

Preparation of the 2012 Report
to the Florida Legislature
for the
Harris Chain of Lakes Restoration Council



September 7, 2012

Steps for Report Preparation

- Prepare the annual report for the Council:
 - First draft report is 7 pages long.
 - Final report will be no more than 12 pages long.
 - Includes activities from November 2011-October 2012.
 - Meeting materials will be included as appendices.
- Provide draft reports at the September 7th, October 5th, and November 2nd meetings for comment.
- Incorporate comments and any additional activities that occur at these meetings (except November).
- Provide a final report including CDs with electronic copies of the report and the appendices.

Report Development Schedule

- August 8—First draft to SJRWMD for grammatical comment.
- August 20—Revised first draft for September Council package.
- September 7—Council meeting to review first draft.
- *September 14—Council comments due on first draft.*
- September 25—Second draft for October Council package.
- October 5—Council meeting to review second draft.
- *October 12—Council comments due on second draft.*
- October 23—Third draft for November Council package.
- *November 2—Council meeting to review third draft and approve the report for final production.*
- November 12 (or sooner)—Provide final version of the Council's report (35 hard copies, CDs, and electronic version).