



## **INFORMATION DOCUMENT**

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

#### **The IARU Region 3 Web Site**

### **Index**

This document has the following major sections:

- 1. The Facility**
- 2. Guidelines and Operating Procedures**
- 3. Topics for Presentation**
- 4. Administering the Web Site**
- 5. Submitting Material for a Web Page**
- 6. General Matters**

### **1. The Facility**

1. The IARU Region 3 Web Site is to:
  - a. Publicise IARU Region 3 and foster empathy for its work.
  - b. Present information and news of current and topical interest.
  - c. Influence administrations to the IARU Region 3 view on issues of common interest.
  - d. Be the reference point for IARU Region 3 documents, policies, notices and recommendations.
  - e. Provide resource material to extend the understanding of amateur radio matters.
2. The URL for the Region 3 Web Site shall follow the IARU pattern.
3. The Secretariat shall decide the server used, the hardware, the software and other setting-up matters.

### **2. Guidelines and Operating Procedures**

1. Nothing in this document shall preclude the adoption of innovative or new methods, or the use of other procedures, to meet the circumstances of the time.
2. All material on the IARU Region 3 Web Site should be available for anyone to view. IARU Region 3 has always operated in an "open" way, so private pages or pass-word-entry-only pages are not encouraged. A section under development may be obscured until it is ready for open viewing, and documents containing material considered sensitive may be sited without links to facilitate its use as the circumstances require.



### **3. Topics for Presentation**

- a. The reference documents of IARU Region 3, such as the Constitution, General Regulations, Terms of Reference for various positions, and the Strategic Plan etc. are to be available on the web site.
- b. A list of member societies will be maintained and may display a copy of a member society's logo, lists of society Officers with contact details, and a link to each society's own web pages.
- c. A list of IARU Region 3 **Executive Committee members** and a list of IARU Region 3 Officers are to be maintained with personal contact details including postal and email addresses. Should **an Executive Committee member** or Officer request, in a letter to the Secretary, non-disclosure of this personal detail for whatever reason; that wish is to be respected.
- d. Copies of circulated documents, such as IARU Region 3 Newsletters, are to be available to copy or for download from the site. This is to encourage Member Societies and others to collect and to distribute electronic news and information for their own local publications.
- e. Explanatory documents about IARU Region 3 are encouraged.
- f. Documents for the promotion of amateur radio and for the promotion of activities by member societies are encouraged.
- g. Documents promoting Amateur Radio that are not already available elsewhere are encouraged.
- h. Existing printed or historical material that is not available in electronic form will not be placed as web pages unless there is a specific reason to do so.

### **4. Administering the Web Site**

- a. The IARU Region 3 Secretary will have overall responsibility and make the final decisions about the web site and its pages, its form, its content, the relevance of material and other operational issues.
- b. The IARU Region 3 Secretary may, if thought desirable, seek opinions from **Executive Committee members** or from others as circumstances require, about the desirability or otherwise of presenting some material.
- c. The web site will be managed and operated by a Webmaster selected and appointed by the IARU Region 3 Secretary.
- d. Passwords and any other information necessary for the administration of the IARU Region 3 Web Site are to be held secure at the Secretariat.
- e. Only the Webmaster, or someone nominated by the Webmaster, shall upload or remove material from the IARU Region 3 Web Site.
- f. Material may be deleted or archived when the appropriate exposure time concludes.
- g. The Secretariat will try to meet all time requirements but cannot guarantee to place material on any page by a specific date.
- h. A web page is a dynamic medium and frequent changes to these web pages are encouraged.



- i. When considered desirable, the date of first posting a document to the web site may be shown with its last revision date.
- j. Links may be made to any other appropriate web pages as the topic requires.
- k. A friendly and welcoming style is encouraged. Where possible, colour, movement and other display features are to be used to advantage.

## **5. Submitting Material for a Web Page**

- a. All material suggested for the web site is to be directed to the Secretary for consideration.
- b. In general, all material presented is to be amateur-radio-related. (This is to be widely interpreted and can include such general things as background information about a venue for a conference etc.)
- c. All material intended for a web page should be submitted in electronic form. Text may be in a .doc or .txt file format. Diagrams and pictures should be in .gif or .jpg format. Other formats may be accepted after first checking with the Webmaster.
- d. The selection of the file format used should be made for the smallest resulting file-size consistent with the resolution of the presentation required. Special consideration is requested to limit the file-size of photographs.
- e. The source of all documents should be given where this information is known so that proper acknowledgement can be made.
- f. Material with a deadline, such as a meeting or event notice, should be submitted in adequate time to allow posting.

## **6. General Matters**

- a. Whenever possible, the URL for the IARU Region 3 Web Site should be included in all printed documents and material issued from the IARU Region 3 Secretariat (letterhead, Newsletter, etc.).
- b. Member societies of IARU and the IS should be asked to frequently advertise and promote the IARU Region 3 URL and to encourage links to it.
- c. Member societies should be asked to request their members to enter links with the IARU Region 3 URL on private web pages.
- d. A "counter" for visitors viewing the web site may be used if the Webmaster wishes. It is suggested that if used, regular records be taken for reporting purposes.
- e. A "Guest Book" may be used if the Webmaster wishes.
- f. "Chat rooms" and similar facilities do not seem to be necessary at this stage of the IARU Region 3 Web Site development.
- g. No commercial advertising is to be displayed without consideration by the **Executive Committee**. Any advertising accepted will first be from known sponsors of IARU Region 3 activities. Any sponsorship proposals are to be considered by the **Executive Committee**.

