

Preparing Policy Briefs: Tips & Steps

Objective

The Rural Policy Learning Commons focuses on building knowledge and awareness about rural policy as well as mobilizing resources and research related to rural policy. If carefully designed, policy briefs can be a powerful tool for communicating those research findings to policy makers. **This poster highlights tips and steps that RPLC considers ideal for preparing quality policy briefs.**

What are Policy Briefs?

Policy briefs are short reports based on research findings and recommendations, to inform policy making (1).

The importance of policy briefs:

- Effectively communicate research findings to development policy makers (2). Help translate new knowledge on complex rural policy issues into context-relevant for policy makers.
- Influence target audience who have limited amount of time to make appropriate decisions (3). Provide readers with summarized research problems and the need to adopt appropriate actions.

Methods

The RPLC working group designed policy briefs, that included students, faculty members and decision makers across the network. The RPLC working group brought together their experiences and knowledge to identify policy brief steps and tips. These were then tested within the networks and were finalized.

Policy Brief Lessons Learned Steps & Tips

A key lesson learned amongst the RPLC network was that, there is no established standard for writing policy briefs as different policy bodies prefer different brief formats and content. Below are the policy brief steps and tips recommended by RPLC working group.

1. TITLE

It should be short, precise and memorable.

2. EXECUTIVE SUMMARY

A clear concise statement of the issue: outlining the brief; why the brief was prepared; and who the brief was prepared for.

3. ISSUE

Include factual information and sourced appropriately. Address the 5 "Ws" where applicable- Who? What? When? How? and Why?

4. BACKGROUND

Focus on meaning rather than methods when presenting research. Provide short background information. Identify comparisons and trends

5. RECOMMENDATIONS

Identify any factors influencing the policy and issue in question. Outline anticipated impacts of the policy.

6. REFERENCES

Factual information should be sourced appropriately as footnotes or endnotes or in-text citations with bibliography at the end.

7. PREPARED BY

For further information, provide your name, name of institution and date submitted.

Engagement plan

This is not part of the policy brief but instead an essential activity that you need to do to make the policy brief more effective. The targeted audience identified in the executive summary should be the initial engagement.

RPLC Background

RPLC Partner Map

RPLC mandates include developing and training students and new researchers on developing rural policy tool such as policy brief. Visit <http://rplc-capr.ca/> for more information.

SCAN ME



Major objectives of the RPLC are to **build rural capacity** and **strengthen relationships** to inform **rural research** and **rural policy**.



RPLC Policy Briefs

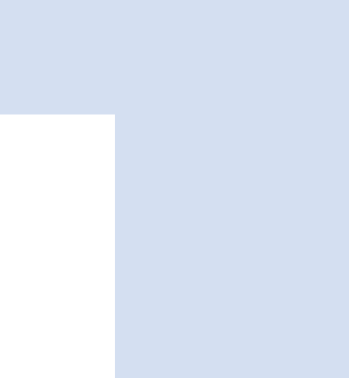
Over the past 5 years, the RPLC networks and partners have produced policy briefs on various rural policy topics (immigration, food, security, rural governance, etc.).

Policy Brief Produced by RPLC to date: **14**

RPLC Briefs

This is the link to RPLC briefs: <http://rplc-capr.ca/category/documents/policy/>

SCAN ME



Briefing Paper 6
April 2014

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Fusce ultrices: Georgette Nyankson, Wayne Kelly & Adams Abdul Salam