PROCEDURE TO WRITE ARAC RESOLUTIONS

This document is classified as an ARAC Procedures Document.

AUTHORIZATION

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1. PURPOSE

This document describes the procedure that ARAC members shall follow to write resolutions of their meetings.

2. SPECIFICATIONS

2.1   All significant results of ARAC meetings shall be recorded in the form of resolutions. A resolution shall be concise, clear and contain a complete description of the decision, with all the relevant information to ensure that it is properly executed. The resolution shall include:

• Title of the resolution;
• Description of the action that was agreed should occur;
• Name of the person(s) responsible for executing the action, if applicable;
• Completion date of the action, if applicable.

2.2   The ARAC General Assembly, Committees shall be identified with the following acronyms: General Assembly: GA; Executive Committee: EC; MLA Committee: MLAC; Technical Committee: TC; Promotion committee: PC.

2.3   A resolution shall include the acronym of the ARAC Assembly, Committee that adopts it, the year of adoption, and a sequential number. Number sequences are restarted each year.

2.4   The header of the resolutions document shall include:

• Group name: General Assembly, Committee or Subcommittee

• Meeting place: City and Country

• Meeting date: Day, Month and Year

• Specify if they are:

a) Draft Resolutions,

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b) Comments on Draft Resolutions, or

c) Approved Resolutions.

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Examples:

Draft Resolutions

GA/2011/72	Translation of ILAC,s X2 document
The General Assembly agrees to finish the translation of ILAC's X2 document and instructs Mahmoud Eltayeb and Mohamed Adel to complete it	

Comments on Draft Resolutions

GA/2011/72	Translation of ILAC,s X2 document
The General Assembly agrees to <u>establish a Working Group</u> to complete the translation of ILAC's X2 document. <u>The group is formed by Mahmoud Eltayeb</u> and Mohamed Adel.	

Approved Resolutions

GA/2011/72	Translation of ILAC,s X2 document
The General Assembly agrees to establish a Working Group to finish the translation of ILAC's X2 document. The group is formed by Mahmoud Eltayeb and Mohamed Adel.The deadline is October 31, 2011.	

2.5 Resolutions shall be listed in the order as the issues were discussed according to the meeting agenda.

2.6 If a resolution endorses the recommendation of another resolution, the same text shall be used or attached.

2.7 Each ARAC Committee Chair is responsible for keeping a record of its resolutions, and shall send a copy of the approved resolutions to the ARAC Secretary so they may be posted, as appropriate, on the ARAC website.

2.8 The ARAC Secretariat shall be responsible for keeping the records of General Assembly and Executive Committee resolutions. The MLA Secretary shall be responsible for keeping the records of MLA Committee resolutions.

3. DRAFTING RESOLUTIONS

3.1 The ARAC Secretary shall be responsible for drafting General Assembly and Executive Committee meeting resolutions. The MLA Secretary shall be responsible for MLA Committee resolutions. The Chair and Vice-Chair of each committee shall be responsible for drafting its meeting resolutions.

3.2 The Chair and Vice-Chair of the corresponding Committee may organize its work as it deems appropriate, as long as the draft resolutions are ready at the end of each work session or meeting, for presentation to the corresponding Committee or General Assembly.

3.3 The relevant Committee Chair, shall determine if the resolutions will be drafted in one language only and translated after approval, or submitted to the corresponding committee or General Assembly in one language.

4. APPROVAL OF RESOLUTIONS

4.1 Draft resolutions shall be presented to all the meeting attendees for their consideration and approval. They shall be presented at the end of each meeting.

4.2 The delegates present at the meeting shall review the draft resolutions to ensure that they properly capture the decisions made during the meeting. Once the draft resolutions are approved, they become the approved resolutions. If it is necessary to make any changes to a resolution, another resolution shall be submitted at the next opportunity to cancel or modify the original one.

4.3 If time does not allow for proper review and approval of the resolutions during the meeting, the person appointed to perform such function shall circulate the draft one week after the meeting to the attendees for its approval.

4.4 Regarding General Assembly meetings, the Committees and Subcommittees shall submit their resolutions to the General Assembly at the beginning of its meeting.

4.5 Within 10 working days of the approval of the General Assembly and the Executive Committee resolutions, the Secretariat shall disseminate them respectively to ARAC members, and to Executive Committee members.