

## **Planning a policy brief**

Handout for session 2.2

What is the aim of the brief?		Executive summary
Who is the audience?		
<b>Describe the problem</b>		
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?		
<b>Findings</b>		
What did the research find?		Key findings
How should the findings be framed?		
<b>Identify policy implications or recommendations</b>		
What recommendations will you make?		Recommendations

