

**Tenth United Nations Regional Cartographic
Conference for the Americas**
New York, 19-23 August 2013

Guidelines for Preparing Country Reports

Member States are invited to submit country reports to share the progress and achievements made in their areas of responsibilities (geodesy, mapping, cartography, spatial data infrastructure, remote sensing) since the Ninth United Nations Regional Cartographic Conference in August 2009. The following guidelines are being suggested to allow for consistency across submissions, comparison and analysis of country progress and to supplement the information received from the status on geospatial information management questionnaire.

I. Language of Reports and Deadline

1. The official languages of the United Nations, Arabic, Chinese, English, French, Russian and Spanish will be the official languages of the Conference. Governments are asked to forward their country reports in at least one of the languages of the Conference.
2. The **summary of the country report** should be submitted to the United Nations Secretariat no later than **Wednesday 5 June 2013** and the **final report** should be submitted on or before **5th July, 2013**.

II. Formatting and Presentation of Country Reports

3. Documents are to be e-mailed to the United Nations Secretariat in Word or other compatible format to the e-mail addresses in paragraph 9.
4. Each Country Report should have a summary. Summaries should be limited to one typewritten page.
5. Acronyms and abbreviations must be spelled out the first time they appear. When a considerable number of acronyms and abbreviations appear, they must be listed at the beginning of the text, with the full terms they stand for.
6. The main document should not exceed 10 pages. Appendices may be added and there is no page limit for this section. A template for the front page is provided on page 3. The country name and authors should be inserted in the spaces provided.
7. The following format is recommended:
 - Paper – 8.5” X 11” page size
 - Font - Times New Roman, 12 point
 - Line space, 1.5”, Left Margin 1.5”, Right Margin 1”
 - Headings 14 point and bold
8. The following country report outline is suggested; it is not mandatory and may be used as applicable to your work. The headings provided are not exhaustive. You may include sections relevant to your work, which you wish to have reported.
 1. Executive Summary
 2. Acknowledgement (recognize all contributors to the report)
 3. Introduction - brief overview of national Geospatial Information Management (GIM) environment
 4. Legal and Policy frame work - strategic plan, action plan
 5. Institutional Arrangements

6. Data Generation/Production - geodetic reference frame, standards
7. Data Publishing And Sharing - access mechanisms and services
8. Use of Geospatial Data - geospatial applications
9. Capacity Development - education and training, public relations, participation in international SDI/GIM bodies, technical cooperation
10. Challenges and Future Plans
11. References

III. Conference Secretariat Contact

9. Correspondence relating to the Conference may be addressed to the United Nations Secretariat as follows:

Ms. Cecille Blake
Secretariat, Tenth United Nations Regional Cartographic Conference
for the Americas
United Nations Statistics Division
Department of Economic and Social Affairs
DC2-1678
New York, NY 10017
United States of America
Tel: (212)963-5823
Fax: (212)963-9851
email: blake1@un.org
frani@un.org

STATISTICS DIVISION

**Tenth United Nations Regional Cartographic
Conference for the Americas
New York, 19-23, August 2013
Item 6(b) of the provisional agenda
Country Reports**

Country Report of (insert country name)

Prepared by (Person(s) Name(s), Job Title(s), Name of Organisation(s))