Policy Briefing Paper Reference

These are broad guidelines on how to write a concise and to-the-point <u>policy briefing paper overview.</u>

NOTE: Before you work on your policy briefing overview, spend enough time and efforts to FRAME YOUR OBJECTIVE CLEARLY = define exactly what your policy briefing paper focuses on. Your scope (what is exactly the issue you want to focus on) should be very specific and narrow, otherwise you won't be able to describe all important aspects in a policy briefing paper, and you certainly won't be able to produce comprehensive and actionable policy recommendations.

Overall, a policy briefing paper should be clear, concise, and articulate actionable recommendations. It is structured around the following elements:

1. **Title**:
    Clear and concise **title** that indicates the policy area and issue that you are addressing
2. **Problem statement**:
    What is the problem you are seeking to tackle, what do you seek to improve? Who are the **stakeholders** who have the power and responsibility to address it (they are the main audience you are writing the paper for)
3. **Current situation**:
    Evidence-based information on current challenges and needs, current actions (if any) and shortcomings
4. **Goals**:
    Mid-term **goals** that the policy you recommend should achieve (typically within 2-3 years)
5. **Recommendation**:
    Recommended course of actions to national and/or to international actors = policy.
    Note: you can propose more than one course of action
6. **Reasoning**
    The reasoning for choosing this course of actions, explaining advantages and drawbacks/dangers. Of course, if you propose more than one course of action, you must highlight pros and cons for each, and the conditions that should lead to choosing one or the other.

The policy briefing overview should have the same components, but with just a few sentences for each point, briefly illustrating it. Overall, the policy briefing overview should not exceed **one page**.

What are the characteristics of a good policy briefing overview?

➢ Clear
➢ Concise (decision-makers do not have the time to read)
➢ Focuses only on the key information and arguments
➢ Clearly identify a specific issue, and point towards one or more actionable recommendations