

05 February 2026



Foss House  
Kings pool  
1-2 Peasholme Green  
York  
YO1 7PX

Andrew Gilruth  
[agilruth@moorlandassociation.org](mailto:agilruth@moorlandassociation.org)

Dear Mr Gilruth

**Access to Information Request – Request no EIR2026/00223**

Thank you for your request for information, which we received on 8 January 2026. Your request has been considered under the Environmental Information Regulations 2004 (the EIRs).

You asked for the following information:

**I am seeking information relating to the peer-review process used for Natural England Evidence Review NEER155 (“Update to Natural England Evidence Review on the effects of burning on upland peatland biodiversity, carbon and water”).**

Draft copies of the report were reviewed by a panel of external reviewers. The report was also peer reviewed internally within Natural England.

**Please provide the following:**

**1. Peer-review framework and scope**

**a) Any written brief, terms of reference or guidance provided to peer-reviewers for NEER155.**

There was no specific brief, terms of reference or guidance provided to the panel of external reviewers, or internal reviewers, other than a request to review the report. Therefore, Regulation 12(4)(a), Information not held, applies.

**b) Any review templates, questions, scoring frameworks or checklists used as part of the peer-review process.**

There were no review templates, questions, scoring frameworks or checklists for reviewers to complete. Therefore, Regulation 12(4)(a), Information not held, applies.

**C) Documents defining which materials were subject to peer review, including whether this included:**

- \* **the full draft report,**
- \* **evidence summaries, and/or**
- \* **study quality or ranking assessments.**

There were no documents defining which materials were subject to the peer review. Therefore, Regulation 12(4)(a), Information not held, applies.

However, we can confirm that reviewers were sent draft copies of the report. Scores for study quality (internal validity) and external validity were included in the report text. Individual study

quality assessment forms were not sent to reviewers. We interpret 'evidence summaries' to refer to sections 4-11 'summaries of recent evidence'. These formed part of the draft report which was reviewed.

## **2. Peer-reviewers**

### **a) The number of peer-reviewers involved.**

Five reviewers made up the external expert panel. A colleague of one panel member contributed additional comments on specific aspects of the report. Nine members of Natural England staff also provided comments on drafts of the report. A final, additional external reviewer provided comments, edited and proof-read the final draft report.

### **b) For each reviewer, their institutional affiliation at the time of review (names not required).**

Details of the external expert panel are provided in NEER155 on page 3 under the heading 'External expert review group' ([An evidence review update on the effects of managed burning on upland peatland biodiversity, carbon and water - NEER155](#)). Details of other reviewers who provided comments are given in on page 3 under the heading 'Acknowledgements'.

## **3. Governance and sign-off**

### **a) Documents describing the internal governance or quality assurance process used to manage peer review for NEER155.**

The NEER155 report followed the Natural England's standard process for technical publications. The internal guidance for this process is documented and provided in the attached zip file named 'EIR2025\_00223 Internal'. The Publication Submission form is also attached providing information in scope of your request regarding the QA process. Some of the information is redacted as it falls under EIR Regulation 12(3) – Prohibition on disclosure of personal Information. See further details regarding this exemption in Annex A below.

To summarise the peer review process, external scientists with relevant expertise were identified, contacted and asked if they would review the report, then they were sent the draft. Comments were received back, considered and addressed before the report was finalised. The draft report was also reviewed by a number of Senior Specialists within Natural England. The final report was signed off / approved by a Principal Specialist within Natural England. The report was then subject to the Natural England internal Technical Publications Cross Cutting Assurance Network review before final sign off for publishing.

### **b) Records confirming completion and sign-off of the peer-review process.**

Natural England has undertaken a search and can confirm that it does not hold documents confirming completion and signoff of the peer-review process. However, we can provide correspondence confirming that individuals completed their reviews and provided their comments. These are provided to you in both the attached zip files (split by External and Internal). Some of the information is redacted as it falls under EIR Regulation 12(3) – Prohibition on disclosure of personal Information. See further details regarding this exemption in Annex A below.

Please note that the information we have supplied to you is subject to copyright protection under the Copyright Designs and Patents Act 1988. You may re-use this information (not including logos) free of charge in any format or medium, for the purposes of research for non-commercial purposes, private study, criticism, review and news reporting. You must re-use it accurately and not in a misleading context. The material must be acknowledged as Natural England copyright, and you must give the title of the source document/publication. However, if you wish to re-use all or part of this information for commercial purposes, including publishing and the information is not covered by the [Open Government Licence](#) you will need to apply for a licence. Applications can be sent to Enquiry Service, Natural England, Foss House, Kings Pool, 1-2 Peasholme Green, York, YO1 7PX.

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As you may be aware, under the legislation should you have any concerns with the service you have received in relation to your requests and wish to make a complaint or request a review of our decision, please contact [foi@naturalengland.org.uk](mailto:foi@naturalengland.org.uk) and we'll arrange for a colleague to conduct an internal review. Under Regulation 11(2) this needs to be done no later than 40 working days after the date of this letter.

If you are not content with the outcome of that complaint or the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the Commissioner cannot decide unless you have exhausted the internal review procedure provided by Natural England. The Information Commissioner can be contacted at: <https://ico.org.uk/global/contact-us/> or call on 0303 123 1113 (local rate), [www.ico.org.uk](http://www.ico.org.uk).

Yours sincerely

Access to Information Team  
Legal, Governance and External Affairs  
Natural England  
[foi@naturalengland.org.uk](mailto:foi@naturalengland.org.uk)

Enc

## **Annex A**

### **Regulation 12(3) - Personal Information**

The names, signatures, contact details and other identifiers of private individuals and staff members in certain circumstances are considered by Natural England to be personal information as defined by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The First Data Protection Principle says that personal data shall be processed lawfully, fairly and in a transparent manner. Guidance published by the Information Commissioner, states that when considering fairness in relation to disclosing personal information under FOIA and EIR it will usually mean considering:

- whether the information is sensitive personal data;
- the possible consequences of disclosure on the individual;
- the reasonable expectations of the individual, taking into account: their expectations both at the time the information was collected and at the time of the request; the nature of the information itself; the circumstances in which the information was obtained; whether the information has been or remains in the public domain; and the FOIA and EIR principles of transparency and accountability; and
- any legitimate interests in the public having access to the information and the balance between these and the rights and freedoms of the individuals who are the data subjects.

When personal information is collected from individuals by Natural England, we do not inform them that the information will remain confidential or that it may be released, however, we believe that there is an expectation of confidentiality.

We consider that there is no overriding legitimate interest in the personal information being made public.

The release of personal information and any subsequent contact may cause unnecessary or unjustified distress or damage to the individuals if released. Natural England is, therefore, satisfied that the redacted parts of the information requested fit the definition of personal data and that its release would be 'unfair' under the meaning of the first Data Protection Principle and should not be released.

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Fw: NE burning evidence review update  
**Date:** 04 December 2024 15:01:25  
**Attachments:** [Deshmukh et al Nature 2023.pdf](#)

---

Hi [REDACTED]

Sorry, I meant to forward these brief comments from [REDACTED] to you before.

I've tried to address his comments in the report apart from the last one on CO2 uptake by heather (above ground biomass) "may not be (probably isn't) indicative of peat C accumulation" (as in his cropped example paper) and wondered whether we might be able to add a brief sentence on it in the C section as it seems a good point to make.

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Sunday, November 10, 2024 13:46  
**To:** [REDACTED]@naturalengland.org.uk>  
**Subject:** RE: NE burning evidence review update

Hi [REDACTED]

Thanks for sharing this. It's looking quite tidy now, and impressively comprehensive (to the extent that there are studies out there to work with). I won't pretend to have read it end to end but what I read looked good. A few very minor things:

- Could you amend my affiliation to [REDACTED]
- In 4.12, 'liked' should be 'linked'
- In 6.27, I think it would be more accurate to say "This was hypothesised to be a result of dilution by ash and therefore does not *necessarily* indicate a change in overall carbon stock"

Finally, I'm not sure if there are any studies that would allow a reliable calculation to be made but it's maybe worth emphasising that an ecosystem in which the biomass is removed periodically (via burning or harvesting) will look like a carbon sink for the period when the vegetation is regrowing, whereas over the full rotation it is a source. We see this in arable soils over a growing season, but the attached Acacia plantation example might be the closest analogue to a grouse moor – see the blue line in Extended Fig 1. We had to spend a couple of years explaining to the plantation managers that even though their flux tower was measuring CO2 uptake, that didn't mean that the peat was sequestering carbon. Once the trees got cut down and went into the paper mill they got it. I don't think you'd suggested anything that's inconsistent with this, but it's maybe worth emphasising that elevated CO2 uptake by heather a few years after a burn may not be (probably isn't) indicative of peat C accumulation.

Cheers,



**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: NE burning evidence review update [notification to external reviewers of revised timescale and responses]  
**Date:** 30 September 2024 10:38:49

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[REDACTED] for info.

Just to let you know that I emailed the external expert reviewers for the burning ER update report last week to inform them of the revised timetable (see below).

So far, I've had responses back from three of the five reviewers which were generally positive over being able to respond relatively quickly after receiving the report around 14 October as follows: [REDACTED] "No problem - will await the document"; [REDACTED] "Hopefully that should be ok - thanks for the advance warning"; and [REDACTED]: "Good to hear from you. I'd be happy to give it a final review from the 14<sup>th</sup> October. I'm away [REDACTED] [REDACTED] [REDACTED] anyway so the two week timetable fits nicely".

[REDACTED]

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**From:** [REDACTED]  
**Sent:** 23 September 2024 15:32  
**To:** [REDACTED]  
**Subject:** NE burning evidence review update

Hi [REDACTED]

Apologies for the delay in providing an update on the burning evidence review update.

As you may have guessed, progress has been delayed for a variety of reasons, but this is to let you know that the aim is to send a complete version for a technical edit and proof reading around 14 October with a target turnaround of two weeks.

Due to time pressure to publish the report, our intention is to also send it to you and the other reviewers, including internally, at the same time. It would be very helpful if you could add any final comments quickly, ideally to the same timescale. Bearing in mind the technical edit and proof reading being undertaken and that you have already commented on much of the main part of the text, we are not expecting further detailed comments at this stage. Rather we want to give you the opportunity to see the final version and make any more major comments you may have.

We realise that you may not be able to comment to this tight timescale. I would be grateful if you could let me know if this is the case so that we can consider how we might be able to address this when I return from leave next week.

Thank you for your inputs to the review to date.

Best wishes



Sent from [Outlook for iOS](#)

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** FW: Updated Evidence Review on the effects of managed burning upon peatland biodiversity, carbon and water NEER004 <https://publications.naturalengland.org.uk/publication/5978072>  
**Date:** 07 April 2024 14:50:13  
**Attachments:** [image001.jpg](#)  
[image002.jpg](#)  
[Review \[REDACTED\].An evidence review update on the effects of managed burning on upland peatland biodiversity, carbon and water.docx](#)

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**From:** [REDACTED]  
**Sent:** Friday, April 5, 2024 3:58 PM  
**To:** [REDACTED]@naturalengland.org.uk>  
**Subject:** RE: Updated Evidence Review on the effects of managed burning upon peatland biodiversity, carbon and water NEER004  
<https://publications.naturalengland.org.uk/publication/5978072>

Hi [REDACTED]  
So so sorry for the delay here. Along with you a range of different things that have been competing for my time recently. Attached are my comments on the work. I hope these are useful to you all. Great work pulling this all together.  
Any questions at all then do please let me know.

