

A.TERMS OF REFERENCE OF THE IARU SATELLITE ADVISER

- General : An advisory and representational role, requiring technical knowledge and good interpersonal skills.
- Function : To keep the Administrative Council informed on all technical and operational aspects of the amateur-satellite service, and to provide advice and assistance to enable the Council to adopt appropriate policies, and also to better inform the satellite community of the IARU.
- Appointment : The IARU Satellite Adviser shall be appointed by the Administrative Council and the position, the appointment and these terms of reference shall continue until the next meeting of the Administrative Council, which may or may not reconfirm this position, the appointment and these terms of reference.
- Tasks : Report to the Administrative Council, providing information as to all developments in the satellite area, including all planned amateur satellites.
- At the request of the Administrative Council, provide technical and operational advice to assist the representation of the amateur-satellite service to the ITU.
- And attend such meetings of the satellite community as are appropriate.
- Represent generally the IARU to the satellite community and particularly to new or non-AMSAT satellite groups.
- To consult with and liaise with the satellite Community as appropriate.
- To appoint any assistants that may be required.

B. TERMS OF REFERENCE OF THE IARU AMSAT SATELLITE FREQUENCY COORDINATOR

- General : The IARU AMSAT (Amateur Satellite) Frequency Coordinator (IAFC) is an operational role, requiring high technical competence and a detailed knowledge of amateur satellites, frequency management as well as of IARU band plans.
- Function : The IAFC shall assist the IARU Satellite Adviser and provide a service to enable any group to coordinate frequencies and emissions of a planned satellite intended to operate on Amateur Frequencies, under the license from the group's national administration, with existing and other planned amateur satellites.
- Appointment : The IAFC is appointed jointly by the IARU Satellite Adviser (ISA) in consultation with the consensus of the recognized AMSAT Groups. The necessary liaison for this purpose with and among AMSAT Groups is to be conducted at the Annual IARU International Satellite Forum and, between Forum meetings, via Internet (amsat-international@amsat.org).
- The IAFC shall report both to the ISA and to the AMSAT Groups.
- The appointment is to last until the next Annual IARU International Satellite Forum, at which it may be reconfirmed or a new appointment made. The ISA after obtaining the concurrence of the AMSAT Groups as above, may revoke the appointment at any time, and the appointment shall thereupon cease. Any vacancy in this position, whether by resignation or revocation, shall be filled as soon as possible in the manner set forth above.
- Tasks: A. Maintain a data base of all operating and planned satellites on Amateur Frequencies including frequencies, emissions and orbits.
- B. Upon request of an individual or group proposing to build a satellite to operate on Amateur Frequencies, provide information and advice to assist that prospective builder in the choice of frequencies and modes with the view of minimizing interference.

C. Through publicity and direct communication, seek out prospective satellite builders and to encourage them to make use of this service. This function is jointly shared with the ISA.

D. Promptly provide all information required by the ISA.

E. After taking into account the input from various groups of experts, it is the IAFC's task to make appropriate recommendations to the satellite builder(s). The IAFC is supported in this task by the ISA.

F. Publish quarterly reports for distribution to the ISA, IARU national Societies and AMSAT Groups. Distribution to the AMSAT Groups will be considered fulfilled if said reports are posted on the amsat-international@amsat.org Internet distribution.

G. While this position is a technical position, the IAFC has an important role in assisting in the protection of bands allocated to the amateur satellite service.

To this end the IAFC is tasked to work with the AMSAT Groups to develop a protection plan which should be submitted to the IARU Satellite Adviser who's task it is to achieve endorsement from the IARU Regions and incorporation in band plans.

H. It is also important that the role of the IAFC is not confused with that of the ISA. To this end :

1. The role of the IAFC is restricted to providing advice as set out above, and in particular shall not make any statement(s) that could be understood to be expressing IARU policy, which will be the role of the ISA.

2. The IAFC shall promptly inform the ISA of any matters that may affect bands allocated to the amateur services, particularly the amateur satellite service.

I. The IAFC shall work closely with the AMSAT Groups and national IARU Societies as appropriate while maintaining consistent contact with the ISA and the AMSAT Groups, via Internet.

J. The IAFC will be expected to attend the Annual IARU International Satellite Forum and such other meetings as agreed to, or directed by, the ISA from time to time. However all travel and other expenses associated with such meeting attendance must be budgeted for in advance and is subject to approval of the ISA who is responsible for the budget.