



## **TERMS of REFERENCE (ToR)**

### ***IARU REGION 3***

### **EMC (Electromagnetic Compatibility) Coordinator**

#### **Index**

This document has the following major sections:

- 1. Preamble**
  - 2. General Conditions**
  - 3. Electromagnetic Compatibility (EMC) Coordination**
- ANNEXES 1, 2 and 3 (IARU EMC Advisor, Coordinator, Resolution 86-4)*

#### **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. Electromagnetic Compatibility (EMC) Coordination**

- A. The IARU EMC activity is managed by the IARU EMC Adviser who is appointed by the IARU Administrative Council (AC). The Terms of Reference of IARU EMC Adviser (ToR adopted 1995, amended 2001) is attached in Annex 1.
- B. An IARU EMC Coordinator has also been appointed by the IARU Administrative Council (ToR adopted 2010). This ToR is attached in Annex 2.
- C. Reference is made particularly to AC Resolution 86-4 concerning electromagnetic compatibility. This Resolution is attached for reference in Annex 3.
- D. The IARU Region 3 EMC Coordinator shall inform the Directors on developments in the setting of EMC standards and legislation proposals, that may affect the Amateur and Amateur-satellite Services. The Coordinator shall report to the triennial Region 3 Conference and/or the Directors about actions to be taken to defend and promote the interests of radio amateurs with respect to EMC.
- E. The Region 3 EMC Coordinator shall assist National EMC Coordinators or their equivalent position in any IARU Region 3 Member Society. The Region 3 EMC Coordinator shall assist them to carry out their functions within the scope of IARU EMC activity and keep them informed of current developments.
- F. The IARU Region 3 EMC Coordinator is strongly encouraged to liaise and work with both the appropriate Regional Coordinator in other IARU Regions, and the IARU EMC Adviser, in those activities involving issues outside of Region 3.
- G. The Region 3 EMC Coordinator may represent IARU Region 3 at the request of the Directors at any regional EMC meetings.
- H. 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.

**End of ToR**

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***ANNEXES 1, 2, and 3 follow.***



## ***ANNEX 1 – IARU Terms of Reference:***

### **IARU EMC Adviser**

**(Adopted 1995; Amended 2001)**

#### ***General:***

The IARU EMC Adviser is an advisory and representational role, requiring technical knowledge of the field of Electromagnetic Compatibility, familiarity with the International EMC Standardization Organizations and interpersonal skills.

#### ***Function:***

To keep the Administrative Council informed on developments in the setting of EMC standards and legislation, that may affect the Amateur Services, and to advise the Council and the regional Executive Committees about actions to be taken to defend and promote the interests of radio amateurs.

#### ***Appointment:***

The IARU EMC Adviser 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.

#### ***Tasks:***

To report to the Administrative Council, providing information about Electromagnetic Compatibility (EMC) developments that are relevant to the Amateur Radio Services

To seek support, through appropriate IARU Channels, for action to be taken to defend and promote the interests of radio amateurs with respect to EMC standardization or legislation proposals

To represent the IARU, at the request of the president in consultation with the International Secretariat, at international EMC meetings such as the annual meeting of CISPR

## ***ANNEX 2 – Terms of Reference:***

### **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.

## ***ANNEX 3 – AC Resolution:***

### **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.

**End of Annexes**

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