**Executive Summaries:**

It is important that each NSC document includes an executive summary that allows the reader to understand the main outcomes and their significance. The importance and implications of the completed work needs to be clearly and succinctly explained. In particular, executive summaries should discuss the impact of the work on the scientific body of knowledge related to nuclear science, nuclear energy and its deployment and operation in a safe and efficient manner, and future NEA and NSC programme of work, as well as possible follow-up actions, conclusions and recommendations, etc. of the work being reported on.

**NSC-PRG recommendation for executive summaries of NSC reports**

An executive summary should be concise (preferably no more than two or three pages maximum). It should minimize use of technical jargon and be self-standing. The content for executive summaries should address the following topics:

* Background and motivation for the work **(why?);**
* Higher level objective addressed (NSC, NEA Steering Committee priorities) **(why?)**
* Objective of the work **(what?);**
* Scope of the work **(how?);**
* Key assumptions and limitations, etc.) **(how?);**
* Key results and their significance **(so-what?);**
* Conclusions, recommendations and follow up actions **(so-what?).**
* Target audience for the report (other NEA body, a specific scientific community, sponsors of R&D, etc...) To whom are those conclusions/recommendations made. **(to whom?)**

**Reviewing executive summaries of NSC reports by NSC-PRG**

The following should be the standard for approval:

* Does the executive summary clearly describe the background and objective of the work?
* Does the executive summary clearly describe key results and their significance?
* Does the executive summary give the target audience practical conclusions or recommendations and follow-up actions?
* Is the executive summary clear as to its scope and usefulness?
* Is the summary suitable for executives and funding sources to read?

Reviews of executive summaries by PRG will be transparent in order to allow for continuous improvement in writing executive summaries.

PRG members will receive the executive summaries and report at the same time as working parties. NSC-PRG will hold a virtual meeting every two months where the summaries will be discussed and recommendations will be given.