Training on
Writing an Engaging Policy Brief

(Thursday, April 21 – Friday, April 22, 2022)

Preface

Public Affairs Foundation (PAF) was established in 2003, as a not-for-profit company under Section 25 of the Companies Act 1956 (now Section 8, under the Companies Act 2013). It is primarily a knowledge-based organisation that is dedicated to improving the quality of public governance by providing advisory services which include developing customised knowledge products to improve social accountability.

Dr. Samuel Paul, Founder Chairman – Public Affairs Centre (PAC), established Public Affairs Foundation. He was honoured with the Padma Shri award by the Government of India. Dr Paul was the Director of the Indian Institute of Management, Ahmedabad and Advisor to the World Bank, UNDP

Designing and Editing by: PAF

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Introduction

Public Affairs Foundation (PAF) conducted a two-day training programme on Writing an Engaging Policy Brief Policy Brief for students and faculty members from the Chiang Mai University, Thailand. The programme was conducted via Zoom on Thursday, April 21 and Friday, April 22, 2022. The training programme was conducted for a total of eight hours (four hours each day).

Objectives

- Identify the two types of the Policy Briefs - advocacy and objective Policy Brief
- Understand the characteristics of a Policy Brief
- Learn to structure and create content for Policy Brief
- Conceptualise a Policy Brief
- Gain a good understanding of the use, content, structure, and design of Policy Brief.

Day 1 : Thursday, April 21, 2022

The training programme began with a brief self-introductions by the participants followed by a discussion on what they expect to take away post the training programme.

The workshop began with a group activity where the participants were divided into 4 groups by allocating them in breakout rooms. The trainer shared a Policy Brief and the groups had to critically evaluate it. At the end of this activity, the groups were able to identify what the sample Policy Brief was lacking and brainstormed ways to improve the same.

After this first activity, the workshop went forward with making the participants understand:

- What is a Policy Brief?
- Structure of an advocacy brief,
- Different types of Policy Briefs,
- Logical framework behind constructing a Policy Brief
- How to develop the main contents of a Policy Brief?
- How to identify a policy problem?
- How to provide feasible policy recommendations?

The second activity was an independent task where the trainees had to write their first cut of the Policy Brief. The day closed with a session on identifying an ideal format of a Policy Brief and what each aspect of a Policy Brief should cater to.

Then each participant shared their first cut of Policy Brief and the trainer provided them with feedback on the structure, content and grammar. The trainees were thoroughly engaged in discussions throughout the session.

Day 2 : Friday, April 22, 2022

The second day of the training started with a recap of day 1. The third activity focussed on analysis and construction of suitable titles for various Policy Briefs; the participants were given a few titles for a Policy Brief and each participant were asked to analyse the framing of title and assess the suitability of various titles.

Following this, they were made to create another version of the Policy Brief they had presented on day 1 along with an appropriate title for the same and incorporate the feedback that they had received from the trainer. The participants were then requested to share their Policy Brief and individual feedback was given to the participants. During the discussion the trainer emphasised on how a Policy Brief should address the issues prevailing in the society and give viable solutions, while serving as an impetus action to the problem.

Based on the discussion the trainer delineated the techniques of writing effective Policy Brief:

- How to structure a policy draft?
- Different components of Policy Brief
- Step by step guidance to write Policy Brief
- What makes a compelling Policy Brief?
- Tips to be followed to write an effective Policy Brief

The participants enjoyed the session as it proved to exceed their expectations and thanked the trainer for hearing her knowledge and for providing useful inputs. They shared their key takeaways and the general comment was that to write a worthy Policy Brief extensive research is required and the challenge is to build a coherent and well-structured Policy Brief that will gain the onlookers attention and prove to address the different needs and aspects of any issue.

As a part of the training the participants were requested to submit their post training Policy Brief which will be evaluated by the trainer and other Policy writers.

