



GUIDELINE

IARU REGION 3

IARU Region 3 Newsletter

Index

This document has the following major sections:

- | | |
|--------------------|-------------------|
| 1. Introduction | 7. Circulation |
| 2. Objects | 8. Procedures |
| 3. Audience | 9. Disclaimer |
| 4. Content | 10. Frequency |
| 5. Mandate | 11. Working Rules |
| 6. Size and Format | 12. Cost |

1. Introduction

A recommendation was made for a Region 3 Newsletter at the 10th Regional Conference in Beijing in 1997.

The 11th Regional Conference in Darwin in 2000 reinforced the need to communicate Region 3 news to Member Societies regularly and observed that electronic dissemination was the preferred method of distribution.

2. Objects

To appraise members and radio amateurs of Region 3 matters and to create an awareness of the issues facing the world wide amateur fraternity and the work being done by the IARU.

To cultivate a sense of belonging and cohesiveness so that there will be greater empathy for IARU Region 3, and support for its work.

The Newsletter will strive to strengthen IARU Region 3, support its Member Societies and encourage amateur radio within Region 3.

Most radio amateurs are unable to directly attend a triennial Region 3 Conference. By summarizing the discussions on some of the key issues, a wider audience could be reached and be apprised of matters of interest and concern to radio amateurs in Region 3.

3. Audience

The general membership amongst all IARU Region 3 member societies will be the target audience.



4. Content

The content will deal strictly with matters pertinent to amateur radio. News about (and from) Region 3 and the IARU Administrative Council (AC), as well as news from member societies and other IARU Regions will be included.

It is noted that minutes of IARU AC and IARU Region 3 **DirectorsExecutive Committee** meetings may be available at-on web sites.

The main thrust of the Newsletter will be to discuss current issues and problems being faced and addressed at the different levels. It will mention the circumstances how an issue arose, how it impacts on amateur radio interests, the possible consequences, the choices for addressing the problem, which solution was chosen and why, possible steps to alleviate further harm to amateur radio and such like.

There should, normally, not be any re-cycling of old news. There may be times, however, when there is a need to list the contents of previous issues, or summarise an earlier article when introducing an extension of the topic.

When a style has been set and a “flavour” created, the IARU Region 3 Coordinators could be encouraged to contribute a paragraph or two for timely information of the general membership.

Member societies could also be invited to report successes and accomplishments for inclusion in the Newsletter. This will facilitate communicating the news to members of that society particularly if there is no other communication vehicle. Also, non-member operators in that country will, by accessing the web site, have a better understanding of the work being done by the respective societies to protect and enhance the interests of all amateur radio operators and thereby, hopefully make them inclined to join the local society.

It is recognized that the style of language should be simple English because many readers will be those for whom English is the second language.

(**Note:** Initially the Newsletter was not intended to replace the Region 3 News publication, which had built up a very favourable reputation in terms of content and quality over the years. However, as the reach of the Internet grew, the written publication eventually became a part of the Newsletter.)

5. Mandate

1. It was initially set that the mandate be for one year in the first instance and then be reviewed and considered for renewal. This will force a review of the Newsletter and the guidelines for any adjustment and fine-tuning and provide a window in case any other **Director member of the Executive Committee** wishes to take over the role or **DirectorsExecutive Committee** wish to make other arrangements etc.
2. The **DirectorsExecutive Committee have-has** the authority to withdraw at any time the mandate given to the Editor.

6. Size and Format

One page of A4 size paper was the starting point. At the most two pages, if material is available. It will be in columnar form, with two columns to facilitate reading. The print will be Times New



Roman font with 12-font size. (**Note:** The Newsletter size increased over time as it became popular.)

7. Circulation

To be by e-mail and postal mail, and sent to all member societies in Region 3. It would also be placed on the Region 3 web site after mailing. Mailing to comprise of a minimum number of copies, say 2 copies, but within the number to ensure airmail cost is within the lowest postage rate. (**Note:** At a later date the postal mail version was stopped.)

Societies will be requested to:

- a) Place the Newsletter on their own web site and/or send by e-mail to members according to resources and facilities available, and/or
- b) Photocopy and send to each member together with usual mailing from the society so that there will be no additional postage costs to the society.

8. Procedures

When the draft is e-mailed to the proof reader, it will also be circulated to all **DirectorsExecutive Committee** and the Secretary for comments. Those comments could include observations that a section is sensitive and should be suppressed or that the information is inaccurate or out of date or whatever.

When the final version is e-mailed to the Secretary, it will be copied to the **DirectorsExecutive Committee** so that they may see the final version just before it is released.

9. Disclaimer

There will be a clearly recorded statement to the effect that the views expressed do not necessarily represent the views of IARU Region 3. That is, “The contents of this Newsletter do not necessarily reflect the views of IARU Region 3.”

10. Frequency

Frequency will be essentially dependent on availability of material. Perhaps the Newsletter could be a quarterly issue for a start. If due to whatever reason that frequency is difficult to maintain, it could be issued at 4 monthly intervals.

11. Working Rules

1. The Secretary will allow an interval of at least 7 days before publishing the Newsletter.
2. All **DirectorsExecutive Committee members** will advise the Secretary within 3 days of receiving a final version, whether or not they approve its publication by the Secretary.

12. Cost

It was considered unlikely that the cost will be high because it will comprise essentially of postage of the postal mail version.


