



**INTERNATIONAL AMATEUR RADIO UNION  
REGION 2**

**STANDARD OPERATING PROCEDURES <sup>1</sup>**

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<sup>1</sup> Approved by the Extraordinary Assembly of Delegates in Guatemala, Guatemala, on September 2001 except when noticed.

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## I. Assembly Working Committees

The Assembly Working Committees are as follow:

Committee A	Administrative Matters
Committee B	HF and below
Committee C	VHF and above
Committee D	Finance
Committee E	Electoral
Committee F	Credentials

### A) Terms of reference of the assembly working committees

Committee A:

This committee will deal with all administrative and organizational matters of the Union.

Committee B:

This committee will deal with all technical and operational matters related to HF frequencies and below.

Committee C:

This committee will deal with all technical and operational matters related to VHF frequencies and above.

Committee D:

This committee, which is presided by the Treasurer, will deal with all the union's financial matters.

Committee E:

This committee will be in charge of the Executive Committee election process. It shall base its work on the report of Committee F, which will determine those Member Societies, which are in good standing and therefore are accredited and can propose candidates and vote. Before the beginning of the Second Plenary, it shall receive from each Head Delegate the nominations form, a document given to each accredited Head Delegate by the President of Committee F at the afternoon session of the first plenary, after Committee F presents its report. After Committee E receives the candidate nominations forms, before the beginning of the Second Plenary, nominations will be closed.

Committee F:

This is a special Assembly Working Committee formed by three persons, which has as its sole purpose that of determining the validity of the credentials presented by each head delegate and the right to vote of each Member Society present or represented at the Assembly. It is chaired by the Treasurer; the Secretary of the Union is its Secretary. Both are members by default. The Assembly from among the head delegates designates a third member.

### B) Procedures for the Assembly working committees

During the morning session of the first Plenary of the Assembly, the third member of the Credentials Working Committee (Committee F) will be designated by the Assembly. The President will call for proposals of names and the designation will be by a majority of votes. The vote will be by a show of hands.

During the afternoon session of the first Plenary of the Assembly, the President will call for nominations for the designation of the following Assembly Working Committees: A, B, C, D and E.

The President will call for proposals of names for each committee individually from the Head Delegates, and may himself propose names to the Assembly. Committees E and F have special procedures for the designation and vote of its members as established in this Standard Operating Procedures.

The Secretary shall register the proposed names. Candidates shall be present in the Assembly Hall.

When there are no more nominations and the nominees have accepted the nomination by not excusing themselves, the committee shall be considered as duly formed.

On the second and third days of the Assembly, the members of Committees A to E will meet in the rooms assigned.

They will designate, from among themselves, a President and a Secretary. The Secretary of the committee will necessarily be bilingual in order to write the minutes of the meetings in both official languages.

The President shall chair the meeting and the Secretary will take notes in order to write the minutes of the meetings.

The committee will work primarily with the documents assigned to it by the Secretary of Region 2 and may also deal with other documents not specifically assigned to it, if it is considered adequate and necessary.

The President and the Secretary of the committees shall submit to the Union's Secretariat the Minutes of the committee no later than midday on the fourth (usually Thursday) day of the Assembly, so that the Secretariat may process it into official stationery and distribute it to the delegates by the night of the fourth day.

The Presidents and Secretaries of the Assembly Working Committees will share the use of a computer at the secretariat, so they will have to coordinate with the Secretariat and among themselves the use of that machine.

The internal working of the committees is up to the members.

Committee F, the credentials Assembly Working Committee has a special procedure for its composition and work, as the results of its work will validate the right to vote of each Head Delegate.

This committee is formed by three members: The Treasurer of the Union, who shall be its President; the Secretary of the Union, who shall act as Secretary of the committee; and a representative of the

Assembly, who shall be designated from among the Head Delegates in an open nomination and by an open vote by a show of hands, before the end of the morning session of the first plenary.

This Committee will meet immediately after the end of the morning session of the First Plenary and shall present its report at the beginning of the afternoon session of the First Plenary.

## **II. Procedures for the nomination and election of the members of the Executive Committee. The Electoral Committee.**

1. At the afternoon session of the First Plenary of the General Assembly, the delegates shall elect a member of any accredited delegation to serve as President of the Electoral Committee (E), which will be in charge of all matters concerning the election of the members of the Executive Committee. The Assembly will then elect two other members, one of them as Secretary, from the list of accredited delegates and observers to assist the President in the process.

The election of the committee members will be by show of hands of the head delegates.

Nomination of Committee Members will come from the IARU R 2 President or from any of the head delegates.

2. The members of the Electoral Committee (Assembly Working Committee E) cannot themselves be candidates for any position on the Executive Committee. Their terms as members of the Electoral Committee will expire at the close of the Assembly at which they perform their duties.

3. After he reads his report at the beginning of the afternoon session of the First Plenary, the President of the Credentials Committee (Assembly Working Committee F) shall distribute a nominations form to all head delegates for nominating candidates to the Executive Committee. The form shall be accompanied by a written explanation of the geographical distribution of members of the Executive Committee as outlined in Section 7(b) of the By-laws. This document shall also describe the nomination and election procedures and will encourage delegates not to make up their minds about candidates until right before the nominations close. Nominees shall be members of the Member Society in the country where they reside.

