

Date:

## POLICY BRIEFING NOTE

I. PREPARED FOR:

II. ISSUE:

III. BACKGROUND:

V. DISCUSSION:

VI. PROPOSED OPTIONS:

**Option 1:** Do nothing: no action required.

Pro •	Con •
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**Option 2:** .

Pro •	Con •
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**Option 3:** .

Pro •	Con •
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**Commented [1]:** Insert name and title of recipient. Briefly identify who initiated the note and why (for example is it for direction on a key policy issue? Is it for a spending decision?)

Note the date when a decision is required (must have) or requested (please have) and explain the rationale for the due date.

Also note if the decision note is being presented again and **highlight any changes in bold.**

**Commented [2]:** Explain what the problem/issue is; limit to 12 words. State the issue in bold, keep it short and informative (*like a headline or a label*).

**Commented [3]: Discussion (what could be):**

Give your perspective on the problem/issue.

Link from the Background section.

This is the key section of the briefing note and the emphasis is on critical analysis. Without duplicating facts in the background, it:

- outlines why it is important, presents professional judgement, policy and program implications;
- identifies who is affected by the issue and their positions;
- identifies the time frame;
- outlines what is being done to deal with the issue;
- discusses the need for a policy decision at this time.

**Commented [4]:** Provide 3 or 4 viable options in this section that will deal with the problem/issue. Each option **must** include pros and cons. As well the relevant stakeholder reactions for each option should be summarized.

- include "do nothing" as an option;
- provide realistic options with consistent analysis of all options including those not being recommended;
- examine the environmental costs and benefits;
- financial, economic and employment implications must be clearly identified. If there are none, note this.

**Commented [5]:** Option 1 is "Do Nothing" (unless your Ministry treats this as implied and omits it).