

WRC-11 ADVISORY COMMITTEE

Instructions for Operations and Management of Informal Working Groups

(January 12, 2009)

The WRC-11 Advisory Committee is subject to the Federal Advisory Committee Act ("FACA") and numerous related regulations, Executive Orders, *etc.* As a Chair, Vice-Chair, or FCC Representative of an Advisory Committee Informal Working Group, you are directly responsible for satisfying some of FACA's requirements regarding meetings and documents. These requirements are described below.

Be aware that we are required to furnish for public inspection all Advisory Committee documents -- including IWG documents -- at a single location. That location will be the FCC Reference Information Center, 445 12th Street, S.W., Room CY-A257, Washington, D.C. The Center is open to the public on weekdays from 10:00 am to 3:30 pm. Coin-operated copiers are available there. The IWG Chair/Vice-chair and FCC representatives should ensure that all meeting documents find their way to the FCC. In order for documents to be widely and expeditiously available, all documents should be submitted in electronic format to the FCC Coordinator, Donna Christianson ([Donna.Christianson @fcc.gov](mailto:Donna.Christianson@fcc.gov), 202-418-7326).

As a means of providing further availability of Advisory Committee information to the public beyond Washington, D.C. area, we also are furnishing important information on the internet. We plan to include meeting schedules, minutes, Advisory Committee reports, and any other substantive IWG documents. The address is: <http://www.fcc.gov/ib/WRC-11>.

It is possible that the Advisory Committee, which is playing an increasingly significant role in the FCC's preparations for WRC-11, could be audited by the FCC's Inspector General or GSA in the future for compliance with FACA. Thus, continuing compliance with the FACA's provisions on meetings and documents should be taken seriously. We look to the FCC representatives of each IWG as the responsible party for compliance of each IWG.

If you have any questions regarding these requirements, please contact Linda Dubroof (linda.dubroof@fcc.gov, 202-418-2335).

Calling of Meetings:

Meetings of the IWG should be scheduled by the IWG Chair/Vice-chair with the approval of the Designated Federal Officer (DFO), the Alternate DFO or their designate (e.g., FCC representative). Our DFO is Alexander Roytblat (alexander.roytblat@fcc.gov, 202-418-7501)

and the Alternate DFO is Linda Dubroof (linda.dubroof@fcc.gov, 202-418-2335). IWG meeting schedules must be placed on the master calendar. Please inform the Coordinator, (Donna.Christianson@fcc.gov, 202-418-7326) and our website coordinator Allen Yang (Allen.Yang@fcc.gov, 202-418-0738) of meeting dates, times, and places for inclusion on the master calendar and for posting on the WAC website. The IWG Chair/Vice-chair also should notify IWG participants of upcoming meetings. When scheduling IWG meetings please try to avoid conflicts with other meetings and take in to account the out-of-town participants who must travel to attend the meetings. This means that the IWG Chair/Vice-chair should try to announce meetings with sufficient advance notice and, if possible, schedule related meetings in blocks. The FCC will release periodic Public Notices of IWG meeting dates.

Meeting announcements should include the draft agenda for the meeting. The agenda is to be prepared by the Chair/Vice-chair and approved by the DFO. Copies of the agenda also should be made available at the meeting.

Pursuant to the FACA, an FCC employee (on behalf of the DFO) must be present at all meetings. All meetings are open to the public.

Documentation Requirements:

Minutes must be kept of each IWG meeting. It is the Chair/Vice-chair's responsibility to prepare the minutes or to appoint someone else to prepare the minutes. It is the responsibility of the FCC Representatives to see that these minutes, including accompanying documents, are conveyed to Donna Christianson and Allen Yang for placement in the public reference room and for posting on the WRC-11 Web site when appropriate. The DFO has requested that draft IWG meeting minutes be sent to the FCC representatives within 7 days of the IWG meeting. The minutes should have the approval of the IWG Chair/Vice-chair and the FCC Representatives as being available to post on the Web site as draft minutes. When the minutes are approved at a subsequent IWG meeting, the Web site posting will be suitably modified.

Minutes must contain:

- time and place of the meeting
- list of participants, including FCC staff
- summary of matters discussed and conclusions reached
- copies of all reports received, issued or approved
- statement that meeting was open to the public

A form is attached for use in developing these minutes.

These minutes, together with supporting documents (agenda, attendance list, all hand-outs) should be provided to Donna Christianson for submission to the public reference room and posting on the WRC-11 web site. **These documents must be in Microsoft Word format.**

Other Administrative Considerations:

Each FCC staff person participating in Advisory Committee matters is required to keep a record of their time spent and any expenditures incurred in that activity. The log sheet attached should be used to keep this information.

A document numbering system should be used by each IWG to assist with document management. This document numbering scheme involves each IWG assigning sequential numbers to documents preceded by the IWG number and followed by the date of the meeting. Changing the date would be used for new versions of the same document. For example, "IWG-3/2(30.01.09)" corresponds to the second document of IWG working group 3 with a revision date of Jan. 30, 2009. A document distributed in one meeting need not be included with the minutes of later meetings of the same IWG unless a new version is distributed. A list of documents should be maintained by each IWG. A sample document tracking form is attached for your use.

Submit any other materials destined for the Home Page to Donna Christianson and Allen Yang. These **items must be approved by the DFO before they can be posted.**

Also, you may receive direct inquiries for information over the internet. Please respond directly to these requests. If you have any questions or concerns about these inquiries, or regarding other aspects of IWG management, contact the DFO or FCC representative.

General Internet Document Posting Policy

It is our policy to post on the Internet as much WRC-11 Advisory Committee information as possible. However, in some cases it may be inappropriate or misleading to post certain documents. These types of documents should be identified by the IWG Chair/Vice-chair and FCC representatives and reported to the FCC DFO and alternate DFO for further discussion and appropriate handling.

WRC-11 ADVISORY COMMITTEE

Meeting Minutes

Meeting: IWG-

Date/Time:

Location:

Committee Members Present:

FCC Employees Present:

Meeting Summary: [furnish a complete summary of matters discussed and conclusions reached].

Documents Distributed:

Public Participation Statement: [State that meeting was open to the public and state number of public attendees].

Author:

Instructions: Attach a copy of each document, including agenda and attendance list to minutes. After approval by IWG Chair/Vice-chair, the FCC Representative is responsible for conveying a complete copy of the minutes and documents to the Coordinator, Don Weiland, for filing with the FCC Reference Information Center. Also, any significant IWG documents should be emailed to Don Weiland for inclusion on the home page.

