STANDARD OPERATING PROCEDURES

Approved by the Executive Committee 23 July 2019, revising previous SOP adopted 2012.
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I. Assembly Working Committees

The Assembly Working Committees are as follow:

Administrative Matters Committee
Band Planning Committee
Emergency Communications Committee
Operational, Regulatory, and Technical Committee
Finance Committee
Electoral Committee
Credentials Committee

A) Terms of reference of the assembly working committees

Administrative Matters:
This committee will deal with all administrative and organizational matters of the Union. Participants select their Chair and Secretary.

Band Planning Committee:
This committee will deal with all technical and operational matters related to the Amateur spectrum. It is presided by the IARU Region 2 Band Planning Committee Chair.

Emergency Communications Committee, presided by IARU Region 2 Emergency Coordinator will deal with all aspects of emergency communications including training, liaison with governmental and non-governmental agencies, and coordination issues within the Region and with other Regions.

Finance:
This committee, which is presided by the IARU Region 2 Treasurer, will deal with all the union’s financial matters.

Electoral:
This committee will be in charge of the Executive Committee election process. Participants select its President, Secretary and a third member who may not be members of or candidates for the Executive Committee. It shall base its work on the report of the Credentials Committee, which will determine Member Societies, which are in good standing and therefore are accredited and can propose candidates and vote. Before the beginning of the Second Plenary, each Head Delegate shall submit the nominations form, a document given to each accredited Head Delegate by the President of Credentials Committee at the afternoon session of the First Plenary, after the Credentials Committee presents its report. Candidate nomination forms must be submitted before the beginning of the Second Plenary, at which point, nominations will be closed.

Credentials Committee:
This is a special Assembly Working Committee formed by three persons, which has as its sole purpose that of determining the validity of the credentials presented by each head delegate and the right to vote of each Member Society present or represented at the Assembly. It is chaired by the IARU Region 2 Treasurer; the IARU Region 2 Secretary is its Secretary, both members by default. The Assembly from among the head delegates designates a third member. This Committee will meet immediately after the end of the morning session of the First Plenary and shall present its report at the beginning of the afternoon session of the First Plenary.
B) Procedures for the Assembly working committees

During the morning session of the first Plenary of the Assembly the President will call for proposals of names and the designation of the following candidates who will be elected by a majority of votes.

Administrative Matters Committee: President and Secretary
Band Planning Committee: Secretary
Emergency Communications Committee: Secretary
Operational, Regulatory, and Technical Committee: President and Secretary
Finance Committee: Secretary
Electoral Committee: President, Secretary and Third Member
Credentials Committee: Third Member

The President will call for proposals of names for each committee individually from the Head Delegates, and may himself propose names to the Assembly. The vote will be by a show of hands.

The Electoral and Credentials Committees have special procedures for the designation and vote of its members as established in this Standard Operating Procedures.

The candidates for Secretary of each committee will preferably be bilingual in order to write the minutes of the meetings in both official languages.

The Secretary shall register the proposed names. Candidates shall be present in the Assembly Hall.

When there are no more nominations and the nominees have accepted the nomination by not excusing themselves, the committee shall be considered as duly formed.

On the second and third days of the Assembly, the members of the Committees will meet in the rooms at the times assigned.

The President shall chair the meeting and the Secretary will take notes in order to write the minutes of the meetings.

The committee will work primarily with the documents assigned to it by the Secretary of Region 2 and may also deal with other documents not specifically assigned to it, if it is considered adequate and necessary.

The President and the Secretary of the committees shall submit to the Union’s Secretariat the Minutes of the Committee no later than 6 PM on the second day of the Assembly, so that the Secretariat may process it into official stationery and distribute it to the delegates by the morning of the third final day.

The internal working of the committees is up to the members.
II. Procedures for the nomination and election of the members of the Executive Committee. The Electoral Committee.

1. At the afternoon session of the First Plenary of the General Assembly, the delegates shall elect a member of any accredited delegation to serve as President of the Electoral Committee, which will be in charge of all matters concerning the election of the members of the Executive Committee. The Assembly will then elect two other members, one of them as Secretary, from the list of accredited delegates and observers to assist the President in the process.

The election of the committee members will be by show of hands of the head delegates.

Nomination of Committee Members will come from the IARU R 2 President or from any of the head delegates.

2. The members of the Electoral Committee cannot themselves be candidates for any position on the Executive Committee. Their terms as members of the Electoral Committee will expire at the close of the Assembly at which they perform their duties.

3. After he reads his report at the beginning of the afternoon session of the First Plenary, the President of the Credentials Committee shall distribute a nominations form to all head delegates for nominating candidates to the Executive Committee. The form shall be accompanied by a written explanation of the geographical distribution of members of the Executive Committee as outlined in Section 7(b) of the By-laws. This document shall also describe the nomination and election procedures and will encourage delegates not to make up their minds about candidates until right before the nominations close. Nominees shall be members of the Member Society in the country where they reside.

4. During the afternoon session of the First Plenary, the outgoing Executive Committee shall submit to the Assembly an information document that lists those of its members who are willing to continue to serve on the Executive Committee. The Electoral Committee shall take note of this document and those candidatures will be automatic.

5. Nominations close at the beginning of the Second Plenary. Head Delegates will turn in the nominations form to the Electoral Committee at the entrance to the Plenary Hall, before the Second Plenary is called to order.

6. A Second Plenary Session will be held at 5:00 p.m. on the second day of the General Assembly. At this Session each nominee will give a presentation of not more than two minutes to the delegates. This will allow the delegates to become acquainted with the nominees and allow them to talk with the nominees between the time of the presentation in the Plenary and the election at the Third and final Plenary Session.

7. Each nominee for a position on the Executive Committee must agree in writing to accept the nomination; he shall provide a copy of his curriculum vitae and declare in writing his willingness and ability to serve, indicating that he has the time available to devote to Region 2 activities.

8. The Electoral Committee shall prepare a document with the names of the candidates and the respective positions for which they are candidates. This document shall be delivered to each Head Delegate’s pigeonhole on the evening of the second day of the Assembly.
9. (a) During the afternoon session of the Third and Final Plenary, the Electoral Committee shall first conduct the election of officers of the Executive Committee, distributing to and collecting the secret ballot from each head delegate, counting the votes and announcing the name of each person chosen as President, Vice President, Secretary and Treasurer. In the case of a tie for the first place, a further vote between the tied candidates shall be taken for the position in question only.

(b) Pursuant to By Law 7.2, two of the officers shall represent a geographical area. The two officers elected receiving the most votes for their respective officer positions shall be the two officers who represent a geographical area. If two officer members of the executive committee are elected from the same geographical area as set out in the bylaws, the officer from that geographical area receiving the highest number of votes during the election of officers shall be deemed to be elected as the director from the geographical area.  

10. Also during the Final Plenary and after the election of the officers as set forth in paragraph 9 above, the Electoral Committee shall conduct the election of the Area Directors of the Executive Committee, distributing to and collecting the secret ballot from each head delegate, counting the votes and announcing the name of each person elected as an Area Director. In the case of a tie, a further vote shall be taken for the position in question only.

