Getting started Background	started	- What is a policy brief? - What should be included in a policy brief? - How can policy briefs be used? - First steps and the policy brief writing team - Building capacity to prepare and support the use of policy briefs - Responding rapidly to requests for research evidence
Prioritisin	g topics for 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?
	ing the olem	- 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?
How to prepare Openition by information 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?
addressir to imple	ving and ag barriers ementing options	- What barriers are there to 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 ar needs for monito and evaluation Organising and running policy dialogues	nties and	- 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?
	g policy ——	- 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?
enga	ing and aging nolders	- 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?