



This document is intended to explain the normal methods that are used as the amateur radio frequency coordinator for the New England area. The goal is to set forth an efficient and non-partial process that serves the needs of the amateur community while requiring minimal time from the coordinator. The information contained here is subject to change without prior notice by majority vote of the NESMC Board of Directors.

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Appendices:

- Application Form
- Six-Month Test Certificate
- Final Three-Year Certificate

1) Definitions

- 1.1) Applicant - An entity requiring a frequency recommendation.
- 1.2) Bandplan - A list, chart, or diagram of the frequency spectrum with details of system usage bands and frequency allocation guidelines.
- 1.3) Conditional - Subject to terms specified in the coordination certificate(s) that are in addition to the normal requirements placed on maintaining coordination.
- 1.4) Coordinated - Has completed all of the necessary paperwork and has been recorded by the coordinator as making use of a frequency segment within a specific service area that is compatible with existing coordinated systems.
- 1.5) Coordination - v. The process described in this document.- n. The result of this process.
- 1.6) Database - The summary of system usages maintained by the coordinator to aid in the coordination process that in whole is not intended for distribution.
- 1.7) Directory - A listing of frequency usage.
- 1.8) Dispute - A situation where users disagree on the proper usage of a frequency or band.
- 1.9) Final - A three-year renewable coordination.
- 1.10) Interference - A situation where one system prevents usage of another system within acceptable parameters.
- 1.11) Investigation - A process conducted by a party as part of an effort to resolve a dispute or interference complaint.
- 1.12) Records - All written information provided to the coordinator by the applicants or other interested users of the band and the summaries, listings, and replies originating from the coordinator.
- 1.13) Users - The composite of all of the possible applicants and organizations formed to represent them.

2) Forms

2.1) Application Form

- 2.1.1) This form can be used to accomplish any of the coordination requirements including application for a new frequency recommendation, request for a final, updates, or changes.
- 2.1.2) This form must be completed, or the information requested must be provided, by the applicant to receive coordination.
- 2.1.3) The application must contain the applicant's signature.

2.2) Test Certificate

- 2.2.1) This form is completed by the coordinator and sent to the applicant to indicate that the applicant has been coordinated for the frequency usage specified on the form.
- 2.2.2) This certificate expires six months from the date of issue.
- 2.2.3) The certificate may contain additional conditions that modify the way in which the applicant may use the frequency.
- 2.2.4) This certificate indicates a coordination exists and the applicant has satisfied all of the requirements to receive protection under FCC Rules and Regulations, Part 97, for the period in which it is valid.

2.3) Final Certificate

- 2.3.1) This form is completed by the coordinator and sent to the applicant to indicate that the applicant has been coordinated for the frequency usage specified on the form.
- 2.3.2) This certificate expires three years from the date of issue.
- 2.3.3) The certificate may contain additional conditions that modify the way in which the applicant may use the frequency.
- 2.3.4) This certificate indicates a coordination exists and the applicant has satisfied all of the requirements to receive protection under FCC Rules and Regulations, Part 97, for the period in which it is valid.

