

# **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- 84-1 10 MHz Band (Superseded)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- 84-5 World Radio Amateurs Day (Superseded)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- 85-1 28 MHz Beacons (Superseded)
- 85-2 Contacts with the ITU regarding IARU Monitoring System matters (Superseded)
- 85-3 Monitoring System (Superseded)
- 85-4 Participation in International Telecommunications Conferences (Superseded)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- 85-7 Packet Radio (Superseded)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- 85-9 QSL Bureau (Superseded)
  
- 86-1 28 MHz Beacons (Suppressed)
- 86-2 Packet Radio (Superseded)
- 86-3 IARU Representation by a Member-Society (Superseded by 25-1)
- 86-4 Electromagnetic Compatibility (Continuing)
  
- 87-1 Possible Future WARC (Superseded)
- 87-2 Relaying Messages by Amateur Stations (Suppressed – obsolete)
  
- 88-1 Monitoring System (Suppressed)
- 88-2 10 MHz Band (Superseded by Resolution 17-1)
- 88-3 Funding of IARU Activities (Superseded)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- 91-1 Improper Use of the Amateur Bands (Superseded)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” (Suppressed – obsolete)
- 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, 2001 and 2015)
  
- 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 (Suppressed – obsolete)
- 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)
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- 99-1 Amateur service and amateur-satellite service operator qualifications (Action completed)
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- 99-3 Intellectual property rights policy for amateur radio (Continuing – revised 2017)
- 99-4 Terms of reference for the IARU Monitoring System (Suppressed)
  
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- Policy # 1 Submission of Resolutions to Regional Conferences (1988, revised 1993 and 2017)
- Policy # 2 Responsibility for Representation at ITU and RTO Meetings (1993, revised 2000 and 2017)
- Policy # 3 Response of the IARU to the Evolution of the ITU (1995, revised 2017)
- Policy # 4 Administrative Council voting procedures by electronic mail (2001, revised 2013)
- Policy # 5 Guidelines for the election of IARU President and Vice President (2001, Revised 2003 & 2012)

### **Terms of Reference of Administrative Council Appointees, Advisors and Committees**

IARU Beacon Project International Coordinator (1990, Amended 1996/2001/2020)  
 IARU Satellite Advisor (1995, Amended 2001, Amended 2015)  
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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 86-3**  
(Revised 1989 – Superseded 2025)

*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 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 91-3**

*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, 2001 and 2015)

*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 (“WARD”) 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 determines the theme for the annual World Amateur Radio Day to be “Celebrating Amateur Radio’s Contribution to Society”;
2. The Administrative Council may, in any given year, determine a special theme for World Amateur Radio Day for the following year;
3. The International Secretariat is requested to make available suitable WARD display materials for use by member-societies;
4. 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 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 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

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.

**RESOLUTION 08-1**  
(Revised 2014)

*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;

that such ethical behavior is described in the booklet “Ethics and Operating Procedures for the Radio Amateur” by John Devoldere, ON4UN and Marc Demeuleneere, ON4WW (“booklet”) now available in many languages;

the Administrative Council further recognizes the detailed operating practices and procedures therein are subject to revision from time to time;

and the Administrative Council continues to endorse the ethical principles in the booklet;

and therefore

endorses and recommends the ethical principles set out in the booklet “Ethics and Operating Procedures for the Radio Amateur” by John Devoldere, ON4UN and Marc Demeuleneere, ON4WW, and not necessarily the detailed operating practices and procedures set out therein, and

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

**RESOLUTION 09-1**  
(Revised 2010)

*concerning Member-Societies that have ceased to exist*

The IARU Administrative Council, Christchurch, October 2009

Recognising that in fact a Member-Society may cease to exist, and

Noting that the Constitution and Bylaws of the IARU have provisions relating to the termination of membership and the suspension of the rights of a Member-Society, and

Acknowledging that the application of such provisions to a non-existent organisation is inappropriate, but

Recognising that the verification of the fact that a Member-Society has ceased to exist may be uncertain,

