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***SPACE FREQUENCY  
COORDINATION GROUP***

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Resolution A8-3R2

**PREPARATION FOR SFCG MEETINGS\***

The SFCG,

CONSIDERING

- a) the burden placed on the hosting agency by each meeting of the group,
- b) the need for effective management of the limited resources of the Executive Secretary, and
- c) the desire of each member agency to limit the duration of the meeting,

RESOLVES:

- 1) that a proposed agenda for the next meeting be distributed with the immediate past meeting minutes,
- 2) that input discussion documents and reports from Intersessional Working Groups be distributed, by the author, to all members not later than six weeks prior to the published date of the next meeting,
- 3) that any discussion documents hand-carried for distribution at a group meeting be notified to the Executive Secretary in advance (to facilitate Agenda preparation), and be provided in sufficient numbers to provide one copy per attendee,
- 4) that any discussion documents not in compliance with Resolves 2) and 3) shall be discussed only if agreed by all members present and if the member present can make timely, private arrangements for duplication and distribution.

\* See also RES A19-1