

Appendix A to the RABC By-Laws

Working Procedures for the Radio Advisory Board of Canada for Provision of Formal Advice to Government and the Industry

Purpose

These procedures deal, in the main, with the provision of formal advice to the Government of Canada (usually Industry Canada – the Department in this document) and to the radio communications industry. Such advice, generally, requires the approval of a committee chair, the RABC Executive or of all sponsor members. The level of approval is, generally, reflective of the nature of the advice. Purely technical advice on a narrow issue – many SRSPs, for example – might be provided on the authority of a committee chair; formal responses to *Canada Gazette* notices will, normally, require the approval of a majority of sponsor members with an interest in the issue (indicated by a response to a ballot).

General

Advice is offered to:

1. the Government of Canada – usually to the Department – for its internal use; or
2. the Canadian radiocommunication industry. This type of advice is offered in the form of RABC Publications which are provided, as a public service, to support the processes for the management and use of the radio frequency spectrum in Canada. RABC Publications include default coordination procedures for use between licensed service providers.

Advice is offered because:

1. the Department requests it, formally, through a notice in the *Canada Gazette*. In this case the General manager, in consultation with the Executive, will assign responsibility for each *Canada Gazette* notice requiring action to a committee. The General manager will advise the committee chair of target dates for completion and submission to sponsors for ballot and to Industry Canada; or
2. the Department makes a specific albeit less formal request; or
3. a committee or sub-committee (with representation from both the Department and sponsor members) identifies an issue of concern.

The Board works through three means:

1. formal meetings of committees (including the Executive), sub-committees and working groups. Such meetings are documented through minutes taken by a secretary (usually the General Manager of the RABC) and those minutes, after review, provide guidance and authority for committee chairs to develop advice;
2. teleconferences which may be formal (documented) or informal. The former will have minutes which serve the same function as minutes of face-to-face meetings; and
3. the electronic exchange of documents, using the Internet.

Nothing in these procedures changes the right which all sponsors have to comment, directly, to the Department on any matter.

Responses to *Canada Gazette* Notices

The Department seeks advice from Canadians, including the Radio Advisory Board of Canada by publishing a notice in the *Canada Gazette* asking specific questions.

The RABC's General Manager will peruse the *Canada Gazette* on a regular basis and will post a list of notices of interest to RABC members in the **RABC Gazette Notice and Ballot Status Report** which will be published on the RABC's website (currently: www.rabc.ottawa.on.ca). In consultation with the Executive, the general Manager will determine which *Canada Gazette* notices require action – a response – by the Board.

Canada Gazette notices which require a response will be assigned to a committee with target dates for –

1. DRAFT response prepared and sent to the General Manager, by E-mail;
2. DRAFT response sent to the Executive for review, by E-mail,
3. Proposed response sent to the sponsor member representatives for ballot, by E-mail – normally **four business days** after the response goes to the Executive,
4. Response (assuming it is approved by a majority of the sponsor members with an interest – indicated by responding to the ballot) sent to the Department, by E-mail – normally after **eight business days** have been allowed for sponsors' review, but, in any event, on or before the date specified in the *Canada Gazette*.

The fact that one committee is assigned responsibility for preparing the response does not mean that the views of all members cannot be heard. Any person representing a sponsor member may participate in all of the work of the RABC and may join any committee, sub-committee or working group dealing with an item of special interest. In some cases a committee will be assigned 'lead' responsibility and the Executive will direct the

appropriate committee chair to establish a joint group – with members from two or more committees – to deal with an issue. In these cases the Executive will normally only review a proposed response which has been recommended by all committee chairs concerned.

The times specified above for review (four days for the Executive and eight days for sponsors) may need to be compressed – normally because an issue is complex and/or contentious and the response takes longer to prepare than anticipated. In this case the appropriate committee chair shall instruct the General Manager to:

1. request an extension of the published response date from the Department – this must be done at least 30 days before the published response date to allow the Department to publish a new date in the *Canada Gazette*; and/or
2. compress the response process by –
 - 2.1 allowing fewer days for review by the Executive and, if necessary, the sponsor members. When this occurs the general manager shall use the ‘Cc:’ feature of the E-mail system to allow maximum concurrent activity – sponsor member representatives being allowed (encouraged) to review DRAFT responses concurrently with the executive review, and/or
 - 2.2 on an exception basis, sending an incomplete response to the Department. This incomplete response will consist of the Proposed Response, as sent to ballot, and a covering letter indicating that balloting is incomplete – as of the response date – but will be completed and results will be forwarded. Ballot results received by the response date, if any, will be sent to the Department as part of the incomplete response.

The format for an E-mail ballot is shown as Attachment 1 to this document.