4. During the afternoon session of the First Plenary, the outgoing Executive Committee shall submit to the Assembly an information document that lists those of its members who are willing to continue to serve on the Executive Committee. The Electoral Committee shall take note of this document and those candidatures will be automatic.

5. Nominations close at the beginning of the Second Plenary, on the third day of the General Assembly. Head Delegates will turn in the nominations form to the Electoral Committee at the entrance to the Plenary Hall, before the Second Plenary is called to order.

6. A Second Plenary Session will be held at 5:00 p.m. on the third day of the General Assembly. At this Session each nominee will give a presentation of not more than two minutes to the delegates. This will allow the delegates to become acquainted with the nominees and allow them to talk with the nominees between the time of the presentation in the Plenary and the election at the Third and final Plenary Session.

7. Each nominee for a position on the Executive Committee must agree in writing to accept the nomination; he shall provide a copy of his curriculum vitae and declare in writing his willingness and ability to serve, indicating that he has the time available to devote to Region 2 activities.

8. The Electoral Committee shall prepare a document with the names of the candidates and the respective positions for which they are candidates. This document shall be delivered to each Head Delegate's pigeonhole on the evening of the fourth day of the Assembly.

9. (a) During the afternoon session of the Third and Final Plenary, the Electoral Committee shall first conduct the election of officers of the Executive Committee, distributing to and collecting the secret ballot from each head delegate, counting the votes and announcing the name of each person chosen as President, Vice President, Secretary and Treasurer. In the case of a tie for the first place, a further vote between the tied candidates shall be taken for the position in question only.

(b) Pursuant to By Law 7.2, two of the officers shall represent a geographical area. The two officers elected receiving the most votes for their respective officer positions shall be the two officers who represent a geographical area. If two officer members of the executive committee are elected from the same geographical area as set out in the by laws, the officer from that geographical area receiving the highest number of votes during the election of officers shall be deemed to be elected as the director from the geographical area.<sup>2</sup>

10. Also during the Final Plenary and after the election of the officers as set forth in paragraph 9 above, the Electoral Committee shall conduct the election of the Area Directors of the Executive Committee, distributing to and collecting the secret ballot from each head delegate, counting the votes and announcing the name of each person elected as an Area Director. In the case of a tie, a further vote shall be taken for the position in question only.

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<sup>2</sup> Modified by the Executive Committee Meeting, September 2009, in Lima Peru. The text before was: “9. During the afternoon session of the Third and Final Plenary, the Electoral Committee shall first conduct the election of officers of the Executive Committee, distributing to and collecting the secret ballot from each head delegate, counting the votes and announcing the name of each person chosen as President, Vice President, Secretary and Treasurer. In the case of a tie for the first place, a further vote between the tied candidates shall be taken for the position in question only.”



### **III. Guidelines for the nomination of Area Directors**

In considering the nomination for Area Director, the Member-Society should consider the following criteria. Each nominee should:

1. Be an active amateur radio operator with an adequate background in amateur radio and an understanding of the issues facing amateur radio and shall be a member of the Member Society of the country where he resides.
2. Have participated previously in his or her own Member-Society's governing board.
3. Have sufficient free time to attend the meetings of the Executive Committee, the Assembly of Delegates, exhibitions, conferences and other amateur radio related activities.
4. Be familiar with the International Radio Regulations, especially those relating to amateur radio.
5. Have an understanding of the procedures and practices of local telecommunication authorities regarding amateur radio related matters.
6. Be willing to meet with telecommunication authorities on amateur radio related matters.
7. Be in regular communication with Member Societies in the area.

#### **IV. Duties of IARU Region 2 Executive Committee Members attending CITELE events**

Considering the importance of having written reports from the persons who attend CITELE meetings representing IARU please take note that it is important to inform on the positions held by the attending persons and their countries on issues which are within our interests.<sup>3</sup>

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<sup>3</sup> Added by the Executive Committee Meeting, September 2009. Lima, Peru

## **V. The duties of the Area Directors**

The duties of the various Area Directors are as follows:

1. To attend all Executive Committee meetings and Assembly of Delegates.
2. To act, when requested to do so, as a representative of Region 2 at telecommunications conferences and to assist member societies in dealing with telecommunications administrations.
3. To participate, when requested to do so by the IARU officers, in forums related to amateur radio such as EXPOCOM, TELECOM, ARCs, etc.
4. To have available at least one telephone line and access to electronic mail, which should be checked daily and respond to EC messages
5. Keep correspondence up to date with the Secretary of Region 2 and the other members of the Executive Committee.
6. Work to create cooperation between Member Societies within the designated geographical area.
7. Conduct at least one Area Meeting per year with the Member Societies in the Directors designated Area. If a meeting is not possible, the Director should visit the member societies in his Area at least once between Assemblies of Delegates.
8. Participate in the Region 2 amateur radio Net on a regular and continuing basis.
9. Promptly answer all correspondence addressed to the Area Director.
10. Prepare a status report every six months (June and December) to the Executive Committee providing details about the status of amateur radio within the Director's designated Area.
11. Prepare a report to the Assembly of Delegates for each triennial conference providing details about the status of amateur radio within the Director's designated Area for the three years since the last General Assembly.

