



INFORMATION DOCUMENT

IARU REGION 3

Working Procedures: IARU Region 3 Directors and Secretary

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PART ONE: POLICY DEVELOPMENT

1. Background

1.1 The IARU Region 3 Constitution, Clause 32 (Function of Directors), states:

"The Directors shall be responsible for determining all matters of policy but shall be bound by all decisions made by a Conference."

1.2 The Constitution, Clause 36 (Postal Ballot of Directors), states:

"A proposal may be submitted to the Directors for decision by postal ballot. A proposal may be originated by a Director. Each Director shall by letter or facsimile letter addressed to the Secretary vote either for or against the proposal. To be passed a resolution shall require not less than three affirmative votes."

This clause is now interpreted to include ballot by e-mail to save time and cost.

1.3 At the Directors' meeting in Bangalore, October 2005, the following policies were agreed:

- a) "No Trip Report - No Expenses Reimbursed, except Region 3 Directors' meetings and Region 3 Conferences" policy
- b) Region 3 Directors should not feel obligated to follow ITU language and practice.
- c) All invitations received by IARU Region 3 should be circulated
- d) Any "system" or "change of current system" affecting Region 3 Directors should be first discussed and approved by Directors before implementation.



2. Official Communication among Directors and Secretary

- 2.1 Communication among the Directors and Secretary is generally in writing by letter, fax or email, with a copy to all other Directors and Secretary. In cases of urgency, the telephone can be used, but any decision made by this means should be confirmed later in writing and informed to all other Directors and the Secretary.
- 2.2 All Directors' mail, e-mail and fax messages, except those of a private nature, should be simultaneously sent to all other Directors and the Secretary. This is to ensure that all others are informed instantly and correctly of the view or opinion of other Directors.
- 2.3 Each Director and Secretary, after undertaking any travel or other task on Region 3 business or at Region 3 expense, will promptly report to the Directors and the Secretary in writing to record the activity. This report is regarded as a part of the journey or task and a prompt distribution of the report to other Directors and Secretary is expected following completion of the activity.
- 2.4 Use and design of a letterhead
 - a) Directors may use a Region 3 letterhead when required for official correspondence.
 - b) A suggested format, also suitable for electronic dispatch, follows in the Appendix.
 - c) A copy of all correspondence using the letterhead should be promptly sent to the Secretary for the official record.

3. For Good Communication

- 3.1 To acknowledge the receipt of a message is a nice, helpful and courteous gesture.
- 3.2 E-mail boxes should be cleared regularly, preferably at least once each day.
- 3.3 The Directors and the Secretary should be informed of proposed absences from home for any extended period.

PART TWO: REGION 3 AND THE ADMINISTRATIVE COUNCIL

4. Selection of Region 3 Representatives at A.C. Meetings

- 4.1. At the Directors' meeting in Taipei, February 2004, a new formula for future A.C. representation was agreed as follows:
 - 4.1.1 The two representatives, one extra as a third member when the situation permits, are determined by discussion at Directors' meetings.

5. Dealing with A.C. Matters

- 5.1 The Secretary shall distribute all A.C. materials to Directors, but not to serving Region 3 A.C. representatives - who receive it direct from the IS.
- 5.2 The Secretary shall promptly provide the A.C. with all factual information including any statement of clearly established policy as requested by the A.C.



5.3 On A.C. matters:

- 5.3.1 the two representatives shall delay any response for 14 days;
 - 5.3.2 a Director shall distribute to the Secretary and all other Directors any views for offer within those 14 days;
 - 5.3.3 the two representatives shall thereafter be free to act as they see fit, ensuring that copies of all replies are distributed;
- provided that the two representatives shall not be restricted in dealing with any matter internal to the working of the A.C.

PART THREE: EXPENSES MANAGEMENT

6. Background

6.1 The IARU Region 3 Constitution, Clause 32 (Function of Directors), states:

"The costs of travel and accommodation of Directors incurred in the performance of their duties shall be borne by IARU Region 3 if so requested by the Directors incurring the same."

6.2 The Constitution, Clause 44 (Funds), states:

"Expenditure shall be authorised by the Directors."

7. Expenses Reimbursement for Directors

7.1 Detailed procedures for expenses reimbursement are prescribed in the document "IARU Region 3 Internal Finance Guidelines" (Doc. No. R3 – 100).

8. For Effective and Economic Working

- 8.1 Air-flights should be Economy-Group class or minimum cost.
- 8.2 The flight route should be chosen by considering the minimum total cost for all items including air fare and accommodation.
- 8.3 The preferred method for remittance from Region 3 to Directors shall be informed to the Secretary:
 - 8.3.1. by bank transfer by electronic remittance, or
 - 8.3.2. by bank check sent by post mail.
- 8.4 For the remittance above, the following details must be provided to the Secretary:
 - 8.4.1. Name of the bank, including name of branch office,
 - 8.4.2. the address of the branch office of the bank,
 - 8.4.3. the account name, and
 - 8.4.4. the account number



Appendix:

A Suggested Letterhead

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The International Amateur Radio Union Region 3

[Director's name], Director
[Enter personal contact information]

[Insert text of document here ...]

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