1. Executive summary

Collectively, ICES expert groups produce many valuable reports each year. Some of these are very long (up to 1000 pp.). As much of the target audience will not have time to read the whole of each document, it is *imperative* that reports start with a clear, succinct, and factual executive summary that presents the key issues ad-dressed in the main report.

Each expert group should therefore write an executive summary to be included at the very start of each expert group report.

Executive summaries should not usually exceed 350 words, unless the report is very complicated and lengthy, when up to 500 words (1 page) is acceptable.

Executive summaries *should* include:

* the objectives of the expert group (in brief;);
* the main messages from the work conducted:
* what was achieved;
* progress towards overall objectives;
* implications of the findings;
* limitations of the findings, especially uncertainties;
* future perspectives resulting from the findings;
* key recommendations for future work and, where necessary, the time frame for action or decision and the groups to be engaged;
* an emphasis on key results and science highlights.

Executive summaries *should not* include:

* vague statements;
* self-congratulation;
* point-form lists without adequate context;
* full terms of reference pasted in from the resolution;
* chronological descriptions of the action being summarized;
* jargon and acronyms (write for the general reader and use full titles and wording);
* lists of the complete membership of the expert group or the name of the rapporteur;
* lengthy descriptions of methodology;
* lengthy background introductions to the meeting.

If there are science highlights arising from the work of any expert group, then these should be highlighted in the executive summary and brought to the attention of ICES Communications and the chair of the parent steering group. Guidelines for developing and submitting science highlights are provided in ICES Guidelines for Groups.

1. Expert group information

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| --- | --- |
| Expert group name | ) |
| Expert group cycle |  |
| Year cycle started |  |
| Reporting year in cycle |  |
| Chair(s) |  |
|  |  |
| Meeting venue(s) and dates |  |
|  |  |
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1. List of participants

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Institute | Country (of institute) | Email |
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1. Resolutions