

Format for Issue Area Strategy Teams (no more than 5 pages total)

1. Problem Statement

The Problem Statement and supporting paragraphs should comprise a narrative description of the problem, including context on current and historical problem(s) in the Great Lakes, and a description of the specific problems or barriers standing in the way of achieving progress.

Length: No more than a page and a half.

2. Goals and Milestones

Include an introductory paragraph describing the context on goals and how they relate to the problem and to one another. Develop quantifiable goal statements wherever possible and include dates. Some goals might be narrative only, depending on their nature, but we still need to be specific enough so that we will know when we achieve them.

Long term goals are needed for each problem. There should be a milestone that measures progress toward meeting the long term goal over the next five years. If applicable, other milestones can be added between the end of the five year period and the achievement of the long term goal.

Example: Long Term Goal: Restore coastal wetlands so that shoreline and near shore areas across the Great Lakes function as healthy ecosystems.

Interim Milestones: By 2010, restore XXXX acres of coastal wetlands.

Length: no more than one page

3. Recommendations

This section should start with a paragraph or two setting an overall context for the recommendations, and how they relate to the goals and ultimately the problem statement. Each specific recommendation should be presented in bold. Recommendations should be **within the ability of the lead agency and its partners to accomplish within 5 years.** While we need to articulate above our long-term goals for the Great Lakes, we also recognize that progress occurs over time and that we cannot predict with certainty what steps will remain to be taken in ten or fifteen years. The focus, therefore, should be on concrete actions assigned to specific entities and designed to be completed within 5 years.

A few narrative paragraphs after each recommendation can explain, amplify, and provide a rationale for the recommendation, including who (e.g. specifically which level of government) should have the lead, whether authority currently exists, anticipated results

and overall costs, if relevant and available. A maximum of five major recommendations with supporting paragraphs outlining or amplifying each recommendation and its rationale should be provided.

Length: No more than two and a half pages. Note: If sections 1 and 2 are shorter, section 3 could be a little longer.

Total length = no more than 5 pages.

Appendices –

Each Strategy Team may provide the following for inclusion in an Appendix that will be developed for the final document:

- Other recommendations (beyond the top five, or those that are longer term in nature).
- Assessment of ongoing actions.
- Alternative approaches, if developed.
- Any helpful charts or graphs, or other type of visual support that may be included in the final document.
- Bibliography (include citations in text).

In an effort to conserve space, only include documents that have been created as part of the GLRC process. Pre-existing documents should be cited as a website URL in the appendix, where possible, or in standard bibliography format..