---

**From:** [REDACTED]@naturalengland.org.uk>  
**Sent:** Tuesday, March 5, 2024 1:14 PM  
**To:** [REDACTED]  
**Subject:** Updated Evidence Review on the effects of managed burning upon peatland biodiversity, carbon and water NEER004  
<https://publications.naturalengland.org.uk/publication/5978072>

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear [REDACTED]

Hopefully you will have received the Purchase Order relating to your review of the updated evidence review on the impacts of burning on peatlands, if not, it should arrive in the next few days.

There have been many competing work areas which is why we have not yet been able to send through the remaining parts of the report: Introduction, Methods, Conclusions and Appendices. It is still our intention to do this as soon as possible. In the meantime, it would be extremely helpful if you could send through your comments on the main text as soon as you are able. You will still have the opportunity to see the report as a whole when it is completed.

It would also be helpful to know when you could send through your comments on the main text. I am attaching the main text that was sent previously.

Thanks very much for your support with this work.

Best wishes,

[REDACTED]

[REDACTED]

Principal Specialist Farmland and Nature Recovery  
Habitats Team, Chief Scientist's Directorate, Floor 5, Quay House, 2 East Station Road, Fletton  
Quays, PE2 8YY. [REDACTED]

<http://www.gov.uk/natural-england>



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**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: Updated Evidence Review on the effects of managed burning upon peatland biodiversity, carbon and water NEER004 <https://publications.naturalengland.org.uk/publication/5978072>  
**Date:** 14 March 2024 14:42:13  
**Attachments:** [~WRD0000.jpg](#)  
[image001.jpg](#)  
[image002.jpg](#)  
[Burning ER draft Dec 2023 \[REDACTED\].docx](#)

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More comments in. Have rattled [REDACTED] cage as well. Hopefully [REDACTED] will get his comments in tomorrow.

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Thursday, March 14, 2024 2:26 PM  
**To:** [REDACTED]@naturalengland.org.uk>  
**Subject:** Re: Updated Evidence Review on the effects of managed burning upon peatland biodiversity, carbon and water NEER004  
<https://publications.naturalengland.org.uk/publication/5978072>

Hi [REDACTED]

I apologise for my delay in getting back to you with the review - this semester has been one I wish not to repeat. I attach a version with some comments (to be honest, there are not many as I do think you've done a very good job pulling it all together).

In short, I think it's incredibly comprehensive which should be applauded, but in a way, this might be it's downfall in some places as it is quite difficult to interpret/follow. Evidence is presented from studies as simply 'this study looked at X' and sometimes its shown as 'this study looked at X and found Y and Z'.

The coding system you have used for evidence does it make it hard to read paragraphs in places. I was wondering who the intended audience of a report like this is? I fear the stylised 'EV++' etc after every reference is very hard to follow (I'll admit I stopped looking at it eventually as my brain couldn't keep track).

I also had a question around the methodology/criteria and what was included. The report states that wildfire is excluded, but there are some papers from wildfire studies used? I think there needs to be some clarity around this.

As you mentioned previously, the full draft has not been completed, so again, it's hard to give a complete overview, but I'm hoping my comments are useful. I would be happy to look over it again in future if that is helpful.

Best wishes,

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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**From:** [Redacted] <[\[Redacted\]@naturalengland.org.uk](mailto:[Redacted]@naturalengland.org.uk)>

**Sent:** Wednesday, March 6, 2024 10:27 AM

**To:** [Redacted]

**Subject:** RE: Updated Evidence Review on the effects of managed burning upon peatland biodiversity, carbon and water NEER004

<https://publications.naturalengland.org.uk/publication/5978072>

Phew!

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**From:** [Redacted]

**Sent:** Wednesday, March 6, 2024 10:14 AM

**To:** [Redacted] <[\[Redacted\]@naturalengland.org.uk](mailto:[Redacted]@naturalengland.org.uk)>

**Subject:** Re: Updated Evidence Review on the effects of managed burning upon peatland biodiversity, carbon and water NEER004

<https://publications.naturalengland.org.uk/publication/5978072>

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The PO has come through now.

[Redacted]

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[Redacted]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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**From:** [REDACTED] <[\[REDACTED\]@naturalengland.org.uk](mailto:[REDACTED]@naturalengland.org.uk)>

**Sent:** Tuesday, March 5, 2024 1:57 PM

**To:** [REDACTED]

**Subject:** RE: Updated Evidence Review on the effects of managed burning upon peatland biodiversity, carbon and water NEER004

<https://publications.naturalengland.org.uk/publication/5978072>

Hi [REDACTED]

Thanks for getting back to me so quickly, the 13<sup>th</sup> will be great. The PO was authorised a few days ago and you should get it electronically, may need to check that it is not in your spam folder. If it has not arrived by next week, please let me know and I will investigate further.

Sorry to hear about [REDACTED] I hope she is back soon.

Cheers,

[REDACTED]

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**From:** [REDACTED]

**Sent:** Tuesday, March 5, 2024 1:19 PM

**To:** [REDACTED] <[\[REDACTED\]@naturalengland.org.uk](mailto:[REDACTED]@naturalengland.org.uk)>

**Subject:** Re: Updated Evidence Review on the effects of managed burning upon peatland biodiversity, carbon and water NEER004

<https://publications.naturalengland.org.uk/publication/5978072>

You don't often get email from [REDACTED] [Learn why this is important](#)

Hi [REDACTED]

Apologies for the delay, we've had some unexpected staff changes/absences (including [REDACTED] [REDACTED] over this semester so I'm delayed in getting this back to you.





[Redacted]

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[Redacted]

[REDACTED]

## **Page 1 - Technical publications – self service guidance**

**This page provides guidance on how to create and publish Natural England technical publications. Preparing evidence reports for publishing is now a self-service process.**

# TECHNICAL PUBLICATIONS SELF SERVICE TOOLKIT

Outputs for all our evidence projects should be published in the appropriate format and to the appropriate standard. We want to be transparent and open about our evidence and ensure that our published evidence can be used by others to benefit the environment. This document has been produced for Project Officers to assist in publishing their own evidence.

*Click on the steps to open the guidance.*

## STEP ONE

I HAVE A REPORT TO PUBLISH - WHAT DO I NEED TO KNOW?

## STEP TWO

REGISTERING ON THE TECHNICAL INFORMATION EXCHANGE

## STEP THREE

WHAT CATEGORY DOES MY REPORT FALL INTO?

## STEP FOUR

BRANDING

## STEP FIVE

DEFRA PRESS OFFICE AND THE PUBLICATION PROFORMA

## STEP SIX

SETTING UP EVIDENCE PROJECT & PUBLICATION DATABASE & TRIM

## STEP SEVEN

CROSS CUTTING REVIEW

## STEP EIGHT

FINAL SIGN OFF

## STEP NINE

ACCESS TO EVIDENCE CATALOGUE & PUBLISHING

## STEP TEN

AFTER PUBLISHING

## STEP ELEVEN

COMMUNICATING OUR EVIDENCE



TECHNICAL  
PUBLICATION  
LINKS


Whenever possible our evidence should be published externally in the appropriate format and to the appropriate standard, not just to support our work, but also so it can be used by others to benefit the environment. It is extremely important that our

evidence is published and made available to not only the organisation but the public.

### **Accessibility guidance**

All documents published on the Access to Evidence catalogue from 23rd September 2018 **must now be accessible**. This is not just good practice, it is a legal requirement. If you ask us to publish a document that is not accessible, publication will be delayed until the issues are fixed or we may be unable to publish in that format.

The Accessibility documents policy and statement can be found at:

<https://www.gov.uk/government/organisations/natural-england/about/accessible-documents-policy> 

Guidance on producing an accessible publication is provided at [Step Four - Publishing standards](#) and further guidance on accessibility is on the Defra intranet at:

<https://intranet.defra.gov.uk/how-to/correspondence/publishing-govuk-intranet/publishing-standards/accessibility/>

**This guidance must be followed in the order it is displayed below.** Please read the guidance fully before contacting the Publications mailbox ([publications@naturalengland.org.uk](mailto:publications@naturalengland.org.uk)) with any queries.

### Technical Publications Self Service Steps

[Natural England Technical Publications - Step One - The technical review](#)

[Natural England Technical Publications - Step Two - TIE Registrations](#)

[Natural England Technical Publications - Step Three - Report types](#)

[Natural England Technical Publications - Step Four - Publishing standards](#)

[Natural England Technical Publications - Step Five - the publication submission form](#)

[Natural England Technical Publications - Step Six - Setting up Evidence Project Database, Project Database, and Report Number](#)

[Natural England Technical Publications - Step Seven - Cross Cutting Review](#)

[Natural England Technical Publications - Step Eight - Final Sign Off](#)

[Natural England Technical Publications - Step Nine - Access to Evidence catalogue and publishing](#)

[Natural England Technical Publications - Step Ten - After publishing](#)

[Natural England Technical Publications - Step Eleven - Communicating our Evidence](#)

[Natural England Technical Publications - Technical Publication Links](#)

# Natural England Technical Publications - Step One

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- [Edit wiki content](#)
- [Print](#)
- [Wiki alert](#)

## Step One - The technical review

This section provides details on the 'technical review', the first stage of the publications process that every technical report must go through prior to publishing on the [Natural England Access to Evidence Catalogue](#).

The purpose of the technical review is to ensure the report is technically correct and robust. As Project Officer you should agree with the Senior Responsible Officer (SRO) what level of quality assurance a project should be working to. **This should be agreed as part of the project development and approval process before the work begins.** For more information on the role of the Project Manager and SRO see the [project management page](#).

For projects that have already begun please consider, and agree, the level of quality assurance that should apply, at the earliest practical stage. Where contractors are employed, the contract should state that before a report is accepted by Natural England, a draft should be submitted for technical review. Work should not be accepted and paid for until it has been technically reviewed and any necessary amendments made.

### The 4-tiered approach to quality assurance

The quality management standard sets out a 4-tiered approach to quality assuring our work: self-assessment, internal peer review, high level internal peer review, and external/independent peer review. It is important to note that the higher levels of quality assurance should be preceded by lower tiers, for example self-assessment and internal peer review precede high level internal peer review. The final level you decide to use will vary depending on the circumstances. Non contentious work that

is using existing survey or scientific methods will need a lower level of review than contentious or novel work.

It is your responsibility to identify who will carry out the assurance and to request time from them to do this. If you cannot find an expert in the specific subject of the report for internal review then contact Natural England principal and senior specialists who will at least be able to comment on methods, procedures and the robustness of the evidence.