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- 3) Records
 - 3.1) Written
 - 3.1.1) The coordinator will file all application forms and copies of all certificates.
 - 3.1.2) The coordinator will also file other correspondence that relates to specific frequency allocations.
 - 3.2) Database
 - 3.2.1) The coordinator will maintain a database to track the written record and provide a quick reference for coordination requirements.
 - 3.2.2) The database may also contain information obtained from other means that pertain to frequency recommendations including information gathered by the coordinator, a spectrum management body, or reliable users at the coordinators discretion.
 - 3.2.3) The database will distinguish coordinated and non-coordinated systems.
 - 3.2.4) The database is for the coordinator's own use and is not available for distribution.
 - 3.3) Confidentiality
 - 3.3.1) The coordinator should not distribute any records except as required for an official investigation or by permission of the applicant.
 - 3.3.2) The coordinator can offer no guarantees of confidentiality of the information provided.
 - 4) Bandplan
 - 4.1) Source
 - 4.1.1) The bandplan will consist of the standard ARRL recommended bandplan with modifications to maintain compatibility with adjacent regions.
 - 4.1.2) The bandplan will also reflect the recommendations of the users as suggested by a recognized spectrum management body.
 - 4.1.3) The bandplan must conform to FCC Rules and Regulations (Part 97) and reflect allocations made for the band's primary users.
 - 4.2) Usage
 - 4.2.1) The coordinator will follow the bandplan in making new frequency coordinations.
 - 4.2.2) Coordination is not possible for modes that are in conflict with modes listed in the bandplan for the requested or adjacent frequencies.
 - 5) Process - General
 - 5.1) Application
 - 5.1.1) The applicant should obtain an application form and fill out all of the information requested.
 - 5.1.2) The information provided should reflect the equipment to actually be installed at the site.
 - 5.1.3) Extra information regarding the request, can be included on the back of the application or on a separate list.
 - 5.1.4) It is suggested that the applicant research possible frequencies within the bandplan that he feels will suit his needs and include the results of this research with the application.

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- 5.1.5) When the application is complete it should be sent with a self-addressed stamped envelope via First Class mail to the coordinator's listed address.
 - 5.2) Six Month Test Period
 - 5.2.1) After receiving the coordinated frequency recommendation, the applicant should test the channel thoroughly.
 - 5.2.2) The applicant should be satisfied that the frequency is suited to its indicated purpose BEFORE purchasing crystals, tuning duplexers, etc.
 - 5.2.3) If after six months the applicant does not have the system operational, or he needs more time for testing, he will need to make another request to get an extension or the pair may be re-assigned.
 - 5.3) Final Three-Year Coordination
 - 5.3.1) After the system has been operational for a sufficient period of time to show that no interference problems exist, the applicant can request final coordination by writing a letter to coordinator.
 - 5.3.2) If any information has changed from that on the initial application, the applicant should include this in his letter or on an application.
 - 5.3.3) Only repeaters that are 'final' coordinated will have information released for publication.
 - 5.4) Conditions on Coordinated Systems
 - 5.4.1) Any change in any parameter of system operation will void a coordination, ie. trustee, location, power, HAAT.
 - 5.4.2) A system may void its coordination status if it is not operational for a period of six months.
 - 5.4.3) A letter should be sent to the coordinator with any relevant information regarding the system or completing an application form before making a change.
 - 5.4.4) Systems must renew coordination at least every three years.
 - 5.4.5) After expiration, the coordinated status is lost.
 - 5.4.6) All coordinations are conditional with regard to interference to other coordinated stations operating on the same or adjacent frequencies.
 - 5.4.7) Affected coordinations will become void if FCC action makes the allocation legally unusable.
 - 5.4.8) Coordinations are void when information supplied by the applicant with the application or in conjunction with the frequency selection is misrepresented.
 - 5.4.9) Test coordinations are void when the applicant has learned of the unsuitability of the frequency for his use. The applicant has the responsibility to inform the coordinator of this fact and has the option of receiving another frequency recommendation, should one be available.
 - 5.5) Sundry
 - 5.5.1) No telephone calls or the contents of non-written communication will be considered part of the records.
 - 5.5.2) Only U.S. First-Class mail will be accepted by the coordinator. The coordinator cannot accept certified, registered, or any other types of mail other than standard First-Class.

