

TERMS of REFERENCE
THE IARU REGION 3 MONITORING SYSTEM
COORDINATOR

PREAMBLE.

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 a local, national or country basis.

GENERAL.

1. All IARU Region 3 Coordinators shall be appointed by the Regional Conference, the supreme authority of IARU Region 3 failing which, and under the direction of the Conference, the Directors of IARU Region 3 (the Directors) shall make the appointment.

2. The appointment will be for a period of three years or until the next Conference whichever event transpires first.

3. All Coordinators, in respect of their duties for IARU Region 3, shall be responsible only to the Directors and through 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 Directors' meetings.

5. All Coordinators of IARU Region 3 shall submit an Annual report to the Directors at a time determined by the Secretary. Such reports may not be limited to but must include any matters of policy difficulties that arose during the year and also a Statement of Expenses incurred on behalf of IARU Region 3.

6. At least four 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 period of his office and in the first instance be submitted to the Secretary for inclusion in the Conference documents.

7. All Coordinators of IARU Region 3 may attend Regional Conferences and other relevant meetings, as deemed necessary by the 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.

8. All expenses incurred by an IARU Region 3 Coordinator in carrying out his regional duties shall be reimbursed by IARU Region 3 in accordance with Region 3's Internal Financial Guidelines and if so requested by him.

MONITORING SYSTEM COORDINATION

A. The IARU Monitoring System (MS) for amateur and amateur satellite services is established to carry out the policy for monitoring systems operations as laid down by the IARU Administrative Council (AC). Reference is made particularly to AC Resolutions 88-1, 99-4, and the Terms of Reference of IARU Monitoring System International Coordinator (Amended 2001).

B. The IARU Region 3 MS Coordinator shall acknowledge all reports and enquiries received from National Coordinators in Region 3 and periodically summarise and circulate these reports to other Region 3 Member Societies, the IARU MS Coordinators in other regions, and the International MS Coordinator as appropriate.

C. The Region 3 Coordinator shall assist National Coordinator in any IARU Region 3 Member Society to carry out their functions within the IARU MS and to keep them informed of current developments.

D. Where approved by the Regional Conference of IARU Region 3 and/or 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.

E. The IARU Region 3 MS Coordinator shall not communicate **directly** in the name of IARU Region 3 in any circumstances whatever with any administration, broadcasting authority or station management located in a country outside of IARU Region 3. Instead,

the IARU Region 3 Coordinator is strongly encouraged to liaise and work with both the appropriate regional coordinator and the IARU MS International Coordinator in those cases involving out-of-region observations.

F. The IARU Region 3 MS Coordinator shall not communicate **directly** in the name of IARU Region 3 with any administration, broadcasting authority or station management located in a country within IARU Region 3, except as provided for in Section 8 of IARU resolution 99-4, without specific approval of the Directors and/or Regional Conference of IARU Region 3. Where such approval is given the Coordinator is to advise the IARU MS International Coordinator of any such communications made and the results, if any, of the communications.

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