



International Amateur Radio Union, Region 1

Interim meeting - Paris, France

24 - 25 April 2025

Document Disciplines

This paper contains important information to help Member Societies in the preparation of papers to be discussed at the 2025 Paris Interim meeting. Please read it carefully, and follow the guidelines set out. This will ensure that your paper is properly presented and considered by the meeting.

- All papers must be submitted to the Region 1 Secretary by 10th December 2024** by e-mail to secretary@iaru-r1.org No acknowledgement will be issued, but all papers will appear on the meeting website (<https://conf.iaru-r1.org/>) by 15th December, latest.
- Each paper must be accompanied by a cover sheet (attached) showing:
 - The name of the Member Society or other body submitting the paper
 - The contact person in the Society responsible for the paper
 - The title of the paper
 - Whether paper is for INFORMATION or DECISION
 - The Committee, which should consider the paper. In this context, the Committees are:
 - C4 – Permanent HF Committee
 - C5 – Permanent VHF+ Committee
 - C7 – Permanent EMC Committee
 - C8 – Permanent Youth Committee(The Youth Working Group was transformed into a Permanent Committee by decision of the Executive Committee at the meeting held online in June, the 19th, 2024. This decision shall be ratified at the 2025 Vienna General Conference.)
- Each paper shall be written in English. Pages shall be numbered.
- Papers should have a header box as follows: A document template will be included in the first mailing.

Subject			
Society		Country:	
Committee:		Paper number:	<i>To be provided by the Secretary</i>
Author:			

5. The style of papers should follow the format below:
 - a. **Introduction:** One or two sentences describing what the paper covers in general terms
 - b. **Background:** Relevant background to the paper, covering the history of the subject of the paper, references to previous papers and decisions that are relevant, and an explanation of why the paper is needed
 - c. **Key points and proposal:** here the main points of the paper should be laid out logically, and arguments presented in support of the decisions proposed
 - d. **Recommendations:** here the paper should state specifically the recommendation that the Final Plenary would be asked to endorse, in the words which would be used in that Plenary. The recommendation should be brief, specific and free-standing (i.e., include all the necessary words to be capable of being understood **without** any of the background in supporting papers)
 - e. **Financial implications:** here the paper should give an indication of any budgetary consequences.

6. It was decided at the virtual General Conference 2020 that the concept “SMART” shall be used as far as possible for proposals, in particular proposals to the General Administrative and Organisational Committee (C3). It is, however, a useful concept to be used for all proposals in IARU since it supports efficient handling during meetings.
 - S** – Specific Goals – not generic, ambiguous ones
 - M** – Measurable – enabling clear identification of the end result
 - A** – Achievable – attainable with current resources/volunteers - and affordable
 - R** – Realistic - not too ambitious or ridiculous
 - T** – Time-bound – has a plan and timescale

7. A document Cover Sheet shall be used when submitting documents to the conference. The Cover Sheet can be found in the input document template file that is received in the invitation document package.

8. All papers should be submitted in MS-Word format, using Arial font, 11 pt. No IARU logo or IARU header should be included. The Regional Secretary will allocate a paper number, add the IARU Conference header and convert the file to .pdf format. All documents will be circulated in .pdf format for security and consistency purposes. Should Committees want copies of any paper in .doc format at the Conference, the Secretary will have these available.

9. All papers will be available to Member Societies on 15th December 2024 via the IARU Region 1 conference website (<https://conf.iaru-r1.org>) It will be the responsibility of each Member Society to ensure that those of their members who need access to the papers receive a copy.