

## Guidelines and instructions to prepare policy briefs for PEP researchers

While writing and publishing a PEP research working paper, PEP-supported researchers **must** also submit a draft for a “**Policy Brief**” - a two or three page, non-technical and policy-oriented summary of your research outcomes. Completion of a satisfactory policy brief is a condition for payment of the working paper grant.

Policy Briefs are intended for researchers, users and policy actors, as well as for the media and thus the general public, who are busy and generally not familiar with the field’s scientific and technical terms. Therefore, the briefs should focus entirely on **motivating the policy question and communicating the policy lessons drawn from your research.**<sup>1</sup>

We ask that you submit a VERY SHORT (ideally no longer than 1500 words) draft text, that should be structured exactly as follows :

1. Presenting the policy context, questions and challenges (1/3),
2. Summarizing the project – objectives and questions (1/6)
3. Summarizing the key findings (1/6)
4. Explaining policy implications recommendations ensued from findings. You need to be specific about the policy recommendations. Stating that there is a need for policies isn’t enough. We expect you to formulate substantive and specific policy conclusions. (1/3)

You should include an illustration (e.g. a self-explanatory graphic, figure or table) in support of your argumentation.

Make sure the content is as accessible as possible, keeping in mind that you are addressing a non-academic audience (general public, policy makers, NGOs, etc.).

The editing and formatting (including adding a thematic illustration/photo), will be completed by PEP staff. Once published and ready for print, PEP will use this brief to publicize your research outcomes through its website, newsletter and various networking channels.

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<sup>1</sup> The interested reader will be referred, within the brief, to your Working Paper for further details regarding the research and methodologies.

All team members are required to widely and aggressively disseminate the PEP policy brief – notably within your country/region – to **strategic recipients** (especially at the national level) such as relevant media, policy actors and stakeholders who **have** been targeted throughout your research cycle, as well as through their respective institutions and professional networks. You should also share it with other related organizations in your country and region, asking them to post it on their website and on their news cast. It is important to report these specific actions in your technical report in the dissemination section.

You should also reformat and rebrand the Policy Brief according to your own institution's standards (if applicable) for dissemination through its own channels. In doing so, it is important to include in full the following acknowledgment:

*'This work was carried out with financial and scientific support from the Partnership for Economic Policy (PEP), with funding from the Department for International Development (DFID) of the United Kingdom (or UK Aid), and the Government of Canada through the International Development Research Center (IDRC).'*

Here are some additional tips from various external sources to write effective policy briefs:

- [www.idrc.ca/EN/Programs/Global\\_Health\\_Policy/Tools\\_and\\_Training/Documents/how-to-write-a-policy-brief.pdf](http://www.idrc.ca/EN/Programs/Global_Health_Policy/Tools_and_Training/Documents/how-to-write-a-policy-brief.pdf)
- [www.policy.hu/ipf/fel-pubs/samples/PolicyBrief-described.pdf](http://www.policy.hu/ipf/fel-pubs/samples/PolicyBrief-described.pdf)
- [www.slideshare.net/guestcadffoc/policy-briefsa-development-research-communication-tool](http://www.slideshare.net/guestcadffoc/policy-briefsa-development-research-communication-tool)
- [www.pep-net.org/fileadmin/medias/pdf/CBMS\\_country\\_proj\\_profiles/Philippines/CBMS\\_forms/Guidelines\\_for\\_Writing\\_a\\_Policy\\_Brief.pdf](http://www.pep-net.org/fileadmin/medias/pdf/CBMS_country_proj_profiles/Philippines/CBMS_forms/Guidelines_for_Writing_a_Policy_Brief.pdf)
- [www.fao.org/docrep/014/i2195e/i2195e03.pdf](http://www.fao.org/docrep/014/i2195e/i2195e03.pdf)

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