



Resolution SFCG A19-1R7

SFCG MEETING INPUT DOCUMENTS

The SFCG,

CONSIDERING

- a) that a major purpose of SFCG meetings is to promote the open discussion and resolution of spectrum management issues among representatives of international space agencies;
- b) that discussion and resolution of issues requires an understanding of agency' requirements and positions and this is best accomplished by the exchanging of Discussion Documents, described in Resolution SFCG A2-3, in advance of the meeting;
- c) that initiating inter-agency coordination requires the submission of Coordination Documents, with similar characteristics of Discussion Documents, described in Resolution SFCG A2-3;
- d) that SFCG meetings are generally held once each year and the amount of time available for discussing and resolving each issue is necessarily limited;
- e) that delegates to an SFCG meeting must have sufficient time to read, understand, and prepare their responses to positions advocated in Discussion and Coordination Documents;
- f) that another major purpose of SFCG meetings is to provide for the efficient dissemination of information among agencies on matters related to use of the RF spectrum;
- g) that such exchange of information can be accomplished efficiently with Information Documents, described in Resolution SFCG A2-3, setting forth agency plans or providing other relevant information;
- h) that the SFCG Web Site provides the most efficient electronic means of distributing documentation to all members;
- i) that it is impractical to distribute documents by any other means,

RESOLVES

1. that agencies prepare and submit Discussion Documents only on matters in which they have a material interest;
2. that Discussion Documents shall have all of the characteristics listed in Table 1;
3. that agencies prepare and submit Coordination Documents on the satellite missions for which they require SFCG coordination to be initiated in accordance with the most recent version of Resolution SFCG A12-1;
4. that papers not possessing all of the characteristics found in Table 1 with exception of Coordination Documents shall be designated as Information Documents;
5. that electronic distribution via the SFCG Web Site is the prescribed method for distributing SFCG documents;
6. that all input documents use the standard format given in the ANNEX;
7. that agencies shall inform the SFCG Executive Secretary and Secretariat of the title and request a number for their documents well in advance of their submission to the SFCG Web Coordinator;
8. that Discussion Documents to be placed on the SFCG Web Site shall be transmitted to the SFCG Web Coordinator electronically, at least three (3) weeks prior to the first day of an SFCG meeting;
9. that Coordination Documents to be placed on the SFCG Web Site shall be transmitted to the SFCG Web Coordinator electronically, at least two (2) weeks prior to the first day of an SFCG meeting;
10. that Information Documents to be placed on the SFCG Web Site shall be transmitted to the SFCG Web Coordinator electronically, at least one (1) week prior to the first day of an SFCG meeting;
11. that all documents to be placed on the SFCG Web Site shall be transmitted to the SFCG Web Coordinator electronically, using any of the formats contained in Table 2, unless such document contains a new or revised recommendation or resolution, for which only an MS Word file format is acceptable;
12. that Information Documents received by the SFCG Web Coordinator after the deadline be posted to the SFCG Web Site at the convenience of the Web Coordinator;
13. that the time limits set forth above do not apply to documents outside the control of the SFCG, such as documents originating within the ITU, CEPT, CITEL, APT.

NOTES

that the SFCG Web Coordinator has agreed to use his *best efforts* to place documents received in a proper electronic format on the SFCG Web Site within two (2) days of receipt.

Table 1: Attributes Required to be Designated a Discussion Document

ATTRIBUTE	DEFINITION
Relevancy	Must relate to a matter acceptable for discussion at the SFCG meeting to which it is submitted.
Action Specific	Must request a specific action or modification of existing policy, or provide data needed for an action or policy.
Justification	Must fully justify (technically or administratively) the specific action requested.

Table 2: Acceptable Formats and Application Programs for SFCG Documents

FORMAT / APPLICATION	DESCRIPTION
PDF	Portable Document Format (Adobe Acrobat Reader)
MS Word, Powerpoint or Excel	Microsoft Office software components

ANNEX to RES SFCG A19-1R6

SFCG-XX
DD-DD Month, YYYY
City, State or Province, Country

SFXX-NN/D

MEMBER AGENCY OR ORGANIZATION

DOCUMENT TITLE IN 14 PT TIMES NEW ROMAN
(SFCG Agenda Item or Action Item reference, if applicable)

Abstract

This is a short one paragraph abstract of the purpose, objective and conclusions presented in the input document. This text should be in 12 pt Times New Roman font or equivalent. The document header text including document number should be in 12 pt Time New Roman Bold. The Member Agency or Organization should be in 14 pt Times New Roman Bold and Underlined. The Document TITLE should be in 14 pt Times New Roman Bold. The body text of the document should be in a common 12 pt font.