## **VI. Procedures for voting by e-mail or regular mail.**

### **1. Concerning Executive Committee Voting Procedures by Electronic Mail.**

It is important now that we have the facility of fast electronic mail intercommunication between members of the Executive Committee that this method of seeking opinion should be the first line of communication between EC members,

If the opinion of the President or other Region 2 Officer that a matter requires a vote or decision by the Executive Committee between scheduled meetings, the President shall instruct the Secretary to circulate an explanation of the matter and a specific proposal, via electronic mail, to each member of the Executive Committee.

The following timetable shall be observed:

Day 1            Proposal is sent by e-mail to each member of the EC.

Days 2-15      EC members consult informally among themselves and others; no votes are cast.

Days 16-22    The EC Members, with the objective of achieving consensus, may offer Amendments to the original proposal; no Votes are cast.

Days 23-29    Secretary summarizes proposals for amendments, restates the proposition, and solicits votes.

Days 30-36    Voting takes place

Day 37        Secretary announces the result.

Exception: Circumstances often require that a decision be taken more expeditiously on a particular issue, and the Secretary (or other R2 Officer) will then request a priority decision, shortening or eliminating the periods for consultation and the offering of amendments, if the situation warrants.

Affirmation by a majority of the Executive Committee members is required for adoption.

It is important to note that every member of the Executive Committee has a responsibility to maintain a current email address and check at least once daily for messages, and respond promptly.

### **2. Concerning Member Society Voting Procedures by Electronic Mail**

If in his opinion a matter requires a vote or decision by the Member Societies between scheduled meetings, the President shall instruct the Secretary to circulate an explanation of the matter and a specific proposal, via electronic mail, to each official representative's of the Member Societies.

The following timetable shall be observed:

Day 1            Proposal is sent by e-mail to the official representative's of the MS.

Days 2-29      MS officers consult informally among themselves and with their members; no votes are cast.

Days 30-60     Amendments to the original proposal may be offered by any Member Society, with the objective of achieving consensus; no votes are cast.

Days 61-90     Secretary summarizes proposals for amendments, restates the proposition, and solicits votes.

Days 91-120    Voting takes place.

Day 121        Secretary announces the result.

Exception: The Secretary may request a priority decision, shortening or eliminating the periods for consultation and the offering of amendments, if the situation warrants.

Affirmation by a majority of the Member Societies is required for adoption. Should two or more member societies object to consideration of the matter by e-mail, action shall be deferred until the next official meeting.

The timetable allows for regular mail to be sent to the few member societies that do not have e-mail.

## **VII. Procedure to review inaccurate or incorrect invoice figures <sup>4</sup>**

If a Member Society determines that a dues invoice is based upon inaccurate or incorrect figures for licensed amateur radio operators within the Member Society's Country, the Member Society shall notify the Region 2 Treasurer of any such discrepancy within a reasonable period of time but no later than three (3) months from the date of the annual dues invoice received.

The invoices sent to the various Region 2 Member Societies shall be based upon the number of amateur radio operators within the respective Country or Territory as shown by the records of the IARU International Secretariat or a letter of verification of the number of licensed amateur radio operators in the Country from the Telecommunications Administration.

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<sup>4</sup> Recommendation D-02, General Assembly, Trinidad & Tobago, September 2004

## VIII. IARU R2 Emergency Communication Committee (EMCOM) Terms of reference<sup>5</sup>

### **General:**

The IARU Region 2 Emergency Communication Committee (EMCOM) is an international coordinating, planning and training committee established by the Executive Committee (EC) to review on a continuing basis the performance and capability of disaster and emergency communication by Region 2 Member Societies (MS), make recommendations to the Executive Committee for the improvement of emergency communications, prepare and carry out training seminars as directed by the EC, establish standards and certification for amateur radio emergency operators in IARU-Region 2, identify resources and materials for carrying out emergency communications training, encourage member societies to prepare and submit reports following emergency or disaster operations and preparedness exercises and make recommendations to MS for the improvement of equipment and operations procedures.

Maintain contact with IARU-R2 Member Societies and maintain a database relevant to the objectives of the R2 EMCOM.

### **Structure:**

The IARU Region 2 Emergency Communication Committee shall comprise of an Emergency Communication Coordinator (EMCOR) who will be responsible for carrying out the responsibilities and programs of the EMCOM.

The EMCOM shall comprise of IARU-Region 2 Area Emergency Coordinators nominated by IARU-Region 2 Member Societies Through their respective Area Directors, the nominations to be presented to the IARU-R2 Executive Committee for approval and confirmation, the President shall select a member of the EC as Chairman and any other member with expertise in emergency communications as necessary.

### **Objective:**

Develop compatible international standards for emergency communications operating procedures and compliance by Member Societies of Region 2.

Engage in training and advise the Member Societies on emergency communication operations.

Assist Member Societies to improve their emergency communications station systems to include digital modes and rapid response capability.

### **Functions:**

1. To maintain an EMCOM website for the dissemination of emergency communication information, implement a closed CHAT room for net control and selected pilot stations.(similar to what exist at WX4NHC) in event of propagation failure.

