 1.1 (50 MHz) but more attention to some of the other issues and more communication between Agenda Item Leads and RTO Coordinators are needed. It would be desirable to assign a different individual to each separate task but insufficient personnel are available.

7.2.2. Mr. Sumner summarized IARU involvement in the work of the six RTOs and the Caribbean Telecommunications Union (CTU), which is sometimes referred to as an RTO although it has no history of developing coordinated proposals for WRCs. The regional organizations were asked to assist with keeping track of upcoming RTO meetings.

7.2.3. Mr. Sumner introduced an information paper setting out the IARU positions on WRC-19 agenda items as previously agreed by the AC. It was noted that there are deadlines next year for completing proposed text, including options to satisfy each agenda item, for the Conference Preparatory Meeting (CPM) Report to WRC-19. This is expected to be a major focus of the November meeting of WP 5A.

7.2.4. Mr. Ellam explained the view of the IARU officers that no agenda items for new or harmonized spectrum allocations should be sought at WRC-19. The AC accepted this recommendation with the clarification that it does not preclude seeking specific allocations in the unallocated spectrum above 275 GHz if allocations to other services are considered. Mr. Beattie agreed with the recommendation reluctantly, but acknowledged that EMC spectrum protection and the need to build IARU resources globally are more in need of attention.

7.3. Mr. Ellam reported on his activity as a member of the ITU-D Smart Sustainable Development Model (SSDM) Advisory Board. The ultimate success of the SSDM Initiative will be dependent upon funding.

7.4. While the IARU has participated in past ITU Telecom World exhibitions when exhibit space was available free of charge, this year it was not possible to accept an offer of free raw space made by the BDT Director. Mr. Ellam was invited to moderate a panel on a topic unrelated to amateur radio or to his professional responsibilities but was unable to accept.

7.5. As a Sector member, the IARU has the opportunity to apply for permission to attend the annual ITU Council meeting as an observer. The question of whether to do so is reviewed annually, but since 2014 the cost of attending has appeared to outweigh the benefit. That was the case again in 2017. In 2018 a decision also will need to be made regarding attendance at the ITU Plenipotentiary Conference.

7.6. The IARU is a content development partner in the ITU Spectrum Management Training Program (SMTP). Mr. Ellam reported that there has been no new activity recently.

8. Strategic planning *[discussed on Saturday]*

8.1. Mr. Sumner presented minor updates to the “Plan for the Development of Support for Amateur Radio Frequency Allocations 2016-2020” that was adopted at the October 2016 meeting. These were accepted.

8.2. Mr. Sumner presented a draft Action Plan for the remainder of 2016 and 2017. After discussion and agreement on additional assignments the Action Plan was adopted as revised, subject to further revision by the officers as may be required throughout the year.

8.3. Mr. Garpestad renewed his recent request for assistance from the regional organizations in updating the Future Spectrum Committee report that sought to document amateur usage of all amateur and amateur satellite allocations above 148 MHz.

9. Other ITU and regulatory/spectrum defense matters *[discussed on Saturday]*

Mr. Sumner offered minor updates to the Spectrum Requirements working document. These were accepted. Mr. Court offered to review the section on 70 MHz and will provide additional updates.

10. Operational and administrative matters

10.1. There are no complete applications for IARU membership pending. No issues regarding member-societies were raised.

10.2. Mr. Sumner presented a proposal to reclassify certain volunteers who have been designated as Expert Consultants or Technical Representatives, the distinctions between two categories having become blurred over time. After discussion, it was agreed that all volunteers in these categories will be designated as Expert Consultants with the additional title of Technical Representative for those who represent the IARU in technical forums such as ITU-R Working Parties. Mr. Sumner will write to each affected volunteer to explain the change.

10.3. Mr. Sumner reviewed the 2016 budget vs. actual expenses, which were well within the budgeted amount. On behalf of the International Secretariat he acknowledged the regional organizations' contributions toward the expenses that are above and beyond the constitutional obligation of the IS. He also noted a substantial personal contribution received by the ARRL from IARU President Emeritus Larry Price, W4RA, to support the work of the IS. Mr. Sumner then commented that expenses so far in 2017 are also within budget but that some expense reimbursement claims from earlier in the year are still outstanding. He presented budgets for the years 2018-2020, which were approved as submitted. Mr. Beattie observed that a pro forma budget showing all IARU-related spending on defense of the amateur radio spectrum would be a useful illustration of the financial commitment of the IARU.