While relatively short documents will be circulated to the Executive and to sponsor member representatives as E-mail attachments, when the documents involved in a response are very large they will be posted on the Board’s website and those concerned with reviewing or responding to a ballot will be directed to them by a ‘hot-link’ in an E-mail from the General Manager.

The General Manager posts copies of all responses to *Canada Gazette* notices on the RABC website after the published response date.

Other Advice to the Department and to the Industry

Other advice (that which is not solicited by a notice in the *Canada Gazette*) differs in one or more of three ways:

1. how it is originated; and/or

2. how it is approved; and/or
3. to whom it is offered.

The most common form of ‘other advice’ concerns revisions to technical documents. In most cases this advice is requested:

1. by a Departmental official; and
2. directly from a committee or sub-committee.

In most cases this advice is provided by a working group, sub-committee or committee to the appropriate committee chair. The chair then sends it to the Department, through the RABC’s general office. The General Manager posts the advice on the RABC website so that all interested parties – members of the RABC or not – may see it.

Sometimes responses to technical documents involve two or more committees. In these cases the ‘lead’ committee chair – the one who received the original request – will consult with other committee chairs and decide:

1. how to deal with the matter – joint working group, etc.
2. how to approve the response – jointly or, perhaps, by the Executive or, in some instances, by sponsor members through a formal ballot.

From time to time the Board may undertake very large projects regarding major changes to several bands and/or services. In these cases there will, normally, be a ‘lead’ committee which will do its work in a manner which allows all members to participate. Very large project output documents will, normally, be approved by sponsor members through a formal ballot.

Advice to the industry at large is, normally, provided through the publication of an ‘RABC Publication.’ This advice is, in general, designed to support government regulatory or engineering regulations, standards and plans. This type of advice may take the form of, for example, default coordination procedures (designed to allow operators to resolve problems without government intervention), or technical studies (designed to explain why and how some government published standards were agreed).

Advice to the industry will always:

1. be approved by sponsor members by formal ballot; and
2. published on the RABC website.

Other Matters

Other matters requiring specific actions include, inter alia, applications for membership and changes to the constitution and by-laws. These matters will all be dealt with by electronic means and results will be published on the RABC website.

The RABC Website

The General Manager will maintain a site on the world wide web which will be used to:

1. inform interested Canadians about the Radio Advisory Board of Canada;
2. publish approved RABC advice for the benefit of all Canadians; and
3. publish documents for the use of RABC members.

The web site will be segregated so that access to information which should be confined to Board committee members (see 3, above) will be controlled by password which will be issued and updated by the General Manager. Information such as that referred to in 1 and 2, above, will be available in a publicly accessible part of the web site so that all interested parties may make use of it.

Radio Advisory Board of Canada
Conseil consultatif canadien de la radio

RABC File: 1000

1999-12-07

**Attachment 1 to
Working Procedures for the
Radio Advisory Board of Canada**

Sample RABC Ballot

This is a copy of a RABC ballot:

Radio Advisory Board of Canada
Conseil consultatif canadien de la radio

BALLOT

**RABC Response to Canada Gazette Notice DGTP-002-99, dated 13 March 1999:
Consultation on Whether to Permit Licence-Exempt Family Radio Devices in the
Land Mobile Frequency Sub-Bands 462/467 MHz**

Attached, in rich text format – which all systems seem able to read, is the RABC response to DGTP-002-99.

This response was prepared by a working group of the RABC's Mobile and Personal Communications Committee. The response was, subsequently, reviewed by the M&PC Committee and the Executive – some minor changes were made during that process. This is an important ballot because it deals with the issue of displacement of licensed users of a band. Sponsor members are reminded that a 'nil' response does not provide Industry Canada with ANY useful information; they cannot 'read in' your intentions if you say nothing. 'Abstain' on the other hand does tell them that you have considered the issue and do not feel it necessary to vote/comment, one way or the other. That IS useful information.

Please respond, no later than end of day 1999-05-20, using the format below:

[Name of Sponsor Member Organization]

___ Approves

___ Approves, with comment

___ Abstains

___ Disapproves, with comment

___ Disapproves

The **RABC Response to Canada Gazette Notice DGTP-002-99** regarding the Family Radio Service
Comments:

Submitted by: [name of sponsor member representative]

Dated: [date]

The response will be sent to Industry Canada on 1999-05-14 (one week before the ballot close date) unless there is an overwhelming Disapprove vote from sponsors. The response will be accompanied by ballot results received by 1999-05-14. Complete ballot results will be sent on/after 1999-05-21.

Regards

Ted Campbell
General Manager

Notes:

1. The ballot is sent, for action, only to sponsor member representatives.
2. The General Manager cross checks the 'submitted by' information against both the details of authorized sponsor member representatives provided by sponsors and against the E-mail address of the sponsor member representative.