

### **ARRL Working Groups and Task Forces**

From time to time, the Board creates a committee to fulfill a need for expertise in a certain area. Reimbursement of expenses, if any, is as authorized by the Board of Directors at the time of creation or as renewed annually. In general, the members are appointed by the President for indefinite terms, within any constraints given in the motion that created the committee. The Terms of Reference for the Committees follow.

## EMC Committee

**Created:** Second Meeting 1980 Minute 27 as RFI Task Group

### **Terms of Reference:**

"The President, together with the Chief Executive Officer, established an interference task force to initiate an ongoing program of assistance to local interference committees, clubs, or individuals."

### **This task force shall:**

1. Coordinate an educational program to include appropriate articles in *QST* and publications,
2. Provide a reference manual and guidelines for interference committee operating procedures, and
3. Provide liaison at the national level for those cases to be referred to the Federal Communications Commission for their handling. The overall objective shall be to encourage efforts by the Amateur Radio Service to continue to justify its reputation as a self-policing service by the reduction or elimination of all types of interference on amateur frequencies."

The committee chair is to provide written reports of activities for review before each board meeting.

### **Composition:**

The Committee "shall include at least one member of the Board of Directors, one member of HQ staff, and the Regulatory Counsel or his designate." Appointments outside HQ are made by the President and those inside HQ by the Chief Executive Officer.

## RF Safety Committee

**Created:** Second 1994 Meeting, Minute 33

### **Terms of Reference:**

The members of the RF Safety Committee shall be appointed by the President, and the term of office of each member is to be as determined by the President. The RF Safety Committee shall act as provided by its Terms of Reference. The Committee shall:

1. Act as a consultative body to the Board and Officers, aiding in the development of ARRL policy in the RF safety field;
2. Act as a consultative body to the ARRL HQ staff, especially in the development of educational methods and materials related to RF safety;
3. Monitor the technical, political, and social environment for trends regarding RF safety, especially as they may potentially impact the Amateur Radio Service;
4. Provide written reports of significant trends and committee activities for review at each meeting of the Board of Directors.

### **HF Band Planning Committee**

To more effectively address HF digital technology issues, at the July 2019 Second Board Meeting, the Board reactivated the ARRL Board of Directors' HF Band Planning Committee. The six-member panel will primarily focus on spectrum allocation issues that have gained increased visibility with discussions on accommodating automatically controlled digital stations (ACDS) — many employing **Winlink** email. The committee will also discuss operating frequencies for FT4, FT8, and other digital modes.

1. The committee chair is to produce written reports before each Board of Directors meeting.

## **Public Relations Committee**

**Committee Created:** Annual Meeting 1987, Minute 70

**Terms of reference revised:** July 2003 Board Meeting

### **Terms of Reference:**

The Public Relations Committee (PRC) is a national-level committee that reports to the ARRL Board of Directors via the Board Liaison. Members are appointed by the ARRL President for one-year terms, with options for reappointment. The PRC has two primary missions. The first is to guide the ARRL PR staff in presenting the story of Amateur Radio to the public at large, the press, and the amateur community at the national level. This includes recommending strategies for attracting new hams, and for recruiting and retaining ARRL members. The second is to support and encourage the development of the local Public Information Coordinators and Public Information Officers in the field by providing PR education, guidance, and public relations tools to assist them in their efforts. The PRC from time to time undertakes special projects as assigned by the ARRL Board of Directors and/or the ARRL President."

1. The committee chair is to produce written reports before each Board of Directors meeting.

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### **LogBook of the World Support Committee**

At the 2019 Annual Board Meeting, the Board resolved that the Ad Hoc LoTW Committee be evolved into a permanent LoTW Committee reporting to the ARRL Administration & Finance Committee with membership appointed by the ARRL President. To access the archive of LoTW Committee reports to the Board please go to: <http://www.arrl.org/committee-reports>

At the 2023 Annual Board Meeting, the Board resolved that the current LoTW Committee will be evolved and renamed to the LoTW Support Committee as a temporary committee and report to the ARRL Administration and Finance Committee to continue focusing on operating and maintaining the LoTW environment until such time that the current system has been sunset and replaced by a new system.

