



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

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

### **Region 3 Award Manager**

## **Index**

This document has the following major sections:

1. Preamble
  2. General Conditions
  3. Region 3 Award Manager
- ANNEX: IARU Region3 Award – Rules*

## **1. Preamble**

A Radio Amateur taking up the appointment as the “Region 3 Award Manager” is 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. The IARU Region 3 Manager 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 **DirectorsExecutive Committee** of IARU Region 3 ~~(the Directors)~~ shall make the appointment.
2. The appointment will continue in effect until the next Regional Conference.
3. As of the date of this ToR there is only one “Manager” in the list of Officers of IARU Region 3 – this position of “Region 3 Award Manager”.
4. The Manager is supported by ~~his-their~~ “home” Member Society that has “volunteered” to support ~~him-in~~ the work to manage the issue of Awards. The Society needs to assist ~~him-the~~ **Manager** and cover reasonable ongoing costs for the benefit of the Region.
5. The Manager, in respect of ~~his~~ duties for IARU Region 3, shall be responsible only to the **DirectorsExecutive Committee** and through them to the Regional Conference.
6. The Manager shall deal with all aspects of the work, relevant to the Region 3 geographical area.
7. There are no known policy and planning statements issued by the Administrative Council (AC) of the IARU, or an International Coordinator appointed by the AC, for “Awards”.
8. In this work the Manager will take account of decisions and recommendations arrived at by IARU Region 3 Conferences and **DirectorsExecutive Committee**<sup>2</sup> meetings.
9. The Manager shall submit an Annual Report via the Secretary to the **DirectorsExecutive Committee** in time for the annual **DirectorsExecutive Committee**<sup>2</sup> Meeting. Such reports



must include any matters of policy difficulties that arose during the year, and any other items or unusual events.

10. At least two months prior to a Regional Conference the Manager 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.
11. Use should be made of the IARU Region 3 Newsletter and the Web Site to provide news and information to Member Societies and their radio amateurs.
12. The Manager may attend Regional Conferences and other relevant meetings, as deemed necessary by the **Directors Executive Committee**; and as supported by ~~his-their~~ "home" Member Society. (For the Award Manager this is expected to be an unlikely event.) When the Manager is directly working on and representing the activities concerned with this ToR, ~~the Manager~~ 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.
13. All expenses incurred by the Manager in carrying out ~~his-their~~ duties should be covered or reimbursed by ~~his-their~~ "home" Member Society, as noted in paragraph (4) above; and if so requested ~~by him~~.

~~14. As of the date of this ToR, the role of the "home" Member Society for the Region 3 Award Manager has been willingly accepted since its inception by the New Zealand Association of Radio Transmitters (NZART). (Thanks are due to them).~~

### 3. Region 3 Award Manager

A. The IARU Region 3 Award was established to promote "on the air" operating activity:

- by radio amateurs by operating in Region 3
- between operators within Region 3
- to give other operators world wide a challenge to seek contacts in Region 3.

The Award also puts a focus on and publicises the Member Societies of Region 3.

- B. The Manager shall receive applications for the Award, check and process them in a timely way and despatch Award Certificates to the successful applicants. ~~He-The Manager~~ will also process any "upgrade" Endorsement requests received.
- C. The Manager shall periodically review the Award Rules and update them as required.
- D. The Manager will print or arrange for Award Certificates as required. Upgrade Endorsement silver and gold stickers are held and issued to Certificate holders as they qualify and request them.
- E. The Manager may co-opt local help if required, with the agreement of ~~his-their~~ "home" society ~~NZART~~.
- F. The Manager shall acknowledge and respond to all enquiries received.
- G. The Manager shall maintain a database record of the Certificates awarded; both for the initial Certificate Grade and any endorsements.
- H. The Manager shall periodically publicise the availability of the Award in the Region 3 Newsletter, on "Awards" forums and member society magazine columns and other forums.



## ANNEX: IARU Region 3 Award – Rules

(Also available as a separate Sec document “R3-502”)

**NOTE:** A Rules/Log Sheet that can be completed as an “Entry Form for the Award is also available as a “pdf” file on the IARU Region 3 and the NZART web sites. The following full set of “Rules” takes precedence over those in the “pdf” file in the event of any differences.

### IARU Region 3 Award – Rules

1. The award IARU Region 3 Award is available to licensed amateurs and SWLs.
2. Contacts made after 5 April 1982 are eligible.
3. QSL cards are NOT required. Applicants send in a signed list of eligible contacts. The Award works on an “honour” system. The Award Manager reserves the right to question and verify claims. An entry form (Rules/Log Sheet) is available to download at the NZART Web site via the following link: Log Book. Include the Country/Area being claimed in the log.
4. The Cost is NZ \$5.00 for New Zealand radio amateurs; for radio amateurs from Overseas the cost is US \$5.00.
5. **Eligible Countries** for the Award are those located in ITU Region 3 whose radio amateur societies are members of IARU Region 3. These are:  
 Country Credit areas from the **Member Society countries** of Australia, Bangladesh, Brunei, China (PRC), Chinese Taipei (Taiwan), Fiji, French Polynesia (FO8 only), Hong Kong, India, Indonesia, Japan, Korea, Macau, Malaysia, New Caledonia, New Zealand, Pakistan, Papua New Guinea, Philippines, Pitcairn Island, Samoa, Singapore, Solomon Islands, Sri Lanka, Thailand, Tonga, Vanuatu, and Vietnam.  
**PLUS ONE Country Credit** area from US Territories in the Pacific from Guam, Northern Marianas, American Samoa, Wake Island, Baker Howland Group, as represented by ARRL **OR**  
**ONE Country credit** from Chagos Archipelago (VQ9); as represented by the RSGB.  
 The current total of available “countries/areas” is 34.
6. **Credit Requirements** for the three different Grades of Award as from January 1, 1986 are:  
**Basic:** 7 areas  
**Silver Endorsement:** 15 areas  
**Gold Endorsement:** 20 areas
7. The Rules are to be reviewed as considered necessary by the Award Manager. Changes should be recommended as appropriate to the IARU Region 3 Secretariat.
8. Awards may be endorsed for any mode or band.
9. Application is to be made to the NZART Awards Manager:

Alan Chapman ZL3GX, NZART Awards Manager  
 P.O. Box 1733, Christchurch 8140, NEW ZEALAND



IARU Region 3

Document R3 – 307

~~30 September 2015~~ Rev. 2, November 2024

or E-mail: [awards@nzart.org.nz](mailto:awards@nzart.org.nz)