

MEMORANDUM OF UNDERSTANDING
between
The Radio Amateurs of Canada Inc.
and
The Canadian Red Cross Society

The Canadian Red Cross Society recognizes that the Radio Amateurs of Canada Inc., because of its excellent geographical coverage, can render valuable aid in maintaining the continuity of communications during disasters and emergencies when normal communications facilities are disrupted or overloaded.

The Radio Amateurs of Canada Inc. recognizes The Canadian Red Cross Society as an agency that provides assistance to individuals and families affected by disasters in Canada and around the world through the International Committee of the Red Cross and the International Federation of Red Cross and Red Crescent Societies.

Whenever there is a disaster or an emergency requiring the use of radio communications facilities, the Radio Amateurs of Canada Inc. agrees to provide, whenever and wherever possible:

1. The alerting and mobilization of volunteer emergency communications personnel and equipment in accordance with a pre-determined plan.
2. The establishment and maintenance of fixed, mobile and portable emergency communications facilities for local radio coverage and point-to-point contact between Red Cross and various locations, as required; and
3. Adequate provision of service for the duration of the emergency or until substantial regular communications are restored and stand down is ordered by Red Cross Emergency Services.

This Memorandum of Understanding will remain in effect provided that either party may terminate this Memorandum of Understanding by giving the other party three months notice in writing of its intention to so terminate.

Further details concerning the method of cooperation are outlined in Appendix A. Information on the organization of The Canadian Red Cross Society and the Radio Amateurs of Canada Inc. is attached as Appendix B.

Signed by:

President
Radio Amateurs of Canada Inc.

National Director, Field Operations
The Canadian Red Cross Society
April 28, 1994

APPENDIX A

Guidelines for Cooperation

1. Through its executive level, Radio Amateurs of Canada Inc. will maintain liaison with The Canadian Red Cross Society's Emergency Services in order that there may be the closest possible cooperation in emergency communications planning and the coordination of radio communication facilities for disaster relief operations.
2. Red Cross Divisions, Regions and Branches are encouraged to invite one or more members of the amateur radio community to serve as Red Cross volunteers for emergency preparedness and relief.
3. Personnel of the Radio Amateurs of Canada Inc. are eligible for reimbursement by Red Cross for reasonable out-of-pocket and travelling expenses while conducting approved business on behalf of the Society.
4. Detailed operating plans for the full utilization of the communications facilities of the Amateur Radio Emergency Service should be developed by the local Red Cross in cooperation with the Radio Amateurs of Canada Inc.'s local Emergency Coordinator.
5. The Canadian Red Cross Society will recommend to its Divisions that membership on disaster preparedness and relief committees include representation from the appropriate officials of the Radio Amateurs of Canada Inc.
6. The Canadian Red Cross Society will furnish Divisions with copies of this statement of understanding and the Radio Amateurs of Canada Inc. will similarly furnish copies to its Field Officials.

OCTOBER 25, 1993

APPENDIX B

Organization of The Canadian Red Cross Society

1. The National Headquarters of The Canadian Red Cross Society is located in Ottawa. For administrative purposes, Canada is divided into ten Divisions with each Division having jurisdiction within its own Province. Divisional Offices are located in the following cities: Burnaby, B.C.; Calgary, Alberta; Regina, Saskatchewan; Winnipeg, Manitoba; Mississauga, Ontario; Verdun, Quebec; Saint John, New Brunswick; Halifax, Nova Scotia; Charlottetown, Prince Edward Island; and St. John's, Newfoundland. The B.C./Yukon Division and the Alberta/NWT Divisions are responsible for Red Cross operations in their respective Territory.
2. Regions and Branches are the local units within each Division of The Canadian Red Cross Society. These units are responsible for all local activities of the Red Cross within its territory, subject to the policies and regulations of the divisional and national organization.
3. Each Region and Branch is responsible for developing an Emergency Services Committee of the best qualified volunteers available. This Committee studies the disaster hazards of the territory and surveys local resources for personnel, equipment and supplies, including transportation and emergency communication facilities, that are available for disaster relief. It also formulates co-operative plans and procedures with local governmental agencies, private and other volunteer organizations for carrying on relief operations should a disaster occur.

Organization of the Radio Amateurs of Canada Inc.

4. The American Radio Relay League Inc., (ARRL) was founded in 1914 to encourage and support every aspect of amateur radio. The ARRL became a bi-national organization in 1920 with the formation of the Canadian Division and Canadian membership.
5. The Canadian Division was known in Canada as the Canadian Radio Relay League Inc., (CRRL) giving it a distinctly national entity. The CRRL elected officers were charged with policy administration as established by their Executive Committees and Board of Directors. On May 2, 1993 the Canadian Amateur Radio Federation and the Canadian Radio Relay League Inc. ceased operation and merged together on that day to form the Radio Amateurs of Canada Inc. This agreement will then continue in force with Radio Amateurs of Canada Inc. who will carry on with the Field Services Organization.
6. The Radio Amateurs of Canada Inc.'s Field Services Organization operations are administered by the Field Services Manager through elected Section Managers (SM). Canada is divided into seven sections: British Columbia-Yukon, Alberta and the North-West Territories, Saskatchewan, Manitoba, Ontario, Quebec and the Atlantic Provinces, New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland forming the Maritime/Newfoundland Section.
7. The Radio Amateurs of Canada Inc. sponsored Amateur Radio Emergency Service (ARES) consists of two branches: the Amateur Radio Emergency Service (ARES) and the National Traffic System (NTS). Both branches work together, are supported by thousands of licensed radio amateurs and are under the jurisdiction of their Section Manager.
8. ARES - Amateur Radio Emergency Service. The ARES is an organization of licensed radio amateurs who have voluntarily registered their qualifications and equipment with the Radio

Amateurs of Canada Inc. for communication duty when disaster strikes. It is supported and directed by Radio Amateur of Canada Inc. appointees. The leading provincial ARES official is the Section Emergency Coordinator (SEC) who appoints individual Emergency Coordinators (ECs) and District Emergency Coordinators (DECs) across the province to assist locally. It should be noted that membership in ARES is not restricted to members of RAC.

9. NTS - National Traffic System. The NTS compliments the ARES and functions daily in the handling of medium and long distance formal message traffic and whose network operations can be stepped up to meet the needs of an emergency situation. The leading NTS official is the Section Traffic Manager (STM) who is assisted by carefully trained and selected Net Managers (NMs). Traffic nets link with other nets throughout North America and South America, the Caribbean and Australia and operate every day and night of the year. Further-training, tests and drills for the ARES and NTS members maintain a disciplined readiness in providing emergency communications.

10. Radio Amateurs of Canada Inc.'s Section officials (SM), (SEC), (STM) work closely together daily as well as with the organization's Headquarters and/or Government officials as required during emergency situations.

Don Shropshire
February 11, 1994