

# **Policy Brief Template**

## **Title**

[Your title goes here and should indicate the subject of the policy brief.]

## **Executive Summary**

[Your executive summary goes here. This should explain what is to come in the policy brief, point by point. The problem, the options and the recommendations should all be described here.]

## **Scope of Problem**

[This is where you describe the main problem that the policy brief is to address. The problem should be defined clearly. The need for a solution should be evident. Some connection should be made between the research you have conducted and the issue that the policy makers have to address.]

## **Policy Options**

[This is where you describe the various policy options that could be used to solve the problem. This is where your research should come into play especially. The current policy should be described in this section. The different alternatives should also be explained here.]

## **Policy Recommendations**

[Here the writer makes recommendations about what policy should be pursued. An explanation should be given as to why this policy choice would best solve the problem. The writer should also include an explanation of how this policy recommendation would impact the lives of people.]

## **Appendices**

[This is where you include any extra material that could be useful in helping the reader to understand the points you make in the policy brief.]

## **Sources**

[This is where you include references to the sources you used in the preparation of the material.]