



TERMS of REFERENCE (ToR)

IARU REGION 3

Monitoring System Coordinator

Index

This document has the following major sections:

- 1. Preamble**
 - 2. General Conditions**
 - 3. Monitoring System Coordination**
- ANNEX 1 IARU Terms of Reference: Monitoring System Committee (“MSC”) (2012)*
ANNEX 2 AC RESOLUTION 12-1 - Concerning revised terms of reference for the IARU Monitoring System

1. Preamble

Radio Amateurs taking up an appointment as a Coordinator for IARU Region 3 are expected to be impartial and neutral and act on a regional and/or international basis, and not on a local, national or country basis.

The “General Conditions for the “Officers” of IARU Region 3: Coordinators, Committee Chairs, Convenor and Manager” are described in “Document R3-300”. It should be read in conjunction with this specific Terms of Reference (ToR).

2. General Conditions

1. All IARU Region 3 Coordinators shall be appointed by the triennial Regional Conference, the supreme authority of IARU Region 3. Failing which, and under the direction of the Conference, the Directors of IARU Region 3 (the Directors) shall make the appointment.
2. The appointment will continue in effect until the next Regional Conference.
3. All Coordinators, in respect of their duties for IARU Region 3, shall be responsible only to the Directors and through them to the Regional Conference.
4. All Coordinators of IARU Region 3 shall deal with all aspects, relevant to the Region 3 geographical area, of policy and planning statements issued by the Administrative Council (AC) of IARU either directly or through the relevant International Coordinator appointed by the AC. In this work Coordinators will take account of decisions and recommendations arrived at by IARU Region 3 Conferences and Directors’ meetings.
5. All Coordinators of IARU Region 3 shall submit an Annual Report via the Secretary to the Directors in time for the annual Directors’ Meeting. Such reports must include any matters of policy difficulties that arose during the year, and any other items or unusual events. A Statement of Expenses incurred on behalf of IARU Region 3 shall also be included.
6. At least two months prior to a Regional Conference all Coordinators shall also submit a Report to the Conference for the general information of Member Societies. The Report shall cover the triennial period of office. The report should be submitted to the Secretary for inclusion in the Conference documents.



7. Use should be made of the IARU Region 3 Newsletter and the Web Site to provide news to Member Societies and their radio amateurs.
8. All Coordinators of IARU Region 3 may attend Regional Conferences and other relevant meetings, as deemed necessary by the Directors. On such occasions Coordinators will be part of a Regional or International team and as such may not represent or act on behalf of any Member Society.
9. All expenses incurred by an IARU Region 3 Coordinator in carrying out the regional duties shall be reimbursed by IARU Region 3 in accordance with the Region 3 Internal Financial Guidelines, and if so requested by the Coordinator.

3. Monitoring System Coordination

- A. The IARU Monitoring System (MS or IARUMS) for the amateur and amateur satellite services was established to carry out the policy for Monitoring System operations as laid down by the IARU Administrative Council (AC). Protecting our amateur and amateur-satellite band allocations from “intruders” is essential.
- B. Reference is made particularly to the “IARU Terms of Reference: IARU Monitoring System Committee (“MSC”)” and “AC Resolution 12-1 “Concerning revised terms of reference for the IARU Monitoring System” (2012)”. They are attached in Annexes 1 and 2 following.
- C. **NOTES:** The revisions to the Monitoring System referred to in **B** above are the most significant changes since its establishment in 1983/1984. The previous AC Resolutions 88-1, 99-4, and the Terms of Reference for an IARU Monitoring System International Coordinator (Amended 2001) have now been replaced. In 2012 the “International Coordinator” and a “Monitoring System Committee” (MSC) were established. The MSC includes the three regional MS Coordinators and the IARU President, or his nominee. Practices used by IARU Region 1 are being adopted by the other Regions.

These new conditions are attached in Annexes 1 and 2 following, and the details need to be read very carefully. The IARU Region 3 MS Coordinator is now a part of the “international” Monitoring System management team. This situation is unique in our ToR’s in Region 3.