- 5.5.3) All requests requiring response should include a self-addressed stamped envelope.
 - 5.5.4) Typically, stations that were coordinated first take precedence in interference disputes, even if they are located in other spectrum management districts.
- 6) Process - New Allocations
- 6.1) Dating - Applications and correspondences are dated when received.
 - 6.2) Sorting - All applications are sorted as to their type: request for frequency, request for final (including renewal), update, or other.
 - 6.3) Priority- New frequency requests are the lowest priority task and should be considered after all other tasks are complete.
 - 6.4) Queue - All applications for new allocations are handled on a first received, first processed basis within their priority level.
 - 6.5) Research
 - 6.5.1) The database provides the best means of selecting a frequency.
 - 6.5.2) Various programs can be run against the database to find the most suitable frequency.
 - 6.5.3) In cases where the request is in a location or mode not easily accessed by the coordinator, the applicant should be consulted to provide local information.
 - 6.6) Certificate - Once a frequency has been chosen, the coordinator will complete a six-month test certificate and send it to the applicant.
 - 6.7) Database Management - Once the certificate has been signed by the coordinator, the database should be modified to reflect the new system including its coordinated status.
- 7) Process - Three-Year Final and Renewal
- 7.1) Dating - Applications and correspondences are dated when received.
 - 7.2) Sorting - All applications are sorted as to their type: request for frequency, request for final (including renewal), update, or other.
 - 7.3) Priority - Final frequency requests are the highest priority task and should be processed before updates or new frequency requests.
 - 7.4) Queue - All final applications are handled on a first received, first processed basis within their priority level.
 - 7.5) Research
 - 7.5.1) The database must indicate that a six month certificate was issued or that the system has an entry in the database indicating that the system has received the benefits and protection of coordination without being officially coordinated.
 - 7.5.2) There must be no outstanding interference complaints or frequency disputes.
 - 7.5.3) The system must be fully functional with regard to the parameters listed in the application for a period long enough to ensure that interference does not exist.
 - 7.5.4) In cases where the request is in a location or mode not easily accessed by the coordinator, the coordinator may consult reliable users for local information concerning system viability.
 - 7.6) Certificate - Once the research has concluded with affirmative results, the coordinator should complete a final three-year certificate and send it to the applicant.
 - 7.7) Database Management

- 7.7.1) Once the certificate has been signed by the coordinator, the database should be modified to reflect the new coordinated status.
 - 7.7.2) Directory listings for distribution may need to be modified to reflect the new entry.
- 8) Process - Update
- 8.1) Dating - Applications and correspondences are dated when received.
 - 8.2) Sorting - All applications are sorted as to their type: request for frequency, request for final (including renewal), update, or other.
 - 8.3) Priority - Update requests are the second highest priority task and should be processed before new requests but after finals and/or renewals.
 - 8.4) Queue - All final applications are handled on a first received, first processed basis within their priority level.
 - 8.5) Research
 - 8.5.1) The database must indicate that a certificate was issued; otherwise, the information provided should be considered as an application for a new frequency.
 - 8.5.2) The database must show that the change fits within the existing coordinated systems without the probability of causing interference to existing coordinated systems.
 - 8.6) Certificate
 - 8.6.1) If the change does not include any system parameters including location, ERP, HAAT, power, and/or gain; and the system is currently final coordinated; the coordinator may issue a final three-year certificate and renew the applicant's coordination status.
 - 8.6.2) If the system parameters are changed such that the system's coverage area may be impacted, or the system is currently under test coordination, the applicant should be issued a six-month test certificate.
 - 8.6.3) No certificate will be issued when the change will violate the bandplan or has a high potential of causing interference to any existing coordinated system.
 - 8.7) Database Management
 - 8.7.1) Once a certificate has been signed by the coordinator, or the change precludes the issuance of a certificate, the database should be modified to reflect this information.
 - 8.7.2) Directory listings for distribution may need to be modified to reflect the change.
- 9) Directory Information
- 9.1) License - Directory information will be released to only those parties who agree to the terms of the coordinator.
 - 9.2) Terms for Receiving Distribution - Any party who receives directory information from the coordinator must agree to the following:
 - 9.2.1) The resulting product should contain copyright protection to prevent further distribution of the listing without permission.
 - 9.2.2) The resulting product should state the source of the listing.
 - 9.2.3) The listing may not be augmented.
 - 9.2.3.1) except for information not pertaining to the band being coordinated.

