Getting started
- What is a policy brief?
- What should be included in a policy brief?
- How can policy briefs be used?
- First steps
- Building capacity to prepare and support the use of policy briefs
- Responding rapidly to requests for research evidence

Prioritising topics for policy briefs
- Which topics will be considered?
- Which criteria will be used to set priorities?
- Who will participate in setting priorities?
- What process will be used to set priorities?

Clarifying the problem
- What is the problem and how did it come to attention?
- How has the problem been framed (described) and what are the consequences of this framing?
- How big is the problem?
- What is the cause of the problem?

Deciding on and describing policy options
- Which policy options should be presented?
- What is known about the impacts of the different policy options?
- How confident can we be about the likely impacts of each of the options?
- How should information about the potential impacts of the different policy options be summarised?

Identifying and addressing barriers to implementing policy options
- What barriers are there for implementing each policy option?
- What strategies are available to address important barriers?
- What is known about the effects of relevant implementation strategies?
- How should information about barriers and the likely effects of strategies for addressing them be summarised?

Clarifying uncertainties and needs for monitoring and evaluation
- Are there important uncertainties that should be addressed prior to making a decision?
- What should potentially be monitored and how?
- What should potentially be evaluated and how?

Organising and running policy dialogues
- What are the objectives of the policy dialogue?
- Who will participate in the dialogue?
- How will the dialogue be organised?
- What needs to be done following the policy dialogue?

Informing and engaging stakeholders
- Which stakeholder groups should be informed and engaged in the preparation and use of a policy brief?
- What contextual factors might affect efforts to engage stakeholders?
- How will different stakeholder groups be engaged in the preparation and use of a policy brief?
- What difference will informing and engaging stakeholders make and how will this difference be evaluated?