



## *Mini-HOWTO*

### *An Introduction to the Coordination Process*

#### **Apply for Coordination**

To request coordination create an account on the NESMC web site and complete an application. The info should reflect the equipment to actually be installed at the site. The coordinator will work with you to help select an appropriate frequency and emission parameters.

#### **System Construction**

Once approved the NESMC frequency coordinator will issue a six (6) month construction permit. During this period you are expected to construct the system utilizing the frequencies and operational parameters supplied in the coordination.

#### **Trial Status**

Once your system is built and operational it begins a six (6) month trial status. During this phase you should monitor for co, adjacent and other interference issues that may arise. NESMC also will take note of any interference issues reported by others during the trial period. Any changes to the system during the trial status period will result in the trial clock being reset.

#### **Apply for Final Status**

You can request a final coordination after your system has been operational for at least six months without interference problems. When requesting final status you must also update any information in your coordination application. Only systems that have final status will have information released for publication.

#### **3 Year Renewals**

Coordinations are not permanent – all systems must renew coordination every three years. The registration system will send reminder emails to registrants therefore it is important to ensure that contact information including email addresses are kept up to date.

#### **Cancellation and Expired Systems**

Coordinations not converted to final status or renewed are considered to be expired. Registrants have a grace period whereby they can convert to trial or renewal – after that the frequencies will become available to other registrants. Frequencies for cancelled coordinations become available immediately to other registrants.