KARADENIZ TECHNICAL UNIVERSITY, OF FACULTY OF TECHNOLOGY AND THE TURKISH AMATEUR RADIO SOCIETY (TRAC)

(Implementing Unit - TRAC Trabzon Branch)

COOPERATION PROTOCOL

DECEMBER 2025

Unofficial English translation. In case of any discrepancy, the Turkish original prevails.

CHAPTER ONE

PURPOSE

Article 1 – The purpose of this protocol is to ensure effectiveness in the communication component of work to be carried out for emergency and disaster preparedness, to strengthen volunteer-based emergency communication infrastructure, to develop technical cooperation between faculty members and students of the Karadeniz Technical University (KTU) Of Faculty of Technology and members of the Turkish Amateur Radio Society (TRAC) (implementing unit TRAC Trabzon Branch), to conduct training activities in amateur radio, and to determine the procedures and principles for coordination between the parties. It is also aimed that the uninterrupted communication joint infrastructure and human resources to be established can be used to support public services in possible disasters and emergencies.

CHAPTER TWO

PARTIES

Article 2 – This protocol has been made between the Dean's Office of the Karadeniz Technical University Of Faculty of Technology and the Turkish Amateur Radio Society (TRAC). The implementing unit on the TRAC side is the TRAC Trabzon Branch.

CHAPTER THREE

LEGAL BASIS

Article 3 -
a) Electronic Communications Law No. 5809
b) Private Radio Systems Regulation No. 27292
c) Associations Law No. 5253
d) Coastal Safety General Directorate Amateur Radio Examination and Certification Regulation
e) Cooperation protocols of the parties with AFAD, local governments and other public bodies
f) Disaster and Emergency Response Services Regulation
g) Council of Higher Education (YÖK) legislation
h) Internal directives, statutes and regulations of the parties

CHAPTER FOUR

SCOPE

Article 4 - Within the scope of this protocol:
a) Communication work for disasters and emergencies,
b) Amateur radio training, exam preparation, workshops and field practice,
c) Joint projects, R&D activities, amateur radio station setup and satellite communication work (QO-100, etc.),
d) Activities for strengthening emergency communication infrastructure and keeping it continuously active,
e) Coordination of the parties in joint training, seminars, drills under TAMP and academic events

are covered.

The content, duration and responsibilities of the training, technical practices and other activities to be conducted in this scope are determined clearly and measurably in plans prepared by the parties.

The use, security and possible damage of technical infrastructure and equipment are handled according to the principles set by the party that owns the relevant infrastructure.

All activities are carried out in accordance with current legislation. The effect of legislative changes on the protocol provisions is evaluated jointly by the parties.

Risks and responsibilities that may arise from the activities are shared taking into account the parties' degree of fault.

CHAPTER FIVE

DEFINITIONS

Article 5 - In this protocol;

a) Faculty	: KTU Of Faculty of Technology
b) Dean	: Dean of KTU Of Faculty of Technology
c) Society	: Turkish Amateur Radio Society (TRAC)
d) Implementing Unit (Branch)	: TRAC Trabzon Branch
e) President	: TRAC President
f) Branch Chair	: TRAC Trabzon Branch Chair
g) Project Coordinator	: Executive academic or technical authority designated by the parties
h) Advisory Committee	: Monitoring and coordination board made up of an equal number of representatives of the parties
ı) Emergency	: All emergencies, disasters and extraordinary situations defined by AFAD
i) AFAD	: Disaster and Emergency Management Presidency
j) TAMP	: Turkey Disaster Response Plan

are meant.

CHAPTER SIX

GENERAL PRINCIPLES

Article 6 - The parties provide mutual cooperation and coordination in activities to be carried out under the protocol. The scope, purpose, method, place, time and distribution of responsibilities of the activities are clearly defined in the activity plan to be prepared by the parties before each work. The parties fulfill their duties, authorities and obligations in line with this plan.

Article 7 - The parties hold an Advisory Committee meeting at least once a year. The invitation procedure, agenda-setting method, representation authority and decision-making processes of the meetings are determined in writing by the parties, and the meetings are recorded in minutes. Either party may request an additional meeting when it deems necessary. The requesting party may communicate this request in writing, verbally or in a digital medium such as e-mail.

Article 8 - In activities to be carried out province-wide, the TRAC Trabzon Branch, TRAC's implementing unit, provides coordination. The location, time, scope and security principles of the work to be carried out in this scope are determined in advance by the parties.

