

## Decadal Plan Working Group Guidelines:

The terms of reference are intended to enable the working groups to approach their task from a number of different directions. The working groups may wish to look at the issues in their area from a variety perspective e.g., current resources vs future needs, existing capability mapping, SWOT (Strengths, Weaknesses, Opportunities & Threats) analysis.

Inevitably, there will be overlaps between different working groups. Working groups should (i) check with other groups regarding potential overlaps, and (ii) tend to be inclusive and cover anything they think is relevant to their topic, even if it is being covered by another working group.

Working groups should focus on producing strong arguments, meaningful statistics, telling examples and comprehensive lists. The report should include as many useful tables and figures as possible. Working groups should generate the valuable content for the decadal plan, emphasising substance over style, quantitative arguments over qualitative, and let the Editorial Board structure and polish the material.