

Guidelines for Submitting the Bi-Annual Sub-Regional Reports.

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The Regional Standing Committee for Asia and Oceania (RSCAO) spans a vast region comprising 62 countries. The region is divided into six sub-regions to facilitate the flow of information and activities in the sub region, i. e. Central Asia, North East Asia, South East Asia, South Asia, West Asia and Oceania. A RSCAO member from the relevant region is assigned as Sub Regional Convener on a voluntary and informal basis for a two year term (Extendable for another two years).

The key role of the Sub-Regional Conveners is to convey information about activities involving the sub-region to the RSCAO. The overall role is spelt out in the [A&O Section Handbook \(p. 1-2\)](#).

As part of this role, they will be asked to provide a brief bi-annual report (for SC Meetings in the mid-term and at WLIC).

In preparing the report, sub-regional conveners should:

1. Bear in mind the [Sub-Regional Grouping of Asia and Oceania Countries](#) and focus their report on the countries in their respective sub-region only.
2. Use sub-regional networks, to get in touch with professional and other developments in the sub-region. This might include national library associations, national library, regional library groups, libraries, library schools, and conference organizers and so on.
3. Engage RSCAO members in their sub-region and others for information and assistance (see [List of Current RSCAO members by Sub-Region](#)).

When submitting the report, they should

4. Report their achievements in the key roles and responsibilities.
5. Provide brief details, with links to further information where available, of maximum TWO most impactful local and regional activities in countries of their sub-region, for example, activities of: library association/s; national libraries; library studies programs; any conferences, workshops or seminars and so on.
6. Use the [Sub-Regional Convener Report Template](#)
7. Report should preferably be no more than TWO pages.
8. Submit the report in word format before the RSCAO mid-term meeting and WLIC.