

| |
|--|
| Policy brief |
| <p>Definition</p> <p>The policy brief is a widely used type of policy paper produced to support an advocacy campaign. The intended audience for the brief is informed, non-experts, i.e. people who work regularly on the issue addressed in the brief, but will mostly never do research or read expert texts. Brief might include graphs, charts, or other visual aids that make it easier to absorb the most important information within sections.</p> |
| <ul style="list-style-type: none"> • Title: Should communicate the contents of the brief in a memorable way. It is important opening element in grabbing attention of the reader; • Executive Summary: One, maximum two paragraphs - includes an overview of the problem and the proposed policy action. • Context or Scope of Problem: This section communicates the importance of the problem and aims to convince the reader of the necessity of policy action. • Proposed policy options: This section discusses the current policy approach and explains proposed options. It should be fair and accurate while convincing the reader why the policy action proposed in the brief is the most desirable. • Appendices: If some readers might need further support in order to accept your argument but doing so in the brief itself might derail the conversation for other readers, you might include the extra information in an appendix. • Consulted or Recommended Sources: These should be reliable sources that you have used throughout your brief to guide your policy discussion and recommendations. |
| <p>Policy relevant and focused; Professional not academic; Succinct; Limited; Understandable; Accessible; Branded and promotional; Practical and Feasible.</p> <p>http://www.icpolicyadvocacy.org/sites/icpa/files/downloads/icpa_policy_brief_guidelines_0.pdf</p> |
| <p>Examples:</p> <p>http://www.osfbih.org.ba/images/Prog_docs/PDFP/pdfp_10/ENG_PB_50_Azra_Becirovic_Amer_Demirovic_and_Rusmir_Sabeta.pdf</p> <p>http://carnegieendowment.org/files/Policybrief20.pdf</p> <p>http://www.icpolicyadvocacy.org/sites/icpa/files/downloads/icpa_policy_brief_guidelines_0.pdf</p> <p>http://www.icpolicyadvocacy.org/resources/policy-brief-resource-page</p> |
| <p>Useful links</p> <p>http://writingcenter.unc.edu/policy-briefs/</p> <p>http://www.parliament.uk/mps-lords-and-offices/offices/bicameral/post/about-post/writing-a-policy-brief/</p> <p>http://www.icpolicyadvocacy.org/sites/icpa/files/downloads/icpa_policy_brief_guidelines_0.pdf</p> <p>http://www.icpolicyadvocacy.org/resources/policy-brief-resource-page</p> |
| Policy memo |
| <p>Definition</p> <p>A policy memo is a document that provides analysis and/or recommendations for a particular audience regarding a particular situation or problem. A well-written policy memo reflects attention to purpose; it is well organized; and it has a clear, concise style.</p> <p>The overall content of memo should be strategically aimed at achieving the following goal: convincing target audience about the accuracy of analysis and, by extension, that policy recommendations are valid. Avoid lengthy digressions and superfluous narration that can distract the reader from understanding the policy problem.</p> |
| <ul style="list-style-type: none"> • Statement or bottom line Up Front explanation of problem or an issue • Explanation of the pros and cons of policy areas or issue leading up to you recommendations or the areas relevant for your finding • Explanation of the Recommendations • Implementation or next step (briefly identify how and when to implement those options) • Conclusion • Annexes |
| <p>Define problem or issue; Show how you arrived at the findings or recommendation through analysis of qualitative or quantitative data; Summarize your findings or state recommendations; Generate</p> |

criteria for evaluating options; Analyse each option according to those criteria; Address and when appropriate rebut – counterarguments caveats and reservations to your findings or recommendations; Suggest next steps/or implementation of the findings or recommendations; Distil the conclusions in a concluding section and remind the decision-makers of the bigger picture , the overall goal, the necessity of the investigation or of the need for specific action.

Examples:

<http://nepc.colorado.edu/files/mieritzpolicymemo.pdf>

<https://sites.tufts.edu/exglobalhealth01/files/2013/08/Center-for-Refugees-of-Lebanon-Policy-Memo.pdf>

http://www.alpine-space.eu/projects/s3-4alpclusters/project-results/policy-memo_stresstestversion-comm.pdf

Useful links

<http://wws.princeton.edu/admissions/wws-blog/item/policy-memo-writing-tips>

<http://libguides.usc.edu/writingguide/policymemo>

Policy analysis

Policy analysis provides elected and nonelected government decision makers the opportunity to develop a greater understanding of a policy problem and possible solutions. Through policy analysis, it is possible to gain a greater understanding of the projected costs and possible benefits that will emerge from the adoption of a particular policy alternative.

- Introducing the problem you wish to research or analyse;
- Place the issue in historical context;
- Identify a set of policy options government might take to resolve the issue;
- Compare the policy alternatives outlined in the previous step, applying the specified criteria;
- Recommend policy action based on your analysis.

Make it readable-No matter how complex the issue, or the recommendation, your ideas must be clear and readable; Accurate-Policy recommendations must be based on the most recent, accurate and complete information available; Concise - your documents should be as focused and concise as possible so that your readers spend only the minimum time on reading it.

Examples:

<https://www.giz.de/expertise/downloads/giz-en2015-policy-analysis-framework-bf.pdf>

http://www.tzdp.org/fileadmin/_migrated/content_uploads/Poverty-environment_nexus_01.pdf

<http://iopscience.iop.org/article/10.1088/1755-1315/123/1/012046/pdf>

Useful links

http://www.icpolicyadvocacy.org/sites/icpa/files/downloads/writing_effective_public_policy_papers_young_quinn.pdf;

<https://www.britannica.com/topic/policy-analysis>;

http://libguides.soka.edu/EDU_507_policy_and_law/Education_Policy_Analysis_Proposals

<https://www.ischool.utexas.edu/~i38215pd/su2003/suggestions.html>