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2 Modified by the Executive Committee Meeting, September 2009, in Lima Peru. The text before was: “9. During the afternoon session of the Third and Final Plenary, the Electoral Committee shall first conduct the election of officers of the Executive Committee, distributing to and collecting the secret ballot from each head delegate, counting the votes and announcing the name of each person chosen as President, Vice President, Secretary and Treasurer. In the case of a tie for the first place, a further vote between the tied candidates shall be taken for the position in question only.”
III. Guidelines for the nomination of Area Directors

In considering the nomination for Area Director, the Member Society should consider the following criteria. Each nominee should:

1. Be an active amateur radio operator with an adequate background in amateur radio and an understanding of the issues facing amateur radio and shall be a member of the Member Society of the country where he resides.

2. Have participated previously in his or her own Member Society's governing board.

3. Have sufficient free time to attend the meetings of the Executive Committee, the General Assembly of Delegates, exhibitions, conferences and other amateur radio related activities.

4. Be familiar with the International Radio Regulations, especially those relating to amateur radio.

5. Have an understanding of the procedures and practices of local telecommunication authorities regarding amateur radio related matters.

6. Be willing to meet with telecommunication authorities on amateur radio related matters.

7. Be in regular communication with Member Societies in the area.
IV. Duties of IARU Region 2 Executive Committee Members or Other Representatives

Attending CITEL events

IARU representatives attending CITEL meetings shall provide written reports advising the Executive Committee of the positions held by the attending persons and their countries on issues which are within our interests.3

The Executive Committee shall appoint such appropriate representative(s), either from the Executive Committee or other person(s) from a Member Society. This individual(s) will have the appropriate knowledge and understanding of issues of interest to IARU to support these within the scope of CITEL activities. The representative should identify and coordinate with other CITEL attendees who may represent or support IARU to provide a coherent position to CITEL whenever possible. The representative is responsible to coordinate activities related to establishing and maintaining communications on Amateur matters before CITEL both during and between meetings in close consultation with the Executive Committee.

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3 Added by the Executive Committee Meeting, September 2009, Lima, Peru
V. The duties of the Area Directors

The duties of the various Area Directors are as follows:

1. To attend all Executive Committee meetings and General Assembly of Delegates.

2. To act, when requested to do so, as a representative of Region 2 at telecommunications conferences and to assist Member Societies in dealing with telecommunications administrations.

3. To participate, when requested to do so by the IARU officers, in forums related to amateur radio such as EXPOCOM, TELECOM, ARCs, etc.

4. To have access to electronic mail and Internet, which should be checked daily and to promptly respond to EC messages.

5. Keep correspondence up to date with the Secretary of Region 2 and the other members of the Executive Committee.

6. Work to create cooperation between Member Societies within the designated geographical area.

7. Conduct at least one Area Meeting per year with the Member Societies in the Director’s designated Area. If a meeting is not possible, the Director should visit the Member Societies in his Area at least once between Assemblies of Delegates.

8. Promptly answer all correspondence addressed to the Area Director.

9. Prepare an annual status report to the Executive Committee providing details about the status of amateur radio within the Director's designated Area.

10. Prepare a report to the General Assembly of Delegates for each triennial conference providing details about the status of amateur radio within the Director's designated Area for the three years since the last General Assembly.
VI. Procedures for voting by e-mail

1. Concerning Executive Committee Voting Procedures by Electronic Mail.

If the opinion of the President or other Region 2 Officer that a matter requires a vote or decision by the Executive Committee between scheduled meetings, the President shall instruct the Secretary to circulate an explanation of the matter and a specific proposal, via electronic mail, to each member of the Executive Committee.

The following timetable shall be observed:

Day 1 Proposal is sent by e-mail to each member of the EC.

Days 2-15 EC members consult informally among themselves and others; no votes are cast.

Days 16-22 The EC Members, with the objective of achieving consensus, may offer Amendments to the original proposal; no Votes are cast.

Days 23-29 Secretary summarizes proposals for amendments, restates the proposition, and solicits votes.

Days 30-36 Voting takes place

Day 37 Secretary announces the result.

Exception: Circumstances often require that a decision be taken more expeditiously on a particular issue, and the Secretary (or other R2 Officer) will then request a priority decision, shortening or eliminating the periods for consultation and the offering of amendments, if the situation warrants.

Affirmation by a majority of the Executive Committee members is required for adoption.

2. Concerning Member Society Voting Procedures by Electronic Mail

If in his opinion a matter requires a vote or decision by the Member Societies between scheduled meetings, the President shall instruct the Secretary to circulate an explanation of the matter and a specific proposal, via electronic mail, to each official representative of the Member Societies.

The following timetable shall be observed:

Day 1 Proposal is sent by e-mail to the official representative of the MS.

Days 2-29 MS officers consult informally among themselves and with their members; no votes are cast.
Days 30-60 Amendments to the original proposal may be offered by any Member Society, with the objective of achieving consensus; no votes are cast.

Days 61-90 Secretary summarizes proposals for amendments, restates the proposition, and solicits votes.

Days 91-120 Voting takes place.

Day 121 Secretary announces the result.

Exception: The Secretary may request a priority decision, shortening or eliminating the periods for consultation and the offering of amendments, if the situation warrants.

Affirmation by a majority of the Member Societies is required for adoption. Should two or more Member Societies object to consideration of the matter by e-mail, action shall be deferred until the next official meeting.
VII. Procedure to review inaccurate or incorrect invoice figures

If a Member Society determines that a dues invoice is based upon inaccurate or incorrect figures for licensed amateur radio operators within the Member Society’s Country, the Member Society shall notify the Region 2 Treasurer of any such discrepancy within a reasonable period of time but no later than three (3) months from the date of the annual dues invoice received.

The invoices sent to the various Region 2 Member Societies shall be based upon the number of amateur radio operators within the respective Country or Territory as shown by the records of the IARU International Secretariat or a letter of verification of the number of licensed amateur radio operators in the Country from the Telecommunications Administration.

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4 Recommendation D-02, General Assembly, Trinidad & Tobago, September 2004
VIII. IARU R2 Emergency Communication Committee (EMCOM)
Terms of reference

General:

The IARU Region 2 Emergency Communication Committee (EMCOM) is an international coordinating, planning and training committee established by the Executive Committee (EC) to review on a continuing basis the performance and capability of disaster and emergency communication by Region 2 Member Societies (MS), make recommendations to the Executive Committee for the improvement of emergency communications, prepare and carry out training seminars as directed by the EC, establish standards and certification for amateur radio emergency operators in IARU-Region 2, identify resources and materials for carrying out emergency communications training, encourage Member Societies to prepare and submit reports following emergency or disaster operations and preparedness exercises and make recommendations to MS for the improvement of equipment and operations procedures.

Maintain contact with IARU-R2 Member Societies and maintain a database relevant to the objectives of the R2 EMCOM.

Structure:

The IARU Region 2 Emergency Communication Committee shall comprise of an Emergency Communication Coordinator (EMCOR) who will be responsible for carrying out the responsibilities and programs of the EMCOM.