Resolves

1. That if for a period of not less than 5 years
  - (a) There is no address or other means known to either the IS or the relevant regional organisation by which communication may be made with a Member-Society,
  - (b) There has been no communication from any person purporting to represent that Member-Society, and
  - (c) There is no other evidence of the continued existence of that Member-Society.
2. At the request of the relevant regional organisation the AC may thereafter publish in the *Calendar* a notice setting out its belief that the particular Member-Society has ceased to exist, and calling for the submission of any evidence to the contrary within 180 days of the publication of the *Calendar*.
3. If no such evidence is submitted within 180 days of the publication of the *Calendar*, then the Secretary shall publish the fact that the Member-Society no longer exists from that date and thereafter any association of radio amateurs claiming to represent that country or separate territory shall be required to apply for membership in accordance with the IARU Constitution and Bylaws.

**RESOLUTION 12-1**

(Suppressed January 2024 by 24-1)

*Concerning revised terms of reference for the IARU Monitoring System*

The IARU Administrative Council, 2012

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 contribution to the defence and promotion of amateur radio provided by the IARU Monitoring System and its dedicated volunteers who have acted in the past both under an international coordinator and three regional coordinators as authorized by the Administrative Council and the regional organizations respectively;

Also recognizing that to deal effectively with cases and improper use of the amateur bands by non-amateur stations requires the active involvement of the regional coordinators and member societies to deal with administrations;

Also recognizing that new and changing technologies make the identification of stations improperly using amateur bands increasingly difficult and requires adequate and up to date information and education facilities being readily available for all involved in the IARUMS;

Also recognizing the intruder alert system and the intruder logger which have been implemented by the IARU monitoring system Region 1 and is used as an interface with other monitoring system coordinators and volunteers;

Also recognizing communication to administrations on an expedited basis by the IARU Monitoring System is paramount;

Also recognizing that the post of IARUMS International Coordinator has been vacant for some years and that the regional coordinators are effectively implementing the aims of the IARU Monitoring System;

Noting the desirability of amending the terms of reference of the IARU Monitoring System to reflect current events;

Resolves:

Resolutions 88-1, 99-4 and the Terms of Reference of the IARU Monitoring System International Coordinator adopted 1985 amended 2001 are hereby suppressed.

Further 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) through regional coordinators;
2. The objectives of the IARUMS are 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) Radio Regulations;
3. 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 and this Resolution. Each Regional Coordinator shall be responsible to the regional organization that appointed him or her;
4. The IARUMS operations will be coordinated by the IARUMS Committee (MSC). The MSC will:
  - (a) facilitate the establishment of a single website to facilitate the work of the IARUMS and the contribution of the member societies,
  - (b) establish a common method of communication within and to the MSC by electronic or web based means,
  - (c) prepare web based training material for the IARUMS website and member-societies,
  - (d) standardise, coordinate and facilitate reporting to national administrations,



- (e) report to the AC as required, and
  - (f) address such other matters relevant to the IARUMS that may arise from time to time.
- 5. The MSC shall consist of the President of the IARU or his or her nominee from the IARU Officers from time to time (the “IS Representative”) and the three IARUMS Regional Coordinators;
- 6. The AC encourages each member-society to have a National MS Coordinator guiding a group of volunteers in the monitoring activities.
- 7. Member societies shall report details of the improper use of amateur bands by stations in their own country to their own national administration and take all steps possible to ensure that their administration acts to stop such improper use. Details of cases of established improper use of the amateur bands that cannot be resolved by the member society with its own administration shall be forwarded by the member society to its IARUMS Regional Coordinator.
- 8. Member societies and their National MS Coordinators are encouraged to report details of the improper use of amateur bands by stations in other countries to their own national administration so that their administration may raise the matter with the administration of the station concerned.
- 9. Any cases of improper use of amateur bands received by a IARU regional organization or that the IARUMS identifies directly shall be handled by the following procedure:
  - (a) As soon as possible after receiving or identifying a case, the IARUMS Regional Coordinator will verify the case.
  - (b) Upon verification, the IARUMS Regional Coordinator will report to the MSC and the relevant national member-society.
  - (c) Unless within 72 hours an objection is raised by the relevant national member-society to the MSC taking any further action on the case or if no response from the relevant national-member society to the report referred to in (b) above is received, the matter will be referred to the MSC for discussion and the MSC will make a determination as to the further action to be taken but in the event of a lack of consensus within the MSC as to the action to be taken then the IS Representative will make a final determination.
  - (d) Subject to a decision from the MSC arising from paragraph (c), the relevant IARUMS coordinator in consultation with the MSC will report the case to the station concerned or the relevant national administration.
- 10. 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 consultation with the MSC.
- 11. Any and all contact with the ITU involving matters relating to the IARUMS and its activities shall be made only through the International Secretariat and the only with the approval of the IS Representative of the MSC. No contact with a regional telecommunication organization shall be made by any IARUMS Coordinator or the

