

## Guidelines for annual and triennial reports

Your annual report should summarize the activities of your Commission during 2019. It will be sent to the IUCr Executive Committee as part of the agenda papers for discussion during their meetings at the next IUCr Congress in Prague, and will be published in *Acta Crystallographica* Section A as part of the Report of the Executive Committee for 2019.

Your triennial report should cover the period from 2017 to 2019. It will form part of the agenda papers sent to the Executive Committee and the members of the General Assembly in advance of the meetings of the General Assembly at the IUCr Congress in Prague, and will also be published in *Acta Crystallographica* Section A.

Each report should be 1000 words or fewer and should focus on IUCr-related activities. Please do not include figures or tables. Examples of relevant information to include in your annual report could be:

- Any changes to the Commission membership, including any consultants, during the period of the report, particularly if there are any differences from what is listed on the IUCr website.
- What the Commission members discussed during their meetings.
- Brief information on schools and conferences organized by the Commission, including (if available) geographical spread/gender balance of attendees. Links to meeting reports are welcomed.
- A list of any meetings supported by the Commission.
- Information about any policy documents, guidelines *etc.* drawn up by the Commission.
- Any activities related to IUCr publications (*e.g.* IUCr Journals, *International Tables for Crystallography*, the IUCr/OUP or Springer book series, or the Online Dictionary of Crystallography).
- An outline of any new developments in your area, and, where appropriate, how the Commission plans to cover these.
- The status of the Commission web pages or social-media accounts.
- Any activities with and/or links to other Commissions.
- Brief details of any community-building activities.

Your triennial report can of course be based on your annual reports for 2017, 2018 and 2019, but please include only the most important aspects of your activities to ensure that the triennial report is also no more than 1000 words.

Please send your reports to the Executive Secretary, [execsec@iucr.org](mailto:execsec@iucr.org), by no later than 17 May 2020 (Statute 8.4).