The EMCOM shall comprise of IARU-Region 2 Area Emergency Coordinators nominated by IARU-Region 2 Member Societies Through their respective Area Directors, the nominations to be presented to the IARU-R2 Executive Committee for approval and confirmation, the President shall select a member of the EC as Chairman and any other member with expertise in emergency communications as necessary.

Objective:

Develop compatible international standards for emergency communications operating procedures and compliance by Member Societies of Region 2.

Engage in training and advise the Member Societies on emergency communication operations.

Assist Member Societies to improve their emergency communications station systems to include digital modes and rapid response capability.

Functions:

1. To maintain an EMCOM website for the dissemination of emergency communication information, implement a closed CHAT room for net control and selected pilot stations. (similar to WX4NHC) in event of propagation failure.

Approved in the Resolution A-05 of the General Assembly IARU R2 Brasilia, Brazil September 2007
2. Maintain a listing and composition of the National Emergency Agencies in the respective IARU-Region 2 Countries with links to access information and update on a regular basis.

4. Maintain data of resources available from IARU-Region 2 Member Societies for deployment to affected disaster areas. Prepare process for activation and deployment of resources.

5. Prepare minimum station requirements for emergency operations, and ensure standardized norms are maintained for emergency operations. Make recommendations of suggested requirements for participating, including minimum requirements for an Emergency Operator Certificate (EOC).

6. Prepare inventory requirement for self-contained rapid response emergency communication stations.

7. Establish system and procedures for continuing contact by Area Emergency Coordinators with the Member Societies in the respective Areas to keep abreast of preparedness and ensure that they report to the EMCOR on a quarterly basis.

8. Prepare and continually update training for certification of emergency communication operators in conjunction with the Member Societies. Encourage societies to participate in the annual ARRL Field Day activities and the annual IARU HF contest to improve their operating skills.

9. Identify through the Area Emergency Coordinators the capability of the Member Societies in their area to deploy emergency communications in the Rural sectors of their Country, and make recommendations to the EC on measure required to provide communications in the event of disaster to the Rural Communities.

10. Assist and encourage Member Societies in IARU-Region 2 of the importance to have bi-lingual emergency communication operators.

11. Prepare and submit a work program with budgeted figures and specific goals within the overall objectives annually to the EC for its consideration and approval.

12. Submit Annual Reports to the IARU-Region 2 Executive Committee.

13. Submit a complete detailed report to the IARU-Region 2 Triennial General Assembly that may include recommendations for future action.

14. Edit and publish a periodic journal to target readership to promote the activities of the R2 EMCOM.

15. Establish in coordination with the IARU-Region 2 HF Committee and the R2 Member Societies an R2 EMCOM Frequency Plan.

16. Define and promote alternative emergency communication links such as IRLP, Echolink, Winlink, and PACTOR, also Near Vertical Incidence Skywave (NVIS) antennas for short distance emergency communications.

17. Prepare promotional material to assist IARU Region 2 Member Societies to promote the EMCOM assistance program to their National Emergency Management Agencies and the General Public.
IX. IARU R2 ARDF Coordinator  
Terms of Reference

1. ARDF, the activity. Amateur Radio Direction Finding is a technical, sport activity within the framework of the amateur radio service. It deals with the taking of radio bearings and finding hidden transmitters, constructing direction-finding equipment, and the training of amateurs involved in and with the organizing of relevant sport and social events.

2. Qualifications. The IARU Region 2 ARDF Coordinator shall be a licensed amateur radio operator, shall reside in Region 2 and shall be a member of the national society where he resides. The ARDF Coordinator shall have the necessary and appropriate qualifications to make recommendations to the Region 2 Executive Committee regarding ARDF promotion, activities and events within Region 2.

3. Appointment and Term of Office. The IARU Region 2 ARDF Coordinator shall be appointed by the Region 2 Executive Committee and shall serve until the end of the next Region 2 Conference. The ARDF Coordinator may serve more than one term and may be re-appointed to serve successive terms.

4. ARDF Coordinator Duties.

(a) The Region 2 ARDF Coordinator shall become aware of, and shall encourage and support, ARDF activities within Region 2 and shall report on such activities from time to time to the Region 2 Executive Committee.

(b) The Region 2 ARDF Coordinator shall, in general, be aware of ARDF activities in IARU regions 1 and 3 and shall report on such activities from time to time to the Region 2 Executive Committee. The Region 2 ARDF Coordinator shall also cooperate with the ARDF coordinators from Regions 1 and 3 for the purpose of promoting ARDF activities worldwide.

(c) The Region 2 ARDF Coordinator shall make any such recommendations as are reasonably necessary and appropriate to the Region 2 Executive Committee to promote ARDF activities within Region 2.
X. IARU R2 Monitoring System Coordinator
Terms of Reference

The Monitoring System Coordinator (MSC) shall be the Region’s liaison with the IARU Monitoring system and serve on the IARU Monitoring System Committee representing Region 2. The Coordinator shall also act as a single point of contact for the collection and dissemination of information on harmful interference to Amateur operations. The Coordinator may appoint volunteers interested in assisting with being part of the R2 Monitoring System.

Qualifications. The IARU Region 2 MSC Coordinator shall be a licensed amateur radio operator, shall reside in Region 2 and shall be a member of the national society where he resides. The MSC Coordinator shall have the necessary and appropriate knowledge and experience to make recommendations to the Region 2 Executive Committee regarding interference related issues, be able to assist Member Societies with appropriate information as they may request, and participate in the IARU Monitoring System Committee as Region’s 2 representative.

Appointment and Term of Office. The IARU Region 2 MSC Coordinator shall be appointed by the Region 2 Executive Committee and shall serve until the end of the next Region 2 Conference. The EMC Coordinator may serve more than one term and may be re-appointed to serve successive terms.

Duties:

(a) The MSC Coordinator shall become aware of, and shall encourage and support, MSC identification, quantification and reporting activities within Region 2, activities and issues in Regions 1 and 3 and shall report on such activities from time to time to the Region 2 Executive Committee.

(b) The MSC Coordinator shall be aware of MSC activities in IARU Regions 1 and 3, serve as the Region 2 representative on the IARU Monitoring Committee and shall report on such activities from time to time to the Region 2 Executive Committee. The Region 2 MSC Coordinator shall also cooperate with MSC coordinators from Regions 1 and 3 in activities that may be mutually beneficial to the identification, and reduction or elimination of interference to Amateur operations.

(c) The MSC Coordinator shall make any such recommendations as are reasonably necessary and appropriate to the Region 2 Executive Committee to promote MSC activities within Region 2, to support the IARU Monitoring System, or in support of Member Societies as may be required.

(d) The Coordinator should be familiar with IARU RESOLUTION 12-1 and the Terms of Reference for the Monitoring System Committee.
XI. IARU R2 News Editor
Terms of Reference

“Resolution B-09. That the Region 2 Executive Committee select an editor to publish and distribute an electronic IARU Region 2 newsletter in English and Spanish to Region 2 Member Societies and to other organizations of interest.”

1) The IARU Region 2 News Editor is the person in charge of preparing, in an orderly, consistent and frequent manner, news that publicize our objective and principles among our Member Societies, amateurs and general public.