### **LoTW Mission and Objectives**

LoTW is amateur radio's most trusted vehicle for acknowledgment of contacts, worldwide.

**Mission** - LoTW's defining role is to confirm two-way amateur communications with impeccable reliability and security. LoTW maintains a record of logged and confirmed contacts and identifies confirmations associated with supported awards.

**Reliability, Security, Backup, and Redundancy** - Given the importance of the contacts contained therein, LoTW data will be backed up daily to remote storage. This backup is for the restoration of the LoTW function only and is not accessible to individual users to restore their contact information; individuals should not rely on LoTW as a backup system and should provide their backup arrangements. A backup system for LoTW hardware mirroring the primary system will be established and will also serve as a test system for system upgrades, capacity testing, and regression testing.

LoTW uses very strong security to ensure that confirmations cannot be fabricated. Users of LoTW are expected to protect their Callsign Certificate(s) so that contacts cannot be fabricated. If a Callsign Certificate is discovered to have been compromised, all contacts submitted with that Callsign Certificate will be removed from LoTW, all confirmations generated by those contacts will be invalidated, and all award credit generated by those confirmations will be revoked. Users who allow their Callsign Certificates to be compromised or knowingly exploit compromised Callsign Certificates may lose their privileges of using LoTW and participating in ARRL-sponsored award programs. The integrity of LoTW must support the prestige of those awards that depend on it, such as DXCC. The goals of "ease of enrollment" and "ease of use" must be balanced against the requirement of maintaining an extremely high level of integrity.

**Awards Support** - LoTW's secondary role is to provide confirmations defined in terms of various awards such as DXCC, WAS, and VUCC, and of operating events such as the Centennial QSO Party. While ARRL awards are a priority for support by LoTW, awards offered by other organizations may be supported by Logbook, subject to prioritization by the ARRL Administration and Finance Committee. Details of such support and requisite fees will be negotiated on an individual basis.

**Features and Analysis** - It is not LoTW's mission to provide analysis of contacts. Individual amateurs may extract records of their confirmed QSOs for subsequent analysis and planning of future contacts, via databases, spreadsheets, and the like. LoTW also provides an Application Programming Interface (API) by which developers can perform these analyses within their logging packages. ARRL may establish special relationships with sites that provide analysis of contacts (such as Club Log), to facilitate useful analyses that are not a direct part of LoTW's mission.

**Processing Time and Availability** - By the nature of many of the tasks performed by LoTW, the processing is an offline (not real-time) activity. ARRL IT endeavors to keep the processing queue as short as possible, but quick processing is second to LoTW's primary goal of authenticating contacts. Interaction with users through TQSL and as logs are submitted and acknowledged is a real-time component of LoTW function and will be kept as interactive as possible.

Though often available around the clock, LoTW is not guaranteed to be a 24/7 application. Whenever possible, periods during which LoTW will not be available (for maintenance, etc.) will be published ahead of time (see further below).

**Communication** - LoTW aims at all times to keep users informed about downtime, both scheduled and un-scheduled. ARRL management will develop a policy concerning different categories of downtime and associated communications, outlining advance warnings when available and the content of communications concerning unscheduled outages.

Online help for accomplishing tasks supported by LoTW will be available. Help and status information shall be available regardless of whether the user is logged in or not.

**Membership and costs** - US amateurs must be ARRL members to use LoTW for award credits. The cost of credits is determined by the price structure surrounding a particular award. There is currently no charge for an individual to extract results from LoTW, though this is used as a basis for awards by other issuers.

Uploading logs is a free activity for all amateurs. DX stations are particularly encouraged to upload their logs. Currently, the only fees are those required when contacts are used for supported awards. Premium services may be developed for LoTW which would require user fees.