MSC without the prior approval in writing of the executive committee of the respective regional IARU organization.

12. The IARUMS shall 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.

### **RESOLUTION 14-1**

(Revised 2018)

*concerning the protection of the radio spectrum as a natural resource*

The IARU Administrative Council, Albena, September 2014,

*recognising* that there is rapid and largely uncontrolled growth in the variety and number of man-made devices that generate radio frequency energy as an unnecessary and undesirable consequence of their operation,

*noting* that such devices now include but are not limited to switching power supplies, power inverters, plasma video displays, and wireline telecommunication systems utilizing various technologies such as Power Line Telecommunications (PLT), also called BPL (Broadband over Power Lines),

*aware* that new technologies such as wireless power transfer are likely to be deployed widely in the near future,

*deeply concerned* that present standards, regulations, and enforcement resources are inadequate to protect radiocommunication services, including the amateur and amateur-satellite services, against harmful interference from such devices,

*fully aware* that the radio frequency spectrum is an irreplaceable natural resource of inestimable value, providing humankind with the ability to communicate over any distance without having to rely on any infrastructure whatsoever, and

*deeply committed* to the protection of the radio frequency spectrum as a global communications medium for present and future generations,

*calls upon* the nation states who are signatories to the Constitution and Convention of the International Telecommunication Union to fulfill their responsibilities under Radio Regulation **15.12**, which states in relevant part:

*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 ... does not cause harmful interference to a radiocommunication service ... operating in accordance with the provisions of these Regulations.*

*implores* the designers and manufacturers of the devices described above to make every reasonable effort to minimize radio spectrum pollution emanating from their products,

*earnestly requests* that standards-setting bodies and regulators fully support this objective, including meaningful enforcement measures in each nation-state, and

*strongly encourages* the IARU member-societies and regional organisations to pursue the implementation of this resolution as a matter of the highest priority and to the best of their ability through:

- encouraging their members to report to national spectrum regulators cases where the noise pollution level in the amateur spectrum has risen to the extent that it impacts communications capability in a harmful manner.
- keeping a record of such references to regulators so that an evidence base is created which can challenge the claim that there “is not a problem as there have been no complaints” whenever and by whomever such specious claims are made.
- pressuring the regulators to take meaningful enforcement action against manufacturers, distributors, and operators of offending devices, and
- encouraging their National Standards Committees (NSCs) to send information on interference cases to appropriate international bodies like CISPR and to the extent possible, to prepare such reports on behalf of the NSCs.

## **RESOLUTION 15-1**

### *concerning amateur radio antennas*

The IARU Administrative Council, Bali, Indonesia, October 2015

*recognizing* that the Amateur Services are radio services defined in the Radio Regulations of the International Telecommunication Union

*recognizing* that amateur radio communication plays an important role in today’s society, including from time to time, assisting in disaster relief communications and is an activity not for pecuniary gain

*recognizing* that an antenna forms an integral part of any radio communications system, including an amateur radio system

*recognizing* that measures exist in most countries to guide and approve infrastructure and housing development

*resolves:*

that Member Societies of the IARU should:

- use their efforts to encourage their national governments to recognize the importance of the Amateur Radio Service and an amateur radio antenna
- advocate for planning and development regulations that properly recognize the importance of an amateur radio antenna and do not place undue restrictions on erection of antennas
- discourage charges for the use of an amateur antenna, particularly in view of the non-pecuniary nature of amateur radio and its popularity in the student and senior communities.