2) It maintains close contact with the Executive Committee, coordinators and Member Societies in order to:
   a. Monitor and gather material of interest
   b. Write news for our webpage and mailing list
   c. Prepare informative material for his own use and to be used by our Member Societies

3) The News Editor will inform about his/her work every year to the Executive Committee and every three years to the General Assembly.

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6 Approved at the Executive Committee of Santo Domingo 2011.
7 Resolution B-09, General Assembly, Trinidad & Tobago, September 2004
XII. IARU R2 Coordinators for Specialized Activities

In addition to other named Coordinators, the Executive Committee shall appoint other Coordinators to provide a point of contact, act as a source of information, and liaise with the other Regions for specific specialized activities. Coordinators shall be appointed by the Region 2 Executive Committee and shall serve until the end of the next Region 2 Conference. Coordinators may serve more than one term and may be re-appointed to serve successive terms. Coordinators are listed below.

IARU R2 Beacon Coordinator

IARU R2 High Speed Telegraphy Coordinator

IARU R2 Award Manager
“Resolution B-04. That the Region 2 Executive Committee implement a Region 2 HF Operating Award. The Region 2 Executive Committee shall establish the rules for qualifying for such Operating Award and shall select an appropriate certificate for such award.
“Further, that the Executive Committee select a Region 2 Member Society or an individual within Region 2 to act as the administrator for the Operating Award and to adopt Terms of Reference for such award administrator.”

IARU R2 Webmaster
The webmaster is responsible to maintain the operation of the IARU R2 website and assist the Executive Committee, Coordinators, and General Assembly organizing Member Society in the timely dissemination of information on the R2 web site. The webmaster may appoint volunteers to assist him/her.
XIII. Guidelines and terms of reference for the Member Society IARU Liaison Officer

The primary objective is to ensure regular contact between the Member Society and the Region 2 Executive Committee and its Area Directors. Accordingly, the IARU Liaison should:

1. Be well informed on amateur matters, both domestic and international, as well as on the overall workings of the IARU.

2. Carry out assignments from the Member Society in the field of international relations.

3. Whenever directed and authorized to do so, represent the Member Society at meetings of IARU Region 2.

4. Communicate routinely with the Member Society on matters pertaining to amateur radio, with particular reference to those involving external relations, and monitor the fulfillment of the society's obligations toward the IARU.

5. Work with the Area Director and cooperate with the liaisons of other Member Societies in the Area and with the Executive Committee in achieving the objectives of the Union.

6. When directed by the Member Society's governing body, maintain regular contact with officials of their respective telecommunications administration.

7. Encourage the growth and strengthening of the IARU, its Member Societies and amateur radio worldwide.

8. Coordinate and monitor the implementation of IARU strategy for improving international frequency allocations to the Amateur and Amateur-Satellite Services in the context of the preservation and promotion of amateur radio.

9. Assure the continuous and appropriate flow of information between the Member Society and the Area Director, the Region 2 Secretariat and the International Secretariat by means of correspondence, electronic mail (Internet), and telephone.

10. Send information regarding Member Society activities to the Editor of Region 2 News.
XIV. IARU Region 2 Country Correspondent

Terms of Reference

1) In those countries where there is no IARU Member Society, the Executive Committee of Region 2 can appoint an individual or group of individuals as Correspondent or Correspondents in such countries, in order to support the achievement of the organization’s objectives.

2) The correspondent must receive all the information received by Member Societies and must submit a report to the General Assembly, where he can be present but without voting rights.

3) The appointment of the Correspondent or Correspondents expires when (a) he/she is removed by the Executive Committee, or (b) if a society in the country where the Correspondent has been appointed is elected to be a member of IARU.

8Approved by the Executive Committee held in Santo Domingo in 2011
COMPOSITION: Chairperson, Vice-Chairperson and up to one member from each of the seven geographical areas of Region 2, appointed by the Executive Committee. Chairperson will be known as the IARU R2 Band Planning Manager.

QUALIFICATIONS: Active licensed and concerned Amateur who is a member of an IARU Region 2 Member Society in good standing. Has a general technical and operational background and an understanding and appreciation of the political implications involved in the band planning process.

TERM OF OFFICE: Three years, coincident with the term of the Region 2 Executive Committee.

FUNCTION: To deal with all matters relating to all Amateur spectrum allocations, such as band planning and general operating standards and practices, and to act as adviser to the Region 2 Executive Committee. Must work in close cooperation, and exchange information with similar activities in Regions 1 and 3. Chairperson reports periodically as required by the Executive Committee.

Specifically, the Chairperson, with the support of the Committee, shall:
- Act as the Single Point of Contact (SPOC) with the Region 1 and 3 Band Planning Committees to create a global approach to band planning;
- Prepare a Program of Work (POW) to help focus and prioritize the Committee’s efforts to meet, consider, and report to all Member societies at the General Assembly;
- Keep abreast of technical, operational and regulatory issues that may impact Amateur operations and band planning in Region 2 and elsewhere;
- Act as an adviser to the Region 2 Executive Committee on all aspects of Amateur operations;
- Table an annual Committee report, including the most up-to-date Region 2 Band Plan;
- Consult various Subject Matter Experts (SMEs) as necessary in order to expedite the Committee’s work;
- Use the Committee’s work to promote efficient and courteous operating practices; and
- Act as the President of the Band Planning Committee at all R2 General Assembly meetings.

COMMUNICATION: Normally by correspondence or teleconference, in the following order of preference:
1. Email;
2. Teleconference; and
3. Regular airmail as may be required.
Committee members should all have access to appropriate Internet tools and systems.

EXPENSES: No specific budget provision. The responsibility for any nominal expenses involved shall be that of the individual Member Societies, whose representative is a committee member, and in the case of the Chairperson, the responsibility of the Region 2 Executive Committee.

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Approved by the IARU Region 2 Executive Committee Meeting September, 2017. Guayaquil, Ecuador.
PROCESS:
Experience gained during and after the Brasilia conference suggests that the procedure for reviewing and amending IARU Region 2 HF band plans can be improved. This has since extended to all parts of the Amateur spectrum.

Each Member Society is responsible for representing the interests of its members and other radio amateurs in its country. When matters that directly affect individual members are to be considered by the Band Planning Committee, it is important that each Member Society be given the opportunity to consult its members prior to developing a position.

Band plans are voluntary and will only be respected if amateurs are given the opportunity to participate in their development and review. This opportunity should be provided through their IARU Member Society, not directly to Region 2.

1. The Band Planning Committee maintains the approved Band Plan that is available to all Member Societies. The Band Planning Committee also will maintain a proposed Band Plan based on changes that have been approved by the Committee with a brief explanation of the rationale of each.

2. The Area representative members of the Committee are responsible to solicit input by whatever means deemed appropriate from the Member Societies within their Area with sufficient time to allow for consultation. The President shall convene the Committee by teleconference or email consultation on any matters that come to the Committee’s attention and are deemed relevant. Should a Member Society or individual within Region 2 contact the President directly, he/she shall refer the matter to the appropriate Area member to follow up and report to the full Committee.

