Task Force (TF): [Name]
[Previous-Year] Report to IOCCG

Prepared by:

Date:

# 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

* 1. First

Progress

* 1. Second

Progress

# Reasons the TF activities should continue for another year

Limit 500 words.

# 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. Limit 200 words

# Specific comments or requests to IOCCG (if any)

Limit 100 words.