### **Tier 1: Self-assessment**

This is appropriate for routine work which is of low impact and risk. This level of quality assurance will be used by everyone in the first instance to check the quality of the work. It is not sufficient for technical publications.

### **Tier 2: Internal peer review**

All publications published on the Access to Evidence Catalogue require at least this level of review. The quality assurance will be carried out by one or more colleagues with relevant expertise, such as a team/expert/specialist, an expert/specialist from another team or the line manager/team leader.

### **Tier 3: High level internal peer review**

Most technical reports will require this level of quality assurance before publication, which is for projects with a high potential impact or risk. This is generally undertaken by an expert outside of the immediate area of work, including a Principal Adviser/Specialist, the High Risk Case Panel, an appropriate Manager, Director/Deputy-Director of the Chief Scientist Directorate.

### **Tier 4: External / independent peer review**

External / independent peer review is the highest level of quality assurance. It should be used where there is a high level of transparency required due to the potentially high impact of the publication, including where there is a risk to our reputation or a high level of novelty or technical difficulty. It will be carried out by qualified technical experts and be independent of stakeholder and other interests.

## **Natural England Evidence reviews**

For Natural England Evidence Reviews, the methodology itself also needs to be reviewed at this stage by a Principal Specialist or a Director/Deputy-Director in the Chief Scientist Directorate to ensure it meets evidence review standards.

Confirmation that the methodology has been reviewed and approved should be included in the 'Publication Submission Form' submitted at [Step 5](#).

Where the methodology used does not meet the standards required for an evidence review, it may be possible to publish the report as a different publication type, such as a commissioned or joint report instead.

Next step: [Step Two: Technical Information Exchange registrations](#)

Back to the [Technical Publications guidance homepage](#)

*Last updated 2024/04/18 by* ██████████

# Natural England Technical Publications - Step Two

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- [Discuss this wiki](#)
- [Edit wiki content](#)
- [Print](#)
- [Wiki alert](#)

## Step Two - Technical Information Exchange registrations

Anyone wishing to publish a Natural England technical report must be registered on the Technical Information Exchange (TIE) and the following databases and networks:

- [Technical Publications Group \(Publications Database\)](#)
- [Technical Publications Cross-cutting Assurance Network](#)
- [Natural England publications network](#)

If you are publishing a Natural England Project Report you will also need to be registered to:


- [Evidence Projects Database](#)

Please contact the Publications Mailbox ([publications@naturalengland.org.uk](mailto:publications@naturalengland.org.uk)) and include your staff number to be added to the above databases and networks.

Next step: [Step three: Report types](#)

Previous step: [Step one: Technical review](#)

Back to the [Technical Publications guidance homepage](#)

Last updated 2023/03/08 by 

# Natural England Technical Publications - Step Three

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Publication type	Author	Example content	Requirements	Notes
Natural England <b>Research Report</b> (NERR)	Natural England staff	Monitoring and survey reports; evaluations; general research	Use the NERR template ( <a href="#">Step 4</a> )	
Natural England <b>Commissioned Report</b> (NECR)	Contractors or partner bodies	Reports from contractors that provide evidence and advice	Contractors must use the NECR template ( <a href="#">Step 4</a> ). Must include a foreword explaining why we commissioned the work and how we have used, or plan to use, the findings.	
Natural England <b>Evidence Review</b> (NEER)	Natural England staff or contractors	Literature reviews: traditional (narrative); systematic; rapid; etc.	Must conform to a recognised review protocol e.g., systematic. Must detail the methodology, timeframe and search criteria. Use the NEER template ( <a href="#">Step 4</a> ). Include a foreword explaining the purpose of the work and how the findings will be used.	The methodology needs to be detailed at <a href="#">Step 1</a> to ensure it meets standards. If it does not meet standards, it may still be possible to publish it as a different publication type (NECR or JP).
<b>Joint Publication</b> (JP)	Natural England and one or more partner organisations	Collaborative documents published by Natural England and/or partner organisations jointly, or in association	Use the JP template ( <a href="#">Step 4</a> ).	
<b>Evidence Project Report</b> (EPR)	Natural England staff	Factual reports that relate to a specific site, area, or species.	EPRs should not include analysis or consider the impact of interventions or environmental risks or pressures. Use the EPR template ( <a href="#">Step 4</a> ). Carry out an Open Data risk assessment.	Data and maps collected and used to develop the report may be subject to one or more Open Data Risk Assessment Decision Tool documents should be completed as part of the Approval process. For further information on the Open Data Risk Assessment process, contact the Open Data mailbox: <a href="mailto:OpenData@naturalengland.gov.uk">OpenData@naturalengland.gov.uk</a>
<b>Technical Information Note</b> (TIN)	Natural England staff	Information on scientific and technical issues,	Use the TIN template ( <a href="#">Step 4</a> ). Information notes should be brief, concise, documents.	

Publication type	Author	Example content	Requirements	Notes
		including practical advice to help our staff, partners and others implement work		
<b>Evidence Note (EIN)</b>	Natural England staff	Information that improves access to the evidence that Natural England generates and uses	Adapt the TIN template (available at <a href="#">Step 4</a> ). Information notes should be brief, concise, documents.	
<b>General publication</b>	Natural England staff	Non-technical documents e.g., corporate publication, handbooks, and general interest publications	Contact Natural England Publications ( <a href="mailto:publications@naturalengland.org.uk">publications@naturalengland.org.uk</a> ) to discuss.	General publications do not require sign-off from the Technical Publications Self-Review but they still require quality sign-off and must meet accreditation requirements.

- [Discuss this wiki](#)
- [Edit wiki content](#)
- [Print](#)
- [Wiki alert](#)

## Step Three - Identify the publication type

All technical publications must be categorised as one of seven publication types:

1. Natural England **Research Report** (NERR)
2. Natural England **Commissioned Report** (NECR)
3. Natural England **Evidence Review** (NEER)

4. **Joint Publication (JP)**
5. **Evidence Project Report (EPR)**
6. **Technical Information Note (TIN)**
7. **Evidence Note (EIN)**

Use the table below to identify the most appropriate 'publication type' for your publication.

Once you have identified the most appropriate publication type, you must use the associated document template. These can be found at [Step 4 - Publishing standards](#).

If your publication does not fall into any of the publication types, it could still be published as a 'General Publication'. If you think your publication would be considered a General Publication rather than a technical publication, please contact Natural England Publications ([publications@naturalengland.org.uk](mailto:publications@naturalengland.org.uk)) to discuss.

- 
- 

Next step: [Step Four: Publishing standards](#)

Previous step: [Step two: Technical Information Exchange registrations](#)

Back to the [Technical Publications guidance homepage](#)

Last updated 2023/06/30 by [REDACTED]

# Natural England Technical Publications - Step Four

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- [Discuss this wiki](#)
- [Edit wiki content](#)
- [Print](#)
- [Wiki alert](#)

## Step Four - Publishing standards

### Publishing standards

**All content that Natural England publishes must be accessible.** This means making sure that anyone can use it, regardless of differences or impairments.

You must use the report templates provided below and follow the guidance within them. This will ensure that your document meets publishing standards and you produce a structured Word document that will convert into an accessible PDF.

If you submit a document for publication on the Access to Evidence Catalogue that is not accessible this can cause delays. The publications team will check that your report meets the publishing standards and will provide constructive feedback if changes are required. You'll need to address the issues raised to enable publication to go ahead.

If a contractor is producing the report, it is the Natural England Project Manager's responsibility to ensure that it is written in the correct template and meets publishing standards.

### Report templates

Each report has a specific template to use, which can be found under the relevant headings below. For more information about the report types refer to [Step 3 - Report types](#).

Do not make any changes of your own to the templates, including to heading styles and font sizes.

If you need to deviate from the styling of these templates, you must gain approval from Natural England Publications ([publications@naturalengland.org.uk](mailto:publications@naturalengland.org.uk)) or the Defra Branding Team ([brandqueries@defra.gov.uk](mailto:brandqueries@defra.gov.uk)) before starting work.

## **Natural England Research reports (NERR)**

- [NERR template \(Microsoft Word\)](#)

## **Natural England Commissioned reports (NECR)**

It is the Natural England Project Manager's responsibility to ensure that commissioned reports are written in the correct template and that the content meets publishing standards.

- [NECR template \(Microsoft Word\)](#)
- [Natural England publishing standards for commissioned reports](#) - External link for contractors which also includes the NECR template and guidance.

## **Natural England Evidence reviews (NEER)**

- [NEER template \(Microsoft Word\)](#)

## **Joint publications (JP)**

- [JP template \(Microsoft Word\)](#)

## **Evidence Project Reports (EPR)**

- [EPR template \(Microsoft Word\)](#)

## **Technical Information Notes (TIN)**

- [TIN template \(Microsoft Word\)](#)

For Evidence Notes, adapt the TIN template provided here.

## **Definition of Favourable Conservation Status Reports (RP)**

- [DFCS Habitat template \(Microsoft word\)](#)
- [DFCS Species template \(Microsoft Word\)](#)

## **Catalogue codes and ISBNs**

All technical reports must have a Natural England catalogue code (e.g., NERR001). You will assign a catalogue code in [Step six](#) of the Technical Publications process.

Technical reports no longer require an International Standard Book Number (ISBN).

## **Logo requests**

If you are not using a Natural England branded template (and have received permission from Publications or the Defra Brand team to do this), you must get permission to use the Natural England logo. Please send your email request to [logorequest@naturalengland.org.uk](mailto:logorequest@naturalengland.org.uk) and include:

- details about the product you want to put the logo on
- the format you need the logo to be in, e.g., JPEG, EPS
- the name of the Natural England employee who endorses its application
- confirmation that the product contains a written acknowledgement of Natural England's involvement.

Next step: [Step five: Publication submission form](#)


Previous step: [Step three: Report types](#)

Back to the [Technical Publications guidance homepage](#)

*Last updated 2024/06/05 by* 

# Natural England Technical Publications - Step Five

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- [Discuss this wiki](#) 
- [Edit wiki content](#)
- [Print](#)
- [Wiki alert](#)

## Step Five - The publication submission form

### Completing and emailing the submissions form

You must complete and submit a [publication submission form](#) if you plan to publish a technical report on the Access to Evidence Catalogue.

1. Download and complete the publication submission form.
2. Send the completed form and a Word version of the final draft report via email to:
  - Chief Scientist Directorate Communications team (CSD Comms)
  - Natural England (NE) Publications
  - NE External Affairs (cc'd)

You can use and adapt the text below in the 'Submission email template' section.

3. Arrange a provisional publication date with NE Publications and CSD Comms. For technical reports arrange a date for at least 6 weeks in the future. This is to allow for the 21-day cross-cutting review, Evidence Director sign-off (which can take a further 2 weeks), and the necessary content checks.

### CSD Comms and External Affairs

CSD Comms will review the submission form and if they are satisfied with the content and proposed comms activities, they will provide sign-off.

If the report contains sensitive or contentious content, CSD Comms will inform the NE External Communications Team and the Defra Press Office.

