

INFORMATION NOTE AND EDITORIAL GUIDE 01

2019 ONOC ANNUAL REPORT

A. Introduction

This report is an annual publication produced by the Oceania National Olympic Committees (ONOC). The report is sectioned into 5 parts detailing the work of (a) ONOC (b) 17 National Olympic Committees (NOCs) (c) 3 Associate Members (d) Pacific Games Council (e) Organisations of Sports Federations of Oceania.

B. Purpose

The ONOC Annual Report is presented and distributed at the ONOC General Assembly to its membership, partners and stakeholders. It is then distributed to a wider network and is used thereafter for communication and advocacy activities. In this instance the 2020 ONOC General Assembly and Associated Meetings is scheduled to take place from 13 to 18 April 2020 in Guam.

C. Table of Contents

<ol style="list-style-type: none"> 1. Message from the President of the International Olympic Committee (IOC) 2. Message from the President, Association of National Olympic Committees (ANOC) 3. ONOC President's Report to the ONOC General Assembly 4. ONOC Secretary General's Report 5. ONOC Olympic Solidarity Report 6. ONOC Athletes' Commission 7. ONOC Sports Commission 8. ONOC Medical Commission 9. ONOC Equity Commission 10. ONOC Education Commission 11. ONOC International Relations Commission 12. Oceania Sport Education Programme (OSEP) Report 13. Oceania Regional Anti-Doping Organization Report (ORADO) 14. Oceania Sport Information Centre (OSIC) Report 15. Oceania Australia Foundation 16. Raising the Voice for Sport in the Pacific 17. Pacific Sports Partnerships (PSP) 	<p>NATIONAL OLYMPIC COMMITTEES</p> <ol style="list-style-type: none"> 1. American Samoa 2. Australia 3. Cook Islands 4. Federated States of Micronesia 5. Fiji 6. Guam 7. Kiribati 8. Marshall Islands 9. Nauru 10. New Zealand 11. Palau 12. Papua New Guinea 13. Samoa 14. Solomon Islands 15. Tonga 16. Tuvalu 17. Vanuatu <p>ASSOCIATE MEMBERS</p> <ol style="list-style-type: none"> 1. New Caledonia 2. Northern Mariana Islands 3. Wallis and Futuna 4. Niue 5. Tokelau 6. Tahiti 7. Norfolk Islands 	<p>PACIFIC GAMES COUNCIL Pacific Games Council</p> <p>ORGANISATION OF SPORTS FEDERATIONS OF OCEANIA</p> <ol style="list-style-type: none"> 1. Archery 2. Athletics 3. Badminton 4. Baseball 5. Basketball 6. Canoeing 7. Cycling 8. Fencing 9. Gymnastics 10. Handball 11. Hockey 12. Judo 13. Rugby League 14. Rugby Union 15. Sailing 16. Shooting 17. Softball 18. Squash 19. Swimming 20. Table Tennis 21. Taekwondo 22. Tennis 23. Touch 24. Volleyball 25. Weightlifting
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D. Editorial Time Lines

DATE	ACTIVITY	NOTES
29 October 2019	<ul style="list-style-type: none"> Editorial and design team meeting 	<i>ONOC editorial team and Art&Soul</i>
18 November 2019	<ul style="list-style-type: none"> Publication Advisory issued 	<i>ONOC Secretary General</i>
31 December 2019	<ul style="list-style-type: none"> All reports submitted 	<i>All sections</i>
31 January 2020	<ul style="list-style-type: none"> Copy is finalized and submitted to Design Agency 	<i>ONOC editorial team</i>
13 February 2020	<ul style="list-style-type: none"> Mock Up is reviewed by the editorial team and signed off by the relevant sections 	<i>Art&Soul and the ONOC editorial team</i>
9 March 2020	<ul style="list-style-type: none"> Final Mock is approved and sent to print 	<i>ONOC editorial team</i>
20 March 2020	<ul style="list-style-type: none"> Machine proof is signed off for final print run 	<i>Contracted Printer</i>
1 April 2020	<ul style="list-style-type: none"> Hard copies delivered to ONOC Office 	<i>Art & Soul</i>

E. Section Reports

As a guide for the 2019 Annual Report the Editorial Team has produced a structure (Annex 1) for section reporting. This will assist with editorial deadlines it however by no means determines the length of submissions.

F. Online Shared Folder

For ease of submission, tracking and archival purposes all section reports will be uploaded in a shared folder which we will provide. The shared folder will contain individual section folders for your use. The upload instructions will be communicated over email by ONOC's Information Services Officer, Sitiveni Tawakevou.

G. Editorial style

The ONOC Annual Report will for both copy and format use the United States editorial style. For consistency the editorial team will review and edit all submissions where necessary.

H. Photographs (Images)

All images submitted need to be in JPEG format with a minimum size of 9 x 13cm with 300dpi resolution. Captions <names, event, location> are to be detailed for each photograph.

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I. Output

Hard Copy	1 copy per Partner, NOC and Sports Federation	Distributed at the ONOC General Assembly
Digital Copy	One USB per General Assembly delegate	Distributed at the ONOC General Assembly
Online	A digital copy will also be loaded on the ONOC website	ONOC Communications

J. Copyright

For protection of its content the publication will include a copyright page detailing the copyright notice, edition information, publication information, printing history, cataloging data, legal references, and the publication ISBN or identification number. In addition, it will also detail credits for design, production, editing and illustration.

K. Contacts or Queries

For editorial questions or queries please contact:

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End/s

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Annex 1

GENERIC STRUCTURE FOR SECTION REPORTS

(1) Introduction

<Overview of 2019>

<Preview to the section report>

(2) Activities in 2019

<Activities undertaken in 2019>

<Aligned to your organizational strategic plan and if possible, the ONOC Strategic Plan 2018-2021>

*This can be detailed using a table.

(3) Outcomes in 2019

<Impact of activities>

*This can be detailed using a table.

(4) Milestone and Best Practice Achievements

<Best practices that others can model>

(5) Financials

<High level summary of expenditure v actuals>

(6) Challenges in 2019

<Linked to outcomes and impact>

(7) Acknowledgement

<Partners and Stakeholders to acknowledge>

(8) Conclusion

<Summary>