

## TERMS OF REFERENCE FOR THE IARU REGION II EMERGENCY COMMUNICATIONS COMMITTEE

### GENERAL:

The IARU Region II Emergency Coordinator (abbreviated as EMCOR) is an international coordinating, planning and organizational position, requiring knowledge of emergency communications procedures and organization, as well as technical competence and awareness regarding amateur radio transmission modes, equipment and techniques.

The EMCOR should be familiar with the international organization of emergency management and communications, and at least the emergency communications structure of his/her nation of residence. He/she shall familiarize himself/herself with the emergency communications structure and resources of the Region II countries through continuing liaison with the Member Societies.

He/she should create and maintain a data-base for all Region II Member Societies together with the necessary up-to-date contact information: that shall include: Telephone, fax, E-Mail, together with such other pertinent data about the capacity and capabilities of emergency facilities of each Member Society.

### OBJECTIVE:

To develop compatible international norms and standard operating procedures and ensure their acceptance and adherence by all Region II Member Societies.

### FUNCTIONS:

1. To act as the overall coordinator of individual Region II Member-Societies in order to achieve a common and effective emergency organization in this hemisphere.
2. To develop and implement norms and standardized operating procedures, to be established in a Region II International Emergency Communications Plan (to be abbreviated as R2IECP).
3. To be in charge of receiving input from each emergency operation in order to revise and improve it once the plan is approved and put into effect. The Region II International Emergency Communications Plan shall state clearly the international norms and standard operating procedures to be used and followed to facilitate the flow of emergency communications traffic, be they official, or health and welfare messages.
4. To maintain and continually revise and improve techniques based on actual experience under disaster conditions.
5. To ensure that wherever possible common standards and operating procedures are followed in order to handle all emergency communications in a disciplined and professional manner.

### APPOINTMENT:

The position of EMCOR, the appointment and the Terms of Reference are created, appointed and approved by the Executive Committee at its discretion, and shall last for the same period as the currently elected Executive Committee.

### EXPENSES:

While at this time there is no specific budget for this activity, subject to prior approval of the President, Vice-President, Secretary and Treasurer of IARU Region II, provisions will be made for certain nominal expenses.

### SUPPORT:

The position of EMCOR is to be supported by an Emergency Coordination Advisory Group (ECAG), which shall have a representative from each of the Areas of Region II. The EMCOR, in consultation with the appropriate Area Director, shall propose to the Executive Committee the name of each such individual ECAG member. This group shall maintain continuing contact by E-Mail, regular airmail or an HF Emergency radio net, to exchange ideas, information and to give knowledgeable advice to achieve a better international organization and a more effective plan.

The purpose of this group is to aid and support the EMCOR in his/her work program and to represent

him/her as liaisons within each group member's Area, in order to support the emergency organizations of the Member Societies and integrate them into the R2IECP, as well as to aid in the development and implementation of the Region II International Emergency Communications Plan. The ECAG Members shall report to the EMCOR details of each emergency communications operation executed in his/her Area.

**TASKS:**

The EMCOR shall report to the Region II Executive Committee every three months on the progress of his/her work program and activities of the ECAG.