

Resolution A2-3R8

**SFCG DOCUMENTATION**

The SFCG,

CONSIDERING

- a) that a concise record is required to reflect the deliberations and decisions of the Group;
- b) that an organized procedure for input and output documentation will increase the efficient conduct of meetings;
- c) that it is nevertheless desirable to minimize documentation formality in order to maintain the flexibility of the Group's proceedings;
- d) that it may be necessary to formally transmit information to other entities;

RESOLVES

1. that SFCG input documents will be submitted in the form of:
  - discussion documents (incl. Liaison statements from outside entities)
  - information documents
  - draft Resolutions
  - draft Recommendations
2. that discussion documents are to be provided as background for formal discussion and decision-making by the Group but will not be formally approved by the meeting (see also RES A19-1R1);
3. that information documents are to be provided for the use of SFCG members in the conduct of their work and will be noted in the record of the meeting, but will neither be discussed formally nor approved by the meeting (see also RES A19-1R1);
4. that draft Resolutions and draft Recommendations which are proposed for SFCG adoption will be submitted with supporting discussion documents;
5. that SFCG output documents will generally be written in the form of:
  - Administrative Resolutions, governing the functioning and operation of the SFCG;

- Resolutions, for actions to be taken within SFCG;
  - Recommendations, for action proposed by SFCG to be taken by member agencies or other outside bodies;
  - Liaison statements for formal transmission of information to other entities;
  - Action Items, to describe needed work and to assign responsibility for the conduct of that work in the interval between SFCG meetings (see RES A8-4R2).
  - Reports, based on outputs from Action Items, for providing detailed information on issues of concern to the SFCG;
  - Decisions, for documenting the results of deliberations, e.g. on requests for waivers to SFCG Recommendations, (see RES A10-1R2), or on other issues, which would not warrant the formulation of a RES A, RES or REC;
6. that Recommendations and Resolutions will be published on the SFCG Website\* and will be reviewed at SFCG meetings in accordance with the provisions of RES A11-1R2;
  7. that Reports based on output documentation from SFCG Action Items will be published - if they are time-critical - with the Minutes of SFCG Meetings, or in other cases as decided by the SFCG;
  8. that the text of new Decisions and Liaison Statements will be published in the minutes of the meeting at which they were adopted, as well as a list of earlier Decisions and Liaison Statements that have been reviewed and remain in force;
  9. that Action Items will be published in the minutes of the meeting at which they were adopted, and will be reviewed by the subsequent meeting for further disposition.

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\* URL: <http://www.sfcgonline.org>