### NE Publications

NE Publications will review the submission form and the level of quality assurance the report has received.

You do not need to wait for sign-off before proceeding with [Step 6](#).

## Submission email template

TO: [csd.communications@naturalengland.org.uk](mailto:csd.communications@naturalengland.org.uk); [publications@naturalengland.org.uk](mailto:publications@naturalengland.org.uk);

CC: [externalaffairs@naturalengland.org.uk](mailto:externalaffairs@naturalengland.org.uk)

SUBJECT LINE: Publication submission form: **Report type, e.g. NERR and Report title**

Hello,

Please find attached the latest draft of **Report type, e.g. NERR and Report title**, to be published on the Access to Evidence Catalogue and the completed Publication submission form.

The preferred publication date is **Day/Month/Year OR as soon as possible**.

Many thanks,

**Your name, and signature**

Next step: [Step six: Creating a Publications Database entry](#)

Previous step: [Step four - Publishing standards](#)

Back to the [Technical Publications guidance homepage](#)

Last updated 2024/04/18 by [REDACTED]

# Natural England Technical Publications - Step Six

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- [Discuss this wiki](#)
- [Edit wiki content](#)
- [Print](#)
- [Wiki alert](#)

## Step Six - Creating a Publications Database entry

All technical reports must have an entry in the [TIE Publications Database](#). It's a database of the publications produced by Natural England and is used to coordinate the publication process.

The Database will be migrated to a new digital platform ahead of TIE being decommissioned, but in the meantime the TIE database must continue to be used.

### Creating a Publications Database entry

Check that there isn't already an entry on the TIE Publications database for the report, either under [QA review](#) or under [Publications delayed](#). If there isn't, create a new entry.

1. Click the **+ Create publication** button under the Database title or **+ Add publication** in the left-hand menu.

Publications Database

Technical Information Exchange Systems & Resources ▾

Home

Series

Status

Community

Index

Your publications

Report

About

+ Add publication

Search publications

Flagged for review 6

Discuss this Publication

+ Start a discussion Discussion alert ☆

Thread

Comments on TP6690: Creating a Protected Area Network for nature recovery in England

+ Create publication button highlighted

2. Add the **title** - use the same wording as the report's title
3. Add the **description** - enter a short summary of the report's purpose, main findings, and any conclusions or implications.
6. Enter **Contact** - This is the lead contact for the report.
5. Under '**Series**' select the type of report from the drop-down menu, for example 'Commissioned reports'.
6. The **Status** for new reports this should be **QA review**.
7. You do not need to complete '**Priority**'.
8. **Community** - select the highest-level subject area for the report. You'll need to select one topic.
9. **Topic** - choose the most relevant Technical Information Exchange topics for the report. At least one must be selected.
10. **Labels** - include the 'Series' type for the report, for example 'Commissioned report'.

11. You do not need to complete Collaboration

12. **QA Date** - This does not need to be completed until the report is submitted for the 21-day Cross-cutting review.

13. For the '**Publication Code**', select '**Suggest code**'. This will generate the next available code in the series for your report.

For Commissioned Reports the code should be NECRXXX, however TIE sometimes generates an RPXXX code or a 'NERC' code which is incorrect.

If this happens you must assign the 'NECR' code manually:

1. Go to the 'Publications Database' homepage
2. Select "**Series**" in the left-hand menu and then choose the item '**Commissioned reports**' from the list.
3. Order the list by 'Code' by double-clicking the column heading.
4. Find the highest 'NECR' (and 'NERC'!) number
5. Enter the next report number in the series into the publications database entry by removing the RP number and typing over it.

For Joint Publications the code should be JPXXX (TIE sometimes generates a 'LUGP' code which is incorrect). To assign a JP code manually, follow the above instructions for Commissioned Reports but go to the Series in the left-hand menu and then choose the item '**Joint Publications**' from the list instead.

The screenshot shows a web form titled "Publication". It contains the following elements:

- Publication Code:** A text input field with a "Suggest code" button to its right.
- First published:** A text input field with a "Today" button to its right. Below the field is the instruction: "The date on which this publication was first published. Dates must be in the following format: YYYY-MM-DD."
- Last published:** A text input field with a "Today" button to its right. Below the field is the instruction: "The date on which the most recent edition of this document was published. Dates must be in the following format: YYYY-MM-DD."
- A link: "Announce the publication of this document"
- A blue button: "Create Publication"

The 'Suggest code' button

14. 'First published' does not need to be completed until the publication has been published on the Access to Evidence Catalogue. Ignore 'Last published'.

15. Click '**Create Publication**'.

### Edit the 'Document history' in the Publication Database entry

1. Open the entry for your report on the publications database.
2. Scroll to **Publication Wiki** click **Edit wiki content**. This will add text to the 'Document history' section of the page.
3. Edit the automatic text to include your name after 'The contact for this document is...' and delete '[Your technical publication text here]', highlighted in the following visual.

Wiki content

See [The Editing Toolbar \(opens in a new window\)](#) for information on formatting

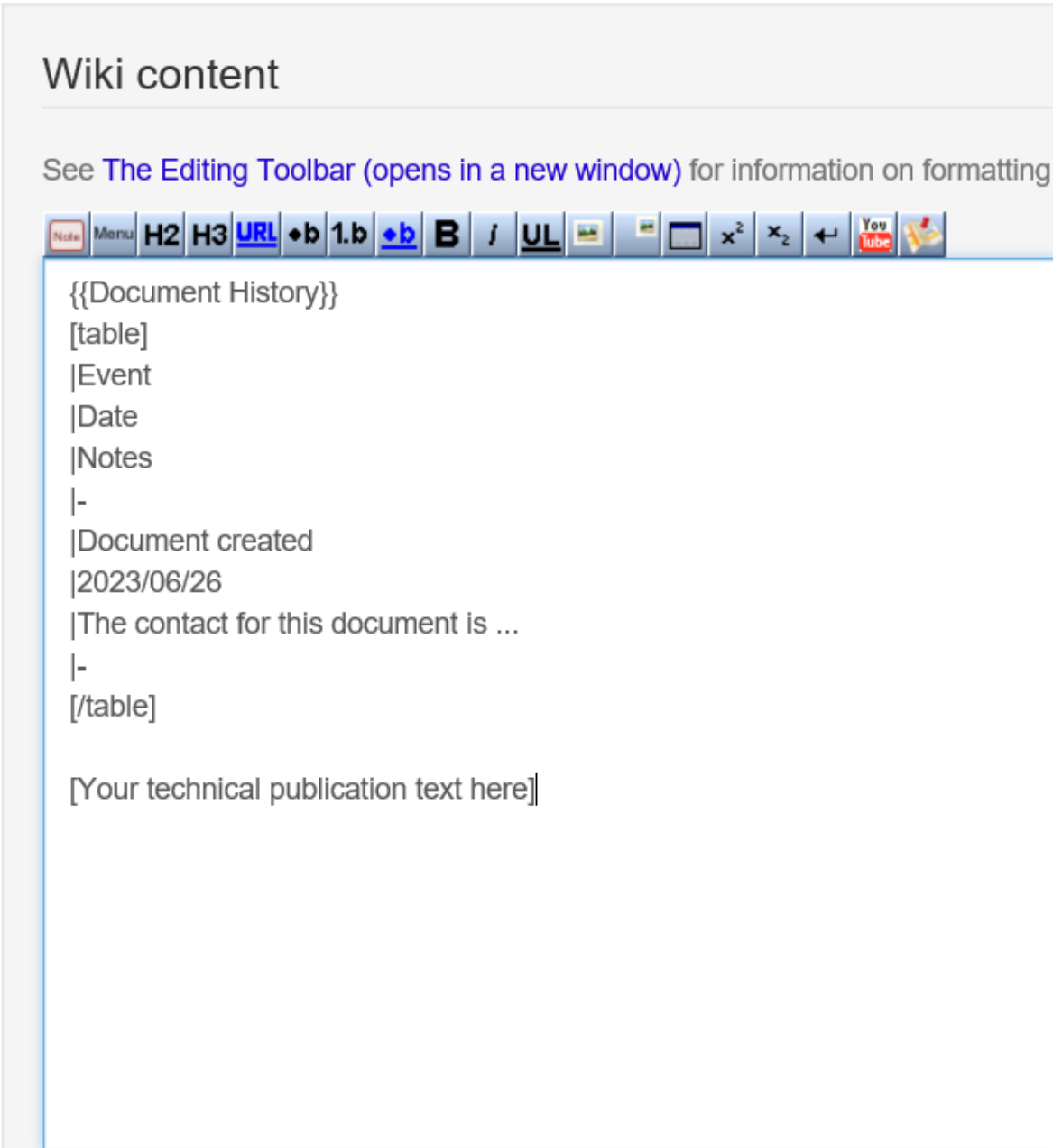
[[Document History]]

[table]
Event
Date
Notes
-
Document created
2023/06/26
The contact for this document is ...
-
[/table]

[Your technical publication text here]

Highlighting where to add and delete text

4. Click the 'Quick preview' link below the text box.



The screenshot shows a Wiki editing interface. At the top, there is a header "Wiki content". Below it, a link "See [The Editing Toolbar \(opens in a new window\)](#) for information on formatting" is displayed. A rich text editor toolbar is visible, containing icons for bold, italic, underline, link, unlink, list, and other formatting options. The main text area contains the following code:

```
[[Document History]]
|table
|Event
|Date
|Notes
|-
|Document created
|2023/06/26
|The contact for this document is ...
|-
[/table]

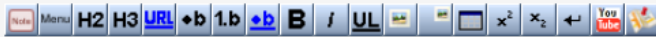
[Your technical publication text here]
```

At the bottom of the text area, there is a yellow button labeled "Quick preview". Below the text area, the word "Attachments" is partially visible.

The Quick Preview link

5. Check the preview to make sure the code is displaying correctly.

See [The Editing Toolbar \(opens in a new window\)](#) for information on formatting text. Add some [example text](#) to get you started



```
{{Document History}}
[table]
|Event
|Date
|Notes
|-
|Document created
|2023/06/26
|The contact for this document is Alice Shaw.
|-
[/table]
```

[Clear preview](#)

## Document History

Event	Date	Notes
Document created	2023/06/26	The contact for this document is [REDACTED]

Visual demonstrating how the code and Document History text should look

6. Enter 'm' under 'Change History' at the bottom of the form. The letter 'm' denotes a minor edit.

7. Click the 'Publish' button.

If you have any issues, please contact the NE Publications mailbox ([publications@naturalengland.org.uk](mailto:publications@naturalengland.org.uk)).

## Creating an Evidence Project Database entry

**These steps are only required for evidence project reports.**

All evidence reports are recorded on the [TIE Evidence Project Database](#) as well as the [TIE Publications Database](#). You should complete the Evidence Project Database entry before you start a project. If the project already has an entry go straight to the sub-section 'Linking the Evidence Project Database entry to the Publication entry'.

