

Insert Member Association Logo

1 May Year – 31 March Year¹

REPORT TO SCECSAL GENERAL COUNCIL

Name of Chairperson/President
Insert Full Name of Member Association

Day Month Year²

1. INTRODUCTION

It is mandatory for SCECSAL member Associations to submit biennial reports covering the period from 1 May in the year of the previous SCECSAL conference to the 31 March in the year in which the report will be presented at the conference. The biennial report should follow the layout and headings/sub-headings used in this document. The total length should **not exceed seven (7) pages, single spacing**. If the member Association has nothing to report under a given heading, skip that heading and do not use it in the report. The report should use Calibri 12pt for all text, and Arial Rounded MT Bold for all the headings and subheadings. The title of the report should 14pt, also be in **Arial Rounded MT Bold** and centred. All headings and sub-headings should be in upper case.

In the introduction, provide a very summary indicating the period covered by the report, and key areas or activities covered in the report.

All biennial reports must be submitted to the SCECSAL Secretariat and a copy to the SCECSAAL webmaster, as MS Word files, by **31 March** in the year of the SCECSAL Conference at which they will be presented³. Reports received after the deadline **will not be scheduled for presentation at the SCECSAL General Assembly** but will be published on the SCECSAL website. Immediately after the deadline, the SCECSAL Secretariat shall send a note to all member Association indicating the reports that have been received and to be presented at the SCECSAL General Assembly.

2. SCECSAL ACTIVITIES

Report on implementation of SCECSAL related activities including SCECSAL conference resolutions, recommendations and decisions of the SCECSAL General Council; records submitted to the SCECSAL Archives, and participation in SCECSAL related activities, including online consultations, etc., since the last SCECSAL conference (reporting period).

¹ Insert the period covered by the report, i.e. **1 May 2016 – 31 March 2018**

² Insert the date on which the final report is prepared or sent to the SCECSAL Secretariat

³ Each member Association shall have at least **5 minutes** for the presentation. Therefore, presenters should at least include *SCECSAL Activities, Capacity Development, National Conferences and Publications in their presentations*.

3. CAPACITY DEVELOPMENT

Report, briefly, on all capacity development activities (including continued professional development) **organized by the Association** (if any) for its members during the period under review indicating the objectives, key outcomes of the events, target audience, number of participants, key content, and resource persons, etc. Here include short courses, training workshops, study tours, seminars, etc. organized by the Association.

4. NATIONAL CONFERENCES AND ANNUAL GENERAL MEETINGS

Give a brief report on conferences organized by the member Association indicating the themes, number of participants, number of paper presented, keynote speakers, and key outcomes from the conference. Regarding the Annual General Meetings, focus on key decisions made and if elections were held, the results in terms of names of individuals who were elected to which posts.

5. PUBLICATIONS

List the **major** publications by the member Associations. Here include books, journals and newsletters published by the Association.

6. PARTNERSHIPS/COLLABORATIONS

Report briefly on **major** partnerships established or collaborations carried out during the period under review, the focus of the partnerships, and with which partners, etc.

7. OTHER ACTIVITIES AND INITIATIVES

Here report on other **key** activities or initiatives carried out by the Association not covered in the above sections. This could include reporting on a new strategy adopted by the Association, key events or initiatives planned for the next biennial, awards received by key members of the Association, etc. **Note:** progress on planned activities should be reported in the report for the next SCECSAL conference.

8. MEMBERSHIP

Provide data membership (paid members) of the Association at the time of the report and disaggregate the data by sex and categories (or as is stipulated in the Association's constitution). Consider using a table as in the example shown below.

Membership Category	Female	Male	Total
Professional members	15	30	45
Associate members	30	55	85
Student members	10	6	16
Totals	55	91	146

Indicate whether there has been an increase or decrease in membership over the period since the last report.

9. MEMBERS OF THE EXECUTIVE COMMITTEE

List down the members of the Executive Committee at the time of the report, indicating their positions, official contact email addresses and the period they will serve on the Committee.

10. OFFICIAL CONTACT ADDRESS

Indicate the official contact address of the Association and include the postal address, physical address, telephone numbers, email address and web address.
