PROCEDURE FOR DISTRIBUTION OF
ARAC DOCUMENTS

CLASSIFICATION
This document is classified as ARAC Procedures Document.

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AVAILABILITY
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Original: English
1. **PURPOSE**

   The purpose of this procedure is to ensure that ARAC documents are properly distributed and circulated to all appropriate parties and that said documents are properly archived for future reference. This procedure does not conflict with any provisions of PR 001-ARAC Documentation Control Procedures.

2. **APPLICABILITY**

   This procedure applies to all of ARAC, ie, the General Assembly, the Executive Committee, the Secretariat, the MLA Committee, the MLA Group, the Technical Committee, the Communication and Marketing Committee and any and all other groups that ARAC may create.

3. **MAILING AND DISTRIBUTION LISTS**

   ARAC Secretariat is responsible for keeping an up-to-date list of the General Assembly, Committees and Working Groups members. This list must include members’ name, organization (or representation if different), full mailing address, telephone and e-mail.

4. **DISTRIBUTION OF DOCUMENTS**

   4.1 Documents to be considered by the ARAC General Assembly, whether at a meeting or by correspondence, must be distributed exclusively by the ARAC Secretariat.

   4.2 Documents to be considered by the ARAC Executive Committee, whether at a meeting or by correspondence, must be distributed by the ARAC Secretariat. 4.3 ARAC Secretariat is responsible for distributing notices, draft agendas, working documents,
resolutions, meeting reports and other documents to all ARAC Committees and Working Groups.

5. **FILING AND ARCHIVING**

5.1 ARAC General Assembly correspondence, resolutions, documents and other relevant information must be kept filed and archived by the ARAC Secretariat.

5.2 ARAC Executive Committee correspondence, resolutions, documents and other relevant information must be kept filed and archived by the ARAC Secretariat.

5.3 ARAC Secretariat must maintain a full records of resolutions, meeting reports (if any), information on chairs and other officers and any other relevant information must be kept for all ARAC Committees and Working Groups.