Article 9 - In emergencies, the TRAC Trabzon Branch, TRAC's implementing unit, provides communication support in coordination with the Faculty, in line with AFAD's direction. In emergencies, task sharing, use of technical infrastructure and responsibilities are carried out according to the predetermined emergency plan; in case of damage, errors or disruptions, responsibility is assessed according to the parties' degree of fault.

Article 10 - The party to this protocol is the Turkish Amateur Radio Society Headquarters. The signature given by the Branch Chair is given to accept that the protocol provisions will be applied by the relevant branch, and does not grant the branch legal personality, party status or independent signing authority.

CHAPTER SEVEN

PRINCIPLES TO BE OBSERVED BY THE OF FACULTY OF TECHNOLOGY

Article 11 -

a) Encourages students to participate in TRAC activities.

b) Forwards necessary announcements to internal units.

c) Provides the academic and technical support necessary for conducting joint projects; the allocation of laboratories, devices, software and labor provided under this support is carried out according to the predetermined work plan.

d) May make academic contributions to TRAC events.

e) Invites TRAC members to training, seminar and practice activities.

f) May provide technical support, design, laboratory use or test facilities to strengthen emergency communication infrastructure. The principles of use of the infrastructure, devices and spaces provided in this scope are determined by the Faculty.

g) If an amateur radio station is established on the Faculty campus, provides the necessary space support; the establishment, maintenance and security responsibility of the station are carried out as defined in the work plan.

h) The financial and technical limits of the facilities the Faculty will provide are determined within the framework of budget, infrastructure capacity and relevant legislation, and activities are carried out without exceeding these limits.

CHAPTER EIGHT

PRINCIPLES FOR TRAC'S IMPLEMENTING UNIT, THE TRAC TRABZON BRANCH

Article 12 -

a) Complies with the rules set for all activities on the Faculty campus and is responsible, within its own area of responsibility, for conducting activities safely.

b) Provides technical training support on amateur radio, communication and emergencies; the content, scope and duration of the training it provides are defined in line with the plan made with the Faculty.

c) Carries out all services under the protocol on a voluntary basis.

d) Forwards the information of the trainers who will provide training to the Faculty, updates it, and is responsible for the trainers' competence.

e) Will not make any financial demand for projects carried out with the Faculty.

f) Provides technical consultancy on amateur radio; responsibility for the accuracy and applicability of the information provided is limited to its own field of activity.

g) Will not share information in press and public statements without the Faculty's approval.

h) Provides training materials on emergency communication or gives training; the content and suitability of the materials used are the responsibility of TRAC and the Implementing Unit.

ı) Supports the amateur radio license training of Faculty staff and students.

i) Ensures the Faculty benefits from national or international TRAC collaborations.

j) Responsibility for errors that may arise from technical devices, training materials and information sharing provided by TRAC is limited to the degree of fault of TRAC and the Implementing Unit; these matters are clearly stated in the work plans.

k) May invite the Faculty as an observer to relevant boards and meetings if it deems appropriate.

CHAPTER NINE

AMENDMENT

Article 13 - The parties may propose amendments to the protocol provisions. Amendments enter into force only with the written and mutual agreement of the parties' protocol executives.

Article 14 - Disaster and emergency practices are carried out in accordance with AFAD legislation and standards. In case of non-compliance or violation of legislation, the resulting responsibilities and obligations are assessed according to the degree of fault of the relevant party; where necessary, the parties may make additional arrangements to ensure compliance.

Article 15 - Press, public and social media announcements regarding activities under the protocol are made with the joint approval of the parties. Legal or administrative responsibility arising from false, misleading or unauthorized information sharing belongs to the party sharing the information.

CHAPTER TEN

RESOLUTION OF DISPUTES

ARTICLE 16- The parties shall resolve disputes that may arise during the implementation of the protocol through conciliation and amicable settlement. If disputes cannot be resolved amicably, the courts of the province of Trabzon are competent.

CHAPTER ELEVEN

ENTRY INTO FORCE, TERM AND TERMINATION

Article 17 - The protocol enters into force on the date of signature.

Article 18 - This protocol is valid for 5 (five) years from the date it is signed. At the end of this period, it is extended for the same period unless there is a written request from one of the parties.

Article 19 - Either party may exercise the right to terminate this protocol unilaterally by giving 30 (thirty) days' prior written notice.

Article 20 - This protocol consists of 5 (five) pages and 20 (twenty) articles and was signed on …../…../2025.

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TRAC Trabzon Branch Chair
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(For Information and Acceptance)

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