3. Proposals submitted by member-societies are published by the Band Planning Committee with an invitation for further input and comment. Member Societies should review these carefully, consult their members, and provide their positions to their Area member of the Committee.

4. Each Member Society considers the input it has received and decides its position including revisions, if any, it wishes to propose for consideration by the Committee.

5. The Committee shall prepare a single, coordinated document for the upcoming Conference, along with the current band plans for the other two Regions. Deadline: 3 months before the opening of the Conference.

6. Each Member Society considers the input it has received and develops positions on the various proposals. These positions may be shared in advance of the upcoming Conference via a Conference document if the Member Society wishes to do so, but this is not required. As with other Conference documents, Region 2 is not obliged to translate a document that is submitted less than 3 months prior to the Conference.

7. At the Conference, the recommendations for amendments are considered in the reporting session for the Band Planning Committee and are either adopted, rejected, or adopted in modified form. Amendments that have been modified in this discussion shall only be adopted by consensus, i.e. without dissent.
XVI. Youth Coach
Terms of Reference

The IARU Region 2 Youth Coach is responsible to promote Amateur Radio Youth Activities in the Region through the coordination and engagement with IARU Region 2 member Societies. The Youth Coach will encourage and endeavour to create a Working Group to include but not limited to:

1. Advises and acts as a focal point for Youth activities within Region 2
2. Encourages Member Societies to promote Youth in Amateur Radio
3. Supports Member Societies in developing youth programs
4. Regularly assesses youth activities in Region 2 and develops related action plans
5. Communicates with Member Societies to determine needs and interests of youth
6. Ensures youth activities and related details / updates are regularly communicated to Member Societies on the R2 website, R2 bulletins, and other channels
7. Evaluates the effectiveness of different activities
8. Provides a yearly report on youth activities to Executive Committee and Member Societies
9. Supports and advises the Youngster on the Air (YOTA) special event host organization in the required manner.
10. To organize and coordinate YOTA activities.
XVII. EMC Coordinator
Terms of Reference

The EMC Coordinator acts as a single point of contact for the collection and dissemination of information on Electromagnetic Compatibility of devices that can cause harmful interference to Amateur operations or that may not reasonably reject RF signals.

Qualifications. The IARU Region 2 EMC Coordinator shall be a licensed amateur radio operator, shall reside in Region 2 and shall be a member of the national society where he resides. The EMC Coordinator shall have the necessary and appropriate knowledge and experience to make recommendations to the Region 2 Executive Committee regarding EMC related issues and be able to assist Member Societies with appropriate information as they may request.

Appointment and Term of Office. The IARU Region 2 EMC Coordinator shall be appointed by the Region 2 Executive Committee and shall serve until the end of the next Region 2 Conference. The EMC Coordinator may serve more than one term and may be re-appointed to serve successive terms.

Duties.

(a) The EMC Coordinator shall become aware of, and shall encourage and support, EMC identification, quantification and reporting activities within Region 2 and shall report on such activities from time to time to the Region 2 Executive Committee.

(b) The EMC Coordinator shall, in general, be aware of EMC activities in IARU Regions 1 and 3 and shall report on such activities from time to time to the Region 2 Executive Committee. The Region 2 EMC Coordinator shall also cooperate with EMC coordinators from Regions 1 and 3 in activities that may promote Amateur interests in EMC.

(c) The EMC Coordinator shall make any such recommendations as are reasonably necessary and appropriate to the Region 2 Executive Committee to promote EMC activities within Region 2 or in support of Member Societies as may be required.
XVIII. Operations, Regulatory, and Technical Committee  
Terms of Reference

PURPOSE:
Provide the General Assembly with a forum to discuss:
- Operational issues e.g. Amateur best operating practices
- Regulatory issues e.g. report on WRC, CITEL, and other activities by regulators or other services as these may impact Amateur interests
- Technical issues

COMPOSITION:
The President and Secretary will be elected from the delegates. [Note: for the first meeting in Lima 2019, an Executive Committee member may act as President to aid in the formation of this activity]

AGENDA:
Member Societies and R2 Coordinators are responsible to provide the R2 Secretary with any items that they wish to bring forward and indicate a delegate who will speak to the matter. The R2 Secretary will provide the President of the Committee a list of the items received with any materials that may be available. The Committee report shall include any items which are identified to be appropriate for the general information of the delegates and indicate items for further study and/or action.
Objective: Promote Amateur Radio within the region to many audiences. These audiences include:

1. Government: regulators and administrators of radio services, emergency services, civil authorities.
2. Non-governmental organizations dealing with emergencies and other activities where communications services may be needed and usual commercial services are unavailable or disrupted.
3. Events sponsored by ITU or similar international organizations held in R2 where the International Secretariat requests R2 to represent IARU.
4. General public through awareness education and media.
5. Education: creating greater awareness of amateur radio in young people as part of STEAM (science, technology, engineering, arts, and mathematics) programs. This could include inclusion of Amateur Radio in courses taught at post-secondary level or special training programs sponsored by a MS to develop new Radio Amateurs. It could also be used for special education targeting aboriginal peoples in developing communications specific to emergencies and cultural exchange within their communities. This was previously known as AREF.
6. Radio Amateurs: resources for MS to rebuild facilities (station, headquarters, antennas and other communications infrastructure) damaged by a disaster or emergency response. This was previously known as the Relief Fund.
7. Society Partnerships: examples include one MS providing assistance to another MS for training, building appropriate material for regulators, or other activity to further develop and enhance amateur radio in that country in those cases where the MS are unable to fund the activities through other means. This was previously known as PARS.

Fund Management Principles:

The Treasurer shall identify PARF uniquely in financial reports, including disbursements from the fund and transfers into the fund from the operating budget and/or donations.

All disbursements are to be based on the funding requests budget as approved by the EC.

The total amount of the funds (reserve) shall be adequate to sustain the fund based on past history and anticipated future needs. In 2017, this reserve shall be set to $25,000 until such time as the Treasurer determines an appropriate new amount based on experience and economic factors. Should fund balance fall below this reserve, the Treasurer shall include an appropriate mechanism in the operating budget to bring the balance to the reserve amount within a reasonable time frame. Similarly, should the fund balance be in excess of the reserve, the Treasurer shall include a mechanism in the operating budget to reduce transfers to the fund until such time as the reserve target in reasonably met given then current economic conditions.

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10 IARU Region 2 Virtual Executive Committee Meeting July 6, 2017. Source document: Resolution 2017-2
Request Process:

A MS in good standing may request a grant from the PARF. The grant is a loan to the MS until receipt and approval of the project report and accounting of actual project expenses within six months of the project plan’s estimated completion date. If no such report is received, the MS will be assessed the loan amount in addition to its annual assessment as a condition to be in good standing.

The grant request may be submitted electronically (MS Word format preferred) to the appropriate Area Director who shall review, validate, and make a recommendation to the EC as its next meeting for one of: approval as requested, approval with modifications, or not approve. If not approved by EC, the Area Director will provide the applicant MS with the reasons. EC approval will be based on the merits of the grant request, that the grant request satisfies one or more of the PARF objectives as an appropriate use of R2 funds and the Treasurer’s confirmation of PARF funds availability.

