

A template for writing recommendations is presented below.

This template is not intended as a formal form, but as guidance on the level of detail that recommendations should include.

1. **(Who)** should prepare/revise _____ plan to **(correct what)** by **(when)**.
2. **(Who)** should prepare/revise _____ policy or procedure to **(correct what)** **(when)**.
3. **(Who)** will conduct training for (group) in **(what)** so that _____ by **(when)**.
4. **(Who)** will obtain _____ equipment/facilities so that _____ by **(when)**.
5. **(Who)** will conduct _____ study/analysis to **(action required)** so that _____.
6. **(Who)** will convene a working group of **(people/agencies)** to **(action required)** so as to **(what)**.