### **RESOLUTION 17-1**

#### *Concerning the use of secondary and narrow allocations below 25 MHz*

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 18-1**

#### *concerning methods of confirming (QSLing) radio contacts (QSOs)*

The IARU Administrative Council, Seoul, September 2018,

*recognising* that many radio amateurs wish to receive confirmations of the radio contacts (QSOs) they make with other amateurs, either in the form of physical QSL cards or by electronic means,

*recognising* that the cost of exchanging QSL cards between individual amateur stations in different countries can be prohibitive unless an efficient means of international bulk exchange is in operation, as has been the case for decades thanks to the IARU QSL bureau system,

*recognising* that systems for exchanging electronic confirmations now exist that are much faster and less expensive than exchanging QSL cards, and therefore are growing in popularity as additional or alternative methods of confirmation,

*recognising* that an amateur who wishes to send a card via the IARU QSL bureau system usually has no way of knowing whether the amateur to whom it is addressed is a member of his national IARU member-society and often does not know whether the other amateur wishes to receive cards via the bureau,

*recognising* 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,

*recognising* that many QSL cards that enter the bureau system are not desired by the intended recipients and may not be deliverable, either for this or some other reason, and

*sensitive* to the importance of avoiding the unnecessary environmental impact of QSL cards being printed, transported, and ultimately discarded without being delivered,

*resolves* that member societies are encouraged to continue to offer QSL bureau service in their countries, exchanging cards with the bureaus of other member-societies, for as long as doing so is economically justifiable, and

*further resolves* that amateurs are encouraged to adopt confirmation practices, including but not limited to using electronic confirmation systems, that reduce the volume of unwanted and undeliverable QSL cards being introduced into the bureau system.

### **RESOLUTION 24-1**

#### *Concerning revised terms of reference for the IARU Monitoring System*

The IARU Administrative Council, 2024, having approved a proposal to replace the Terms of Reference of the IARU Monitoring System with Terms of Reference for the IARU Intruder Watch Service,

*resolves* to implement the change as follows:

- Resolution 12-1 and Terms of Reference of Monitoring System Committee (“MSC”) are suppressed, effective upon the adoption of a transition plan by the Administrative Council;
- The following Terms of Reference for the IARU Intruder Watch Service (IWS) are adopted, to be effective upon adoption of the aforementioned transition plan.

#### **Terms of Reference IARU Intruder Watch Service**

1 — The IARU Intruder Watch Service (IARU IWS) is a worldwide service authorized by the IARU Administrative Council (AC).

2 — The objectives of the IARU IWS are the identification and initiation of steps leading to the removal from amateur bands of non-amateur stations causing harmful interference to the **amateur and amateur satellite services** contrary to International Telecommunication Union (ITU) Radio Regulations.

3 — The IARU IWS shall not become involved in the monitoring and reporting of harmful interference, abuse and/or improper behavior in amateur bands caused by stations identified as or believed to be amateur stations.

4 — IARU encourages each member-society to have a National IWS Coordinator guiding a group of volunteer monitors. If no National Coordinator can be found, the member society is encouraged to contact the IWS Coordinator for assistance in identifying a suitable candidate or working with neighboring Member Societies. IARU is available to provide training if needed.

5 — IARU IWS operations are coordinated by a IWS Steering Committee (IWSC), with the chair appointed by the IARU Administrative Council. Steering Committee members shall be experts in intruder monitoring and represent geographic diversity and the different amateur services.

6 — The IWSC will:

6.1 facilitate the establishment of an online tool to establish a common method of communication and information sharing to support the work of IWS participants and member society contributions,

6.2 prepare web-based training material for the IWS team members and member-societies,

6.3 standardize, coordinate, and facilitate reporting to national administrations and Regional Telecommunication Organizations (RTOs),

6.4 report to the AC as required,

6.5 communicate via IARU news and other mechanisms, the work of the IARU IWS, and

6.6 address such other matters relevant to the IWS that may arise.

