

PREPARATION OF POLICY BRIEFS

C.T.S/ Yurdi / Sim/Prabhu

Organized by: Asia-Pacific Forest Policy Think Tank

INTRODUCTION

- ❑ We are in an era of information overload and most often decision makers – policy makers, planners, entrepreneurs, local communities – face enormous challenges in taking informed decisions on time.
- ❑ Often many decisions are taken on the basis of incorrect information and poor analysis. This is especially when issues are complex.
- ❑ Many a times decisions are pushed by narrow vested interests.
- ❑ Most decision makers have very little time to go through the huge volume of literature. And sometimes information could be quite conflicting.
- ❑ Every professional should master the art of preparing clear, concise, factually correct policy briefs.

STEPS INVOLVED

- ❖ Identification of topic on which the policy brief has to be prepared.
- ❖ Listing of critical decision issues: Generally policy briefs address issues on which decisions have to be taken or views/ opinions are to be formulated.
- ❖ Assemble and analyse available information.
- ❖ Identify the various options and their implications on society and the different groups.
- ❖ Short list implementable options
- ❖ Provide recommendations.

PROCESS TO BE FOLLOWED

1. Form 5 groups
2. Each group to discuss and list three issues on which they would like to prepare a policy brief.
3. Each group to make a presentation and after discussion select one topic.
4. Each day prepare a part/ section of the policy brief which is to be presented for comments and suggestions.
5. Discuss, edit and review the different sections of the brief.
6. Make a final presentation and provide the electronic version.

SUGGESTED STRUCTURE

- ❖ As the very name indicates, policy briefs should be very brief intended to capture attention of key stakeholders within the shortest time.
- ❖ It could vary from 1 to 6 pages.
- ❖ In the present exercise we will limit to between 4 to 6 pages.

SUGGESTED OUTLINE

1. Background (Half page)

2. Issues (Half page)

3. Analysis of the situation summarising available information on different views and ideas (provides facts and figures) (2 pages – some of the information could be put in boxes and tables).

4. Important conclusions including the options available and their implications (1 to 2 pages).

5. Recommendations on possible courses of action (Half page).

6. References (literature reviewed and other sources of information) (Half page)

Thank You



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