### Report submission

*To be completed by the primary author*

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| --- | --- | --- |
| Title |  | |
| Authors |  | |
| Project code |  | |
| Primary author name and email |  | |
| Date submitted |  | |
| Contributing authors | *The primary author confirms that all contributing authors have agreed to their names being included as authors (indicate either Yes or No)* | **Yes/No** |
| Abstract (10 lines max.) |  | |
| Conclusion and Recommendations (if any) |  | |

*To be completed by the Executive Secretary*

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| Project Manager |  | | |
| Reviewed by |  | | |
| Date received |  | Date reviewed |  |

### Review Stage 1 – Secretariat and Project Manager review

*To be completed by the Secretariat (for the document sections in italics, after consulting relevant CPPs) and the Project Manager (for the other sections), unless formally arranged otherwise between the Project Manager and the Secretariat.*

| **Document section** | **Yes/No** | **Comment** |
| --- | --- | --- |
| Title: Is the title an adequate description for information retrieval |  |  |
| Project code and title: The SIOFA Project Code and Project Title, and objectives or terms of reference that are considered by the report are summarised in the introduction |  |  |
| Abstract/Executive Summary: Clear and adequate indication of the paper’s content; states the purpose of the paper; describes the investigation on which it is based; states the methods used; summarises the results and conclusions |  |  |
| Recommendations: Clear and concise recommendations are made that are suitable for potential inclusion as statements in Scientific Working Group reports |  |  |
| Presentation and style: The information is presented logically and using a style that is appropriate for Scientific Working Group submission |  |  |
| *Confidential information: The report does not show or present any confidential data, commercially sensitive information, or financial matters that have not been approved for release by SIOFA and the relevant CCPs* |  |  |
| Structure: Methods, results, discussion, and appendices are presented in a consistent and logical manner |  |  |
| The abbreviations, formulas, units, and nomenclature used conform with applicable standards and rules |  |  |
| The quality of the English language is satisfactory |  |  |
| Calculations and treatment of SIOFA data: The calculations presented and treatment and interpretation of the SIOFA data is appropriate |  |  |
| There are no apparent errors, unexplained omissions, or inconsistencies in the information presented |  |  |
| Illustrations and tables: Illustrations and/or tables are all captioned, clear, and are appropriate for the analyses |  |  |
| Interpretation: Conclusions are justified given the information presented in the report |  |  |
| References: The references are complete and relevant to the analyses and conclusions |  |  |
| *Acknowledgements: The document includes appropriate logos and acknowledges the role of SIOFA and any other funding agency or assistance received by the authors* |  |  |
| *Terms of Reference: ToR of the project are appended as an annex of the report* |  |  |
| *Requires circulating of the entire report or relevant sections to the appropriate CCPs for review (i.e., where the report shows or presents confidential data, commercially sensitive information, or financial matters that have not been approved by SIOFA and the relevant CCPs)* |  |  |

### Review Stage 1 – Outcome

*To be completed by the Executive Secretary following the recommendations of the WG Chair or Project Manager (tick ONE box only).*

*Reports cannot progress to Stage 2 of the review process and must be revised until all major issues identified in this section have been satisfactorily resolved.*

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| **Status** | **Requirement** | **Selection (✓)** |
| Accepted | Approved by the project manager (and CCPs where relevant) for circulation to SC HoDs for comment as a draft report |  |
| Accepted | Needs only minor discretionary changes |  |
| Accepted | Needs minor, but essential changes |  |
| Not accepted | Needs substantial editorial changes (including removal of confidential data) |  |
| Not accepted | Needs substantial reanalysis and editorial changes |  |