

# **Guidelines on Preparing a Submission to the NESF**

## **Child Literacy and Social Inclusion**

### **Background**

As part of its public consultation process, a Project Team may ask for submissions from the public and interested bodies on topics or questions contained in the Terms of Reference for the work it is carrying out. These guidelines, as set out below, provide information to assist those who wish to make such a submission to the NESF.

### **What is a submission?**

A submission is a statement of your views, opinions or knowledge on a particular topic or question being examined by a Project Team. Usually a written document, it can be a letter or an email. We also accept videotapes or audiotapes. The most important thing is to hear your views, experiences and stories.

### **Who can make a submission?**

In response to our advertisements in national newspapers and on our website, any interested individual, organisation or group may submit a submission to a Project Team.

### **Format of written submissions**

While there is no specific format that a submission has to take, the following suggestions will help you prepare an effective submission.

If possible, your submission should:

- Be typed and clearly presented in English or Irish. Please try to limit your submission to a maximum of 20 pages. Short letters are also welcome.
- Be provided electronically by an email attachment or on a computer disk.
- Include your name, address, telephone number and email address and if appropriate, the organisation you are representing. We will include your name in the list of those who made submissions in our final report. Please let us know if you would prefer to remain anonymous.
- Respond to the questions highlighted in our advertisement.
- Include some recommendations you would like the Project Team to consider.

## Getting the submission to us

Please be sure to attach contact details to your submission and send it to us before the closing date of the **12<sup>th</sup> December, 2008**.

- By email to: [info@nesf.ie](mailto:info@nesf.ie)
- Or send in by post to:

**Dr Jeanne Moore  
National Economic and Social Forum  
16 Parnell Square  
Dublin 1**

- You may also send in your submission by fax to: **01 814 6301**.

Please contact us if you have any queries about submitting your written submission. Telephone: **Dr Jeanne Moore 01 814 6366**.

## What happens then?

- Your submission will be considered by the Project Team and may be summarised or published in the Project Team's final report and on-line.
- We will send you a copy of the final report when it is available. We hope to complete the work by the summer of 2009. All our reports are also available for free download from [www.nesf.ie](http://www.nesf.ie).