Funding Request Contents:

1. Identify MS individual responsible for communications and oversight of the grant.
2. Description of the project to include which PARF objectives the project is supporting.
3. Amount of PARF funding requested.
4. A project plan which includes a tentative schedule of activities, MS and other resources assigned, outcomes and how these will be measured, and a commitment for a project report detailing these outcomes, accounting of project expenses and lesson learned for guidance of future PARF proposals.
5. A project budget identifying overall funds required and their sources, including a detailed breakdown of projected use of funds.
6. A statement of what funding sources were investigated and why PARF funding is necessary because other alternatives were not available or are required for start-up or shared-cost to gain other funding.
7. Identify any approvals that may be required, and whether these been secured or will they need to need to be secured from authorities. (e.g. permission for inclusion in a course curriculum at a university)
8. Definition of what the project is to achieve and how that will be sustained after the project is completed, including ongoing costs and the mechanisms that will provide for continuing viability.

Note that the EC may implement additional conditions on a PARF grant.
XX. Defense of Amateur Radio Fund (DARF)  
Terms of Reference

Objective: fund travel and living expenses for one or more R2 representative(s) to major international conferences ITU, CITEL, and CTU when agenda items may require IARU R2 formal participation to defend and further Amateur Radio operations in the Americas region and support IRU worldwide. All proposed representation of R2 to attend any meeting must be approved in advance by the EC in its judgement of the impact of agenda items and to instruct its representative the positions he/she is to express on R2’s behalf. DARF was created by the EC in 1989 with this Terms of Reference being adopted by the EC in Guayaquil 2017.

Meeting Representation: The R2 representative(s) are appointed by the EC and may be any Amateur in good standing with a MS in good standing. The representative may attend solely to represent R2 or may also be part of a MS country delegation. In the latter case, funding would be on a pre-agreed shared cost basis. If representing both R2 and a MS, the individual musts clearly indicate whom they are representing as appropriate. In any case, the representative must clearly receive and follow the instructions of the EC with regard to positions taken. Funding will also consider whether attendance is required for the entire meeting or only a portion to manage costs.

Supported Meetings:

WRC Conferences: meet every 3 or 4 years, usually in Geneva for approximately one month. It is desirable to have at least one R2 representative present as part of the IARU delegation. Additional representation or shared support of MS representatives may also be deemed necessary by the EC. Next meetings are WRC 20198 and WRC 2023.

WRC Preparatory Meetings: these meet one or two times per year prior to the WRC Conference. R2 attendance when deemed necessary is expected to focus on Working Group 5A which includes Amateur Radio matters. It is anticipated that WG5A attendance will not be required in most instances given the nature of the agenda items and that several R2 societies are usually already represented at these.

CITEL Meetings: meet annually. For continuity, the EC should appoint a CITEL Coordinator to attend as the R2 representative. The CITEL Coordinator should inform the EC on agenda items of interest and concern and gain approval for positions to be taken at the meetings.

CITEL Committee Meetings: should items arise impacting amateur radio that are developed in a CITEL committee outside of the usual meeting, attendance of the CITEL Coordinator may be required with the prior consultation and approval by the EC.

CTU Meetings: It is desirable to have a R2 representative at these meetings to ensure R2 presence and provide an Amateur Radio perspective. R2 provides this support as MS in this area are small and lack the resources necessary.

In addition to these activities named, another meeting, conference or event may arise where defending Amateur Radio operations in R2 may, at the EC’s determination, require R2

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11IARU Region 2 Virtual Executive Committee Meeting July 6, 2017. Source document: Resolution 2017-2
representation. At the EC’s discretion, DARF may be used to fund a suitable representative’s expenses to such a meeting if deemed necessary and with the Treasurer’s confirmation of DARF funds availability.

**Fund Management Principles:** The Treasurer shall identify DARF uniquely in financial reports, including disbursements from the fund and transfers into the fund from the operating budget and/or donations.

All disbursements are for the actual reasonable travel and living expenses for the R2 representative. The representative shall request reimbursement as per the travel expenses guidelines.

The total amount of the funds (reserve) shall be adequate to sustain the fund through one cycle of WRC meetings. For clarity, in 2017, this would require a minimum balance of funds for 2016 through to 2019 as the Treasurer shall determine, including provision for inflation. Should fund balance fall below this reserve, the Treasurer shall include an appropriate mechanism in the operating budget to bring the balance to the reserve amount within a reasonable time frame. Similarly, should the fund balance be in excess of the reserve, the Treasurer shall include a mechanism in the operating budget to reduce transfers to the fund until such time as the reserve target in reasonably met given then current economic conditions.

**ITU:** International Telecommunications Union  
**WRC:** World Radio Conference of the ITU  
**CITEL:** Inter-American Telecommunication Commission of the Organization of American States  
**CTU:** Caribbean Telecommunications Union
XXI. Guidance for Hosting a General Assembly of Delegates

This is to provide guidance to a Member Society considering hosting an IARU R2 General Assembly of Delegates.

WHAT IS AN IARU REGION 2 GENERAL ASSEMBLY?

The General Assembly of Delegates is a triennial conference of all the Member Societies in IARU Region 2 -- North, South and Central America and the Caribbean, which is required under the Region 2 Constitution and By-Laws.

Those expected and entitled to attend:

- Accredited Delegations from all Region 2 Member Societies
- The Region 2 President, Vice President, Secretary and Treasurer and the other Executive Committee members
- Invited Observers from the IARU Administrative Council, representatives from IARU Regions 1 and 3, and IARU R2 Country Correspondents.
- Spouses are included.

A Region 2 General Assembly is a business meeting, it is not an Amateur Radio convention and is not open to Radio Amateurs generally. However this does not preclude a delegation of reasonable numbers, and it is hoped that Member Societies will encourage broad member participation within their national delegations.

It is a unique opportunity for the training of delegates from Member Societies for future international activities. The Secretary must be notified in writing in advance regarding the exact composition of each delegation, which is subject to the approval of the Region 2 Credentials Committee.

At each General Assembly, the Delegates elect the Executive Committee to serve until the next General Assembly, and also vote on its location in three years' time. The formal notice convening a forthcoming Conference is issued by the Region 2 Secretary in January of the year in which the conference is scheduled. The Secretary, together with the Region 2 Area Director for the location selected, jointly represent the Region 2 Executive Committee, who must be kept regularly informed of conference preparations.

PRE-CONFERENCE ORGANIZATION AND HOTEL REQUIREMENTS

It is customary for the host Society to establish a working committee/s which is/are responsible for supervising all the arrangements for the Conference and maintaining continual liaison with the executive of the host society. Those individual amateurs directly assisting in the conference arrangements, who are not part of an official delegation, will also be included as observers. They will need to be listed and receive proper conference badges.

Conference registration will take place on the Saturday, Sunday, and on Monday preceding the opening of the Conference, which customarily begins on Monday morning at 1000 hours for three days, which is then followed by the final closing celebration. Workshops and a social event may also

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be optionally scheduled during the week of the conference, not to conflict with the three days of business meetings.

