

**Annual Report 2008-09 preparation**

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For information

**Background/Introduction:**

1. This year's Annual Report will be produced in electronic format. This is in response to feedback gathered last year, where readers questioned the cost-effectiveness of printing, fulfilling and posting hard copies to all recipients.
2. The electronic format has major benefits long term: the production costs will reduce dramatically for subsequent Reports, as the initial set up costs provide us with reusable tools (such as page templates) for the future.
3. The Annual Report will be emailed to registrants and stakeholders, with a few printed copies produced to fulfil our statutory requirements. The Report will also be available online in Welsh.
4. In line with the 2009-10 Business Plan there will be opportunities for readers to offer their feedback and suggestions for continual improvement of GOC publications.

**5. Outline delivery schedule**

Approve content plan/ send out external commissions	17 June
Design concept approval and Write copy	17 June – 20 July
Editing/ sign off copy & design	24 July – 10 Aug
Copy into layout	11 Aug – 1 Sep
Final artwork approval	2 Sep
Printing/ distribute/ upload to website (SG to distribute to Welsh contacts)	w/c 7 Sep

**Discussion:**

1. This paper is for information only.

**Recommendation(s):**

2. Council are invited to note the planning background and outline delivery schedule.

**Resource implications:**

3. It is our statutory obligation to produce an Annual Report. The activities outlined are as budgeted for.

**Equality and diversity implications:**

*Has an Equality and Diversity Impact Assessment been carried out? N/A*

**Human Rights Act implications:**

*Has a Human Act Rights Impact Assessment been carried out? N/A*

**Stakeholder engagement:**

*Has the Consultation Checklist been completed? N/A*