10.4. It was agreed that the standard theme for the annual World Amateur Radio Day, "Celebrating Amateur Radio's Contribution to Society," will be used for 2018. The AC agreed that an effort will be made to share material among member-societies to assist them in observing the day, 18 April.

10.5. Mr. Ellam observed that little progress has been made recently toward completion of the draft "Handbook and Policy Manual for Consultants and Representatives" that was begun several years ago. Additional material is needed with respect to the RTOs, and the new matrix structure now must be taken into account. An effort should be made to complete the project in the coming year so it will be ready for the CPM and WRC in 2019.

10.6. The AC received an information document recounting AC actions taken since the October 2016 meeting.

10.7. At 1400 local time on Friday, 15 September, ARRL International Affairs Vice President Jay Bellows, KØQB, joined the meeting via Skype for the purpose of initiating discussions between the IS and the regional representatives for the purpose of identifying suitably qualified candidates for the offices of President and Vice President for the 2019-2024 term. This procedure is in accordance with the IARU Constitution and AC Policy #5. Mr. Ellam and Mr. Garpestad left the room. On behalf of and with the consent of the ARRL Mr. Bellows proposed the candidacies of the incumbents, Tim Ellam, VE6SH, and Ole

Garpestad, LA2RR, the rationale being that both have done an outstanding job. Mr. Bellows was thanked and excused. Mr. Ellam and Mr. Garpestad returned to the room.

The AC instructed the Secretary to invite member-societies, in an IARU *Calendar* to be distributed in the 4th quarter of 2017, to send their regional organizations the names and qualifications of any individuals they wish to be considered for either position. The deadline for receipt of such proposals from member-societies and regional organizations was set as 31 March 2018.

10.8. Mr. Santoyo presented a report on the second Amateur Radio Administration Course held in Mexico City. The course took place on 7-9 August 2017 with the administrations of Colombia, Costa Rica, Honduras, and Mexico represented. The travel expenses of the foreign guests were paid by Region 2. Principal instructors were Jon Siverling, WB3ERA, of the ARRL staff and Mr. Santoyo, with additional presentations by other Mexican radio amateurs. Presentations were entirely in Spanish. Region 2 will try to schedule one or two ARACs next year.

10.9. Mr. Sumner reported that no nominations for the Michael J. Owen, VK3KI, Memorial Award had been received by the deadline.

10.10. Mr. Sumner showed the IARU Diamond Award to be presented to Thilo Kootz, DL9KCE, during the Region 1 Conference for outstanding service representing amateur radio on EMC issues. With regard to other means of recognizing volunteers, Mr. Ellam said he has sent letters to the IARU team members after each WRC and is willing to do the same after other events.

10.11. Mr. Beattie identified the main issues for the upcoming Region 1 Conference to be finances, the STARS program to promote amateur radio in the areas of Region 1 where activity is low or non-existent, the future, and growth. He hoped the conference will provide some output regarding the nature of amateur radio in the 21st century and what may attract newcomers.

Mr. Garpestad noted that ARDF rules changes being proposed at the conference may affect the other two regions when they hold world events.

10.12. Mr. Beattie presented a progress report on the effort to achieve consistent global branding of the IARU. The most challenging aspect is the web presence, with four separate websites maintained by the IS and the three regions. Mr. Beattie, Mr. Sumner, and the three regional webmasters developed a functional specification for the websites to have a similar "look and feel." Circulation of a request for proposals resulted eventually in bids from two web design houses. After discussion, the AC authorized entering into a contract with Lichtsignale of Offenbach, Germany along the lines of its proposal.

10.13. Mr. Ellam renewed his request for the regional organizations to identify additional qualified volunteers to assist us in our work at the ITU and RTOs.

10.14. Mr. Sumner presented his thoughts on data collection to measure the health and growth of amateur radio and the IARU member-societies and posed some questions for the AC to consider. After discussion, it was agreed that the regional organizations will collect the

data from the member-societies in a consistent manner across the three regions and will share it with the International Secretary for consolidation.

10.15. Mr. Ellam provided an interim report for the Working Group on Propagation. Christian Reiber, DL8MDW, the Region 1 member of the Working Group, has authored a paper setting out his thoughts on the future of amateur radio beacon networks. It is hoped that initial discussions can take place offline during the Region 1 Conference.

