



TERMS of REFERENCE (ToR)

IARU REGION 3

Beacon Coordinator

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ANNEX – IARU Terms of Reference: IARU Beacon Project International Coordinator

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 **Executive Committee 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 **Executive Committee 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 **Executive Committee Directors** meetings.
5. All Coordinators of IARU Region 3 shall submit an Annual Report via the Secretary to the **Executive Committee Directors** in time for the annual **Executive Committee 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 **Executive Committee 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. Beacon Coordination

- A. The International Beacon Project (IBP) required the IARU to establish the position of an IARU Beacon Project International Coordinator (IBP-IC). The appointee to the position carries out the policy for beacon operations as laid down by the IARU Administrative Council (AC). The Terms of Reference (ToR) of the IARU Beacon Project International Coordinator was adopted in 1990, and amended in 1996 and 2001. The latest version is attached for reference in the Annex.
- B. The IARU Region 3 Beacon Coordinator shall inform the **Executive Committee Directors** on developments in the operations and coordination of beacons, including proposals, that may affect the Amateur and Amateur-Satellite Services. The Coordinator shall report to the triennial Region 3 Conference and/or the **Executive Committee Directors** about actions to be taken to defend and promote the interests of radio amateurs with respect to beacons.
- C. The Region 3 Beacon Coordinator should assist National Beacon Coordinators or their equivalent position in any IARU Region 3 Member Society. The Region 3 Beacon Coordinator should assist them to carry out their functions within the scope of the IARU IBP activity and keep them informed of current developments.
- D. The IARU Region 3 Beacon Coordinator is strongly encouraged to liaise and work with both the appropriate Regional Coordinators in other IARU Regions, and the IARU IBP International Coordinator (IBP-IC), in those activities involving issues outside of Region 3.
- E. The IARU Region 3 Beacon Coordinator shall acknowledge all reports and enquiries received from National Coordinators in Region 3 and periodically summarize and circulate these reports to other Region 3 Member Societies, the IARU Beacon Coordinators in other regions, and the International Beacon Coordinator as appropriate.
- F. The IARU Region 3 Beacon Coordinator should issue detailed information to Region 3 Member Societies to guide and assist them to meet the requirements of the IARU Beacon Project as defined by the IBP-IC. This information will be in respect of geographical coverage, frequency management, timing of transmissions and technical specifications. Other information may include decisions by a Regional Conference or the **Executive Committee Directors** meetings.



- G. The Beacon Coordinator should also bring to the attention of the IBP-IC any difficulties as they may arise and inform the IC from time to time of general progress.
- H. The Region 3 Beacon Coordinator may represent IARU Region 3 at the request of the **Executive Committee Directors** at any regional beacon related meetings.
- I. Where approved by the Regional Conference of IARU Region 3 and/or the **Executive Committee 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

ANNEX follows.

ANNEX – IARU Terms of Reference:

**IARU Beacon Project International Coordinator
(Adopted 1990; Amended 1996 and 2001)**

Definitions:

BEACON: Only for the purposes of these terms of reference, a beacon is an amateur radio station established to serve as an indication of propagation conditions for immediate operational use or for a prolonged study of radio wave transmission phenomena. Normally such a station only transmits, though exceptionally it may respond to or transpond received signals.

IARU BEACON PROJECT: The system of beacons established on the high frequency (HF) amateur bands under the sponsorship of the International Amateur Radio Union (IARU) and including the collection and dissemination of reception reports and observations.

IBP/NCDXF BEACON NETWORK: The time-share network of beacons on five HF bands established under the sponsorship of the Northern California DX Foundation (NCDXF) and the IARU.

General:

For the harmonious integration of the activities of the member-societies, clubs, groups or individuals participating in the IARU Beacon Project (IBP), an International Coordinator will be appointed by the Administrative Council. The Administrative Council may appoint assistants as required. Amateur Service beacons in the bands 1.8 to 54 MHz are coordinated on an international basis through the IBP International Coordinator who will in turn coordinate and liaise with the three Regional Coordinators as necessary.

Function:

The IARU Beacon Project International Coordinator shall be responsible for:



- A) The development of an IBP Manual, for approval by the Administrative Council, defining the objects, methods, responsibilities, procedure, technical parameters and plans for the IARU Beacon Project.
- B) Upon the approval of the Administrative Council, implement the IARU Beacon Project in accordance with the IBP Manual.
- C) Advising the IARU Regional Organizations on the establishment, structure and operation of regional networks.
- D) Informing the Administrative Council, through the International Secretariat of the activities of the IBP.
- E) Providing information to the Administrative Council, through the International Secretariat, so that adequate publicity for HF beacon operations may be achieved.
- F) Ensuring that participation in the IBP by other than member-societies is approved by the relevant regional organization.
- G) Providing as required advice to the Administrative Council on matters pertaining to HF beacons.
- H) The duties of the International Coordinator do not extend to satellite beacons.

Authority:

The IARU Beacon Project International Coordinator is authorized, with the status of ~~his~~-~~their~~ office as an IARU appointee, to correspond directly on relevant matters with IARU Regions, member-societies, clubs, groups and individuals taking part in the Project to achieve the aims implicit in these terms of reference.

The IARU Beacon Project International Coordinator will delegate matters of purely regional significance to Regional IBP Coordinators, if such are appointed by the IARU Regions.

The Administrative Council will make arrangements for reimbursement of stationery, postage, telephone and other administrative expenses specifically and necessarily incurred by the International Coordinator and Assistants in the execution of the above terms of reference.

Appointment:

The IARU Beacon Project International Coordinator shall be appointed by the Administrative Council for a three-year term. 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.

Source:

These terms of reference were agreed by the Administrative Council at its April 1990 meeting. Actions of the Administrative Council in 1996 to adopt recommendations of the Beacon Committee had the effect of amending the terms of reference. The *Appointment* section was amended in 2001 to reflect the adoption of three-year terms for appointees.

End of Annex