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<sup>5</sup> Approved in the Resolution A-05 of the General Assembly IARU R2 Brasilia, Brazil September 2007

2. Maintain a listing and composition of the National Emergency Agencies in the respective IARU-Region 2 Countries with links to access information and update on a regular basis.
4. Maintain data of resources available from IARU-Region 2 Member Societies for deployment to affected disaster areas. Prepare process for activation and deployment of resources.
5. Prepare minimum station requirements for emergency operations, and ensure standardized norms are maintained for emergency operations. Make recommendations of suggested requirements for participating, including minimum requirements for an Emergency Operator Certificate (EOC).
6. Prepare inventory requirement for self- contained rapid response emergency communication stations.
7. Establish system and procedures for continuing contact by Area Emergency Coordinators with the Member Societies in the respective Areas to keep abreast of preparedness and ensure that they report to the EMCOR on a quarterly basis.
8. Prepare and continually update training for certification of emergency communication operators in conjunction with the Member Societies. Encourage societies to participate in the annual ARRL Field Day activities and the annual IARU HF contest to improve their operating skills.
10. Identify through the Area Emergency Coordinators the capability of the Member Societies in their area to deploy emergency communications in the Rural sectors of their Country, and make recommendations to the EC on measure required to provide communications in the event of disaster to the Rural Communities..
11. Assist and encourage Member Societies in IARU-Region 2 of the importance to have bi-lingual emergency communication operators.
12. Prepare and submit a work program with budgeted figures and specific goals within the overall objectives annually to the EC for its consideration and approval.
13. Submit Annual Reports to the IARU-Region 2 Executive Committee.
14. Submit a complete detailed report to the IARU-Region 2 Triennial General Assembly that may include recommendations for future action.
15. Edit and publish a periodic journal to target readership to promote the activities of the R2 EMCOM.
16. Establish in coordination with the IARU- Region 2 HF Committee and the R2 Member Societies an R2 EMCOM Frequency Plan.
17. Define and promote alternative emergency communication links such as IRLP, Echolink, Winlink, and PACTOR, also Near Vertical Incidence Skywave (NVIS) antennas for short distance emergency communications.



18. Prepare promotional material to assist IARU Region 2 Member Societies to promote the EMCOM assistance program to their National Emergency Management Agencies and the General Public.

## **IX. IARU R2 Emergency Coordinator (EMCOR) Terms of Reference**

### **General:**

The IARU Region 2 Emergency Coordinator (abbreviated as EMCOR) is an international coordinating, planning and organizational position, requiring knowledge of emergency communications procedures and organization, as well as technical competence and awareness regarding amateur radio transmission modes, equipment and techniques.

The EMCOR should be familiar with the international organization of emergency management and communications, and at least the emergency communications structure of his/her nation of residence. He/she shall familiarize himself/herself with the emergency communications structure and resources of the Region 2 countries through continuing liaison with the Member Societies.

He/she should create and maintain a data-base for all Region 2 Member Societies together with the necessary up-to-date contact information: that shall include: Telephone, fax, E-Mail, together with such other pertinent data about the capacity and capabilities of emergency facilities of each Member Society.

### **Objective:**

To develop compatible international norms and standard operating procedures and ensure their acceptance and adherence by all Region 2 Member Societies.

### **Functions:**

1. To act as the overall coordinator of individual Region 2 Member-Societies in order to achieve a common and effective emergency organization in this hemisphere.
2. To develop and implement norms and standardized operating procedures, to be established in a Region 2 International Emergency Communications Plan (to be abbreviated as R2IECP).
3. To be in charge of receiving input from each emergency operation in order to revise and improve it once the plan is approved and put into effect. The Region 2 International Emergency Communications Plan shall state clearly the international norms and standard operating procedures to be used and followed to facilitate the flow of emergency communications traffic, be they official, or health and welfare messages.
4. To maintain and continually revise and improve techniques based on actual experience under disaster conditions.
5. To ensure that wherever possible common standards and operating procedures are followed in order to handle all emergency communications in a disciplined and professional manner.

6. To establish an inventory of the emergency nets of Region 2, including their frequencies of operation, schedules, and contact information of the coordinator or responsible person.
7. Create a conscience among the Member Societies and radio amateur community of the importance of national emergency nets and their priority.
8. Establish recommendations and procedures allowing the emergency nets to solve their problems of mutual interference.<sup>6</sup>

### **Appointments:**

The position of EMCOR, the appointment and the Terms of Reference are created, appointed and approved by the Executive Committee at its discretion, and shall last for the same period as the currently elected Executive Committee.

### **Expenses:**

While at this time there is no specific budget for this activity, subject to prior approval of the President, Vice-President, Secretary and Treasurer of IARU Region 2, provisions will be made for certain nominal expenses.

