**Select Committee Written Submission Template**

When the Commons and Lords Select Committees announce an inquiry, they invite the public – including academics – to submit written evidence. In the Commons these are called 'terms of reference', whilst in the Lords a 'call for evidence' is published. The Committees then invite groups or individuals to give oral evidence.

If you have questions about an inquiry and wish to gain further insights into the evidence the Committee is seeking, we recommend you reach out to the Clerks or Committee Specialists. The contact details will be available on the individual Select Commit­tee pages and if an email for an individual is not available, contact using the generic committee email.

**Resources and links to further reading are available here:**

* List of [open calls to submit evidence](https://committees.parliament.uk/inquiries/?showadvanced=true&acceptingwrittenevidenceonly=true) to Select Committees
* [More about Select Committees](https://www.parliament.uk/about/how/committees/)

While the template below provides a best practice guide on how to [submit evidence to a Select Committee](https://www.parliament.uk/get-involved/committees/how-do-i-submit-evidence/) not all inquiries demand the same from submissions. Please consult the Terms of Reference/Call for Evidence and frame your submission in line with this. Also note that submissions should aim to be less than 3000 words. For [examples](https://www.ucl.ac.uk/public-policy/evidence-notes) of submissions that UCL Public Policy has produced or supported, please see below.



**Submissions that had subsequent Parliamentary engagement:**

* European Union Committee (Lords) – [The future EU-UK relationship on professional and business services](https://committees.parliament.uk/writtenevidence/7972/default/) (October 2020)
* Foreign Affairs Committee (Commons) – [Global health security](https://www.ucl.ac.uk/public-policy/sites/public-policy/files/ucl_global_health_security_final.pdf) (December 2020)
* Business, Energy & Industrial Strategy Committee (Commons) – [My BEIS inquiry](https://publications.parliament.uk/pa/cm5801/cmselect/cmbeis/612/61204.htm#_idTextAnchorabc) (March 2020)
* Liaison Committee (Commons) – [The effectiveness and influence of the select committee system inquiry](http://data.parliament.uk/writtenevidence/committeeevidence.svc/evidencedocument/liaison-committee/the-effectiveness-and-influence-of-the-committee-system/written/96852.html) (September 2019)

 **Other submissions:**

* COVID-19 Committee (Lords – [Living online: the long-term impact on](https://committees.parliament.uk/writtenevidence/18925/pdf/) wellbeing (January 2021)
* Public Services Committee (Lords) – [Call for evidence on the role of public services in addressing child vulnerability](https://www.ucl.ac.uk/public-policy/sites/public-policy/files/response_to_hol_public_inquiry_vulchildren_publicservices_18.03.21_submitted.pdf) (March 2021)
* Science and Technology Committee (Commons) – [UK Science, Research and Technology Capability and Influence in Global Disease Outbreaks](https://www.ucl.ac.uk/public-policy/sites/public-policy/files/ucl_st_covid_submission-final.pdf) (July 2020)
* Science and Technology Committee (Commons) – [Coronavirus lessons learnt](https://www.ucl.ac.uk/public-policy/sites/public-policy/files/ucl_covid_lessons_learnt_submission_final.pdf) (November 2020)

**Select Committee Submissions
Suggested Template - Worked Example**

**Written evidence submitted by [name of group] on [date]**

**[Name of Committee or Consultation]**

**Inquiry: [name of inquiry or consultation]**

[Introduce your group, situate within UCL, and describe why you are responding to this call for evidence]

