

Procedure to upload research results and presentation materials at ACG events

1. Task Force (TF) research results documents

1.1. When a TF convener circulates the questionnaire sheet to ACG members, the convener should clarify whether the research results will be made available to the public or not. When it will be published on the ACG website, the sheet should clearly state that “the research results will be published without specifying the name of the responding institution.”

1.2. When the TF convener finalizes the research result document, the convener should ask TDCC to upload it on “Research & Report” page, indicating whether the document should be “ACG members only” or “public.”

2. Documents at ACG Annual General Meetings (AGM)

2.1. After the ACG AGM, TDCC uploads the presentation materials (except TF Group Meeting, TF Group Reporting Session, Senior Management Meeting (SMM) and General Meeting Session) on “Event” page.

2.2. Regarding the materials presented in the TF Group Meeting and TF Group Reporting session, the convener of Exchange of Information (EoI) TF shall divide them into “ACG member only” and “public” according to the following criteria, and shall seek other TF conveners’ confirmation.

Items	Disclosure level (as a general rule; subject to change)
Research results	Public (subject to respondents’ and TF conveners’ approval)
TF activity reports and future plans	ACG members only

After confirmed by all TF conveners, the convener of EoI TF shall ask TDCC to upload the materials on “Research & Report” page, indicating whether the material should be “ACG members only” or “public.”



2.3. ACG Secretariat shall ask TDCC to upload the materials for SMM, General Meeting Session and the minutes of the AGM on “Meeting materials & minutes”. ACG Secretariat shall receive the minute from the host of AGM.

3. Documents at ACG Cross Training Seminar (CTS)

3.1. TF conveners should notify to the presenter that “the material will be published unless requested specifically by the presenter” when the convener asks for submission of the material.

3.2. The convener of EoI TF shall confirm with other conveners whether there were specific requests by the presenter mentioned in 3.1. After confirmed by all TF conveners, the convener of EoI TF shall ask TDCC to upload the materials on “Research & Report” page, indicating whether the material should be “ACG members only” or “public.”

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