



**Resolution SFCG A2-3R9**

**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 (including liaison statements from outside entities)
  - information documents
  - coordination documents
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 the most recent version of SFCG RES A19-1);
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 the most recent version of SFCG RES A19-1);
4. that coordination documents are to be provided by SFCG Member Agencies on their future mission plans for the purpose of exchanging mission information to facilitate informal coordinations with other Member Agencies (see also the most recent version of RES SFCG A19-1);

5. that new or revised Resolutions and Recommendations which are proposed for SFCG approval will be submitted as part of discussion documents;
6. 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 the most recent version of RES SFCG A8-4).
  - 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 the most recent version of RES SFCG A10-1), or on other issues, which would not warrant the formulation of a RES A, RES or REC;
7. that Recommendations and Resolutions will be published on the SFCG Website\* and will be reviewed at SFCG meetings in accordance with the provisions of the most recent version of RES SFCG A11-1;
8. that Reports based on output documentation from SFCG Action Items will be published on the SFCG Website\*;
9. 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;
10. 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
11. that the minutes and Action Items for each SFCG meeting will be posted on the SFCG Website\* solely for the use of SFCG members.

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\* URL: [www.sfcgonline.org](http://www.sfcgonline.org)