



## Guidance for sending a Written Submission to the Independent Covid Review Team

Independent Reviews often receive a lot of written evidence. There are things you can do to make your evidence more useful to the Chair and her Review.

These tips are for anyone submitting evidence, whether you are writing on behalf of an organisation or in another professional role, or have personal experiences that you want to share with the Review Team.

### *Key tips:*

Keep your evidence short and to the point.

Write in plain English and explain any technical terms.

Use section headings and numbered paragraphs.

Make sure your evidence is an original creation, not a document that has already been published.

You can refer to or attach material published elsewhere within a submission. It should be clearly referenced, preferably with a hyperlink to the original.

Address the Terms of Reference of the Review. You don't have to address every point within the Terms of Reference, but make sure you only include information that is relevant to them.

Include factual information you think the Chair will find useful, particularly if it comes from your or your organisation's own knowledge, work, research, or experiences.

Set out the actions you would like the Government or others to take and explain why you think that these actions would improve things.

Send your evidence as early as you can — this gives the Chair more time to take it into account.

*You might also:*

Include your thoughts about the most important questions that the Chair should ask the Government.

Think about what you or your organisation can bring to the debate that others might not. What is your unique perspective, experience, or expertise?

*To attach evidence using the online portal, the document or documents must:*

Be no more than 25 MB in size.

Be in one of the following formats: PDF, DOC, DOCX, XLS, XLSX, CSV, PNG, JPG, JPEG, HEIC, BMP, TIF, TIFF, TXT or RTF.

Please note the following:

You should be careful not to comment on matters currently before or about to be before a court of law.

The Review will not be able to help with individual problems that you're having with a Government department or service provider.

It will not investigate individual complaints. If you need help with an individual problem you are having, it may be better to contact your constituency MHK.

Complaints should be referred to the relevant Isle of Man Government department using their complaints procedure.

You should not include personal information about the health, criminal history or contact information of people that can be identified from your submission, especially children, unless including that information is absolutely necessary to enable your submission to be understood.

If you include personal information about other people in your submission, including things about your friends and family, the Chair may decide not to publish it.

You are advised to make your submission about your own experiences and to keep information about other people to a minimum.

The Chair will decide whether individual submissions will be published.

Most submissions will not, but some may be; either in full or in part.

For submissions that are published, personal data will generally be redacted, but may be included.