7 — Member societies shall report details of the improper use of amateur bands by non-amateur stations **in their own country** to their own national administration and take all steps possible to ensure that their administration acts to stop such improper use. Details of cases of established improper use of the amateur bands by non-amateur stations that cannot be resolved by the member society with its own administration shall be forwarded by the member society to the IWS Committee through its IWS National Coordinator or through the IWS Coordinator.

8 — Member societies and their National IWS Coordinators are encouraged to report details of the improper use of amateur bands by non-amateur stations in other countries to their own national administration so that their administration may raise the matter with the administration of the station concerned.

9 — Any case of improper use of amateur bands by non-amateur stations received by any IARU organization or directly identified by the IWS shall be handled according to the following procedure:

9.1 As soon as possible after receiving or identifying a case, the IWS team of experts will verify the case and the IWS Coordinator or the member of the team of experts designated by the IWS Coordinator will formally report to the Member Society.

9.2 Unless within 72 hours an objection is raised by the relevant national member-society to the IWSC taking any further action on the case or if no response from the relevant national-member society to the report referred to in point 9.1 above is received, the matter will be

referred to the IWSC for discussion and the IWSC will make a determination as to the further action to be taken.

9.3 Subject to a decision from the IWSC arising from paragraph 9.2, the relevant IWS National coordinator in consultation with the IWSC will report the case to the station concerned or the relevant national administration. When no IWS National Coordinator is available, the IWS Coordinator - consulting the appropriate IWSC member(s) – will report the case to the station concerned or the relevant National Administration.

10 — No communications concerning non-amateur activity on the amateur bands shall be directed by IWS expert team members to member-societies without prior consultation with the IWS Coordinator.

11 — Any and all contact with the ITU involving matters relating to the IWS and its activities shall be made only through the International Secretariat. No contact with a regional telecommunication organization shall be made by any IWS Coordinator or the IWSC without prior approval by the IS.

12 — Intruder Watch Service Coordinators will meet regularly to coordinate their actions and share their practices.

## **Resolution 25-01**

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

Resolved by the IARU Administrative Council, Salvador, Brazil, October, 2025, Resolutions 86-3 is suppressed;

In the place of Resolution 86-3 place the following policy is implemented:

### **Communication Policy (“Policy”)**

1. No Member-Society, Regional Organization, or the Administrative Council may communicate with any government department (including the Telecommunications Administration) of a country or territory represented by an IARU Member-Society (the “Representative MS”), if such communication interferes with the exclusive right of the Representative MS to represent the Amateur Radio Services in that country or territory;
2. As a general principle, the Representative MS shall have the exclusive and sole right to deal with any government department (including the Telecommunications Administration) of a country or territory it represents including where the government department of administration has an open, on-line portal to allow third parties to post submissions and representations on a particular policy the department or administration intends to or has implemented;
3. In the event a Member-Society, Regional Organization, or the Administrative Council desires to communicate with any government department (including the Telecommunications Administration) of a country or territory represented by the Representative MS, it shall first seek the consent of the Representative MS;

4. The Representative MS will at all times act reasonably in accommodating the submissions proposed by another Member-Society, Regional Organization, or the Administrative Council, but at all times shall have the right to direct how such representations may be made to the relevant government department.

### **Exceptions**

5. If there is uncertainty or controversy regarding a proposed communication or submission with a government department, the position of the Representative MS shall be respected;
6. The Administrative Council may override this Policy if it determines that the Representative MS is:
  - a) Acting against the interests of the Amateur Radio Services or the Constitution, By-Laws, resolutions and policies of the IARU, or
  - b) No longer represents the interests of radio amateurs in its country or territory.

### **Dispute Resolution**

7. In cases of disagreement with this Policy, the Administrative Council will review the matter and provide guidance in accordance with IARU Constitution, By-Laws, resolutions and policies. The decision of the Administrative Council will be final and binding on all Member-Societies and Regional Organizations.

