

Guidelines for National reports

According to the ICA Statutes, Article 5, and By-Law 6, each member country must submit a national report to each ICA General Assembly. These national reports must be made available through the Internet and also be provided to all members of the Executive Committee, Commissions and Working Group Chairs, National and Affiliate members (150 copies in total) at the start of the General Assembly. These submitted reports can be provided as paper or digital products.

Each national report must be made available as a .PDF file to the Secretary-General and Treasurer, so that it can be hosted by the ICA website (www.icaci.org), where both contemporary and archived copies of national reports are held.

The format of the report is not specified, but the report has to emphasize the main achievements made in the country since the previous General Assembly, in research and developments, in education and training, in production (in both public and private sectors); it also has to reflect on the contribution of the country to the activities of ICA. Copies may be provided for all conference delegates if a country wishes (this may involve production of up to 1500 copies).

Whether produced as hard copy, in digital form, or as an internet resource, each national report should be made available in PDF format to the Secretary-General & Treasurer, so that it can be hosted by the ICA website (www.icaci.org), where both contemporary and archived copies of national reports are held.

Well-received national reports in the past show some uniformity of material under the following suggested headings:

- i) A profile of the member nation and its representation with, and contribution to, ICA;

- ii) Activities of the national committee and other cartographic societies within the nation.
- iii) Profiles of a range of organisations which contribute to cartographic and GI activity within the nation; these might include reports about
 - the work of national and regional mapping agencies, and specialist agencies (e.g. cadastral, hydrographic, national atlas, geological, planning, and census, mapping bodies etc),
 - military and civilian agencies charged with mapping for defence, navigation, and meteorological purposes;
 - environmental and statutory mapping meeting the needs of the nation;
 - recreational, leisure, educational and thematic map production and use;
 - educational activities in cartography and GI at all levels;
 - research by private and public agencies;
 - examples of cartographic and GI input into a wide range of artistic, social, environmental and scientific activity.

In addition, summary, opinion and specific project-oriented articles can be included. Colour reproductions of sample cartographic products may also be included. The typical length of a national report is 48 printed pages, although clearly considerable flexibility of presentation format results from digital production of the report.