1. Select '+ Create a project', under the Database title or in the left-hand menu. Enter the Title of the project including the year the report was written.
- 2 Under 'Title' enter the title of the project followed by the year the report was written.
3. Add a description of the scope of the project.
4. Select the Programme from the drop-down menu which the project relates to.
5. Select the Type of project from the drop-down menu.
6. Under 'Contact' enter the name of the NE contact for the project.
7. Under 'Lead Unit' enter the sub-team who is leading this work.
8. Enter the project dates using the calendar functions.
9. Choose the status of the project.
10. Enter the Total Expected Cost of the project.
11. Enter the total Alternative Funding if the project received funding from outside Natural England.
12. Enter the amount the project received from the Natural England Evidence Programme budget.
13. Under 'Outputs > Publish?' choose 'Yes' if you want it to be published on the Access to Evidence Catalogue.
14. Under 'Project communications' list what plans are in place for communicating the findings of the project.
15. Complete the 'Closing statement' section.
16. Select the TIE 'Topic' for the project.
17. Select the Subject.
18. Add project labels.

19. Click the 'Create Project' button.

### Linking the Evidence Project Database entry to the Publication entry

1. Copy the hyperlink at the very bottom of the report's Evidence Project Database entry.

2. Open the entry for your report in the Publications Database.

3. Click the 'Edit' button.

4. Under 'Description' copy and paste the following line to the end of the summary text:

'For more information about this project view the EVIDENCE PROJECT HYPERLINK| REPORT TITLE entry on the Evidence Project Database.'

Paste the hyperlink you copied at Step 1 where it says 'EVIDENCE PROJECT HYPERLINK' and enter the report title. Make sure you leave in the and the| so it formats the text correctly as a link.

5. Use the 'Preview' function to check the text is linked correctly.

6. Scroll to the bottom of the page and select the 'Save changes' button.

Back to the [Technical Publications guidance homepage](#)

Last updated 2024/04/18 by XXXXXXXXXX

# Natural England Technical Publications - Step Seven

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- [Discuss this wiki](#) <sup>2</sup>
- [Edit wiki content](#)
- [Print](#)
- [Wiki alert](#)

## Step Seven - Cross Cutting review

All technical reports must go through the internal 21-day cross cutting review. The cross-cutting review gives a wide range of people across the organisation the chance to review the report and provide constructive feedback. It also provides additional quality assurance before publication.

[Technical Publications Quality Assurance Network](#) members receive an email alert with the report attached so it can be reviewed or forwarded to others as appropriate, depending on it's relevance. Not all documents will be relevant to all network members and you may not get any responses. Comments received during the cross-cutting review that require action must be addressed.

**Please note:** These cross-cutting review steps must be completed on the same day that the 21-day crossing cutting review period starts.

## Setting up the cross cutting review in the Publications Database

1. Locate your report entry in the '[Publications Database QA Review](#)' section.
2. In the entry, click the '**Edit**' button.
3. Scroll down to 'Quality Assurance' and under 'QA Date' click the '**21 days**' button. This gives the date 21 days in advance, which will be the end date for the cross-cutting review.
4. Scroll down and click the '**Save changes**' button. Then click the '**View page**' button to return to the previous screen.
5. Scroll down and under '**Publication Wiki**', select '**Edit Wiki Content**'.
6. Under '**Wiki Content**', in the text box paste the following text in between the final '| -' and the code '[/table]':

| TPQA


| DD/MM/YYYY to DD/MM/YYYY [Enter the date from and to for the 21-day crossing cutting review period (TPQA).]

| This report has been approved for publication by [List names of report approvers].

7. Edit the code where prompted to include the dates for the review period and list the names of the NE contacts who have approved the report for publication.

### Wiki content

See [The Editing Toolbar \(opens in a new window\)](#) for information on formatting text. Add some [example text](#) to get you started.



```
[[Document History]]
|table
|Event
|Date
|Notes
|-
|Document created
|2023/06/26
|The contact for this document is Alice Shaw.
|-
|TPQA
|DD/MM/YYYY to DD/MM/YYYY [Enter the date from and to for the 21-day crossing cutting review period (TPQA).]
|This report has been approved for publication by [List names of report approvers].
|/table
```

[Clear preview](#)

### Document History

Event	Date	Notes
Document created	2023/06/26	The contact for this document is Alice Shaw.
TPQA	DD/MM/YYYY to DD/MM/YYYY [Enter the date from and to for the 21-day crossing cutting review period (TPQA).]	This report has been approved for publication by [List names of report approvers].

Where to edit the code and how it displays in the **Quick preview**

8. Click the '**Quick preview**' link below the text box and check the preview to make sure the code is displaying correctly.

9. **Enter 'm' under 'Change History'** at the bottom of the form. The letter 'm' denotes a minor edit.

10. Click the '**Publish**' button.

Sending the Cross Cutting review email

Once your report has been successfully set up for the 21-day cross cutting review in the Publications Database the [Technical Publications Cross-cutting Assurance Network](#) must be notified.

1. Adapt the TPQA email template (in the 'TPQA email template' section below):

- Edit the subject of the email to include the report code and title.
- Enter the email addresses of the NE authors and/or NE project managers in the 'To' box.
- Enter the NE Publications Mailbox in the Cc box.
- Add the email addresses of the Technical Publications Cross-cutting Assurance Network in the Bcc box. To do this, scroll down the Network page and click the 'Contact network' button and then copy and paste the string of email addresses into the Bcc section in the draft email.
- Edit the body of the email to add in the report's catalogue code and title (hyperlinked to its Publications Database entry) and dates.

2. Attach the latest draft of the report.

3. Send the email.

4. At the end of the cross-cutting review period, collate any comments received and action as required. Reviewers send responses directly to the NE report coordinator either via commenting on the report and returning, or within an email.

## TPQA email template

**TO: NE authors and/or NE project managers**

**CC: [publications@naturalengland.org.uk](mailto:publications@naturalengland.org.uk);**

**BCC: Technical Publications Quality Assurance Network**

**SUBJECT LINE: TPQA: Report catalogue code, e.g. NERR001 and Report title**

Dear All

Technical report **Report catalogue code, e.g. NERR001 and Report title-hyperlinked to the Publications Database entry** is under review from **DD/MM/YYYY to DD/MM/YYYY**. A copy of the report is attached.

Please submit any responses by adding comments to the Word document and returning to me by **DD/MM/YYYY - enter the end date of cross cutting review period**. Please do not make changes to the document itself.

Note: only respond if you are providing constructive feedback. A nil response will be taken as an assumption that you do not object to the report being published.

If you receive this email as Bcc you are a member of the [Technical Publications Quality Assurance Network](#). If you would like to remove yourself from the network you can do this on the network page or contact NE Publications ([publications@naturalengland.org.uk](mailto:publications@naturalengland.org.uk)).

Please forward this email to anyone who might have an interest in this report.

Many thanks,


**Name and Signature**

Back to the [Technical Publications guidance homepage](#)

Last updated 2023/06/30 by 

# Natural England Technical Publications - Step Eight

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- [Discuss this wiki](#) 
- [Edit wiki content](#)
- [Print](#)
- [Wiki alert](#)

## Step Eight - Evidence Director Sign Off

Final sign-off by Evidence Director, , is required for all technical report types.

It is undertaken to make sure:

- the correct procedures have been followed
- there is no late-stage reputational risk to Natural England.

## Obtaining Evidence Director Sign Off

1. Check if you received any responses to the report during the cross-cutting review period.
2. Address any comments requiring action and amend the report accordingly.
3. Adapt the following email template and attach the final Word version of the report and the previously completed Publication Submission form ( [Step 5](#) ).

## Email template

TO: @naturalengland.org.uk

CC: [csd.communications@naturalengland.org.uk](mailto:csd.communications@naturalengland.org.uk); [publications@naturalengland.org.uk](mailto:publications@naturalengland.org.uk);

SUBJECT LINE: Final sign off request: **Report catalogue code, e.g. NERR001 and Report title**

Dear 

The attached technical report **enter Report catalogue code, e.g. NERR001 and Report title- hyperlinked to the Publications Database entry** is now ready for your final sign-off.

The report has been approved for publication by **List NE contacts who have approved the report for publication**. No comments were made during cross-cutting review/ All comments received during the cross-cutting review have been addressed.

**The report has been submitted to the NE Publications team for the necessary content checks/The necessary content checks have been carried out by the NE Publications team .**

The report has also been flagged with the CSD Communications team and will be discussed before publishing.

Many Thanks,

**Your name, and signature**

## Updating the Publications Database entry

1. Navigate to the [Publications Database](#).
2. Locate and select your report entry.
3. Scroll down and under '**Publication Wiki**', select '**Edit Wiki Content**'.
4. Under 'Wiki Content', in the text box paste the following text in between the final '| -' and the code '[/table]':

| -

| Final Sign Off

| DD/MM/YYYY - Enter the date the publication has been sent for final sign off.

| Report sent to XXXXXXXXXX, Evidence Director, for final sign off.

| -

5. Edit the code to include the date the publication was sent for final sign off. Refer to the highlighted text in the following visual to see where to add the date and how it should display in the preview.

## Wiki content

See [The Editing Toolbar \(opens in a new window\)](#) for information on formatting text. Add some [example text](#) to get you started.



```
{{Document History}}
|table
|Event
|Date
|Notes
|-
|Document created
|2023/06/26
|The contact for this document is ██████████
|-
|TPQA
|30/06/2023 to 21/07/2023
|This report has been approved for publication by ██████████
|-
|Final Sign Off
|DD/MM/YYYY - Enter the date the publication has been sent for final sign off.
|Report sent to ██████████ Evidence Director, for final sign off.
|-
|/table
```

[Clear preview](#)

### Document History

Event	Date	Notes
Document created	2023/06/26	The contact for this document is ██████████
TPQA	30/06/2023 to 21/07/2023	This report has been approved for publication by ██████████
Final Sign Off	DD/MM/YYYY - Enter the date the publication has been sent for final sign off.	Report sent to Ruth Waters, Evidence Director, for final sign off.

Highlighted text shows where to add the date

6. Enter 'm' under 'Change History' at the bottom of the form. The letter 'm' denotes a minor edit.

7. Click the 'Publish' button.

You can proceed with the process once you have received final sign off from ██████████ and a publication date is agreed with CSD Comms and Publications.

## Final sign off received

Once final sign off has been received you must update the wiki on the publications database.


1. Navigate to the [Publications Database](#).

2. Locate and select your report entry.
3. Scroll down and under '**Publication Wiki**', select '**Edit Wiki Content**'.
4. Under 'Wiki Content', in the text box paste the following text in between the final '| -' and the code '[/table]':
 

```
| -
| Final Sign Off
| DD/MM/YYYY - Enter the date the publication received final sign off.
| ██████████, Evidence Director, has provided final sign off.
| -
```
5. Edit the code to include the date the publication received final sign off. Refer to the highlighted text in the following visual to see where to add the date and how it should display in the preview.