- D. All of the provisions in Annexes 1 and 2 shall apply as appropriate to the IARU Region 3 Monitoring System Coordinator, and the Monitoring Systems in each Region 3 Member Society.
- E. The IARU Region 3 MS Coordinator shall acknowledge all reports and enquiries received from National Coordinators in Region 3 and periodically summarise and circulate these reports to other Region 3 Member Societies, and the IARU MS Coordinators in other two regions, as appropriate.
- F. The Region 3 Coordinator shall assist the National Coordinator of any IARU Region 3 Member Society to carry out their functions within the IARU MS and keep them informed of current developments.



- G. Where approved by the Regional Conference of IARU Region 3 and/or the Directors, the Coordinator shall receive and process reports from individuals or organisations in those countries located within Region 3 where there is no IARU Member Society.
- H. The IARU Region 3 MS Coordinator shall not communicate **directly** in the name of IARU Region 3 with any administration, broadcasting authority or station management located in a country within IARU Region 3, except as provided for in **Section 9** of IARU Resolution **12-1**. The steps listed in Section 9 must have been followed and a decision made by the MSC giving the relevant IARUMS Coordinator approval for action. Then he can report, in consultation with the MSC, the case of interference to the station concerned or the relevant national administration.
- I. **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.
- J. **Any and all contact with the ITU** involving matters relating to the IARUMS and its activities shall be made only through the IARU International Secretariat (IS), and then only with the approval of the IS Representative of the MSC. No contact with a **Regional Telecommunication Organization** (in Region 3 this is the APT) 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.
- K. 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.

End of ToR

ANNEXES 1 and 2 follow.



ANNEX 1 – IARU Terms of Reference:

IARU Monitoring System Committee (“MSC”) (Adopted 2012)

General

To allow for the harmonious integration of the activities of the IARU Monitoring System and in order to implement **Resolution 12-1** these Terms of Reference are established for the MSC.

Function

The MSC shall be responsible for implementing Resolution 12-1 and in particular:

- (a) To use and improve the MS section of the IARU Region 1 webpage as a single website for the activities of the IARU monitoring system, followed by a transition to the worldwide IARU website.
- (b) To use the current IARU Region 1 practice as a basis for a common method of communication within and to the MSC by electronic web-based means,
- (c) Standardize, coordinate and facilitate reporting to national administrations, by using and refining the standardized reporting currently in use in IARU Region 1
- (d) Prepare web-based training material for the IARU MS and make it available on the IARU MS website;
- (e) Informing the Administrative Council, through the International Secretariat of the activities of the MSC;
- (f) Providing advice to the Administrative Council on matters pertaining to the IARU MS; and
- (g) Such other responsibilities as set forth in Resolution 12-1.

Authority

The MSC is authorized to correspond directly on relevant matters with IARU Regions, national member-societies, and in some cases national administrations to achieve the goals set forth in Resolution 12-1.

In considering its responsibilities set out in Resolution 12-1 and in particular paragraph 9 thereof the MSC will at all times take into consideration:

- (a) The background and nature of the case of interference.
- (b) The background and nature of amateur radio in the country concerned.
- (c) The ability of the national member-society to respond within any given time.
- (d) The autonomy of member-societies.

Appointment

The MSC shall consist of the three regional Monitoring System coordinators and the President or his nominee from amongst the IARU officers. At any meeting of the Administrative Council, the council may or may not confirm that role of the MSC, its terms of reference and any additional appointments thereto.



ANNEX 2 – AC Resolution:

RESOLUTION 12-1

Concerning revised terms of reference for the IARU Monitoring System

The IARU Administrative Council, 2012 (*Approved by Postal Vote January 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. [*IARU Region 3 note – “suppressed” is used with the ITU meaning of “no longer in force” – which is not quite the same as “deleted”*].

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 System 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 an 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 an 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 then 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.

End of Annexes
