

POLICY BRIEF TEMPLATE

1. Preparation Notes

(Complete before drafting)

- **Intended audience (who this brief is for):**

- **Purpose of the brief (what decision or action it supports):**

- **Central message or position:**

- **Key constraints or considerations (political, financial, institutional):**

2. Executive Summary

(Write this last)

In a few sentences, summarize the issue, the main finding, and the recommended action:

3. Introduction

(Sets importance and direction)

- **Why this issue matters now:**

- **What the brief seeks to address or explain:**

- **Overall goal of the research or analysis:**

4. Context and Key Findings

(What the reader needs to know)

- **Background information and relevant conditions:**

- **Most important data or evidence:**

- **Core findings that shape the argument:**

5. Analysis

(Explain meaning, not just facts)

- **What the findings show:**

- **Factors influencing the issue:**

- **Limitations or gaps in current approaches:**

6. Implications and Recommendations

(Action-oriented section)

- **What should happen next:**

- **Who should take action:**

- **Expected outcomes if recommendations are adopted:**

7. Conclusion

(Reinforce the message)

Summarize the key point of the brief and restate why action is needed:

8. Sources

(List only essential references)

1.

2.

3.
