

Guide for Working Group Annual Reporting to the IOCCG Committee

Annual reports should be submitted to the IOCCG Committee to enable a review of progress. Reports may be submitted as either written reports, or presentation slides when a presentation to the group is requested. Working Group chairs may be invited to present their progress virtually during an IOCCG Committee meeting, and receive feedback directly from the members.

Annual reports should address the following 4 items:

1. Progress towards your IOCCG Report

Detail any activities, or report chapters completed during the year. Attach any meeting minutes or relevant scientific chapters.

2. Plans for the coming year

3. Challenges

Please detail any scientific and logistical challenges towards meeting the terms of reference or completing the IOCCG Report. If a report is >3 years in the making, please include reasons for the delays and any mitigation strategies that the working group is employing.

4. Specific comments or requests to IOCCG

In addition to reviewing your progress, please include any specific requests to the IOCCG that may be tabled for additional discussion. This may include a review of changes to your terms of reference or scope, feedback on chapters or chapter details, requests for extensions of the lifetime of the group, etc.