

Policy Brief Drafting Guidance

- Use the template below as a guide, do not feel constrained by it. Reformat as you like.
- Replace all text in [] with your information. Be sure to erase any of the working text.
- Use language that is easily understood by those you are trying to connect with. If there are particular language that those you are connecting with use, try to connect to it specifically.
- When you are done a draft, have others who understand your audience edit and provide feedback.
- Be sure to include authorship information on the brief.
- Final versions of the draft should be exported into a pdf format that you can then post on a website and cite.

[Front of Brief - Title of Your Brief]

[add image on this page if desired]

[Write]:

Brief summary describing your project or policy, include:

- the problem it addresses,
- the levels of society involved (government agencies, communities etc.),
- the legal/global importance,
- what you expect it will accomplish

**[Emphatic statement concerning the problem
you/your organization is/are addressing]**

- Finally, address how it connects to issues of UNFCCC Article 6, the Paris Agreement Article 12, or ACE - if it does or if it doesn't why it should

[Write]:

Recommendations

1. [specific actions you want taken and by whom]
2. [specific actions you want taken and by whom]

[Write]:

- Potential outcomes if these recommendations are taken seriously
- Concerns if they are ignored
- What does success look like for your policy proposal?]

[Memorable concluding statement]

[Add in brief authors and date the brief is published - month and year are sufficient]

[Second page - Additional resources, references, contact information]

Endnotes

1. [citations of research you referenced on first page that have ^{superscripts} that correspond to these numbers.]

For More Information Contact

[list your contact information here

- consider using a generic email for your organization so it is not tied to a single person.
- Include your website]