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## **POLICY # 1 (1988, Revised 1993 and 2017)**

### *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 made available on the IARU website.

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:

- The regional organization may wish to adopt a similar resolution, thus establishing a regional policy.
- 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.
- The regional organization may wish to urge that its Member-Societies adhere to the Administrative Council resolution.
- 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 and 2017)**

### *concerning responsibilities for representation at ITU and RTO 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 ITU meetings and meetings of regional telecommunications organizations (RTOs) - IARU participation budgeted by Regional Conferences or Executive Committees. Representation, where required, coordinated with the International Secretariat.
3. TELECOMS – The desirability of IARU participation will be considered by the Administrative Council as soon as possible after the scheduling of a TELECOM. The determination will be made based on anticipated costs and benefits, including the availability of support from the Member Society and the IARU region.
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.
5. SPECIAL ITU MEETINGS - From time to time, there may be "special meetings" 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.

Member-Societies 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, revised 2017)**

*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

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- ◆ 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 (including meetings of RTOs), demanding IARU representation from the Regional organizations. These changes imply that IARU must become extremely agile in handling issues that affect 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 with the three Regional Organizations. For this purpose, the Administrative Council should:
1. Prepare and annually update a strategic 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 strategic 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.
- 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 budgeted by the Administrative Council.

- E. The roles of the Member Societies and the Regional Organizations are important to the success of IARU. 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>1</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.
- 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 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 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.

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

After coordination is complete, the Secretary will approve the input document, put it in final form and send it to the ITU in accordance with the ITU's instructions. Additional complimentary distribution may also be needed to develop support for the IARU submission. Technical input documents require the approval of the Secretary. Documents of a policy nature shall 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.

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.

*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 remains significant. 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 advice 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 nominations 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 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 revised 2013)**

##### *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.

Any action taken by the Administrative Council in accordance with this policy shall be documented in the Summary Record of the next Administrative Council meeting.

**POLICY #5 (2001, revised 2003 and 2012)***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. An IARU *Calendar* shall be distributed advising the member-societies that the consultative process has been initiated and inviting member-societies to propose to their Regional Organization the names of individuals who are suitably qualified to serve as President. Any such proposals shall include information demonstrating the individual is suitably qualified to serve as an IARU officer. The Regional Organizations may also propose individuals. The Regional Organization shall timely forward to the International Secretariat all of the proposed individuals from their respective region along any appropriate supporting material and any comments regarding the qualifications of such individuals that the Region deems appropriate. The current President shall be included among the list of individuals unless the President has notified the Administrative Council that (s)he is not standing for reelection.
2. The purpose of the consultative process and 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 term “suitably qualified” shall be construed to mean an individual who possesses the necessary skills, background and experience to effectively carry out the duties of the President of IARU.
3. If the International Secretariat receives any proposed individuals directly, it shall immediately notify the appropriate Regional Organization of such proposed candidate or candidates. The International Secretariat shall immediately consult with the appropriate Regional Organization as to that person’s qualifications to serve as an IARU officer.
4. No later than the meeting of the Administrative Council immediately following the completion of the list and after due consideration of the discussions with the Administrative Council, 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.
5. The International Secretariat shall be invited to this meeting of the Administrative Council to present its nomination.
6. The same procedure shall be used in the case of the Vice President.

**TERMS OF REFERENCE OF ADMINISTRATIVE COUNCIL APPOINTEES,  
ADVISORS AND COMMITTEES**

**IARU Beacon Project International Coordinator  
(Adopted 1990; Amended 1996, 2001, and 2020)**



*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) Advising the IARU Regional Organizations on the establishment, structure and operation of the International Beacon Project.
- B) Informing the Administrative Council, through the International Secretariat of the activities of the IBP.
- C) Providing information to the Administrative Council, through the International Secretariat, so that adequate publicity for HF beacon operations may be achieved.
- D) Ensuring that participation in the IBP by other than member-societies is approved by the relevant regional organization.
- E) Providing as required advice to the Administrative Council on matters pertaining to HF beacons.

