



## TERMS of REFERENCE (ToR)

### *IARU REGION 3*

### **The Band Plan Committee**

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#### **A. 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).~~

#### **B. 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 **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. All Coordinators, in respect of their duties for IARU Region 3, shall be responsible only to the **DirectorsExecutive Committee** 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 **DirectorsExecutive Committee**<sup>2</sup> meetings.
5. All Coordinators of IARU Region 3 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. 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 **Directors Executive Committee**. 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.

### C. The Band Plan Committee

- A. The IARU Region 3 Band Plan Committee for the amateur and amateur satellite services was established to carry out the policy and protecting the amateur radio frequency allocations in the IARU Region 3.
- B. To guide the work of the IARU Region 3 Band Plan Committee activity, reference should be made to the “Terms of Reference of the IARU Region 3 Band Plan Committee”.
- C. The Region 3 Band Plan Committee is led by a two Coordinators, one for the HF bands and one for VHF and above.

The Region 3 Band Plan Committee Coordinator nominees from Member Societies are accepted at each Regional Conference.

The IARU Region 3 Band Plan Committee Coordinators will select his-their committee members from the members of the Member Societies of the IARU Region 3 and should be approved by the IARU Region 3 **Directors Executive Committee** during their period of office.

The members of the IARU Region 3 Band Plan Committee can or should include capable persons that have demonstrated experience in developing and maintaining Band Plan in their respective countries; a professional or work experience in spectrum management; knowledge of the ITU Allocations in respect to the Amateur and Amateur Satellite Service; and technical awareness of radio technologies (existing and future trends).

The maximum number of the IARU Region 3 Band Plan Committee members is 10 (ten) excluding the Coordinators.

- D. The Region 3 Band Plan Committee shall collect information on the capabilities, expertise and assistance that is available.
- E. The Region 3 Band Plan Committee shall assist the National Band Plan Coordinator of any IARU Region 3 Member Society to carry out their functions within the IARU Region



- 3 Band Plan Committee and keep them informed of current developments.
- F. The Region 3 Band Plan Committee should co-ordinate with other regions with the aim of harmonization of Amateur Service spectrum allocations where possible;
- to encourage that adequate use is made of existing allocations and to consider possible new allocations;
  - to encourage special projects on the frequency allocations aimed at advancing amateur radio communication techniques; and
  - to assist in the protection of the amateur allocations from possible loss by stimulating activity and demonstrating the effective use by amateurs.
- G. The Region 3 Band Plan Committee should provide advice to the IARU Region 3 **Directors Executive Committee** and recommendations for IARU Region 3 band plans aimed at promoting greater effectiveness for communications.
- H. The Region 3 Band Plan Committee should provide advice to the IARU Region 3 **Directors Executive Committee** on interference problems relating to radio amateur frequencies.
- I. The Region 3 Band Plan Committee should maintain communication with any IARU Region 3 Member Society related to the band plans discussion through an Internet reflector discussion group and IARU Region 3 Website.
- J. The Region 3 Band Plan Committee Coordinator shall report on committee activities or progress to the IARU Region 3 **Directors Executive Committee** at regular intervals (three monthly).

The Region 3 Band Plan Committee Coordinator will arrange to publicise the successes and benefits achieved, particularly in the Region 3 Newsletter.

*end of ToR*

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