- 9.2.3.2) except for information not in an area covered by a New England Frequency Coordinator.
 - 9.2.4) Individual listing entries may not be excluded.
 - 9.2.5) The resulting product should be available to all users.
 - 9.2.6) The coordinator must receive a copy of the product.
 - 9.2.7) The information is to only be used for its stated purpose.
 - 9.2.8) The information may not be used for personal compensation, real or material; or with benefit to individual or any non-amateur group.
- 9.3) Means of Distribution
- 9.3.1) The listing information will be distributed only within the means of the coordinator.
 - 9.3.2) The cost to distribute the information must be taken by the recipient.
 - 9.3.3) The frequency of distributions is at the option of the coordinator.
 - 9.3.4) The coordinator reserves the right to limit the avenues of distribution to prevent list distribution from consuming too much of his time.
- 9.4) Systems Submitted for Directory Listings
- 9.4.1) Only coordinated systems will be listed for publication.
 - 9.4.2) System owners not wishing to be published MUST notify the coordinator in writing.
 - 9.4.3) The coordinator is not responsible for errors and omissions in directory listings.
 - 9.4.4) The appearance of entries in directory listings is not a endorsement or coordination.
- 10) Disputes, Interference, and Investigations
- 10.1) Registering a Complaint
- 10.1.1) Interference complaints should be made to the user causing the interference by the user receiving the interference.
 - 10.1.2) Written copies of interference complaint(s) involving a coordinated system should be sent to the coordinator by the user receiving the interference.
 - 10.1.3) Coordinated systems under test certificates should cease operation until the complaint is addressed and resolved.
 - 10.1.4) Copies of the written complaint can also be sent to a regional spectrum management body, interference committee, and/or any other recognized mediator/arbitrator of interference disputes.
 - 10.1.5) The FCC, FCC EIC, or FCC Auxiliary should only be consulted after all other means of resolving a dispute have been exhausted.
- 10.2) Pending Dispute
- 10.2.1) During the period between a complaint and the resolution of the dispute, all coordination action for either party is suspended.
 - 10.2.2) Disputed coordinations will not expire while the dispute is unresolved. However, regular updates should be made.
 - 10.2.3) Disputed test coordinations will not be issued a final while the dispute is unresolved.
 - 10.2.4) Systems under test coordination which receive test coordination should cease operation when complaints of interference arise.

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- 10.2.5) Part 97 places the burden of resolving the interference on the non-coordinated station(s).
 - 10.3) Official Investigation
 - 10.3.1) Only investigations made by recognized dispute resolution parties can have the benefit of coordination records.
 - 10.3.2) Investigators must request records in writing.
 - 10.3.3) Only written records including applications, certificates, and correspondence can be provided. No telephone or radio conversation, face-to-face conversation, meeting notes, database excerpts, or other hearsay information can be provided.
 - 10.3.4) Written depositions from the coordinator are available at the option of the coordinator.
 - 10.4) Coordinator's Role in Dispute Resolution
 - 10.4.1) The coordinator can provide the records of coordination including applications, certificates, and correspondence to the recognized investigator.
 - 10.4.2) The coordinator will indicate which system(s) are coordinated, as well as the tenure of each system should both be coordinated.
 - 10.5) Resolution
 - 10.5.1) Documents outlining the resolution of a dispute should be submitted to the coordinator for filing.
 - 10.5.2) The resolution document(s) shall be signed by all of the disputing parties. In the case of arbitration, the agreement to be arbitrated should be submitted bearing the disputing parties' signatures; and the arbitrator's decision should be submitted bearing his signature.
 - 10.5.3) Any changes in coordination status will be made in the database and certificates issued after receipt of the resolution documentation by the coordinator.
 - 11) Coordinator Change
 - 11.1) Old Coordinator's Role
 - 11.1.1) Provide a copy of the database for the new coordinator.
 - 11.1.2) Turn over all written official records to the NESMC board.
 - 11.1.3) Provide the most recent bandplan to the NESMC board.
 - 11.1.4) Forward all requests to the new coordinator.
 - 11.2) New Coordinator's Role
 - 11.2.1) Obtain software necessary to access the database.
 - 11.2.2) Learn to use the database software.
 - 11.2.3) Review the organization of the records.
 - 11.2.4) Review the procedures used by the prior coordinator.
 - 11.2.5) Review and understand the bandplan and its sources.
 - 11.2.6) Make known the new address to which requests are to be sent.