Background	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?
How to prepare a policy brief  How to use a policy brief	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?