[Add a title here]

[Do NOT add a logo]

# Executive Summary

* Add bullet points here
* They should sum up your main points
* If someone only reads this section, they should learn what’s in the rest of the document
* It might be easier to write this section last

# Introduction

* 1. A brief introduction about yourself / your organisation. The government guidance says you should “explain who you are and why you are sending us evidence”.

# [Add your first topic heading here]

* 1. Choose a question, add your response. Make it clear which question you’re responding to.

* 1. Use numbered paragraphs, as demonstrated in this document, if possible. This isn’t a requirement, but the Government do advise you to do this.
	2. Talk from your own experience/expertise. The committee want evidence. Your own testimonial of your own life experiences is counted as evidence.
	3. Include any recommendations you have, for action by the Government or others

# [Add your second topic heading here]

* 1. Keep adding sections until you’re done, using the format demonstrated in this document. Try to keep it short and snappy. **No more than 3,000** words. Keep this document in Word; do NOT save as a PDF.
	2. You CAN also refer to work published elsewhere, including your own work, but they won’t accept previous work submitted AS your response. So, simply provide a link and explain the relevance. You may want to add links as you go, or use footnotes, or simply make a list at the bottom of the page.
	3. **IMPORTANT NOTE:** this document provides a simple template for an acceptable *FORMAT* for an inquiry submission. It should not be used without reading the Women and Equalities Select Committee’s call for action and the accompanying guidance from the Government.
	4. ReSisters’ Step-by-step guide: <https://resistersunited.org/wesc-gra-reform-inquiry-step-by-step-guide/>