## [INSTITUTION IDENTIFICATION]

## Annual Report for Recognized Schemes

**(Version 2.1.0 - May 2019, item 9.3)**

**Name of Programme:**

**Name of Contact Person:**

**Contact information:**

**Period Covered: \_\_/\_\_/\_\_\_\_ to \_\_/\_\_/\_\_\_\_**

**The content of the report should include (please describe each item below):**

* a general description of the operation of the scheme, initiatives in promotion, relationships with other schemes or authorities, recognition by other parties, other relevant observations.
* any changes that are being considered, proposed or implemented.
* a table of the board/panel members, showing changes/dates of service.
* the number of meeting held, dates, number of board/panel members in attendance and whether they were face to face or remotely.
* the number of applications considered, the status of these applications, and details of pathways to certification applied for.
* cumulative statistics summarizing applications since inception/recognition.
* any planned future initiatives.
* any other information that they scheme considers may be of interest to the IBSC.

**Deadline for Annual Reports for Schemes**

Annual reports for Schemes are to be submitted to the IBSC Secretary ([adcc@iho.int](mailto:adcc@iho.int)) by 31 January