### **Support:**

The position of EMCOR is to be supported by an Emergency Coordinator Advisory Group (ECAG), which shall have at least one representative from each of the Areas of Region 2. The EMCOR, in consultation with the appropriate Area Director, shall inform the Executive Committee the name of each ECAG member. This group shall maintain continuing contact by E-Mail, regular airmail or an HF Emergency radio net, or any other convenient and rapid communication mean to exchange ideas, information and to give knowledgeable advice to achieve a better international organization and a more effective plan.<sup>7</sup>

The purpose of this group is to aid and support the EMCOR in his/her work program and to represent him/her as liaisons within each group member's Area, in order to support the emergency organizations of the Member Societies and integrate them into the R2IECP, as well as to aid in the development and implementation of the Region 2 International Emergency Communications Plan. The ECAG Members shall report to the EMCOR details of each emergency communications operation executed in his/her Area.

### **Tasks:**

The EMCOR shall report to the Region 2 Executive Committee every three months on the progress of his/her work program and activities of the ECAG.

The EMCOR shall submit a Work Program for at least one year, within two months of his/her appointment. The work program shall aim to achieve specific goals within the overall objective.

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<sup>6</sup> Functions 6, 7 and 8 were added by Resolution B-02. General Assembly IARU R2 Brasilia, Brazil September 2007

<sup>7</sup> Modified at the Executive Committee held in Santo Domingo 2011.

Upon completion of the Region 2 International Emergency Communications Plan it shall be submitted to the Region 2 Executive Committee for its consideration.

**Triennial Report:**

The EMCOR shall submit to the next Triennial General Assembly of Region 2 a complete and detailed report on his/her activities and that of the ECAG, and may make recommendations for future action.

## **X. IARU R2 ARDF Coordinator Terms of Reference**

1. ARDF, the activity. Amateur Radio Direction Finding is a technical, sport activity within the framework of the amateur radio service. It deals with the taking of radio bearings and finding hidden transmitters, constructing direction-finding equipment, and the training of amateurs involved in and with the organizing of relevant sport and social events.

2. Qualifications. The IARU Region 2 ARDF Coordinator shall be a licensed amateur radio operator, shall reside in Region 2 and shall be a member of the national society where he resides. The ARDF Coordinator shall have the necessary and appropriate qualifications to make recommendations to the Region 2 Executive Committee regarding ARDF promotion, activities and events within Region 2.

3. Appointment and Term of Office. The IARU Region 2 ARDF Coordinator shall be appointed by the Region 2 Executive Committee and shall serve until the end of the next Region 2 Conference. The ARDF Coordinator may serve more than one term and may be re-appointed to serve successive terms.

4. ARDF Coordinator Duties.

(a) The Region 2 ARDF Coordinator shall become aware of, and shall encourage and support, ARDF activities within Region 2 and shall report on such activities from time to time to the Region 2 Executive Committee.

(b) The Region 2 ARDF Coordinator shall, in general, be aware of ARDF activities in IARU regions 1 and 3 and shall report on such activities from time to time to the Region 2 Executive Committee. The Region 2 ARDF Coordinator shall also cooperate with the ARDF coordinators from Regions 1 and 3 for the purpose of promoting ARDF activities worldwide.

(c) The Region 2 ARDF Coordinator shall make any such recommendations as are reasonably necessary and appropriate to the Region 2 Executive Committee to promote ARDF activities within Region 2.

## **XI. IARU R2 Monitoring System Coordinator Terms of Reference**

### **1. Monitoring System (MS) Coordinator.**<sup>8</sup>

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

*concerning terms of reference for the IARU Monitoring System*

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

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

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

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

1. The IARU Monitoring System (IARUMS) is a worldwide service authorized by the IARU Administrative Council (AC).

2. Its objectives are:

2.1. primarily, the identification and initiation of steps leading to the removal from amateur bands of radio signals of non-amateur stations causing harmful interference to the amateur and amateur satellite services contrary to International Telecommunication Union (ITU) and national radio regulations (hereinafter referred to as "improper use of the amateur bands"), and

2.2. to conduct surveys of amateur band occupancies and any other special tasks as may be directed by the AC or by the IARU regional organizations on a regional level.

3. The IARUMS operations will be directed and coordinated by the IARUMS International Coordinator (IC), appointed by the AC in accordance with Resolution 93-1, who may be assisted by one or more Special Coordinators. One or more Special Coordinators will be appointed by the Administrative Council acting upon recommendation by the IC; specialized responsibilities may be assigned to them, e.g. the monitoring of particular bands or modes of transmission.

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<sup>8</sup> The IARU Administrative Council, Lillehammer, September 1999,

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

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

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

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

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

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

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

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

1) the date the report was presented to its administration;

2) to whom it was presented; and

3) any formal or informal response of its administration.

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

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

8. IARUMS Regional Coordinators may initiate direct contact with a station making improper use of the amateur bands *only* if (a) the station is identified to be located in a country or territory generally favorable to amateur radio; (b) it is deemed that the improper operation is probably inadvertent and, therefore, it is reasonable to assume that such direct contact may produce a favorable result; and (c) the member-society (if any) of the country in which the station is located is consulted and is found to have no objection.

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

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

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

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

## **2. Assistant MS Coordinator:<sup>9</sup>**

1. The role of the Assistant Monitoring System (MS) Coordinator is to assist the MS Coordinator in communicating effectively with member societies in Region 2 in both English and Spanish.