**Wiki content**

See [The Editing Toolbar \(opens in a new window\)](#) for information on formatting text. Add some [example text](#) to get you started.



```
|Notes
|-
|Document created
|2023/06/26
|The contact for this document is ██████████
|-
|TPQA
|30/06/2023 to 21/07/2023
|This report has been approved for publication by ██████████
|-
|Final Sign Off
|22/07/2023
|Report sent to Ruth Waters, Evidence Director, for final sign off.
|-
|Final Sign Off
|DD/MM/YYYY - Enter the date the publication received final sign off.
|Ruth Waters, Evidence Director, has provided final sign off.
|-
|[/table]
```

[Clear preview](#)

---

### Document History

Event	Date	Notes
Document created	2023/06/26	The contact for this document is ██████████
TPQA	30/06/2023 to 21/07/2023	This report has been approved for publication by ██████████
Final Sign Off	22/07/2023	Report sent to ██████████ Evidence Director, for final sign off.
Final Sign Off	<b>DD/MM/YYYY - Enter the date the publication received final sign off.</b>	██████████ Evidence Director, has provided final sign off.

Highlighted text shows where to add the date

6. Enter 'm' under 'Change History' at the bottom of the form. The letter 'm' denotes a minor edit.
7. Click the '**Publish**' button.
8. Then navigate to [Step 9](#).

# Natural England Technical Publications - Step Nine


---

- [Discuss this wiki](#)
- [Edit wiki content](#)
- [Print](#)
- [Wiki alert](#)

## Step Nine - Access to Evidence catalogue and publishing

All Natural England technical publications are published on the [Access to Evidence Catalogue](#).

1. Please email the Natural England Publications mailbox - [publications@naturalengland.org.uk](mailto:publications@naturalengland.org.uk) with the subject title '[Report code - e.g. NECRXXX]: ready for publication' and include:

- The final, branded Word version of the report
- Evidence of final sign off by Evidence Director 
- Confirmation of sign-off from CSD Comms
- An abstract (approx. 250 words) for the report's webpage that summarises the background or purpose of the report; its methods or approaches; findings; and conclusions or implications. Avoid citing sources in the abstract, it should be self-contained and fully understandable. If you need to mention other sources, provide a link directly to the source (and ensure the link text is descriptive), rather than use the in-text citation format.
- Any relevant categories the publication should be tagged to on the website, parent categories include: [Records about](#), [Records by series](#), [Records for](#).
- Details of any previously published content on A2E the publication should be linked to, including the NE catalogue codes where possible.

# Natural England Technical Publications - Step Ten

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- [Discuss this wiki](#)
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- [Wiki alert](#)

## Step Ten - After publishing

### Notifying the Defra Library team and the publications network

Once the report has been published, the Defra Library team, Chief Scientist Directorate Communications team (CSD Comms), and the Natural England Publications Network need to be informed.

1. Adapt the following email template (in the 'Email template' section below):

- Edit the subject of the email to include the report code and title.
- Enter the email addresses of the NE project managers/NE report coordinator/authors in the 'To' box.
- Enter the Defra Library team and Chief Scientist Directorate Communications team (CSD Comms) in the Cc box.
- Enter the NE Publications Mailbox in the Bcc box.
- Add the email addresses of the Publications Network in the Bcc box. To do this, Navigate to the [Contact the Natural England Publications Network page](#) and then copy and paste the string of email addresses into the Bcc section of the draft email.
- Edit the body of the email to add in the report's catalogue code and title (hyperlinked to its Publications Database entry) and a brief description of the report.

2. Send the email.

### Email template

To: **Report's Project Manager/report coordinator/authors**

Cc: [libraryenquiries@defra.gov.uk](mailto:libraryenquiries@defra.gov.uk); [csd.communications@naturalengland.org.uk](mailto:csd.communications@naturalengland.org.uk)

Bcc: **Publications Network**; [publications@naturalengland.org.uk](mailto:publications@naturalengland.org.uk)

Subject: NEW - **Insert Report Catalogue Code and Report Title**

Dear All,

The following Natural England technical report has been published on the Access to Evidence Catalogue.

**Insert title of the report hyperlinked to the entry on the Access to Evidence Catalogue.**

**Include a brief description of the report.**

If you have received this email as Bcc you are a member of the Natural England Publications Network. If you would like to be removed from the network, please contact the NE Publications mailbox ([publications@naturalengland.org.uk](mailto:publications@naturalengland.org.uk)).

Many Thanks,

**Name & Signature**

Updating the publications database

1. Locate your report's entry in the [Publications Database](#).
2. In the entry, click the '**Edit**' button.
3. Scroll down to the 'Categorisation' section and under 'Status' change it to '**Published**' in the drop-down menu.
4. Scroll down to the 'Publication' section:
  - If the report is a 1st edition, under **First published** click the '**today**' button.
  - OR if the report is a revised or 2nd Edition click the '**today**' button under '**Last published**'.
5. Click the '**Save changes**' button.

Important report documents

It is important that a clear audit trail of the publication process for the report is recorded.

1. Create a folder, the title should be the report catalogue code.
2. Add the following documents and correspondence to the folder:

- a. The completed Publications submission form
  - b. Sign-off emails from CSD Comms, NE Publications and Evidence Director, [REDACTED]  
[REDACTED]
  - c. Copyright permissions or purchased licenses for third-party content included in the report.
  - d. Any other important documentation which may be relevant.
3. Send the folder to the NE Publications Team ([publications@naturalengland.org.uk](mailto:publications@naturalengland.org.uk)) so they can add it to the new TRIM SharePoint platform when it is live. They will also add the final versions of the report (Word and PDF) to this folder.

Back to the [Technical Publications guidance homepage](#)

Last updated 2023/06/30 by [REDACTED]

# Natural England Technical Publication Links Wiki

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- [Discuss this wiki](#)
- [Edit wiki content](#)
- [Print](#)
- [Wiki alert](#)

## Technical Publication Links

- [Publications database](#) - This lists all the publications in progress, published or delayed - this is used to create pages for the publications, linking the page to TRIM also.
- [Evidence projects database](#) - this is where people record any project they are doing, we use this to help create the pages on the publications database.
- [Publications on TRIM](#) - navigate via browse the catalogue, Communications and consultations - publications
- [Cross-cutting review network](#) -This details all publications which are being reviewed for 21 days and provides details of the publications cross cutting network.
- [Publications network](#) - This details all publications which have been published and provides details of the publications network. The network is contacted when a report has been published.
- [Access to evidence catalogue](#) - public view
- [Technical Publications Cross-cutting Assurance Network](#) - This blog is used to notify the publications network of reports going through the 21 day cross cutting period.
- [Natural England evidence publications network](#) - This blog is used to notify the publications network of newly published reports.

*Last updated 2018/08/31 by* ████████████████████

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: NEER155 / TP7022: Update to Natural England Evidence Review on the effects of burning on upland peatland biodiversity, carbon and water  
**Date:** 24 December 2024 17:05:41  
**Attachments:** [image001.png](#)  
[NEER155 - FINAL DRAFT - 06-12-2024 - Update to Natural England Evidence Review on the effects of burning on upland peatland biodiversity carbon and water \[REDACTED\] CrossCuttingReview.docx](#)

---

Hi [REDACTED]

Thanks for sending this round. I attach the report with my comments. I would caveat my comments on the document with that they were done as I read – so very much an instinctive view – and in the main suggestions for changes. I have not had the chance to review every part of the doc given its length and the time I had to do it but have spent the best part of today on it (not a brag honest – just to give context).

There are a few things that do need addressing so do please come back to me if you need help on that – some are obvious like Table numbers etc.

In terms of reviewing this for publication and any associated risk I would make the following comments:

1. The review is expertly conducted, with methods by and large very clearly explained. I have made some suggestions where a few tweaks could be made to tighten this up as methodology is a clear place where folks can pick apart the findings. I'd be especially keen to see some greater description of the inclusion and exclusion criteria as I didn't get a feel that I could recreate this review based on that section.
2. The review is extensive, sets out the questions well and is apparently comprehensive in its narrative. This results in a long review with lots of narrative. While this is ostensibly a good thing, as we do need to say what the studies have shown – the amount of narrative will potentially open opportunities for others to critique what we have said. I do welcome this in many ways – it is the scientific method after all -but we should be aware of that and prepare for it.
3. Building on this – I found section 12 and 13 summarising the evidence and conclusions to be brilliant. This is especially true of section 13 – I just wish I had read it sooner right at the beginning of the report. And then let the narratives fill in the gaps for me where I wanted or needed. I want to know right away that the Butler did it! Please consider how this could be achieved. Also on section 12 – I think we could make our assessment of the confidence of the evidence in the table much clearer here – we use the word strong on some occasions but don't describe it on others. Can this be addressed- perhaps by adding a column to describe this in the terms described elsewhere in the report.
4. Finally again building on that. I want to know at the end of each relevant section how well the question has been answered (for example the end of section 4, 5 onwards etc). Given the size of the review many folks may just jump to the relevant section. Using the stuff from section 13 again would help here. I almost don't mind repeating it in these sections even though we have summarised it brought it together.

5. Finally - and outside the scope if this review – [REDACTED]

See you in 2025!

---

**From:** [REDACTED]

**Sent:** 06 December 2024 08:56

**To:** [REDACTED]

**Cc:** SM-NE-Publications (NE); [REDACTED]

SM-[REDACTED]

**Subject:** NEER155 / TP7022: Update to Natural England Evidence Review on the effects of burning on upland peatland biodiversity, carbon and water

Dear All,

Technical report **NEER155 Update to Natural England Evidence Review on the effects of burning on upland peatland biodiversity, carbon and water** is under review from **06/12/2024 to 27/12/2024**. A copy of the report is attached.

Please submit any responses by adding comments to the Word document and returning to me by **06/01/2025**. Please do not make changes to the document itself.

Note: only respond if you are providing constructive feedback. A nil response will be taken as an assumption that you do not object to the report being published.

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Please forward this email to anyone who might have an interest in this report.

Many thanks,

[REDACTED]  
[REDACTED]  
Specialist – Upland Habitats

Science / Chief Scientists Directorate

Natural England

[REDACTED]  
[www.gov.uk/natural-england](http://www.gov.uk/natural-england)

**REPORTING A WILDLIFE POISONING INCIDENT? Please call 0800 321 600 (freephone)**

In an effort to reduce Natural England's carbon footprint, I will, wherever possible, avoid travelling to meetings and attend via audio, video or web conferencing.



**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: NEER155 / TP7022: Update to Natural England Evidence Review on the effects of burning on upland peatland biodiversity, carbon and water  
**Date:** 20 December 2024 15:47:18  
**Attachments:** [NEER155 - FINAL DRAFT - 06-12-2024 - Update to Natural England Evidence Review on the effects of burning on upland peatland biodiversity carbon and water - ian C.v1.docx](#)  
[image001.png](#)

---

Hi

Here is some comments and thoughts, happy to discuss in next year

Have a great Christmas

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 06 December 2024 08:56

**To:** [REDACTED]

**Cc:** [REDACTED]

[REDACTED]

[REDACTED]

**Subject:** NEER155 / TP7022: Update to Natural England Evidence Review on the effects of burning on upland peatland biodiversity, carbon and water

Dear All,

Technical report **NEER155 Update to Natural England Evidence Review on the effects of burning on upland peatland biodiversity, carbon and water** is under review from **06/12/2024 to 27/12/2024** . A copy of the report is attached.

