

## Technical Evaluation Reports Guidelines for Authors

An STO Symposium, Specialists' Meeting or Workshop usually takes the form of about twenty to forty papers presented and discussed at the meeting. These will have been selected from abstracts submitted to the Programme Committee. When presented, they usually concentrate on the particular expertise and experience of the authors. It is one duty of the Programme Committee to select the speakers so that, in combination, they give a complete study, in breadth and depth, of the selected subject.

Only after the papers have been presented and discussed is it possible to review them as an entity, to place them in their correct relation to one another, to assess the overall technical situation in the chosen subject as it emerged from the meeting, to draw conclusions and to make recommendations for further action. This is the purpose of a Technical Evaluation Report (TER). It is essential that the TER deal thoroughly with the inter-relations of the work presented at the symposium. It is intended to be an assessment of the meeting's impact as related to the overall technical-scientific situation in the chosen subject areas and NOT a succession of unrelated individual presentation summaries. Some commentary on individual reports may, however, be appropriate. The TER must be the task of an expert in the subject, who can bring his own experience to bear to extract the essential lessons of the meeting.

The duty of the appointed TER Author will therefore be to:

- present the overall technical-scientific situation in the chosen subject as given in the presentations at the meeting;
- give a comprehensive picture of the meeting presentations as related to their impact on the overall technical-scientific situation within chosen subjects;
- set them in relation to each other;
- draw proper conclusions;
- recommend further action;
- present the report in a concise, easily digestible form, written in an objective manner and keeping in mind the need for quality rather than quantity;
- **submit his report** (as instructed) to the appropriate Panel or committee for its consideration, **with an Executive Summary, Abstract and Keywords, clearance certificate**, and forwarding to the CSO Director for approval and potential publication in the proceedings of the meeting.

The TERs will thus serve the purpose of keeping all STO bodies alert to the results and implications of STO Technical Meetings. At the same time it will be possible to keep the NATO Military Authorities and National Authorities informed on STO activities in order to stimulate action within NATO and its individual member Nations.

STO, therefore, places great emphasis on producing properly written TERs which can fully serve the above-mentioned purposes.

In general, a TER should contain:

- Title, date and place of meeting;
- Introduction - containing a short statement of the background to the meeting;
- Theme - how and why it was selected;

- Purpose and scope of the meeting;
- Evaluation - presenting a concise discussion of major relevant factors, as brought out in the presentations, and especially pointing out important developments having an impact on the subject matter of the meeting;
- Conclusions - including military applicability wherever possible;
- Recommendations for future work or meetings which would serve to advance knowledge and NATO capabilities in the fields concerned;
- Appendices (if needed) for supplemental material - for example, a list of references or a more detailed development if the author feels that a special field warrants particular attention, etc.

The report must be clearly presented and not be too long - twelve pages at the most, not including possible Appendices.

The TER should be completed quickly, in order to be relevant and of practical use and not delay publication of the meeting proceedings.