*Example: The following submission represents the collated views of academic experts from a range of disciplines from across University College London (UCL). As a multi-faculty, comprehensive university, UCL colleagues are well placed to respond to this inquiry to scrutinise the FCDO’s role in delivering a global approach to health security and offer recommendations.*

|  |
| --- |
| **A. Executive summary** [The executive summary is crucial and arguably the most important part of your submission. Include the key takeaway points from each of the sections and include any important recommendations. Max 7-9 points]**A.1***. Example: There is an extensive evidence base on disaster preparedness and infectious disease outbreaks; there must be a greater commitment to implementing recommendations from past nationwide pandemic simulations.***A.2.** *Example: The indirect impact of the pandemic on non-COVID-19 healthcare was predicted and preventable; services for non-communicable chronic conditions must be preserved and part of emergency preparedness and planning in this and future pandemics, in order to avert a substantial, avoidable burden of morbidity and mortality.*  **A.3.** [Text]   |

**B. [Section heading – area 1 from Terms of Reference (ToR)]**

**B.1.**

[Content: This should first answer the question from the ToR and then provide an example from UCL research that backs this up and/or provides an example of what actions can be taken. Avoid being overly critical or emotive; instead, provide constructive criticism that is objective and based in evidence. Cite evidence and links with footnotes at the bottom of each page - do not use hyperlinks.]

*Example: Collaborations across boundaries – both nations and sectors – are key to developing non-pharmaceutical innovations in the context of a pandemic. A clear example is the success of the UCL-Ventura CPAP devices. At the start of the COVID-19 pandemic in the UK, national guidance called for early intubation and ventilation of patients, a demand that hospitals could not meet due to lack of resources.* ***Professor Mervyn Singer*** *(Division of Medicine)**worked with colleagues in China to learn from their experiences of how to create more ventilator capacity. A consortium spanning UCLH clinicians, UCL engineers and Mercedes AMG High Performance Powertrains came together to focus their combined expertise on the large-scale manufacture of non-invasive respiratory support technology. The UCL-Ventura CPAPs were rapidly manufactured at scale and have been delivered to over 60 hospitals. The designs for these devices have also been made freely available online and over 1,900 organisations from 105 countries have requested the designs.*

**Recommendation:** *Example: The Government and FCDO should provide funding for collaborative research across international and sectoral boundaries to find solutions to challenges in the context of a pandemic.*

**C. [Section heading – area 2 from Terms of Reference]**

**C.1.**

[Text]

**Recommendation:** [Text]

**Acknowledgments**

This response has been prepared by [group name] with contributions from:

* [List the individuals who contributed and their departmental affiliations]

We would be pleased to speak further about our response. Please contact [name and email].

*Example:*

*This response has been prepared by UCL Public Policy[[1]](#footnote-2) and the Department of Science, Technology, Engineering and Public Policy[[2]](#footnote-3) (STEaPP) with contributions from:*

* ***Department of Biochemical Engineering*** *(Professor Daniel Bracewell; Professor Paul Dalby; Professor Martina Micheletti; Dr Stephen Morris); and*
* ***Department of Geography*** *(Professor Andrew Barry).*

*We would be pleased to speak further about our response. Please contact Audrey Tan (**audrey.tan@ucl.ac.uk**).*

**Select Committee Submissions**

**Suggested Template - Blank**

**Written evidence submitted by [name of group] on [date]**

**[Name of Committee or Consultation]**

**Inquiry: [name of inquiry or consultation]**

[Text]

|  |
| --- |
| **A. Executive summary** [Text]**A.1.**[Text]  **A.2.** [Text]  **A.3.** [Text]   |

**B. [Section heading – area 1 from Terms of Reference (ToR)]**

**B.1.**

[Text]

**Recommendation:**

**C. [Section heading – area 2 from Terms of Reference]**

**C.1.**

[Text]

**Recommendation:** [Text]

**Acknowledgments**

This response has been prepared by [group name] with contributions from:

* [List the individuals who contributed and their departmental affiliations]

We would be pleased to speak further about our response. Please contact [name and email].

1. <https://www.ucl.ac.uk/public-policy/> [↑](#footnote-ref-2)
2. <https://www.ucl.ac.uk/steapp/collaborate/policy-impact-unit-1> [↑](#footnote-ref-3)