Please submit any responses by adding comments to the Word document and returning to me by **06/01/2025**. Please do not make changes to the document itself.

Note: only respond if you are providing constructive feedback. A nil response will be taken as an assumption that you do not object to the report being published.

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Please forward this email to anyone who might have an interest in this report.

Many thanks,

[REDACTED]

[REDACTED]

Specialist – Upland Habitats

Science / Chief Scientists Directorate

Natural England

[REDACTED]

[www.gov.uk/natural-england](http://www.gov.uk/natural-england)

**REPORTING A WILDLIFE POISONING INCIDENT? Please call 0800 321 600 (freephone)**

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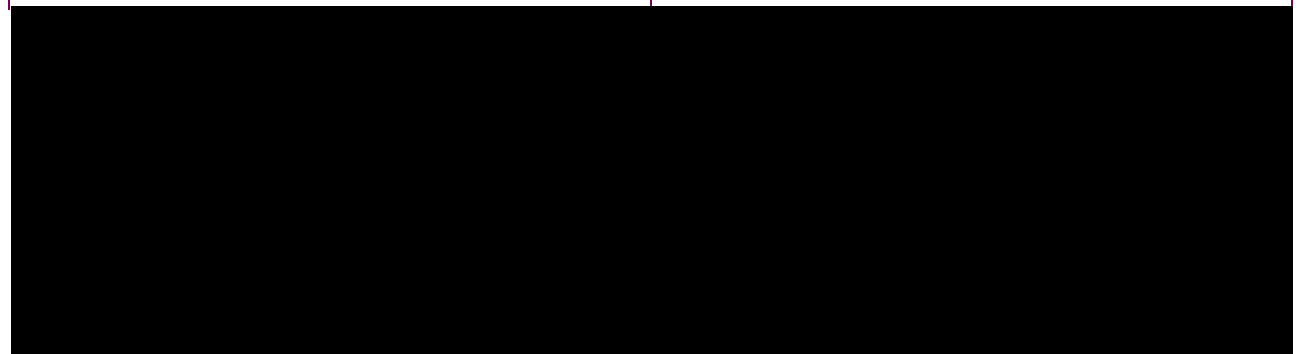
# Publication submission form

## Submission details

<b>NE Project Manager Name</b>	[REDACTED]
<b>Report contact</b>	[REDACTED]
<b>Date of submission</b>	06/12/2024 (edited 18/02/2025)

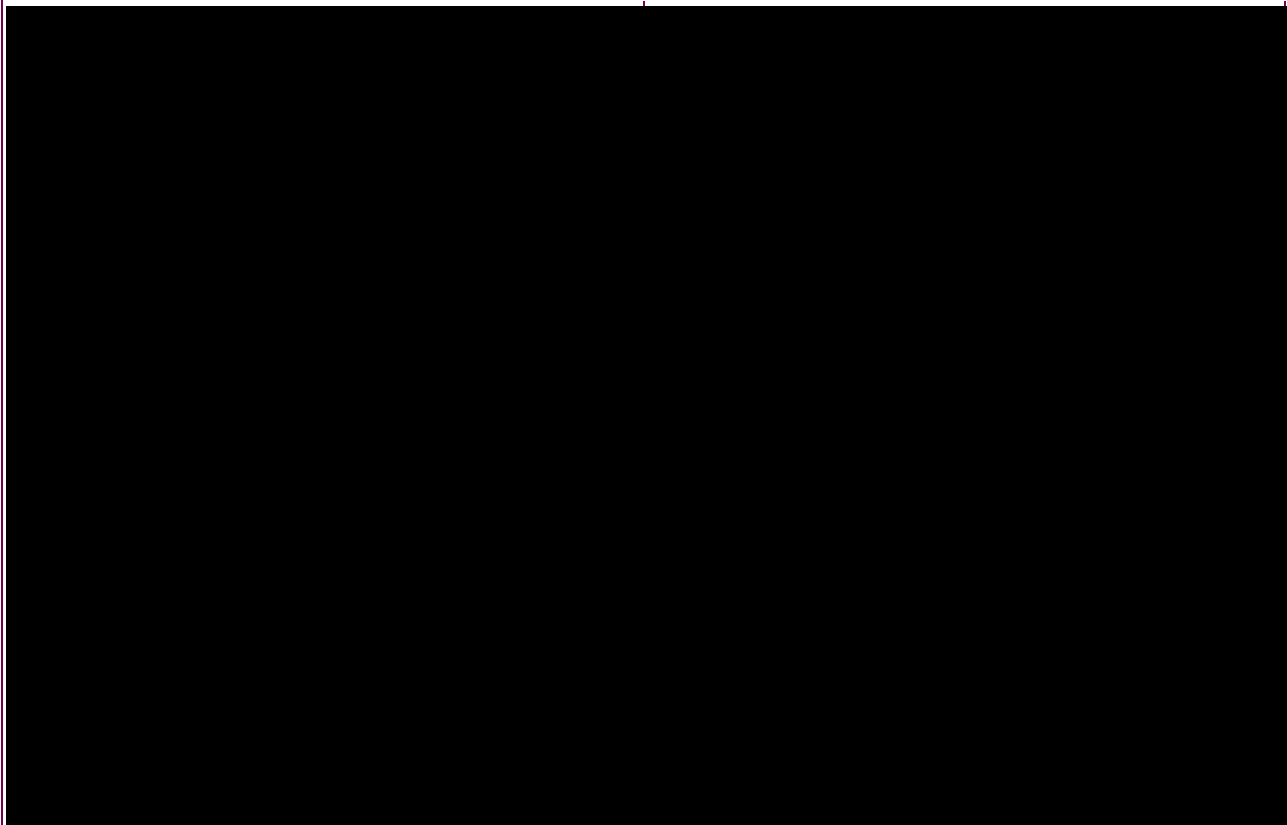
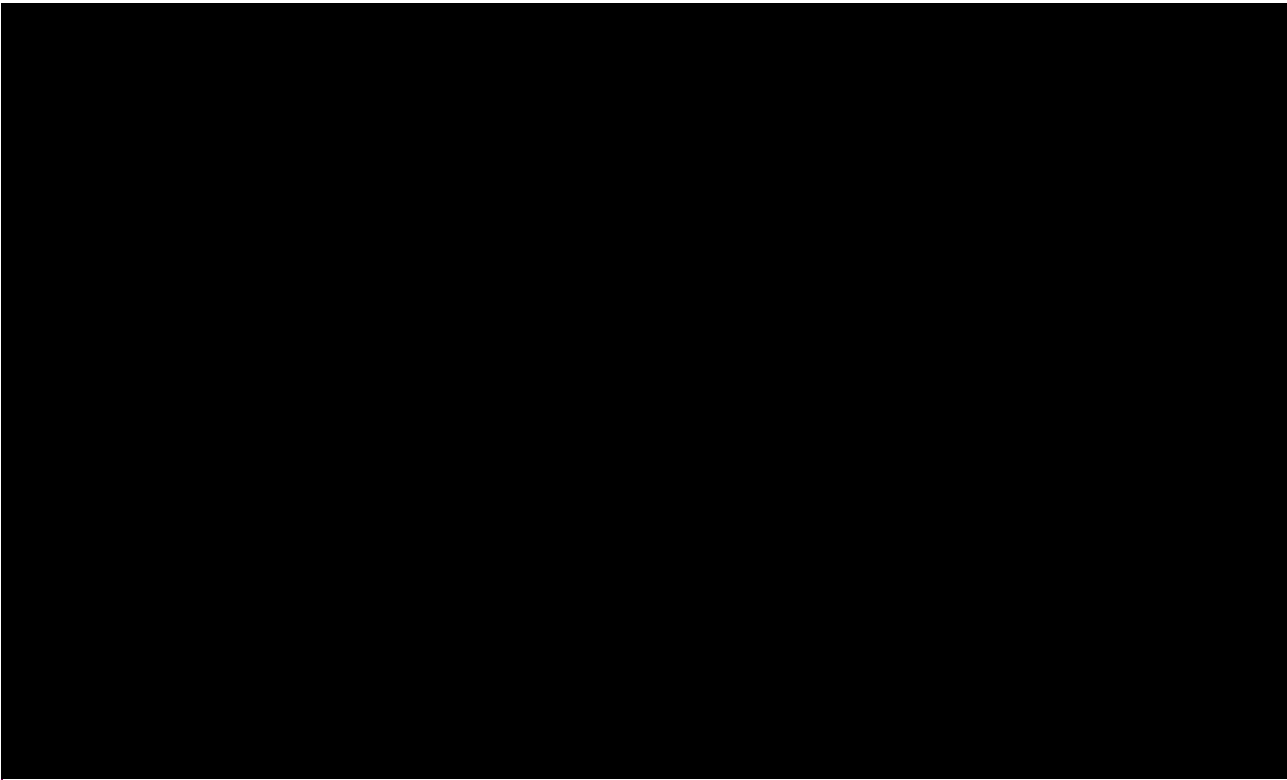
## Report details