2. The Assistant Coordinator position is a volunteer position, appointed and reviewed annually by the Executive Committee of IARU Region 2.

3. Under the direction of the MS Coordinator, the Assistant Coordinator will correspond with member societies and their respective MS coordinators and independent monitors, concerning the goals, methods and operational results of the IARU Monitoring System.

4. The Assistant Coordinator will act on behalf of the MS Coordinator, in accordance with the Terms of Reference of the IARU Monitoring System (Resolution AC 99-4).

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<sup>9</sup> Added by the IARU Region 2 Executive Committee, Asuncion Paraguay August 2002



## **XII. IARU R2 Beacon Coordinator Terms of Reference**

There are no terms of reference as of today.

### **XIII. IARU R2 High Speed Telegraphy Coordinator Terms of Reference**

There are no terms of reference as of today.

#### **XIV. IARU R2 Award Manager <sup>10</sup> Terms of Reference**

“Resolution B-04. That the Region 2 Executive Committee implement a Region 2 HF Operating Award. The Region 2 Executive Committee shall establish the rules for qualifying for such Operating Award and shall select an appropriate certificate for such award.

“Further, that the Executive Committee select a Region 2 Member Society or an individual within Region 2 to act as the administrator for the Operating Award and to adopt Terms of Reference for such award administrator.”

There are no terms of reference as of today.

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<sup>10</sup> Resolution B-04, General Assembly, Trinidad & Tobago, September 2004

## **XV. IARU R2 News Editor**

“Resolution B-09. That the Region 2 Executive Committee select an editor to publish and distribute an electronic IARU Region 2 newsletter in English and Spanish to Region 2 Member Societies and to other organizations of interest.”<sup>11</sup>

### **Terms of Reference<sup>12</sup>**

- 1) The IARU Region 2 News Editor is the person in charge of preparing, in an orderly, consistent and frequent manner, news that publicize our objective and principles among our member societies, amateurs and general public.
- 2) It maintains close contact with the Executive Committee, coordinators and member societies in order to:
  - a. Monitor and gather material of interest
  - b. Write news for our webpage and mailing list
  - c. Prepare informative material for his own use and to be used by our member societies
- 3) The News Editor will inform about his/her work every year to the Executive Committee and every three years to the General Assembly.

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<sup>11</sup> Resolution B-09, General Assembly, Trinidad & Tobago, September 2004

<sup>12</sup> Approved at the Executive Committee of Santo Domingo 2011.

**XVI. IARU R2 Webmaster  
Terms of Reference**

There are no terms of reference as of today.

## **XVII. Guidelines and terms of reference for the IARU Liaison Officer**

The primary objective is to ensure regular contact between the member society and the Region 2 Executive Committee and its Area Directors. Accordingly, the IARU Liaison should:

1. Be well informed on amateur matters, both domestic and international, as well as on the overall workings of the IARU.
2. Carry out assignments from the member society in the field of international relations.
3. Whenever directed and authorized to do so, represent the member society at meetings of IARU Region 2.
4. Communicate routinely with the member society on matters pertaining to amateur radio, with particular reference to those involving external relations, and monitor the fulfillment of the society's obligations toward the IARU.
5. Work with the Area Director and cooperate with the liaisons of other member societies in the Area and with the Executive Committee in achieving the objectives of the Union.
6. When directed by the member society's governing body, maintain regular contact with officials of their respective telecommunications administration.
7. Encourage the growth and strengthening of the IARU, its member societies and amateur radio worldwide.
8. Coordinate and monitor the implementation of IARU strategy for improving international frequency allocations to the Amateur and Amateur-Satellite Services in the context of the preservation and promotion of amateur radio.
9. Assure the continuous and appropriate flow of information between the member society and the Area Director, the Region 2 Secretariat and the International Secretariat by means of correspondence, electronic mail (Internet), telephone and telefax.
10. Remain in touch with the Executive Committee by participation in the weekly informal "IARU Region 2 Net".
11. Send information regarding Member Society activities to the Editor of Region 2 News.

**XVIII IARU Region 2 Correspondent<sup>13</sup>**  
**Terms of reference**

- 1) In those countries where there is no IARU Member Society, the Executive Committee of Region 2 can appoint an individual or group of individuals as Correspondent or Correspondents in such countries, in order to support the achievement of the organization's objectives.
- 2) The correspondent must receive all the information received by Member Societies and must submit a report to the General Assembly, where he can be present but without voting rights.
- 3) The appointment of the Correspondent or Correspondents expires when (a) he/she is removed by the Executive Committee, or (b) if a society in the country where the Correspondent has been appointed is elected to be a member of IARU.

