



November 19, 2019

Dear colleagues,

We are now activating the production of our 2019 ONOC Annual Report in preparation for our 2020 Annual ONOC General Assembly here in Guam next April.

To this end please find attached an “Information Note and Editorial Guide” for the production of this report.

Please pay special attention to:

- Part D – Editorial time lines - for submissions of your reports
- Part E – Section Reports - and our recommended structure (Annex 1)
- Part F – Online Shared Folder - for ease of submission when sending your reports in

Should you have any questions or queries please don't hesitate to contact the relevant ONOC staff listed in the Information Note.

We look forward to working with you and I thank you in advance for your usual cooperation and assistance.

Kind regards,

Ricardo C. Blas  
Secretary General  
ONOC