*Authority:*

The IARU Beacon Project International Coordinator is authorized, 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 Advisor  
(Adopted 1995; Amended 2001, Amended 2015)**

*General:*

A co-ordination and advisory role requiring technical knowledge related to satellites, good interpersonal skills and a results-orientated outlook.

*Function:*

To handle the IARU Satellite Frequency Coordination according to separate guidelines.

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 Advisor 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.

The AC may also appoint a Deputy to the Advisor in order to assist in the work. The term for such a position shall follow that of the Satellite Advisor.

*Tasks:*

Represent generally the IARU to the satellite community and the various amateur satellite organisations.

Perform the IARU Satellite Frequency Coordination according to separate guidelines and ensure that status of all co-ordinations are available or linked to or from the IARU WEB ([www.iaru.org](http://www.iaru.org)).

To maintain a database of coordination requests and coordination letters.

Be available to attend such meetings of the satellite community as appropriate.

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

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

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

To appoint any assistants that may be required.

### **IARU EMC Coordinator (Adopted 2010)**

1. Title: IARU EMC Coordinator

2. Background

Electromagnetic Compatibility (EMC) concerns the amateur services in various ways, and many national, regional and global organizations including certain organs of the ITU have responsibilities that directly or indirectly raise EMC issues and which may make recommendations or regulations that have far reaching effects. Of importance are a number of international standardization organizations, and in particular *Comité International Spécial des Perturbations Radioélectriques* (CISPR). The IARU appoints an IARU EMC Advisor with special responsibility for CISPR. The IARU, having regard to the many aspects of EMC including but not limited to the work of the international standardization organizations, sees the need for coordinating all EMC related activities to represent and protect the interests of the amateur services.

3. Appointment and Term

The IARU EMC Coordinator shall be appointed by the Administrative Council for a term of three years and shall be eligible for reappointment. At the same time, the Administrative Council shall review these Terms of Reference.

4. Tasks

In respect of all EMC related matters:

1. To ensure that the Administrative Council and the Officers are adequately and continuously informed on all EMC matters, including the work of the various national and international organizations either recommending or directing the adoption of EMC standards and the many organizations developing those standards.

2. To represent and assist those representing the IARU at meetings, working parties and study groups of Regional Telecommunication Organizations, the ITU or other relevant organizations.
3. To assess those developments that potentially have a negative impact on EMC as it affects the Amateur Services, and to develop a strategy to influence those developments so that the interests of the amateur services are properly safeguarded.
4. To coordinate and assist the activities of societies and member society EMC specialists, regional coordinators and advisors including the IARU EMC Advisor and others so that the IARU strategy is effectively promoted and implemented.
5. To coordinate and encourage participation by representatives of member societies in the work of standards development at national level, through membership of the relevant national committees, political influence within the country and other means.
6. In consultation with such others as may be appropriate, to develop policies and actions for the consideration of and possible adoption by the Administrative Council.
7. To report at least annually to the Administrative Council.

**Terms of Reference  
IARU Intruder Watch Service  
(Adopted January 2024)**

- 1 — The IARU Intruder Watch Service (IARU IWS) is a worldwide service authorized by the IARU Administrative Council (AC).
- 2 — The objectives of the IARU IWS are the identification and initiation of steps leading to the removal from amateur bands of non-amateur stations causing harmful interference to the **amateur and amateur satellite services** contrary to International Telecommunication Union (ITU) Radio Regulations.
- 3 — The IARU IWS shall not become involved in the monitoring and reporting of harmful interference, abuse and/or improper behavior in amateur bands caused by stations identified as or believed to be amateur stations.
- 4 — IARU encourages each member-society to have a National IWS Coordinator guiding a group of volunteer monitors. If no National Coordinator can be found, the member society is encouraged to contact the IWS Coordinator for assistance in identifying a suitable candidate or working with neighboring Member Societies. IARU is available to provide training if needed.
- 5 — IARU IWS operations are coordinated by a IWS Steering Committee (IWSC), with the chair appointed by the IARU Administrative Council. Steering Committee members shall be experts in intruder monitoring and represent geographic diversity and the different amateur services.

