

Guide for Annual Report of Task Forces to the IOCCG Committee

Newly approved IOCCG task forces may use the annual report to gain approvals on updates to the terms of reference (including vision and mission of the task force) as well as on any changes in membership, and other parts of the functioning of the task force that are still in formation.

Once an IOCCG task force is fully established, with approved terms of reference, an update on the progress of each task force should be given to the IOCCG Project Office annually, by **15 January**. As task forces are expected to continue until the need no longer exists, the annual progress and anticipated activities of each task force helps determine whether the task force merits renewal or termination.

A brief report (maximum 2-page, including images, if any) from the task force chairs should include the following key points:

- **Progress made during the year toward achieving the TF's terms of reference.**

List each term of reference separately and describe progress on each one. Limit 1000 words. This should include

- activities of the previous year that helped move the TF forward
- Documents published (if any) by the TF. Examples include white papers, peer-reviewed journal articles, community reports, webpages. These should be limited to those resulting directly from activities of the TF and for which the TF is directly acknowledged (not those published by individual members).

- **Reasons the TF activities should continue for another year**

Include proposed activities for the coming year and how they advance the TF terms of reference

- **TF challenges**

Is the TF having difficulties in achieving any of the terms of reference or meeting their plans for the past year? If so, why, and what is being done to address the difficulties?

- **Specific comments or requests to IOCCG (if any)**

Including requests to terminate or continue the task force, changes in terms of reference or timelines associated with TF continuation, requests for scientific input on documentation, etc.

Your report will be presented to the IOCCG Committee for review at the next annual meeting. Any responses from the Committee, including those related to the continuation of the TF, will be communicated to the TF chairs by the IOCCG Project Office after the meeting.