Executive Summary: *(max 2 pages)*

ANNEX **XX**

[Insert One Line Title Here - specifically describe what this summary is about, do not use full Annex title]

[OVERVIEW OF THE ISSUE]

A logo of a company

Description automatically generated*150 – 170 words or 25% of the document*

Provide an overview for busy readers. Summarise the problem that needs solving, and why it is important for the policymaker.

Tell the reader what information can be found in the main report that is relevant to them.

Option: Include a simple graph or diagram that illustrates the importance of the issue/most significant recommendation. Show units of measurement and use terms accessible to a generalist audience.  This should be easily understood without specialist knowledge.

Key findings for policymakers

*200 words or 35% of the document*

State what this research shows which is new or different, and what policymakers need to know. Present in sequential order or in order of importance.

Highlight what is new or different in this research – what does it show us that we did not know before?

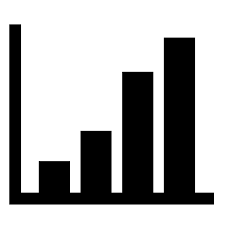
State findings clearly and unambiguously, **without explaining methodology or any caveats** around the certainty of results.

Present findings in order of significance, briefly stating the public value, which can be further described later in the brief.

* [KEY FINDING 1]
* [KEY FINDING 2]
* [KEY FINDING 3]

Background and context

*200 - 350 words or 40% of the document*

Explain the significance or urgency of the topic and why the audience of key decision makers such as journalists, senior executive and politicians, need to pay attention.

Quantify or describe explicitly what is at stake, such as financial costs for householders or governments, carbon emissions, social impact, or health costs or benefits.

A graphic or key statistics in bold may help present this information. Source statistics that are relevant to the policymaker and their region.

**Figure 1:** [CAPTION]

Explain why you are researching this topic: what is the main challenge/opportunity for society that this research addresses?

Is there a dominant discourse or understanding of this topic that a generalist audience would be aware of, and does this research challenge or reinforce it?

* Who will benefit from addressing this opportunity? Who will not benefit from addressing this opportunity? Who is disadvantaged by not addressing this opportunity?
* Quantify the value at stake (for example cost, carbon, productivity hours, lives lost).
* Briefly (in 1 or 2 sentences) explain how you did your research, what the process was, and what makes this accurate (for example, the sample size or sensitivity analyses).

Outline the next steps you will take as part of this research.

Further reading

Do not provide an exhaustive list of further reading.

Information about the publications, such as technical reports or fact sheets, from the project or Annex specifically relevant to the policy brief. State the publication’s title and include a link.

* [NAME OF DOCUMENT, WITH WEB ADDRESS 1]
* [NAME OF DOCUMENT, WITH WEB ADDRESS 2]
* [NAME OF DOCUMENT, WITH WEB ADDRESS 3]

About the author

This work was made possible by [ANNEX NUMBER AND NAME] of the International Energy Agency (IEA) Energy in Buildings and Communities (EBC) Technology Collaboration Programme and funded in part by [state funder – eg XXXXX Research Council, grant no. YYYYYY].

**Contact:**

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The IEA [Energy in Buildings and Communities Programme](https://www.iea-ebc.org/) is an international energy research and innovation programme in the buildings and communities field. It enables collaborative research and development projects among its 26 member countries. The programme provides high quality scientific reports and summary information for policy makers.

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