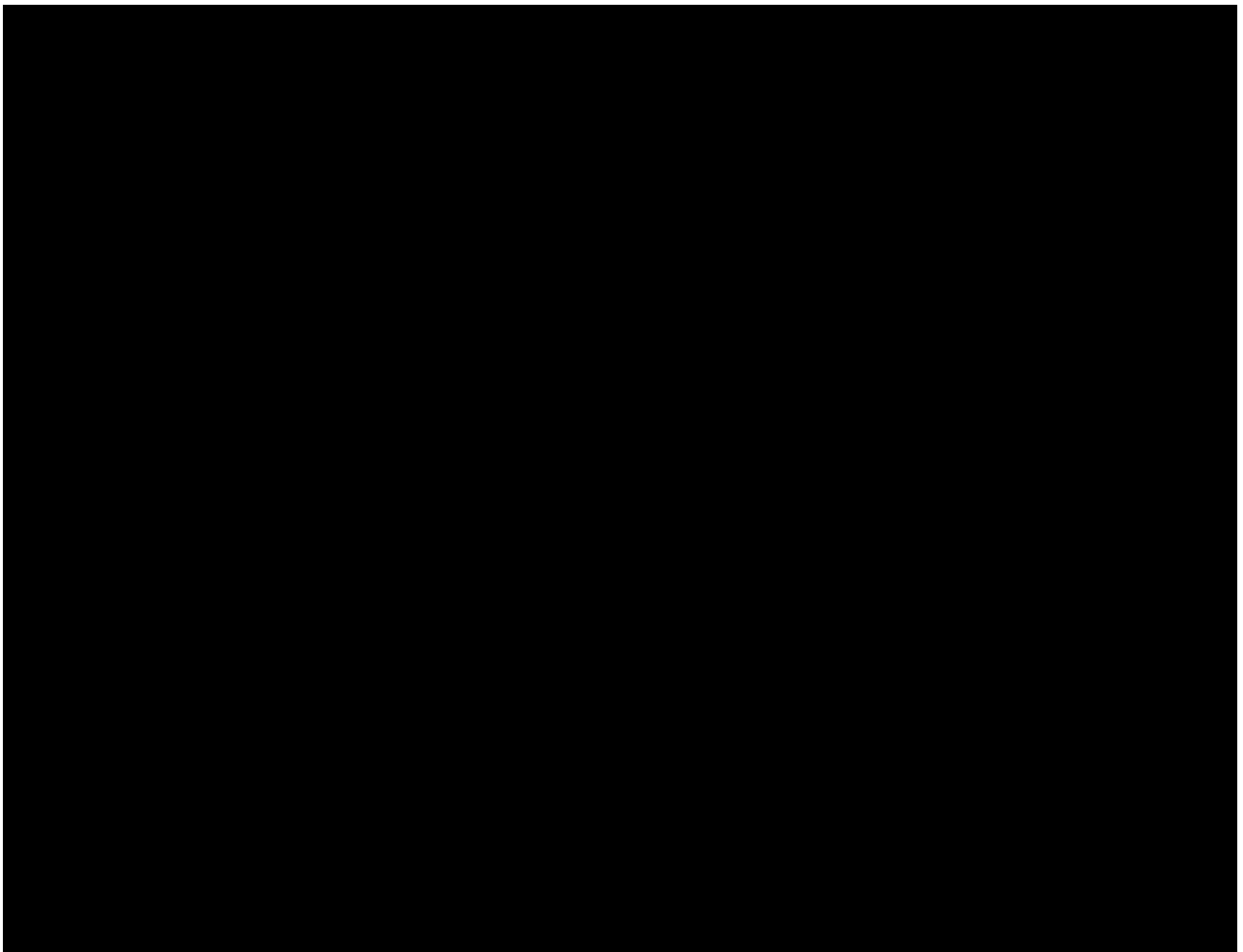
<b>Title of the report</b>	An evidence review update on the effects of managed burning on upland peatland biodiversity, carbon and water
<b>Report type</b>	Natural England Evidence Review (NEER)
<b>Who are the target audiences of the report?</b>	Primarily peatland land managers, practitioners, academics, regulators and stakeholders with an interest in how peatland land management practices affect ecosystem services and natural capital.



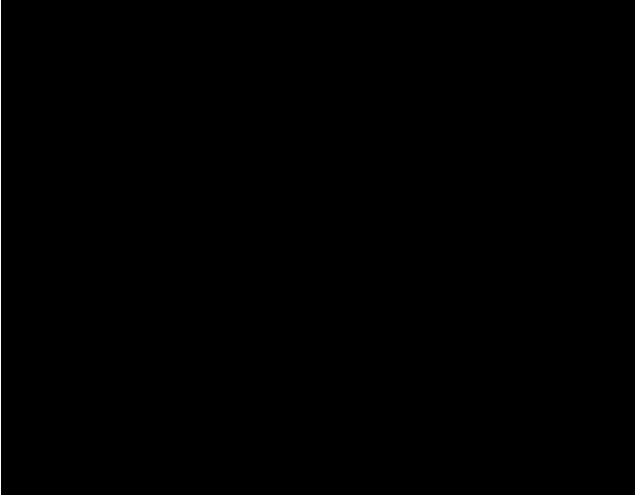
## Quality assurance

<p>Level of <a href="#">technical review</a> (e.g., Tier 3)</p>	<p>Tier 4</p>
<p>Technical Sign-off 1</p>	<p>[REDACTED]</p> <p>Principal Specialist – Synthesis, Chief Scientist Directorate, Knowledge into Practice Unit Natural England</p>
<p>Technical Sign-off 2</p>	<p>Prof. [REDACTED]</p> <p>Dr. [REDACTED]</p> <p>Prof. [REDACTED]</p> <p>Prof. [REDACTED]</p> <p>[REDACTED]</p> <p>Dr. [REDACTED]</p>
<p>Has the methodology been reviewed to ensure it meets evidence review standards (applicable to <a href="#">Natural England Evidence Reviews</a> only)?</p>	<p>Reviewed by [REDACTED]</p>
<p>Does the report meet <a href="#">Natural England Publishing Standards</a> and have accessibility guidelines been followed?</p>	<p>Y</p> <p>[REDACTED]</p>
<p>[REDACTED]</p>	



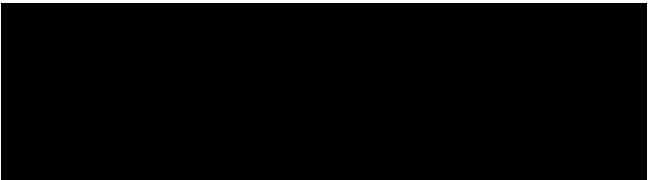


## Publication date

<b>Preferred date of publication</b>	<del>14/01/2025</del> 07/03/2025
<b>Please specify why you have chosen the preferred publication date (e.g., to align with an event, site of special scientific interest (SSSI) notification, etc.) and what flexibility you have.</b>	

## Sign-off

To be completed once the form has been reviewed and submitted.

<b>Senior Adviser - Publications</b>	
<b>CSD Comms</b>	

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** RE: NE burning evidence review update  
**Date:** 08 November 2024 14:38:08  
**Attachments:** [Burning ER late draft revised update 5nov24 jw.docx](#)

---

Dear [REDACTED]

Many thanks for including me in this email. I missed the original email from [REDACTED] on this report because I was on [REDACTED]

I have just scanned through the document looking for mention of palaeoecology specifically, as this is my research area. I think some really useful trends have been identified from the studies included and the summaries are useful. There are many other palaeoenvironmental studies that could be of interest.

We include and present charcoal fragment counts in all pollen studies, but the word “fire” or “burning” may not appear in the title of the paper because it hasn’t been the main focus of the study, but the charcoal data are still presented and are part of interpretations. I’ve attached a few papers that may be relevant:

- A really useful study by Althea Davies (2016) for the Peak District that shows vegetation regime shifts following fire events and the point at which shifts can become permanent in a landscape.
- I’ve also attached a paper from work Ralph Fyfe and I carried out in Wales where charcoal records are included for 5 peat coring sites (Woodbridge et al., 2012)
- and another based on a sediment core from a reservoir on Dartmoor (Woodbridge et al., 2014).
- I’ve also been carrying out on-going work on peatland fire in the palaeo record in the Peak District. At the moment this is unpublished, but I can share findings if this is useful.

While searching for palaeoecology sections in the report, I made a few small edits to the attached version just in case this is useful. One thing I noticed is that ‘paleo’ has been spelt using the USA spelling instead of UK spelling ‘palaeo’. Pollen records capture vegetation change up to around a 5 km area surrounding the coring site (depending on the openness of the landscape), but charcoal records are likely more local to the coring location.

I noticed the report is also about biodiversity. Understanding the drivers of past biodiversity trends has been a recent focus of our palaeoecological research. I’ve attached 2 papers that make use of ~300 UK pollen datasets and other palaeo archives to explore biodiversity trends and historic drivers in case this is of use. Perhaps it would be worth mentioning in the report somewhere that palaeoenvironmental data could also have potential to inform on biodiversity management.

I hope some of this is useful. Please let me know if any further information would be helpful.

Best wishes,

[REDACTED]

-----  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]

---

**From:** [REDACTED]@naturalengland.org.uk>

**Sent:** Thursday, November 7, 2024 10:01 PM

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject:** RE: NE burning evidence review update

Hi [REDACTED]

With apologies for the further delay, attached is a relatively near complete but not yet edited, so still quite a 'drafty' version of the upland peatland burning evidence review update report.

There are a few sections that still need reviewing internally and in places completing, especially the appendices, and the whole report is still undergoing an edit, proof-read and further consideration of comments. The 'evidence statements' in Section 13 Summary and conclusions have only just been drafted (and are still to be done for vegetation and wildfire) so will be further reviewed.

As I previous mentioned, we are not expecting further detailed comments at this stage. Rather we wanted to give you the opportunity to see a more complete version and to make any more major comments you may have.

There is pressure to complete the report as soon as possible, so I'm sorry to say that we will need any comments by the middle of next week (of 11 November) if we are to be able to take them into account before it goes into our internal publication process/review. Apologies if this short timescale doesn't give you time to comment further, but no problem if this is the case. Nevertheless, if there are any major thing(s) of concern after next week then please still let me know anyway.

I've copied [REDACTED] in on this as some time ago she asked my colleague, [REDACTED], about the review and he suggested that I would send her a copy. Clearly it's still a draft but I'll send you both a copy when it's finalised.

I hope that this is all ok and thanks again for your constructive comments on the review report to date.

Best wishes

[Redacted]

[Redacted]

Senior Specialist - Uplands

Natural England, Chief Scientist's Directorate, Habitats Team

[Redacted]

[Redacted]

Post: Mail Hub, Worcester County Hall, Spetchley Road, Worcester, WR5 2NP

[Redacted]

---

**From:** [Redacted]

**Sent:** 21 October 2024 15:18

**To:** [Redacted]

**Subject:** RE: NE burning evidence review update

Thanks [Redacted]

Apologies for the further delay in sending out a more complete version of the burning evidence review update, [Redacted]

[Redacted]

I hope to be able to circulate the report tomorrow or soon after.

[Redacted]

---

**From:** [Redacted]

**Sent:** 21 October 2024 10:00

**To:** [Redacted]

**Subject:** Re: NE burning evidence review update

You don't often get email from [Redacted] [Learn why this is important](#)

Hi [Redacted]

I haven't received anything yet but I should be able to look at it if it's still needing something?

[Redacted]

-----

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

---

**From:** [REDACTED] <[\[REDACTED\]@naturalengland.org.uk](mailto:[REDACTED]@naturalengland.org.uk)>

**Sent:** Tuesday, September 24, 2024 8:02 AM

**To:** [REDACTED]

**Subject:** NE burning evidence review update

Hi [REDACTED]

Apologies for the delay in providing an update on the burning evidence review update.

As you may have guessed, progress has been delayed for a variety of reasons, but this is to let you know that the aim is to send a complete version for a technical edit and proof reading around 14 October with a target turnaround of two weeks.

Due to time pressure to publish the report, our intention is to also send it to you and the other reviewers, including internally, at the same time. It would be very helpful if you could add any final comments quickly, ideally to the same timescale. Bearing in mind the technical edit and proof reading being undertaken and that you have already commented on much of the main part of the text, we are not expecting further detailed comments at this stage. Rather we want to give you the opportunity to see the final version and make any more major comments you may have.

We realise that you may not be able to comment to this tight timescale. I would be grateful if you could let me know if this is the case so that we can consider how we might be able to address this when I return from leave next week.

Thank you for your inputs to the review to date.

Best wishes

[REDACTED]

[REDACTED]

Sent from [Outlook for iOS](#)

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]