



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

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

#### **Disaster Communications Committee (DCC) Chairman**

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### **1. Preamble**

Radio Amateurs taking up an appointment as a Chairman 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 Chairmen 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. The Chairman is supported by his “home” Member Society that has “volunteered” to support him in the work to lead and manage the members of the group. The Society needs to assist operations and cover reasonable ongoing costs for the benefit of the Region.
4. All Chairmen, in respect of their duties for IARU Region 3, shall be responsible only to the Directors and through them to the Regional Conference.
5. Chairmen 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 any relevant International Coordinator appointed by the AC. In this work Chairmen will take account of decisions and recommendations arrived at by IARU Region 3 Conferences and Directors’ meetings.
6. All Chairmen 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.



7. At least two months prior to a Regional Conference all Chairmen 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.
8. Use should be made of the IARU Region 3 Newsletter and the Web Site to provide news to Member Societies and their radio amateurs.
9. All Chairmen of IARU Region 3 may attend Regional Conferences and other relevant meetings, as deemed necessary by the Directors; and as supported by their "home" Member Society. When the Chairman is directly working on and representing the activities concerned with his ToR, he will be considered to be a part of the Regional or International team. This will only be for the duration of the times of this specific activity during the Regional Conference.
10. All expenses incurred by an IARU Region 3 Chairman in carrying out their duties should be covered or reimbursed by his "home" Member Society, as noted in (3) above; and if so requested by him.
11. As of the date of this ToR, the role of the "home" Member Society for the Disaster Communications Committee has been willingly accepted since its inception by the Wireless Institute of Australia (WIA). (Thanks are due to them).

### **3. Chairman of the Disaster Communications Committee (DCC)**

- A.** This Committee was set up by IARU Region 3 with the Objectives of improving the collection and publication of timely information about "Disasters" in the Region. A stronger focus on the activities of Member Societies and their individual radio amateur members involved in all types of disasters and civil emergencies is required. This work has a high profile and winning recognition from central and local governments, regulators and ministries, and the public is essential. It is one of the key elements of the protection of our spectrum allocations (and gaining some new allocations).
- B.** To guide the work of the IARU Region 3 Disaster Communications Committee (DCC) Chairman's activity, reference should be made to the "Terms of Reference of IARU Coordinator for Emergency Communications" (2003; Amended 2004). This is attached as an Annex to this ToR.
- C.** Reference has also been made in the past to the Tampere Convention (1998). It defined the word "disaster" as a serious disruption of the functioning of society, posing a significant, widespread threat to human life, health, property or the environment, whether caused by accident, nature or human activity, and whether developing suddenly or as the result of complex, long-term processes. At times the IARU Region 3 DCC may need an alternative definition that also includes "emergencies" of lesser scale and scope, and related activities.
- D.** The IARU Region 3 Disaster Communications Committee Chairman will select his committee from the members of the Member Societies of IARU Region 3 – preferably from those who are acting as "Disaster Communications Co-ordinators" (or similar titles) within their Societies; or other suitable nominees.



- E.** The IARU Region 3 DCC Chairman shall identify recurring needs for disaster communications assistance within Region 3.
- F.** The Chairman shall prepare a checklist of dos and don'ts, procedures, protocols, packing lists and related issues relating to disaster communications.
- G.** The Chairman shall identify resources that could be used in regional or international assistance.
- H.** The Chairman shall coordinate the work of the region in the field of disaster and emergency communications with the other regions, through the IARU International Coordinator for Emergency Communications.
- I.** The Chairman shall provide interim progress reports to Directors of Region 3.
- J.** The Chairman shall provide a report to each Region 3 Conference with recommendations for the further development of amateur radio disaster communications capabilities.
- K.** The Chairman shall assist the national Disaster Communications Co-ordinators (or alternatives) in IARU Region 3 Member Societies to carry out their functions and to keep them informed of current developments.

#### **4. Appointment and Conditions**

**Note:** In the case of the Chair of Disaster Communications Committee, his work is mainly supported by WIA. However, occasionally some support (mainly travel costs) have been paid by IARU Region 3 funding for special events.

**End of ToR**

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*ANNEX follows.*



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

**IARU International Coordinator for Emergency Communications  
(Adopted 2003; Amended 2004)**

***General:***

The IARU International Coordinator for Emergency Communications appointment requires expertise in disaster relief and emergency communications including knowledge of international humanitarian operations. The incumbent is required to have an understanding of the contribution of the Amateur Service in such situations.

***Function:***

To keep the Administrative Council informed on developments in international disaster relief communications that may affect the Amateur Services, to advise the Council about actions to be taken to defend and promote the interests of radio amateurs, and to ensure that the capabilities of the Amateur Service to prepare for and provide emergency communications are uniformly applied worldwide.

***Appointment:***

The IARU International Coordinator for Emergency Communications is appointed by the Administrative Council for a term of 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.

***Tasks:***

To report to the Administrative Council, providing information about disaster and emergency communications developments that are relevant to the amateur 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 disaster and emergency communications

To represent the IARU, at the request of the President in consultation with the International Secretariat, at international meetings such as those of the United Nations and its specialised agencies

To coordinate the work of the IARU regional organizations in the field of disaster and emergency communications, working with regional appointees as appropriate

To advise the Council on implementation of No. **25.9A** of the Radio Regulations, namely that “Administrations are encouraged to take the necessary steps to allow amateur stations to prepare for and meet communication needs in support of disaster relief. (WRC-03)”

**End of Annex**

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