

### **Guidance on TMOG Subcommittee and Task Force Meeting Reports**

Given that there are a number of TMOG Subcommittee and Task Force meetings (virtual and face-to-face meetings) that occurs between TMOG Plenary meetings, the following guidance is provided regarding Subcommittee and Task Force meeting reports:

1. **MEETING REPORT CONSOLIDATION:** Meeting reports for a given Subcommittee, Task Force, Ad-Hoc Group, Grouping of Issues, or Single Issue should be consolidated into a ZIP file (TMOG Document) for the period between TMOG Plenary Meetings.
2. **LEVEL OF CONSOLIDATION:** The determination on the level of the consolidation (i.e., on the basis of Subcommittee, Task Force, Ad-Hoc Group, Grouping of Issues, or Single Issue) is determined on a case by case basis. In general, the more focused the work (with focused meetings) the more focused the meeting report consolidation opportunity. Some examples and guidance is as follows:
  - a. A Subcommittee can choose its level of meeting report consolidation. If a Subcommittee is inherently focused (e.g., TMOG-CLDR in 2004), then it is appropriate for the Subcommittee to have a consolidated meeting report for a given TMOG Plenary period.
  - b. A Task Force or Ad-Hoc Group is inherently focused, thus it is appropriate for each Task Force or Ad-Hoc Group to have a consolidated meeting report for the TMOG Plenary period.
  - c. Grouping of Issues Example: The TMOG-AIP Subcommittee has periodic virtual meetings focused on TMOG Issues 12, 13, and 14 (ETS). This is a candidate for a Grouping of Issues type consolidation of meeting reports.
  - d. Single Issue Example: The TMOG-AIP Subcommittee has periodic virtual meetings focused on TMOG Issue 56 (Security Management System). This is a candidate for a Single Issue type consolidation of meeting reports.
3. **TMOG DOCUMENT NUMBERING:** For each consolidated meeting report for a given TMOG Plenary period, there should be a single TMOG document number (with multiple Revisions, as appropriate). For example: TMOG-CLDR-099, TMOG-CLDR-099-R1, TMOG-CLDR-099-R2, etc.
4. **TMOG DOCUMENT REGISTRATION:** The following guidance is provided regarding TMOG Document registration: (a) Title: The title should include the upcoming TMOG Plenary Date (e.g., "TMOG AIP Meeting Reports up to May 11, 2005"); (b) Description: The description should include the day after the last TMOG Plenary Meeting date and the upcoming TMOG Plenary Date (e.g., "This document contains the TMOG AIP TA Meeting Reports from Dec 8, 2004 to May 11, 2005").
5. **MEETING REPORT FILE NAMING WITHIN A CONSOLIDATED REPORT:** Documents/files within a consolidate meeting report (i.e., ZIP file) should contain the following information in the file name for an individual meeting report: (a) TMOG Document Number; (b) Meeting Date; (c) Task Force Name or Ad-Hoc Name or Issue Grouping Name or Issue Number (or Name) – as appropriate. E.g., TMOG-CLDR-099-R2 01-13-2005.doc, TMOG-AIP-020 OSSX 01-13-2005.pdf, etc.
6. **SUMMARY REPORT FOR PLENARY MEETINGS:** A summary report for a given TMOG Plenary period can be the last file in a given consolidated meeting report.
7. **TIMELY UPLOADS:** In order to maintain accurate records between plenary meetings all Subcommittee and Task Force meeting reports will be uploaded no more than seven days following a meeting. This is an agreement from the TMOG Dec 7, 2004 Plenary Meeting.
8. **MEETING REPORT CONTENT:** The *ATIS Operating Procedures for Committee and Forums* outlines the required content information for meeting reports.