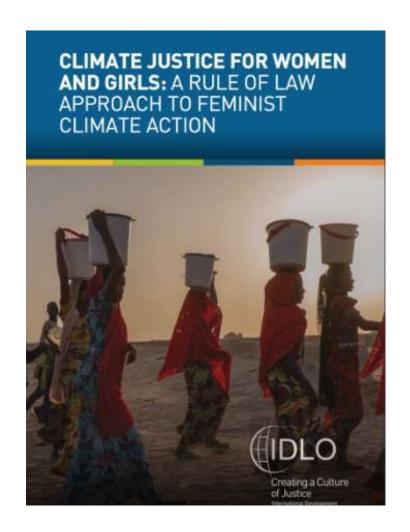
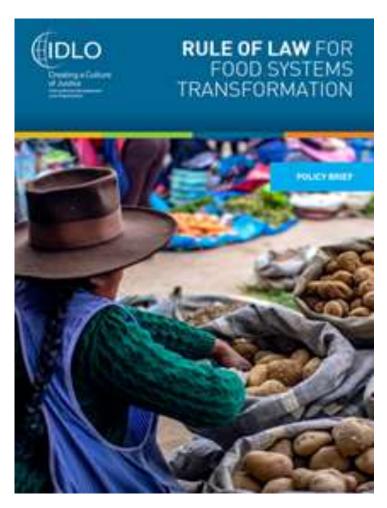
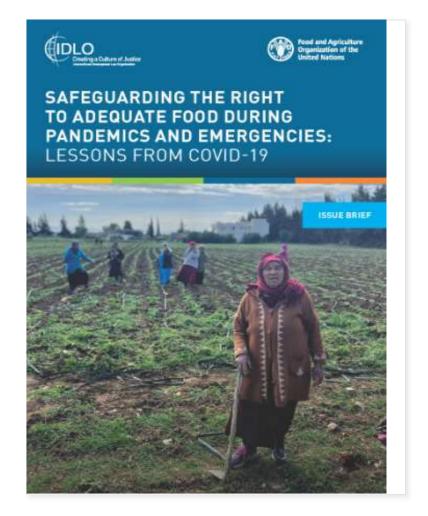


International Development Law Organization

# How to write a policy brief







# What is a policy brief?

 A key tool to present research and recommendations to a non-specialized audience.

• Clear and concise stand-alone document that focuses on a single topic.

 Distills research findings in plain language and draws clear links to policy initiatives.

# Planning your policy brief

#### Vital elements of an influential policy brief:

- Purpose
- Audience
- Content
- Structure

# **Purpose**

To inform readers of a particular issue, suggest possible policy options, and make recommendations.

State your purpose from the start:

- maintain a laser focus on your direction
- communicate the urgency of the issue
- focus on the benefits and advantages of following your policy advice

#### **Audience**

Policy briefs should be accessible and targeted to a specific audience.

Before you begin writing, establish:

- who your prospective readers are
- their interest in and level of knowledge of the subject
- the information they will need to make a decision
- their openness to your recommendations

#### **Structure**

- The structure should lead the reader from problem to solution.
- Be clear about your policy recommendations and how they are supported by evidence.
- It should be audience-specific and reflect each audience's interests.

#### Tips:

□ Some typical section headings are summary, context, analysis/discussion, considerations, conclusion/recommendation.

## Structure

#### Key elements of an effective structure

- Executive summary
- Introduction
- Overview of the research or problem
- Examination of the findings
- Concluding section that explains the policy recommendations and implications of the research

# Policy brief template

- There is no one-size-fits-all approach to writing policy briefs because the topic and audience will shape each one.
- However, effective policy briefs tend to contain the same key elements and therefore have similar structures.

## **Executive summary**

#### **EXECUTIVE SUMMARY**

Ensuring adequate food and nutrition for all is a core challenge facing the international community. Around 260 million people faced acute food insecurity in 2022 in 58 countries and territories, reflecting an increase of nearly 65 million people over the preceding year.1 Global hunger affected around 9.2% of the world population in 2022 (or between 691 and 783 million people). This is a 7.9% increase or 122 million more compared to pre Covid-19 levels. In addition, 3.1 billion were unable to afford a healthy diet.2 Food insecurity has increased due to intersecting and compounding crises. including the adverse effects of climate change, rising costs of living due to economic shocks, and the increasing prevalence of violent conflict. as well as growing inequalities exacerbated by the impacts of the COVID-19 pandemic.3 Prevailing patterns of food production, distribution, and consumption deplete natural resources and accelerate climate change,4 and are not resilient to different types of shocks.5 In order to reverse these trends, food systems must be transformed.

With its emphasis on the rule of law as an enabler of peace, justice, and inclusion, Sustainable Development Goal (SDG) 16 can promote the transformation of food systems, acting as an enabler of efforts to deliver on SDG 2's promise of zero hunger. It is evident that persistent disparities and discriminatory practices pervade food systems, underscoring the close linkage of the causes of food insecurity to systemic or structural injustices. Efforts to strengthen the rule of law as an accelerator of progress toward zero hunger is consistent not only with the 2030 Agenda, but with the vision and aims of the landmark UN Food Systems Summit in 2021.7

Key elements to foster the transformation of food systems through the rule of law include:

- Empowering the most food insecure people to claim their rights
- Strengthening food systems governance through sound legal and regulatory frameworks and effective institutions
- Improving and safeguarding equitable access to land, water, and natural resources

 Every policy brief should open with a short summary.

 This could take the form of a few bullet points or a short paragraph or two.

• Regardless of which style you choose, condense the essence of the brief down to a few sentences.

#### Introduction

• The introduction should set up the rest of the document and clearly convey your argument.

 The goal is to leave your readers with a clear sense of what your research is about while enticing them to continue reading.









#### Research overview

Provide a summary of the facts to describe the issues, contexts, and research methods. Focus on two main elements:

- Research approach: explain how the study was conducted, who conducted it, how the data was collected, and any other relevant background information.
- Research results: paint a general picture of the research findings before moving on to the specifics.

# **Examination of the findings**

 This section should interpret the data in a way that is accessible and clearly connected to your policy advice.

The goal is to be convincing but ensure that your analysis is balanced and defensible.







### **Conclusion or recommendation**

- This final section should detail the actions recommended by research findings.
- Draw the link for your readers between the research findings and your recommendations.
- Use persuasive language to present your recommendations, but ensure that all arguments are rooted firmly and clearly in evidence produced by the research.
- You want your readers to be completely convinced that yours is the best advice.





## **Conclusion or recommendation**

Examine the implications and the recommendations produced by the research.

- Implications are the effects that the research could have in the future. They are a soft but persuasive approach to describe the potential consequences of particular policies.
- Follow up the implications with your recommendations. Beyond being descriptive, your recommendations should act as a call to action by stating precise, relevant, credible, and feasible next steps.





# Designing your policy brief

The design and presentation of your brief are important considerations and can help keep the reader engaged.

- Titles and headings
- Sidebars
- Lists
- Graphics
- Pictures