

## GUIDELINES FOR PREPARATION OF MEMBER COUNTRY REPORTS

### **Compiling the Written Report**

As your Country Report will cover a variety of topics/sections probably written by different authors in different Divisions or even different organizations, you should nominate **a single senior compiler who is responsible for assembling and editing the complete report** prior to submission to CCOP. This will ensure uniformity of presentation of the different parts of the report and ensure that different topics appear under the correct sections (see below). **The senior compiler should have a reasonable command of written English.**

In recent years the standard of Member Countries written reports has shown great improvement and the reports are generally much more concise and informative than previously with contact persons and websites given from whom additional information can be obtained if required. We hope that this trend will continue and with this in mind you are requested to limit your report to **a maximum of no more than 8000 words of text plus as many illustrations as required.** Where the activities of other national organizations are included in your report, brevity can be achieved by listing their websites for details of the relevant projects. In addition, only those international collaborative activities located within the CCOP region should be included in your report.

Some important general points for compiling your report are:

1. The aim of the report is to give an **outline** of the **main** activities, with further details of **only the most significant achievements** of the twelve months to the end of June preceding the Annual Session. It is a report for CCOP members and not your organizations standard annual report for your Government and other stakeholders. The latter report will usually contain details of every single project and activity undertaken in the reporting year but such detail is not required in your report to CCOP as members will seek more detailed information from your Member Country representatives if required.
2. New projects/programs **started** during the reporting year and the key results of projects **completed** during the year should be given priority.
3. Consult the previous year's report to make sure that you are not merely repeating information (except for contact information) from last report; you are compiling an **annual** report for the last year, not one covering the last two or three years. (avoid the temptation to use your 'cut and paste' skills to include whole paragraphs/sections from last year's report!).
4. Tabulate numerical material wherever possible (i.e. production figures etc) rather than give long descriptions. If you want to mention many projects of a similar type (eg standard geological surveying projects, mineral exploration surveys etc.) these can be tabulated with individual columns giving location, area surveyed, scale, duration etc without the need to give individual descriptions of each project thus avoiding much repetitive text.

5. Most of all remember that your readers will only want to know the broad outlines of your activities (see point 1, above); if you list contact persons and contact addresses against topics/activities, then the interested reader can contact them for any further details he might wish to have. You can also list individual references/website details for additional information on projects.

6. You **do not** need to report on your countries' participation/representation in CCOP run projects/workshops etc as this will be reported by the CCOP Technical Secretariat.

*Additional notes are given in appropriate sections on the attached Member Country Report Form.*

### **Presentation of the Oral Report**

The time allowed for the oral presentation of your report is limited to twenty minutes. It is therefore important that you **do not** attempt to include everything that is in your written report or merely read out your written report (the audience can read it for themselves with all its detail later!). Present a few selected highlights that you think will be of most interest to other Member Countries and of most significance for the region as a whole. New initiatives, methodologies or technology and their success (or lack of success) will encourage questioning and further comment and so make for a stimulating session. CCOP is a cooperative family and each member can benefit from others experience.

At its 'brainstorming' session in 2008, the Advisory Group suggested that Member Country oral presentations might include one or more of the following:

- *Selected priority geoscience problems of national significance*
- *Investigational approaches*
- *Identified best practices*
- *Development and testing of new technologies/methodologies*
- *Successes and/or failures*
- *Future directions and priorities*

This list of suggestions could also be kept in mind when preparing your written report.

*/Updated June 2015*