# Report title

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# Foreword [Exception - COM1 approval needed]

[Maximum 1,500 characters in total without spaces]

# Acknowledgements

[Generic text – to be adjusted according to acknowledgement policy (see Section 1.2.4 of the [EEA writing manual](https://eea1.sharepoint.com/sites/Publishing/SiteAssets/SitePages/Writing%2C-editing-and-storytelling/EEA-Writing-manual-May-2024.pdf?web=1)]:

The European Environment Agency (EEA) would like to thank [its partners from the European Environment Information and Observation Network (EEA member countries and European Topic Centres)], [its Scientific Committee], [other EU agencies /name], [EU institutions /name e.g. European Commission Directorate General for Environment/Climate Action] and [international organisations /name of an organisation] for their valuable contributions and input. [Amend/delete as appropriate]*.*

# Key messages

[Maximum 1 page of key messages in bullet point form, i.e. approximately 1,500 characters in total without spaces.]

# Executive summary

[Maximum 3,000 characters in total without spaces]

[Insert text here]

Figure/Map/Table ES X. [Insert your caption here (delete feature and insert your feature)]



Notes: [Insert note(s) here]

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# Chapter 1

# [Repeat sequentially for all chapters up to conclusions. Note that the total length of the main body text of your report should not exceed 120,000 characters without spaces, or approximately 80 pages of A4.]

[Insert text here]

## First level subheading

[Insert text here]

Figure/Map/Table 1.1 [Insert your caption here (delete feature and insert your feature)]



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### Second level subheading

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Figure/Map/Table 1.2 [Insert your caption here (delete feature and insert your feature)]



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#### Third level subheading (note no numbering)

[Insert text here]

# Chapter title

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[Insert text here]

Figure/Map/Table 1.1 [Insert your caption here (delete feature and insert your feature)]



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## First level subheading

[Insert text here]

### Second level subheading

[Insert text here]

#### Third level subheading (note no numbering)

[Insert text here]

# Conclusions

# [Note that the total length of the main body text of your report should not exceed 120,000 characters without spaces, or approximately 80 pages of A4.]

[Insert text here]

Figure/Map/Table C 0. [Insert your caption here (delete feature and insert your feature)]



Notes: [Insert note(s) here]

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# Abbreviations

[Insert text in the table]

|  |  |
| --- | --- |
| EEA | European Environment Agency |
|  |  |
|  |  |

# References

[Insert reference here. If manually done, please check guideline for style]

# Annex 1 [Repeat sequentially for subsequent annexes]

[Insert text here]