10.16. It was agreed that the initiative to harmonize the regional band plans can be pursued among the three regions without the need for coordination by the officers. Mr. Garpestad asked that he and Mr. Sumner be kept in the information loop.

10.17. Mr. Sumner reported that there had been no response from member-societies to the invitation in the December 2016 issue of the IARU *Calendar* to offer comments and suggestions on Resolution 85-9 concerning QSL bureaus. The AC discussed the pros and cons of simply suppressing the resolution but was unable to reach consensus. The officers will draft a rationale for its suppression as the basis for further discussion, but no action will be taken by the AC until an agreement can be reached.

10.18. After review of his CV, Tore Worren, LA9QL, was appointed IARU EMC Coordinator for the remainder of the current term.

The Administrative Council was in recess from 1727 local time Friday until 1025 Saturday.

10.19. Experience with the travel expense reimbursement policy that took effect on 1 January 2017 was reviewed. The officers proposed that as an option for long meetings such as a WRC, a volunteer be allowed to claim 60% of the previous per diem amount to avoid having to keep track of numerous small expenses. After discussion, it was agreed to amend the policy to allow this option for stays of 18 days or longer.

10.20. In consideration of the increasing costs to both member-societies and the IS of providing paper certificates to participants, the AC agreed to ask the ARRL to eliminate paper certificates for the IARU HF World Championship and switch to downloadable PDFs. The implementation schedule is to be determined by the ARRL.

11. Registration of IARU [*discussed on Friday*]

Mr. Ellam led a discussion of documents circulated in advance of the meeting relating to the registration of an IARU entity as a Swiss association for limited purposes related to representation at the ITU and other international bodies. Council authorized the officers to proceed with the next steps to implement registration.

12. Review of Resolutions and Policies

12.1. The AC agreed to the following suppressions and revisions of past Administrative Council Resolution as proposed by the Secretary:

Resolution	Action	Reason
87-2	Suppress	Obsolete.

88-2	Suppress & replace	No longer accurate. There are similar concerns regarding 135 kHz, 472 kHz, and 5 MHz. "No contests" provision also applies to 18 & 24 MHz.
91-2	Suppress	Obsolete.
95-1	Study	Revision needed but deserves careful review; to be considered at 2018 meeting.
97-1	Suppress	Obsolete.
99-3	Revise	Update needed.
01-1	Suppress	Time to "retire" Morse policy.
02-1	Suppress	Covered by Resolution 14-1
03-1	Suppress	WRC-03 implementation is as complete as it ever will be.
04-1	Suppress	Covered by Resolution 14-1.

RESOLUTION 17-1 (Replacement for Resolution 88-2)

The IARU Administrative Council, Landshut, 2017,

recognizing that the amateur service allocations at 135.7-137.8 kHz, 472-479 kHz, 5,351.5-5,366.5 kHz, and 10.1-10.15 MHz are on a secondary basis with other services having priority, and

further recognizing that the allocations at 18.068-18.168 MHz and 24.890-24.990 MHz are also relatively narrow, and

acknowledging that these bands therefore are unable to support competitive activities without excessive disruption to other legitimate pursuits,

expresses appreciation to the sponsors of contests who universally avoid utilizing these bands,

resolves that it is IARU policy that contests not be permitted in these bands, and

strongly encourages all radio amateurs to observe the respective regional band plans for these and all other amateur allocations.

RESOLUTION 99-3

(Revised 2017)

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~~ for 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~~recognizing that since adoption of this Resolution much of the software used by Radio Amateurs is open source or in the public domain and that development and application of communications technology within the Amateur Services has continued and is generally freely available, it is

resolved that as of 2017, further work on an intellectual rights policy is no longer required.

~~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.~~

12.2. The AC agreed to revisions to Policies #1, #2, and #3 as proposed by the Secretary. Policies #1 and #2 required minor revisions to reflect current practice. Policy #3 was originally adopted in 1995 to respond to the evolution of the ITU and required updating to reflect further evolution of the ITU and the RTOs.

13. There was no other business to come before the AC.

14. The AC agreed to hold its next scheduled in-person meeting immediately before the Region 3 Conference, now expected to be held in September 2018. Virtual meetings will be held toward the end of 2017 and during 2018 if pending business warrants.

15. It was agreed that the officers will circulate a draft news release for approval as soon as possible after adjournment. The meeting concluded at 1457 local time after brief remarks by all participants and thanks from the chairman to all for their contributions to the meeting.

David Sumner, K1ZZ
Secretary