

Resolution A8-4R2

ACTION ITEMS

The SFCG,

CONSIDERING

- a) that a decision taken by SFCG sometimes requires subsequent action by one or more members;
- b) that the effective and timely accomplishment of this action is assisted by a specific description of the task(s), identification of a responsible individual, and establishment of a suitable timetable;
- c) that a method of documenting, reviewing, reporting, and completing or terminating each action is helpful, and
- d) that such actions are commonly referred to as action items, the action called for should be conducted between two meetings;
- e) that a timely response to the action items is vital to the progress of work in the SFCG;

RESOLVES

- 1. to establish Action Items when appropriate to work specific to the SFCG;
- 2. to record the establishment of Action Items by means of serial-numbered SFCG documents called Action Items;
- 3. to include in each Action Item document a description of the action to be taken, the timetable for work to be done, and the name of the responsible individual who is charged with the accomplishment of the Action Item;
- 4. that individuals who accept responsibility for Action Items will provide quarterly to SFCG delegation heads, via the Executive Secretary a brief status report;
- 5. that final disposition of action items should include needed proposals for subsequent Resolutions, Recommendations, Reports, or other actions;
- 6. that each Action Item will be reviewed at the SFCG meeting following the meeting at which it was established.