The members of the Region 2 Executive Committee will generally arrive on Friday preceding the Conference, and a Region 2 Executive Committee meeting is customarily scheduled on the Saturday just before the start of the Conference, to review the arrangements.

The Region 2 Secretary should plan to arrive at the location no later than Thursday before the Conference for the setting up of the Region 2 Secretariat and finalizing the general conference arrangements.

The host society, is responsible for the following:

Provision of the location: i.e.: hotel or conference centre and the requisite number of meeting rooms and separate office facilities with sufficient space for the Region 2 Secretariat, so that it can be set-up with all equipment on the evening of the Second day for use for by the morning of the Third Plenary.

After the conclusion of the Region 2 Conference, there will be a short Region 2 Executive Committee Meeting of both the out-going and newly elected members.

From approximately 1:00 p.m. on the Saturday two days immediately following prior to the conference there will be a conference room requirement including Saturday afternoon, Sunday and Monday for the annual meeting of the IARU Administrative Council (IARU will be is responsible for any costs, should these not be provided at no cost - though in previous conferences these meeting rooms used for the Administrative Council meeting were negotiated at no charge).

The organizing committee must negotiate and confirm all these arrangements specifically in writing with the hotel so that there shall be no subsequent misunderstanding of the terms and conditions. It should be emphasized that in order to make attendance at the General Assembly possible for all, it is a fundamental requirement that the host society must do everything possible to negotiate the most attractive and reasonable room rates at the conference hotel. (Same price, single or double occupancy with breakfast included, if possible). It is also absolutely necessary and customary for ALL the reception rooms required for the Conference to be made available at NO additional charge, as the hotel benefits substantially from the rentals of rooms, and revenue from the receptions, restaurants, bars etc., etc.

REQUIREMENTS DURING THE CONFERENCE

For the Plenary Sessions require there are special set-up and seating configuration arrangements required, following an established traditional plan and routine. Flags of all Region 2 countries, sign identification, seating, (in a square configuration), Region 2 banner and, translation/audio booth equipment are to be set up in an established pattern. A detailed plan must be supplied to the hotel. Full details of the precise layout required should be obtained from the Secretary or EC member who is the conference liaison. The final arrangements must be approved by the Region 2 Secretary. There should be enough seating space at the delegates table to allow for at least two people from each delegation to be seated comfortably at the table and with sufficient space to work during the conference.
Signs will be required to identify the Registration location, R2 Secretariat and Committee meeting rooms.

Representatives of the Government/s -- national, regional and local -- should be invited, well in advance, to the formal opening ceremonies on Monday morning, as should representatives of the media. The invitation to the national Administration should be directed specifically to the Minister of Communications. An invitation should also be extended to the Secretary General and the Director of the Radio Communication Bureau of the International Telecommunication Union (ITU) in Geneva, and to the Executive Secretary of the Inter-American Telecommunications Commission of the Organization of American States, located in Washington, D. C., U. S. A. (Note: these three latter invitations will bear the responsibility of the Secretary, IARU Region 2).

Provision of complete and separate office facilities for the Region 2 Secretariat will include a minimum of Two (2) of the most current IBM type compatible computers with the latest Microsoft Word software in both the English and Spanish language versions, together with at least one laser, two letter quality printers, a document scanner and two or three heavy-duty commercial type copying machines. A local area network (LAN) arrangement to link all of the computers in the office is recommended and access to Internet is required. In addition, one lap-top computer should be obtained for the personal use of the Secretary in keeping the detailed plenary and EC meeting minutes. The computers and the laptop should have the ability to download files and upload files from optical, memory or some other portable media. A local copy machine repair person should be available for “on call” service during the conference should any problems develop with the copy machines.

There should be a separate outside telephone line to the Secretariat, NOT through the hotel switchboard, for the Secretariat telephone. Arrangements for this line should be discussed with the hotel and the telephone company well in advance of the Conference. This same telephone line needs to have connection to the internet for the Secretariat to access the internet and email related to the conference.

Based on past experience it is strongly recommended that if at all possible, the Member Society Conference Chairman or his assistant should make arrangements preceding the Conference, to have a dedicated email address monitored frequently, no less than twice daily, telephone line/fax installed at his home QTH, or other suitable location at the host society, to be published in all convention literature to facilitate the arrangements for Conference traffic, delegate advance registration, travel arrivals, hotel reservations etc. This number should probably be operational from early in the year of the conference.

Arrangements should be made for a professional photographer to be available for a group photo of those attending the Conference, preferably sometime during the First Plenary Session. The group photographs thus produced should be displayed and available for purchase by Conference delegates and observers before the conclusion of the conference on Friday.

Contact should be made with the local media for Conference coverage.

Two experienced bilingual secretaries (English/Spanish) who must be qualified with MS Word the major word-processing formats will be required for the duration of the Conference. Voluntary help will be needed at the office throughout the Conference also. Volunteers have traditionally been selected from among the membership of the host Member Society and their families. The host
The society should consult with the R2 Secretary as to the specific times when bilingual secretarial assistance demand will be the heaviest.

It has also been found necessary in the past to provide a small separate office for the use of delegates with Two (2) similar Microsoft Windows compatible computers and letter quality printer, to be used for the preparation of papers and reports during the conference, as the facilities in the Region 2 Secretariat will be in continuous use and thus not available for the delegates. These computers should be able to connect to the Internet so that attendees may receive email messages during the conference starting the Sunday prior to the conference and continuing through the Saturday following the conference.

Considering the amount of documentation, the conference should be 100% digital, paperless, so participants need to take their laptops to review the documents. It is necessary to have an internet site document repository for to keep the documents and that the participants can access it during the conference. Instructions for access to this facility must be included in the registration materials.

A pigeon-hole type shelf should be prepared, similar to that used by a QSL Bureau, so that each delegate, observer or special guest of the conference will have his/her own individual mail box or slot.

Provision should be made for simultaneous translation -- Spanish/English and English/ Spanish -- for the Ceremonial and First Plenary sessions (all first day, usually Monday) and Closing Plenary sessions (all third day). Complete audio recordings of these proceedings are to be supplied on conclusion of the Conference to the Region 2 Secretary.

On second day of the conference week, at the conclusion of Committee meetings, the Secretariat staff, working with the Committee Chairmen, will put together all the final Committee Reports, translate them and have them posted to the online repository electronically distributed by early morning prior to the Third Plenary Sessions.

Traditionally the host Society is responsible for organizing and providing an appropriate day excursion to be scheduled immediately after the conference and any workshops have for them on this day. The host Society is also responsible for organizing a program for the spouses, friends or family members traveling to the conference with conference attendees during the week of the Conference. Volunteers as organizers/helpers will be required, and a Spouse’s Program Convenor should be part of the Organizing Committee early in the planning process. In many cases, these extra activities are not included in the conference registration but would be are generally reasonably priced.

It should be noted that the Registration fee for all Delegates/Observers AND Spouses, has been approximately US$65 per person in the last conferences, will be collected by the host society at the time of registration. This fee contributes towards meeting the general expenses of the Conference. It has traditionally covered all the conference receptions, and the closing banquet.

