

## **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. The recommended action items outlined in 3., below should be ones that can be achieved within the next five years. There should be a milestone that measures progress toward meeting the long term goal that results from the actions taken in the 5 year period. 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 action oriented as much as possible and should focus on what can be done in the next five years. Add a few narrative paragraphs after each recommendation which explain, amplify, and provide a rationale for the recommendation, including who (e.g. specifically which level of government or who in the NGO community) 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..