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<sup>13</sup> Approved by the Executive Committee held in Santo Domingo in 2011

**XIX. Partnership for Amateur Radio Societies (PARS)  
Procedure for Implementation of PARS Program <sup>14</sup>**

1. A Member Society (MS) within Region 2 determines the MS wants to participate in the Region 2 Partnership of Amateur Radio Societies (PARS) program. This MS shall be designated as the “requesting Member Society” or “requesting MS” for purposes of the PARS program.
2. The requesting MS shall notify its IARU Liaison of this decision and shall inform the IARU Liaison of the specific request of the MS. The MS should be as specific as possible as to whether it is seeking equipment donations, technical assistance, assistance with operational matters of the MS, monetary donations for a specific purpose, etc. or some other form of assistance.
3. The IARU Liaison shall notify the Region 2 Area Director for the area where the MS is located that the MS is requesting assistance. The Area Director and the IARU Liaison shall consult with one another regarding the specific needs of the requesting MS.
4. The Area Director shall notify the Region 2 Secretary of the specific needs of the requesting MS.
5. The Region 2 Secretary shall contact an appropriate Region 2 Member Society (“assisting” MS) that may be of assistance to the requesting MS. The Secretary shall at the same time inform the Area Director for the area where the “assisting” MS is located of the request. The Area Director and the Secretary shall jointly work with the assisting MS to try to fulfill the specific needs of the requesting MS.
6. The Secretary shall keep the requesting MS, the assisting MS and each of the Region 2 Area Directors advised of the status of the request and any assistance by the assisting MS.

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<sup>14</sup> IARU Region 2 Executive Committee Meeting San Jose, Costa Rica, 2003. Source document 9Y-A-01S from the General Assembly in Trinidad & Tobago 2004.



## **XX. IARU R2 Relief Fund <sup>15</sup>**

Portions of Region 2 are situated in areas that are subject to numerous hurricanes, severe storms, floods, earthquakes and other types of natural disasters. In some cases, Region 2 national amateur radio societies have suffered severe or extreme damage to their society stations and buildings, including antenna systems. There is a need for a process of collecting donations and distributing donations to Region 2 Member Societies who have suffered damage to their national society stations or buildings that are due to natural disaster.

Therefore, the General Assembly hereby resolves to establish the “Region 2 Relief Fund.”

1. The Region 2 Executive Committee shall periodically publicize the existence and the purpose of the R2 Relief Fund and shall solicit donations and contributions to such relief fund from individuals, amateur radio societies, corporations and any other appropriate entity or governmental authority.
2. Funds accumulated in the Region 2 Relief Fund shall be distributed, in the discretion of the R2 Executive Committee, solely to assist Region 2 Member Societies for repairing or rebuilding stations and buildings, including antenna systems, because of damages resulting from natural disasters. Member Societies that receive funds from the Region 2 Relief Fund shall provide a complete report accounting in detail for the use of such funds.
3. Contributions and donations to the Region 2 Relief Fund shall be accounted for separately from other funds of Region 2 but may be deposited in existing Region 2 accounts.
4. Region 2 Member Societies may apply for assistance under these provisions by submitting a request to the Region 2 Secretary.
5. An initial \$5,000.00 is set aside for the Relief Fund from the general funds of Region 2. The Executive Committee may add to the fund from time to time.

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<sup>15</sup> Resolution A-03. General Assembly, Brasilia, Brazil September 2007

## **XXI. Amateur Radio in Education (AREF) <sup>16</sup>**

### **1) Objective:**

The objective of the Amateur Radio in Education (AREF) project is to encourage member societies to engage in programs targeted to students of primary schools and technical education institutions, using our technical expertise and network resources to develop an interest in amateur radio. Resolution A-03 adopted at the General Assembly in Port of Spain, Trinidad (Sept, 27<sup>th</sup> to Oct, 01 2004) recommended that the concepts described in DOC/9Y-A-05 be utilized by Region 2 Member Societies to implement the education programs for amateur radio. The assembly attendees also provided a mechanism for obtaining funding for Region 2 Member Societies that undertake projects to introduce amateur radio into the education process. Resolution D-03 states the following: “That the General Assembly allocate a budget of US\$ 25,000 annually for the development of amateur radio educational assistance and that the Region 2 Executive Committee prepare an implementation plan for this purpose. Further, that a review of the plan project be conducted by January 1, 2006.” The requirements for obtaining funding assistance under this program are set forth below.

The expectation of IARU-R2 is that this initiative will have the effect of enhancing the growth of amateur radio in the region by preparing a cadre of young enthusiasts who will have the interest for further successful radio experimentation which will likely lead to growth within the member societies in Region 2.

The societies taking up the challenge will also benefit by gaining experience in project management and implementation that will be useful for the future administration of their societies’ operations and public service exercises and most important, the continuing effective delivery of emergency communications and having capable individuals for involvement in the work of the IARU.

A sub-committee appointed by the President with the approval of the EC will be responsible for the administration of the AREF project.

### **2) A Region 2 Member Society applying for grants must:**

1. Not be in arrears of IARU-R2 annual dues.
2. Complete the application form and submit it with the supporting documents to the IARU-R2 Director in the Area, who shall review, validate and make recommendations on behalf of the Society to the AREF Sub-Committee.
3. Include the Society’s Financial Statements for the last three (3) years.
4. Submit a detailed plan of the scope of the project explaining the resources allocated for carrying out the plan.
5. Submit a summary of the regulatory provisions related to the issuance of amateur radio licenses to persons under 18 years of age.

