**POLICY** BRIEFING

**Title that clearly summarises the issue that is being addressed (max 2 lines)**

Author Name(s)

Month & Year

SUMMARY

A short paragraph (no more than nine or ten lines) summarising the issue that is being addressed, the argument the briefing note is making, the evidence and expertise it is drawing from and the action(s) it is calling for.

This should be written in a way that shows clear understanding of the reader’s concerns, priorities and interest in the issue. This section should also draw immediate attention to the legitimacy of the briefing note, outlining the credentials of the academic involved and the institution itself.

CURRENT STATUS

A set of concise bullet points that comprehensively outline the current situation in relation to the relevant issue.

These should include factors like current or pending legislation; known party-political positions; illustrative statistics; and notable features of public debate.

BACKGROUND

A set of concise bullet points that illustrate the evolution of the issue and factors that have informed the current situation.

These could include a timeline of key developments and points of change in debates around the issue. For instance, in policy briefing notes relating to migrant rights, they might include the end of transitional arrangements for Eastern European countries joining the EU and the Conservative Party pledging to cut migration to the ‘tens of thousands’.

In some cases it may be appropriate to merge ‘Background’ and ‘Immediate relevance’ into a single section of a policy briefing note, but it is essential that both sets of information are included. Doing so adds legitimacy and relevance to the note, showing that the new information and recommended actions are matched with an awareness of the reality of the issue.

KEY CONSIDERATIONS

**This section should form the main body of the briefing note and demonstrate the expertise, fresh information and insight you are offering to the reader.**

It should be comprised of concise bullet points, each clearly articulating a distinct point of evidence or analysis. It is important that every point is relevant and addresses (either directly or indirectly) the background and current situation outlined in previous sections. This does not mean that the material should be defined by the current situation, but it should be shown to relate to it. It should not include lengthy descriptions of research process and methodology outside of that needed to demonstrate the validity of the evidence.

Where appropriate, charts and graphs can be used to present statistical information, but they must be clearly understandable to non-specialists and their relevance (and implication for the debate) must be made clear.

RECOMMENDATIONS

**This section should unambiguously illustrate the purpose of the briefing note, inviting the reader to make use of the new information presented to move the issue on from the current situation.**

It should be made up of a short set of bullet points, each calling for a specific, tangible action for the reader to take. It is essential that every point involves an active role for the reader rather than outlines a desired situation to be reached with or without their contribution.

contact details

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references and additional readinG

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