6 — The IWSC will:

6.1 facilitate the establishment of an online tool to establish a common method of communication and information sharing to support the work of IWS participants and member society contributions,

6.2 prepare web-based training material for the IWS team members and member-societies,

6.3 standardize, coordinate, and facilitate reporting to national administrations and Regional Telecommunication Organizations (RTOs),

6.4 report to the AC as required,

6.5 communicate via IARU news and other mechanisms, the work of the IARU IWS, and

6.6 address such other matters relevant to the IWS that may arise.

7 — Member societies shall report details of the improper use of amateur bands by non-amateur stations **in their own country** to their own national administration and take all steps possible to ensure that their administration acts to stop such improper use. Details of cases of established improper use of the amateur bands by non-amateur stations that cannot be resolved by the member society with its own administration shall be forwarded by the member society to the IWS Committee through its IWS National Coordinator or through the IWS Coordinator.

8 — Member societies and their National IWS Coordinators are encouraged to report details of the improper use of amateur bands by non-amateur stations in other countries to their own national administration so that their administration may raise the matter with the administration of the station concerned.

9 — Any case of improper use of amateur bands by non-amateur stations received by any IARU organization or directly identified by the IWS shall be handled according to the following procedure:

9.1 As soon as possible after receiving or identifying a case, the IWS team of experts will verify the case and the IWS Coordinator or the member of the team of experts designated by the IWS Coordinator will formally report to the Member Society.

9.2 Unless within 72 hours an objection is raised by the relevant national member-society to the IWSC taking any further action on the case or if no response from the relevant national-member society to the report referred to in point 9.1 above is received, the matter will be referred to the IWSC for discussion and the IWSC will make a determination as to the further action to be taken.

9.3 Subject to a decision from the IWSC arising from paragraph 9.2, the relevant IWS National coordinator in consultation with the IWSC will report the case to the station concerned or the relevant national administration. When no IWS National Coordinator is available, the IWS Coordinator - consulting the appropriate IWSC member(s) – will report the case to the station concerned or the relevant National Administration.

10 — No communications concerning non-amateur activity on the amateur bands shall be directed by IWS expert team members to member-societies without prior consultation with the IWS Coordinator.

11 — Any and all contact with the ITU involving matters relating to the IWS and its activities shall be made only through the International Secretariat. No contact with a regional

telecommunication organization shall be made by any IWS Coordinator or the IWSC without prior approval by the IS.

12 — Intruder Watch Service Coordinators will meet regularly to coordinate their actions and share their practices.

## **TERMS OF REFERENCE FOR INTERNATIONAL AMATEUR RADIO UNION REPRESENTATIVES TO INTERNATIONAL TELECOMMUNICATION UNION MEETINGS (Revised 2017)**

### **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.

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.

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 this is deemed necessary, although it is important to not be perceived as a burden on ITU resources.

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 size of the IARU team may range from 2 to as many as 10 persons depending on the scope of the issues of concern. There might be only one participant needed 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 or a particular geographic area, 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
- \* preparing a final report with supporting documents for timely distribution after the meeting

In addition, the Team Leader has the obligation of seeing that all IARU representatives obey 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. The ITU process is contribution-driven; 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 according to rules of procedure for that type of meeting.

All IARU input documents require the prior approval of the Secretary, and in some cases the President. 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, who is responsible for coordination with the President and Secretary.

#### **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. For World Radiocommunication Conferences, specific responsibilities are set out in a matrix that is managed by the IARU officers.

The representative should have Internet access to ITU documentation through a TIES account. The Secretary is responsible for authorizing TIES accounts for IARU personnel. 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 Secretary for all official communications with the ITU. The Secretary will register the representative for attendance at conferences and Study Group or Working Party meetings, and submit meeting input documents to the ITU.

In general it is best for the representative to make his/her own travel and accommodation arrangements, but the Secretary is available to offer advice as may be required.

## **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 to the IARU Secretary and to other interested IARU personnel. 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 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 shared with 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.

Requests for reimbursement of travel expenditures must be submitted to the Secretary as soon as possible following meetings, and in accordance with reimbursement policy.

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**IARU CONTACT REPORT**

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