The Region 2 budget calls for a Conference grant to the host society. The amount of that grant is defined by the Region 2 Executive Committee. This will be paid in three instalments or as agreed between the Conference Chairman and Region 2 Treasurer.
It is a long-established conference custom that all Delegates, Observers and Spouses are provided by the host society with a gift bag or its equivalent such as T-shirts, coffee mugs, pens, hats, etc., were solicited from local business and industry.

Arrangements need to be made for courtesy transportation of all those attending the conference, to and from nearest international airport on Friday, Saturday and Sunday, and the return trip after the conference, social activities, and workshops. Adequate insurance MUST be provided. This will sometimes necessitate the renting of suitable vehicles with volunteer drivers, to be equipped with Amateur Radio VHF communication facilities to the hotel and airports.

The handling and booking of hotel registrations for ALL persons registered at the Conference and general liaison with the hotel reservations office is the total responsibility of a special reservations committee of the host society. They will in turn pass this information to the hotel. This will require a computer program, and a dedicated computer, which will maintain the following records of all conference participants.

1. Alphabetically by name
2. Alphabetically by country
3. Alphabetically by call sign

All such listings shall include hotel room numbers. A master copy of each list is to be provided to the Secretariat who will arrange for copying and distribution.

The host society is to provide special individual identification badges for Executive Committee, Delegates, Observers and Spouses as well as support staff, which will be required to gain admission to all conference functions and facilities. There are computer programs available to produce these badges which require a laser printer and badge laminator. Color-coded badges should be considered.

For the emergency medical and dental treatment of delegates, observers and guests, the host society should make prior arrangements with two Doctors who have local hospital privileges, and similarly two dentists to be alternately on call for the duration of the Conference. Their names and telephone numbers should be readily available at the Region 2 Secretariat and with host society officials.

ALL hotel expenses and meals are the responsibility of those attending the Conference. Accommodation and meal expenses over and above the high costs of travel are very much the concern of those contemplating attendance, and it is the responsibility of the host society to help make the trip to a Region 2 Assembly as economical as possible.

At some past conferences, the Committee has negotiated with the hotel in advance for the provision of breakfast (if not included in the room rate) and a light lunch, buffet style, at the best price, made available to everyone through the purchase of a book of meal tickets from the Conference registration desk prior to the beginning of the Conference. This provides for the handling of the delegates and guests expeditiously and at a controlled price. Obviously this arrangement has advantages too for the hotel staff -- numbers known in advance, no bills, just the collection of the pre-sold meal tickets. However, a procedure whereby attendees are billed to their room account for any meals they receive is also an alternative.

The organizing, equipping and staffing of a special conference HF/VHF/UHF amateur radio station with a special call (to be arranged with the local administration -- e.g. VE3IARU in Niagara Falls,
PJ2IARU in Curacao or YS0IARU in El Salvador) Provision of logbooks and printing of special commemorative QSL cards should be arranged by the host society. There will need to be a Station Manager, QSL Manager and duty operators on a regular schedule. Ideally the station log should be uploaded to Logbook of the World as soon as the station is dismantled.

It has been the established practice for the host Society to arrange well in advance with its administration for reciprocal licensing for those amateurs who may request it. A special commemorative operating license printed and supplied to each amateur upon registration has been arranged by host societies in the past. In most cases, these temporary operating licenses are valid for a very limited period of time, for example, valid from 1 week prior to the conference opening until 1 week after the close of the conference. To facilitate clearing customs, it would also be expected that these be made available in advance to accompany any equipment being carried into the country.

There are traditionally at least one or two conference receptions in the early evening: Each takes place following the daily business sessions, and precise times should be publicized at the time of registration. They consist of cocktails with light food snacks.

The traditional final Friday night party is arranged by the host society as the appropriate forum for short greetings, presentations to the host society, etc. Based on past experience, most Societies will come to the General Assembly with a presentation or gift to be made to the host society. In Curacao this party took the form of a buffet style dinner with entertainment and dancing, and in Canada and Isla Margarita, a dinner followed by dancing.

With a properly planned and coordinated approach, the organizing committee should be able to enlist the support of business and industry and the tourism people, etc. to provide goods and services as a public relations gesture for this international conference. A prospect list should be developed and work should begin early in the year of the conference, on the solicitation and procurement of these complimentary goods and services. Approximately 90 days prior to the opening of the conference, the host society should send packets of information to all the Region 2 Societies that include tourist information about the conference area along with any interesting side trips that can be taken either before or after the conference. The tourist bureaus for the host country can be very helpful in putting together such packets and often will pay for the mailing of such packets.

This document has been produced specifically to give Member Societies contemplating the hosting of a future Region 2 General Assembly, complete details of the responsibilities and planning necessary well in advance of their application to host a regional conference.

This will avoid any misunderstanding of precisely what is involved in hosting a Region 2 General Assembly.

The overall conference coordinating committee will, well in advance, announce the various specialized task groups that will be responsible for carrying out all the detailed and important assignments.

The Region 2 Executive Committee is available for consultation on any aspect of organizing our regional conference.

The mission of the Member Society hosting a Region 2 General Assembly is ensure that it is a successful business meeting and a memorable social occasion.
The above is a general overview and updating of the requirements for a typical IARU Region 2 General Assembly based on past experience. It is an information paper, provided specifically for the information and guidance of Member Societies. Some of the specific data mentioned in this paper may be adjusted in each actual case. The purpose of this document is to offer general information.

Should any society wish to put forth a proposal to host a Region 2 Conference, it is highly recommended that a paper be submitted to the conference requesting the attendees vote to approve the proposal to host such a conference. It is very helpful to have packets of information available to the attendees prior to the vote that promotes the area where the conference will be held. Again, many tourist information bureaus are very willing to put together such information packets.

There is generally time set-aside during the Final Plenary before the next venue is voted upon when societies may address the Assembly on their proposal to host a Region 2 Conference.

For more information about this topic please contact the IARU Region 2 Vice-President.

LIST OF PREVIOUS IARU REGION 2 GENERAL ASSEMBLIES

1964    I       Mexico City
1967    II       Caracas
1970    III      Ocho Rios
1973    IV       Santiago de Chile
1976    V       Miami
1978    VI       Panama
1980    VII      Lima
1983    VIII     Cali

These Assemblies have been triennial with the exception of 1976-1978 and 1978-1980 when by special resolution the 1979 World Administrative Radio Conference (WARC-79) was taken into account to coordinate objectives and analyze results.

1986    IX       Buenos Aires, Argentina
1989    X        Orlando, Florida
1992    XI       Curacao
1995    XII      Niagara Falls, Canada
1998    XIII     Isla Margarita, Venezuela
2001    XIV      Guatemala City, Guatemala
2004    XV       Puerto España, Trinidad y Tobago
2007    XVI      Brasilia, Brazil
2010    XVII     Salinitas, El Salvador
2013    XVIII    Cancun, Mexico
2016    XIX      Viña del Mar, Chile
2019    XX       Lima, Peru