

Planning a policy brief

Handout for session 2.2

What is the aim of the brief?		Executive summary
Who is the audience?		
Describe the problem		
What is the problem or issue in focus?		Executive summary, introduction
What is the extent/ impact of the problem?		
Why is it important for the audience?		
Findings		
What did the research find?		Key findings
How should the findings be framed?		
Identify policy implications or recommendations		
What recommendations will you make?		Recommendations