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<sup>16</sup> Document PY-I-19 and Resolution A-08 of the General Assembly, Brasilia, Brazil September 2007

6. Indicate if approvals of the education ministry or from the benefited scholastic institution have been obtained in accordance with the magnitude of the project.
7. State total cost/budget of the plan, including:
  - a. Amount coming from the Society.
  - b. Amount requested from the Region 2
  - c. Amount coming from other sources. Give details.
8. Mention any financial assistance available from Government or Private Sector for expansion of the project. Amount expected/confirmed.
9. Give details of the Society's planned efforts to obtain other financial assistance.
10. Provide a list and source of materials required and cost.
11. Establish a method for measuring the success of the project.

**3) After approval of the Project:**

1. The Member Society will be required to account for the use of funds allocated.
2. The Area Director shall supervise and report to the AREF Sub-Committee on the development of the projects in his Area quarterly (every three months).
3. The IARU-R2 may implement conditions for disbursement of approved funding based on the review and appraisal of your project plan.

(Please ask the Region 2 Secretary for the format)

## **XXII. Procedure and timetable for periodic review of IARU Region 2 HF band plans<sup>17</sup>**

Experience gained during and after the Brasilia conference suggests that the procedure for reviewing and amending IARU Region 2 HF band plans can be improved. (“HF” is meant to include 160 meters, which technically is a MF band.)

Each member-society is responsible for representing the interests of its members and other radio amateurs in its country. When matters that directly affect individual members are to be considered at a regional conference, it is important that each member-society be given the opportunity to consult its members prior to developing a position.

This is particularly true with respect to band plans. Band plans are voluntary and will only be respected if amateurs are given the opportunity to participate in their development and review. This opportunity should be provided through their IARU member-society, not directly to Region 2.

With that in mind, the following procedure and timetable for reviewing IARU Region 2 HF band plans is established. The timetable is based on that used successfully by IARU Region 1 for all proposals for consideration at a Region 1 Conference. It ensures that member-societies have sufficient time to consider proposals and to consult with experts and other members before having to vote on them.

1. Region 2 distributes the existing band plans to its member-societies with an invitation to circulate them to the radio amateurs in their countries for suggested revisions. Deadline: 12 months before the opening of the Conference.
2. Each member-society solicits input by whatever means it deems appropriate.
3. Each member-society considers the input it has received and decides what revisions, if any, it wishes to propose for consideration at the next Region 2 Conference. Deadline for submission of proposals to the Region 2 Secretary: 6 months before the opening of the Conference.
4. Proposals submitted by member-societies are published by Region 2 in a single, coordinated document for the upcoming Conference, along with the current HF band plans for the other two Regions. Deadline: 5 months before the opening of the Conference.
5. Each member-society solicits input on the proposals by whatever means it deems appropriate.
6. Each member-society considers the input it has received and develops positions on the various proposals. These positions may be shared in advance of the upcoming Conference via a Conference document if the member-society wishes to do so, but this is not required. As with other Conference documents, Region 2 is not obliged to translate a document that is submitted less than 3 months prior to the Conference.
7. At the Conference, the proposals for amendments are considered in Committee B and are either adopted, rejected, or adopted in modified form. Amendments that make a greater change than that

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<sup>17</sup> Approved in the Executive Committee in Lima, September 2009. This procedure deleted the IARU R2 HF Committee and its Terms of Reference

proposed in the document circulated 5 months in advance may only be adopted by consensus, i.e. without dissent.

## **XXII. Procedure and timetable for periodic review of IARU Region 2 VHF and above band plans<sup>18</sup>**

Each member-society is responsible for representing the interests of its members and other radio amateurs in its country. When matters that directly affect individual members are to be considered at a regional conference, it is important that each member-society be given the opportunity to consult its members prior to developing a position.

This is particularly true with respect to band plans. Band plans are voluntary and will only be respected if amateurs are given the opportunity to participate in their development and review. This opportunity should be provided through their IARU member-society, not directly to Region 2.

With that in mind, the following procedure and timetable for reviewing IARU Region 2 VHF and above band plans is established.

1. Region 2 distributes the existing band plans to its member-societies with an invitation to circulate them to the radio amateurs in their countries for suggested revisions. Deadline: 12 months before the opening of the Conference.
2. Each member-society solicits input by whatever means it deems appropriate.
3. Each member-society considers the input it has received and decides what revisions, if any, it wishes to propose for consideration at the next Region 2 Conference. Deadline for submission of proposals to the Region 2 Secretary: 6 months before the opening of the Conference.
4. Proposals submitted by member-societies are published by Region 2 in a single, coordinated document for the upcoming Conference, along with the current HF band plans for the other two Regions. Deadline: 5 months before the opening of the Conference.
5. Each member-society solicits input on the proposals by whatever means it deems appropriate.
6. Each member-society considers the input it has received and develops positions on the various proposals. These positions may be shared in advance of the upcoming Conference via a Conference document if the member-society wishes to do so, but this is not required. As with other Conference documents, Region 2 is not obliged to translate a document that is submitted less than 3 months prior to the Conference.
7. At the Conference, the proposals for amendments are considered in Committee C and are either adopted, rejected, or adopted in modified form. Amendments that make a greater change than that proposed in the document circulated 5 months in advance may only be adopted by consensus, i.e. without dissent.

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<sup>18</sup> Approved in the Executive Committee of Santo Domingo 2011.