Guidance for Completing the INCITS Annual Report

IOE Chairs reporting to the Executive Board shall submit an Annual Report. The purpose for the Annual Reports is to assist the Executive Board with its due diligence and management of the entire INCITS program of work. The Annual Report supports this process by keeping the Executive Board informed on matters pertaining to the overall organization, membership, management, and policy.

Use of these instructions is in conjunction with the Annual Report template.

Note 1: The Annual Reports are for internal use (i.e., not public documents), and are considered draft Annual Reports until they are reviewed and accepted by the Executive Board.

Note 2: The Annual Report should not attempt to rephrase the INCITS policies.

Questions	Description
1. Executive Summary	The Executive Summary should address the overall status of the INCITS Committee or External TAG in areas such as the current level of participation, general reasons for any delays in progressing standards activities. This section should be written to provide the INCITS Executive Board with an overview of the current situation within the INCITS Committee or External TAG. A brief description of the committee, which will help INCITS members remember what the committee does and can also provide useful information for INCITS marketing materials. The description could be based on the formal program of work. For Committee's with TAG responsibilities, it should incorporate a description of the program of work of the relevant WG(s).
2 Accomplishments	This section should address significant accomplishments since the previous annual report. This should be free form and not exceed a page. It should include a list of significant publications during the past year. A significant publication is one that, in the Chairman's judgment, contains information that could be useful to someone desiring descriptive background information not incorporated in the draft standards.
3. Challenges	Significant challenges since the previous annual report should be addressed here and include: • Problems faced, proposed resolutions, timing of resolutions. • Any changes to milestone timetable (if applicable) TAG activities, including changes to a WG's program of work. • Expected challenges in next 12 months. • Controversy about approving a standard. Large number of public comments. *NOTE: Issues not meant for broader review (i.e., personnel and international issues) should be provided in a separate document of "TC concerns" for Executive Board review.*
4. Future Trends and Related Technical Activities	Please address the market importance of this area of standardization. Include the following: • Number of companies participating and number of new members. • Survey data regarding economic impact. • Provide a brief analysis of technical trends leading to future standardization needs (national and international), and how this might affect the Committee's program of work. Include factors such as: • What is your vision of where the technology that is the focus of your Committee in headed 3-5 years? • What are the emerging technologies or user requirements that might require some level of standardization? • Do you see your Committee interacting or coordinating with other INCITS Committees? If so, which one(s)? Report on your Committee's future standardization plans and describe probable project proposals.
5. Liaisons	List the INCITS TCs and External Liaisons with which the Committee liaises. Include a brief description why each liaison was established and, if known, when the liaison was established.
6. Other Administrative Information	This section can be used to report procedural matters the Committee feels should be brought to the attention of the INCITS Executive Board. Examples might be: (i) issues from the INCITS Organization, Policies and Procedures: (ii) interaction with other Committees; or (iii) compliance with INCITS requirements. *NOTE: Issues not meant for broader review (i.e., personnel and international issues) should be provided in a separate document of "TC concerns" for Executive Board review.*
7. Does your committee collect funds?	This question only applies to INCITS Committees - Those Committees with funds collection shall include a financial statement. If the answer YES, please include your committee financial statement as a separate document (accepted formats are pdf, xls, xlsx, doc, docx).
8. Officers & Membership	Officer & Membership information will be added by the INCITS Secretariat.