

Paris, 21 December 2010

Chairs and Secretaries of Technical Committees

Mexico Congress 2011 - Introductory Reports and Activity Reports

Dear Chairs and Secretaries,

As indicated in the Congress Handbook, it is the responsibility of all Technical Committees to prepare the following two documents:

- An Introductory Report for the Congress Session that your Technical Committee is responsible (*Note: this is not a requirement for the Terminology Committee*);
- An Activity Report (*Note: this is a requirement for the Terminology Committee*).

The Introductory Report is intended to attract congress delegates to the session and outline topics that will be presented and discussed.

The Activity Report should cover the entire period of the committee's work since its inception in early 2008. Activity reports of all technical committees will be combined to form the second part of the general activity report that the Secretariat will prepare for the 2008-2011 cycle.

Please find enclosed a style guide outlining the requirements for the requested layout for the documents. We thank you for using the attached Word files as a template.

Both documents are to be provided in three languages, English, Spanish and French and it is requested that you use the expertise of your secretaries and technical committee members to undertake this task.

In the case of Technical Committee D2 it is requested that:

- The Chair of Technical Committee D2 coordinates with the Chair's of subcommittees D2a, D2b and D2c to produce the two Introductory Reports assigned to D2;
- Each Chair of subcommittees D2a, D2b and D2c prepare an Activity Report; these three reports will be preceded by a short introduction by the Chair of D2 following the same style and layout as requested in the enclosed style guide.

I would like to remind you that the deadlines for receipt of these two documents are:

- January 31, 2011 for the Introductory Report (in at least one language, with the other two language versions received by the end February);
- March 31, 2011 for the Activity Report (in all three languages).

For any questions relating to these deadlines please contact the Technical Adviser allocated to your Strategic Theme.

Thanking you in advance for your cooperation and compliance with the deadlines which are essential for the timely preparation of the Congress.

I wish you a happy festive season.

A handwritten signature in black ink, appearing to read 'Corté', is written over a large, stylized, hand-drawn signature mark that resembles a large, irregular 'X' or a similar geometric shape.

Jean-François Corté
Secretary General

Att. Style guide for the Introductory Reports

C.C.: Anne-Marie Leclerc,
Strategic Theme Coordinators
Jean-Marc Philippeau
Technical Advisers
Véronique Anselin