INFORMATION DOCUMENT

IARU REGION 3

Working Procedures:
IARU Region 3 Executive Committee

Index

This document has the following major sections:

PART ONE: POLICY DEVELOPMENT

1. Background

1.1 The IARU Region 3 Constitution, Clause 32 (Function of the Executive Committee), states:

"The Executive Committee shall be responsible for determining all matters of policy but shall be bound by all decisions made by a Conference."

1.2 At the Directors' meeting in Bangalore, October 2005, the following policies were agreed:

a) "No Trip Report - No Expenses Reimbursed, except Region 3 Executive Committee meetings and Region 3 Conferences" policy

b) Region 3 Executive Committee members should not feel obligated to follow ITU language and practice.

c) All invitations received by IARU Region 3 should be circulated

d) Any "system" or "change of current system" affecting Region 3 Executive Committee members should be first discussed and approved by the Executive Committee before implementation.

2. Official Communication among the Executive Committee Members

2.1 Communication among members of the Executive Committee is generally in writing by email, with a copy to all other Executive Committee members. In cases of urgency, social media or the telephone can be used, but any decision made by this means should be confirmed later in writing and informed to all other Executive Committee members .

2.2 All Executive Committee members e-mail messages, except those of a private nature, should be simultaneously sent to all other Executive Committee members. This is to ensure that all others are informed instantly and correctly of the view or opinion of other Executive Committee members.

2.3 Each Executive Committee member, after undertaking any travel or other task on Region 3 business or at Region 3 expense, will promptly report to other Executive Committee members in writing to record the activity. This report is regarded as a part of the journey or task and a prompt distribution of the report to other Executive Committee members is expected following completion of the activity.

2.4 Use and design of a letterhead

   a) Executive Committee members may use a Region 3 letterhead when required for official correspondence.

   b) A suggested format, also suitable for electronic dispatch, follows in the Appendix.

   c) A copy of all correspondence using the letterhead should be promptly sent to the Secretary for the official record.

3. For Good Communication

3.1 To acknowledge the receipt of a message is a nice, helpful and courteous gesture.

3.2 E-mail boxes should be cleared regularly, preferably at least once each day.

3.3 Executive Committee members should be informed of proposed absences from home for any extended period.

PART TWO: REGION 3 AND THE ADMINISTRATIVE COUNCIL

4. Selection of Region 3 Representatives at A.C. Meetings

4.1.At the Directors' meeting in Taipei, February 2004, a new formula for future A.C. representation was agreed as follows:

   4.1.1   The two representatives, one extra as a third member when the situation permits, are determined by discussion at Executive Committee meetings.

5. Dealing with A.C. Matters

5.1 The Secretary shall distribute all A.C. materials to the Executive Committee , but not to serving Region 3 A.C. representatives - who receive it direct from the IS.

5.2 The Secretary shall promptly provide the A.C. with all factual information including any statement of clearly established policy as requested by the A.C.

5.3 On A.C. matters:

5.3.1   the two representatives shall delay any response for 14 days;

5.3.2   an Executive Committee member shall distribute to all other Executive Committee members any views for offer within those 14 days;

5.3.3   the two representatives shall thereafter be free to act as they see fit, ensuring that copies of all replies are distributed;

provided that the two representatives shall not be restricted in dealing with any matter internal to the working of the A.C.

PART THREE: EXPENSES MANAGEMENT

6. Background

6.1 The IARU Region 3 Constitution, Clause 32 (Function of the Executive Committee), states:

> "The costs of travel and accommodation of members of the Executive Committee incurred in the performance of their duties shall be borne by IARU Region 3 if so requested by the Executive Committee members incurring the same."

6.2 The Constitution, Clause 44 (Funds), states:

> "Expenditure shall be authorised by the Executive Committee."

7. Expenses Reimbursement for Executive Committee members

7.1 Detailed procedures for expenses reimbursement are prescribed in the document "IARU Region 3 Internal Finance Guidelines" (Doc. No. R3 – 100).

8. For Effective and Economic Working

8.1 Air-flights should be Economy-Group class or minimum cost.

8.2 The flight route should be chosen by considering the minimum total cost for all items including air fare and accommodation.

8.3 The preferred method for electronic remittance from Region 3 to Executive Committee members shall be advised to the Treasurer

8.4 For the remittance above, the following details must be provided to the Treasurer:

8.4.1.   Name of the bank, including name of branch office,

8.4.2.   the address of the branch office of the bank,

8.4.3.   the account name, and

8.4.4.   the account number

Appendix:

A Suggested Letterhead

_____ *Copy and paste - from below this line* _____

The International Amateur Radio Union Region 3

<mark>Executive Committee members name</mark>
[Enter personal contact information]

_____

[Insert text of document here ...]

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