

## **Guidelines for ARRC Meeting Conduct and Secretariat Activity**

1. Web Site and Collaboration Site: As the sponsor of the ARRC, the Federal Reserve will provide the ARRC with both a public page on FRBNY's web site and a members-only extranet collaboration site (which will serve as the official repository of ARRC documents). Members should be aware that all records of the ARRC's activities, including material posted on the members-only site or otherwise distributed within the group via email or otherwise, may be subject to public disclosure under the Freedom of Information Act or FRBNY's Freedom of Information Policy.
2. Secretariat: The ARRC secretariat will be staffed by the Federal Reserve. The secretariat's responsibilities will include maintaining the members-only site and the ARRC's public web page; preparing and disseminating agendas, minutes and public communications as described below; and providing other project management assistance.
3. Agendas: Agendas will be prepared by the secretariat for each scheduled meeting. Agendas will be distributed to members before the meeting, and will be posted to the public ARRC web page on or around the day of the meeting.
4. Minutes: Minutes of all meetings will be prepared by the secretariat and will include at a minimum (a) a list of attendees, (b) a brief description of the topics discussed, and (c) a record of resolutions or other decisions reached. Minutes will not attribute statements made during meetings to individuals. Draft minutes will be reviewed by the Chair and distributed to members for comments as soon as practicable following each meeting. If necessary, revised draft minutes reflecting members' comments will be distributed prior to the next scheduled meeting. Final minutes of each meeting will be adopted by the members at the next scheduled meeting and posted by the secretariat on the public ARRC web page promptly thereafter.
5. Posting and Distribution of Member Materials: All material posted to the members-only site or otherwise distributed to members should be channeled through the secretariat.
6. Press Releases and Other Public Communications: From time to time the Federal Reserve, or the ARRC in conjunction with the Federal Reserve, may make public announcements concerning the ARRC and its work.
7. Confidentiality: Except for public posting of material and other public communications as described above, any information disclosed, opinions expressed, or statements made during meetings shall be treated as strictly confidential by members and may be disclosed only to the executive management or employees of the member's organization who have agreed to keep the information confidential. Requests from the media should be referred to the secretariat or the Chair.
8. Federal Reserve Involvement: Federal Reserve representatives will attend all ARRC meetings. Except for any officially approved statements by authorized representatives of the Federal Reserve, all recommendations and statements of the ARRC (including those on the public ARRC web page) will represent the views of its private-sector members only and not the Federal Reserve, and any opinions expressed or statements made by Federal Reserve staff in the course

of the ARRC's activities are solely those of the individuals and do not necessarily reflect the views of the Federal Reserve System, the Board of Governors or the Federal Reserve Bank of New York. Federal Reserve counsel attending meetings represent the Federal Reserve and do not act as counsel to ARRC or its members. Federal Reserve staff members are prohibited from discussing non-public or confidential supervisory information with members of the committee.