



Memorandum of Understanding

Between the Radio Communications Foundation and the
Radio Society of Great Britain



Proposal

This Memorandum of Understanding (MoU) sets out the terms under which the Radio Society of Great Britain (RSGB) administers Radio Communications Examinations (RCE) on behalf of the Radio Communications Foundation (RCF). This MoU should be read in conjunction with that between Ofcom and RCF, (Document Ofcom RCF agreement 16-01-2007 and 2007-01-16 ofcom rcf agreement.pdf).

Background

The agreement between Ofcom and the RCF provides that Ofcom will pass responsibility for the radio amateur examinations to the Radio Communications Foundation (RCF). By this MoU it is agreed that whilst the RCF will assume primary responsibility for the examination system, day to day administration of the RCE will be performed by the RSGB in a similar manner to the immediate past arrangement with Ofcom.

Terms of Agreement

Examination Administration

The RSGB agrees to administer the Radio Communications Examinations on behalf of the RCF for the three examination levels, Foundation, Intermediate and Advanced. This agreement is non-exclusive.

The administrative procedures will be in accordance with RCF requirements. The RSGB shall maintain an adequate level of staffing to support the proper execution of the examination system.

Question papers will be generated by the RSGB from the RCF Question Banks only and shall be clearly and principally marked with appropriate logos as being the copyright of the RCF RCE.

Finance, Charges and Expenses

The RSGB may charge each candidate such an examination fee as is determined appropriate for the proper maintenance of the examination system. Such fees shall be set on an equitable and non-discriminatory basis, irrespective of RSGB or other membership.

The RSGB shall supply an annual estimate of RCE candidate numbers together with a financial budget for the coming year. The RSGB will be able to amend the fee scales as it thinks fit provided that the RCE Standards Committee is informed 3 months in advance. The RCF shall supply, by the 30 November annually, a financial estimate of committee meeting costs and other expenses for the following financial year. For the purposes of this MoU the financial year runs from the 1 January – 31 December.

All reasonable expenses incurred by the RCF in respect of the RCE shall be covered by the RSGB.

Insurance

For insurance purposes the administration of the RCE and RCF activities is covered under the RSGB combined business policy.

Representation

The RSGB will be an ex-officio member of the RCE Standards Committee. The RSGB nominee will be advised to the Chair of the RCE Standards Committee in advance of any meeting.

The RSGB shall also be an ex-officio member of the RCE Examination Committee.

Quality Management

The RSGB will ensure that the RCE Quality Manual guidelines are used. In co-operation with the RCE Quality Manager or his nominated representatives, the RSGB will, until such time as the RCF establishes its own independent arrangements, conduct inspections etc. of venues, examinations and invigilators to ensure that the quality guidelines are being followed. In the event of irregular conduct the RSGB will take appropriate action to bring any situation back into compliance.

The RSGB shall maintain a secure system for the control of the question bank, such RCE papers as may be generated from it, and ensure that all Criminal Records Bureau (CRB) and Data Protection Act requirements are met.

Quality of Service to candidates

On behalf of the RCF the RSGB is committed to providing a good quality of service to candidates.

Examination Committee

The RSGB shall co-operate with the work of the Examination Committee and shall support them in work on those topics which the committee identify as requiring improvement, such as syllabus, question bank, examination conduct, appeals etc.

Publications

The RSGB will maintain a website (part of the RCF website) where the RCF Standards Committee and the RCF Examination Committee can publish reports and notices. In addition the RSGB shall make available e mail reflector facilities for the use of the RCF Standards Committee, if required.

Certificates

The RSGB will implement a secure system for the communication of candidate results such that Ofcom or its approved agents can issue an appropriate radio amateur licence.

Termination

This agreement will remain in force until terminated by mutual agreement, or by each party giving the other not less than 5 years notice.

In the case of accepted or demonstrated default, this agreement may be terminated only after the defaulting party has been formally notified of the default and given a period of at least 3 months to remedy the position, failing which this agreement may be terminated at a further 3 months notice.