Annexures

Annexure 1: Participant List

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19	Researcher		LARIBA PAKMONI	
20	Researcher		YAY CHANN	

Annexures

Annexure 2: Photographs
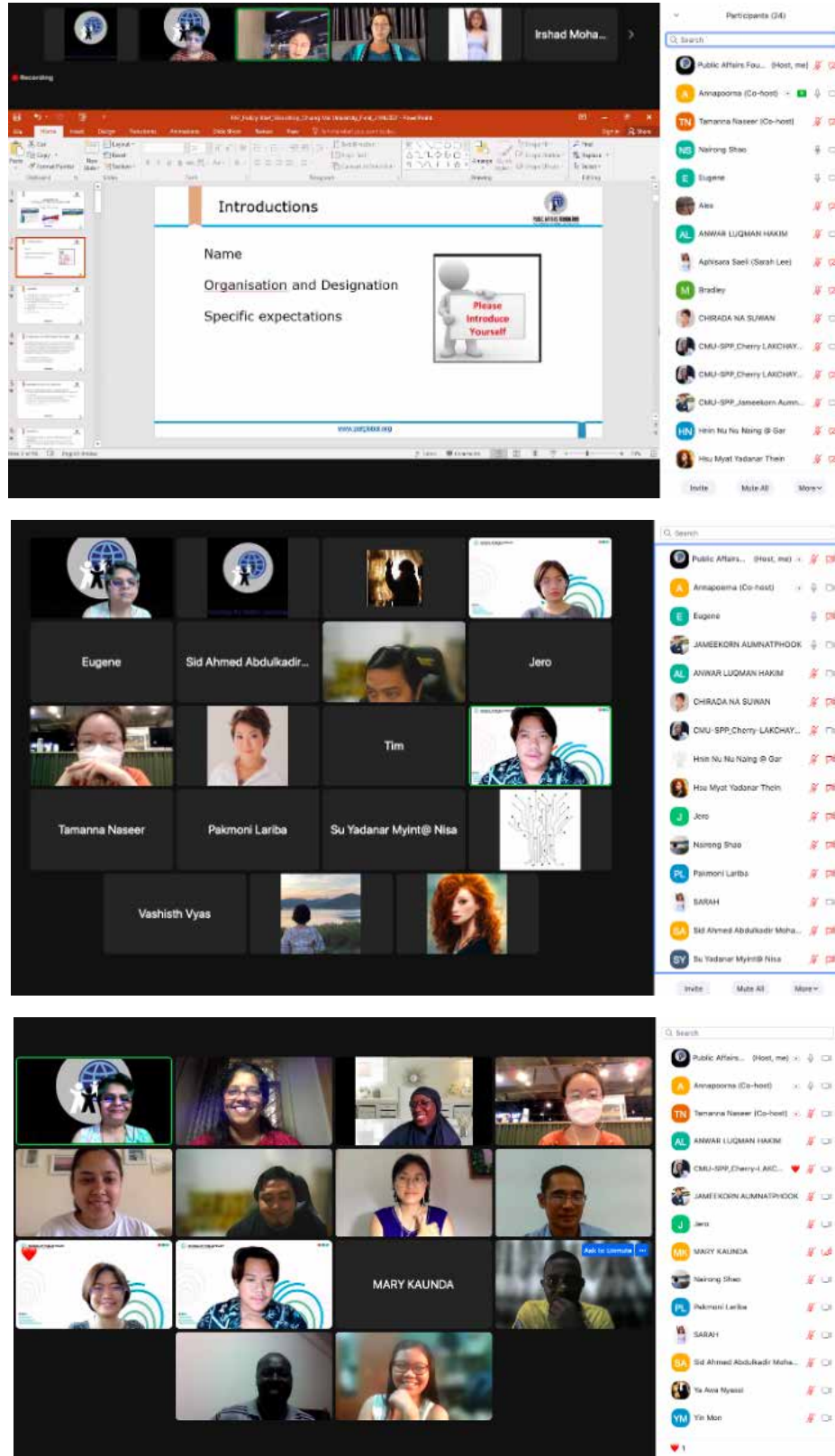
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