

## Guidance on Workgroup Reports

The following is general guidance to Workgroups on the reports each will contribute to the Team's full report.

**Purpose:** The purpose of Workgroup reports is to provide information related to current and future human activities in the Great Lakes Basin with recommended actions to promote sustainable use practices that protect environmental resources that may enhance the recreational and commercial value of the Great Lakes.

**Length:** The target length for the Team report is 50 pages. With that in mind, each workgroup should target their report at 7-9 pages.

**Content:** As outlined in the SD Team Work Plan, the content of the Workgroup reports should include the following:

- Description of existing human activities related to a particular category of natural resource use;
- Description of factors potentially affecting future uses, as well as any projected trends;
- Evaluation of sustainable use practices considered, with descriptions of their strengths and weaknesses;
- Recommendations for actions to promote selected sustainable use practices, including description of their costs and impacts and responsibilities.
- Consideration of cross-cutting issues (information/indicators, tribal issues, and human health)

**Format:** Recommend all reports be developed in MS Word with the following page and text formatting:

- Font – Times New Roman 12
- Spacing – single
- Margins – 1" all sides

**References:** Recommend reports be referenced and references included as endnotes.

**Figures and Tables:** Recommend tables and figures be provided as attachments to Workgroup reports (also provided in original form as separate file(s)). When the Workgroup reports are compiled into the Team report, they will be numbered, labeled and embedded in the final text.

**Executive Summary:** Each Workgroup report should include a one-page Executive Summary that identifies the recommended actions in a prioritized order.