

## **Appendix 2**

### **Guidelines for the preparation of the National Reports**

There is no specific format for the National Reports. For each PIARC Strategic Theme, a country can choose to address all or only part of the issues raised in the call for National Reports.

The content should:

- be original and unpublished before the Congress,
- refer to the federal, national, regional or local level,
- deal with topics that present new information that would be of interest to the world road community,
- not include any advertising nor any paragraph of a commercial or political nature (the PIARC General Secretariat reserves the right to delete such paragraphs).

Authors can prepare reports representative of the federal, national, regional or local level.

First Delegates select authors of the report according to the type of entity they represent. When reports are drafted by a regional or local entity, this should be mentioned at the beginning of the report. First Delegates are kindly requested to draft a paragraph describing the entity represented by authors.

Answers to different Strategic Themes should be presented in separate reports (one National Report per Strategic Theme).

The recommended maximum length for each National Report is 16 pages (approximately 9,000 words). Please pay attention to the size of any digitized illustrations in order to limit, whenever possible, the total size of the electronic file to 3 Mo.

The National Reports should be submitted to the PIARC General Secretariat in both English and French (a Spanish version may also be submitted in addition to those in English or French) before 31 October 2014 to allow the Strategic Theme Coordinators to prepare their Strategic Direction Sessions and draft their own Introductory Reports.

The National Reports should be drafted using the Word template attached to this appendix.