

## MEMORANDUM

To: Advisory Panel to Better Understand and Make Recommendations Regarding the Implications of Genome-editing Technology for the Citizens of the State

From: Office of Policy and Legal Analysis Staff

Date: September 21, 2022

Re: **Sample Legislative Study Reports**

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At the second Advisory Panel meeting on September 7, 2022, members asked staff to provide samples of previously completed legislative study reports.

The following samples, with references to specific sections of each report, represent some of the myriad ways that reports can be formatted. Just as every study is different, so is every report, whose substance and style are shaped by a variety of factors including the subject matter, statutory duties, number of meetings, how meetings were organized, and so forth. As a result, there is no single model report to be shared. Rather, we offer a set of examples to help demonstrate the different types of findings and recommendations that can be made. Remember that the reports are sent to the Legislature—here, the Health and Human Services Committee—recommending actions or further study to the committee.

Examples of approaches to study recommendations:<sup>1</sup>

- [Commission To Study Long-term Care Workforce Issues](#) (Jan. 2020):
  - This report includes myriad recommendations on multiple different topics, with (as in **all** reports cited here) the commission providing justifications for each recommendation. Priority rankings (immediate / intermediate / long-term) are also attached to each recommendation. **(pp. 16-24)**
  - *Staff note:* As is explained in the executive summary, several recommendations were used to develop draft legislation (ex: to conduct a rate study). For other recommendations (ex: to direct departments to promote direct care jobs as a career choice), the commission deferred to the legislative committee to whom the report was submitted to decide whether to direct the department to engage in those activities by legislation or by letter. **(p. 4)**
- [Task Force on Maine’s 21<sup>st</sup> Century and Economy](#) (December 2017):
  - Because the official duties of this task force were quite broad, it “chose to focus [its] efforts on identifying a handful of attainable recommendations to target specific, critically important issues in the State’s workforce” related to workforce issues in the healthcare sector of the State’s economy. **(pp. 6, 9)** Thus, the task force’s final recommendation was to extend its own work to address the other areas of the economy that it had had insufficient time to study or address. **(Rec. #7, p.17)**
  - The task force also recommended that departments and agencies provide specific information to the legislative committee to whom the report was issued (to use potentially to develop legislation), and it sent letters requesting the information to the relevant officials. **(Rec. #2, pp. 11-12 & Appx D, p. 30; Rec. #4, pp. 13-14 & Appx. H, p.42)** The task force also wrote a letter urging a department to engage in a specific activity - *i.e.*, accept federal funds. **(Rec. #6, pp. 15-16 & Appx. J, p. 52)**
- [Commission To Study the Economic, Environmental and Energy Benefits of the Maine Biomass Industry](#) (from 2016):
  - This Commission took a different approach to its duties: it adopted specific goals and generated a list of specific recommendations to achieve each goal. **(See Recs. pp. 12-31 and Appx. E pp. 69-70)**

For a more complete list of legislative study reports, see: <https://legislature.maine.gov/opla/completed-study-reports/9289> (*Office of Policy and Legal Analysis webpage: Legislative Study Reports (Completed Studies)*)

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<sup>1</sup> All page numbers correspond to the PDF page number, not the printed page number.