CARES Technical Committee

**Frequency List Policy**

**Frequency List Maintenance for CARES member radios**

The master document for changes is an Excel Workbook version in ICS-217a format.

All other derivatives are created from this file.

When we are ready to publish, we will create the required files and distribute.

What we supply on the CARES Website—

* A PDF version of the Excel Workbook
  + This is the document that should be kept in go bags, in cars, and at your base station
* .csv files for each sheet in the Excel workbook
  + These are converted to by a program written by Andrew, N1ACW, to convert the Excel 217a format to CHIRP format
  + Operators can download these files and directly load them into CHIRP
  + Operators can open these files with any spreadsheet program and manipulate them as necessary
  + Other derivatives as required—For example, the web site table of frequencies
* Storage
  + The versions are kept on-line in GitHub for version control purposes
* The Frequency List subgroup can have access to our GitHub site
* Anyone with access to the GitHub site can make changes to the master Excel file

Release Process

* The Technical Committee will make a decision as a group that the pending release is ready to go
  + It will be sent to the AEC’s for review
  + Once approved by that group, it will be sent to the EC for review
  + Once approval is received by the EC, it will be published
* Update release—Updates are considered not critical, but the changes are worth noting, such as an added frequency or a PL added to a frequency we do not use very much. These updates can be issued at any time.
* Critical release—Usually annually. These are considered critical. A change may be to a frequency that CARES member use frequently or there is a numbering sequency change. A critical update will likely require an “active date” announcement to all members to make sure everyone is on the same page.
* The Website will always have the latest updates available in all the derivatives mentioned above.