



MODULE 4: TIPS AND GUIDELINES IN WRITING AND PACKAGING POLICY BRIEFS

July 24-26, 2024

Panorama Summit Hotel, Tigatto Road, Buhangin, Davao City



Capacity Building Toward Innovative and Inclusive Policymaking
for the Development in the Agriculture, Aquatic, and Natural Resources (AANR) Sector



WRITING AND PACKAGING A POLICY BRIEF

A well-packaged policy brief should have complete, credible, and relevant information, and should grab the reader's attention.

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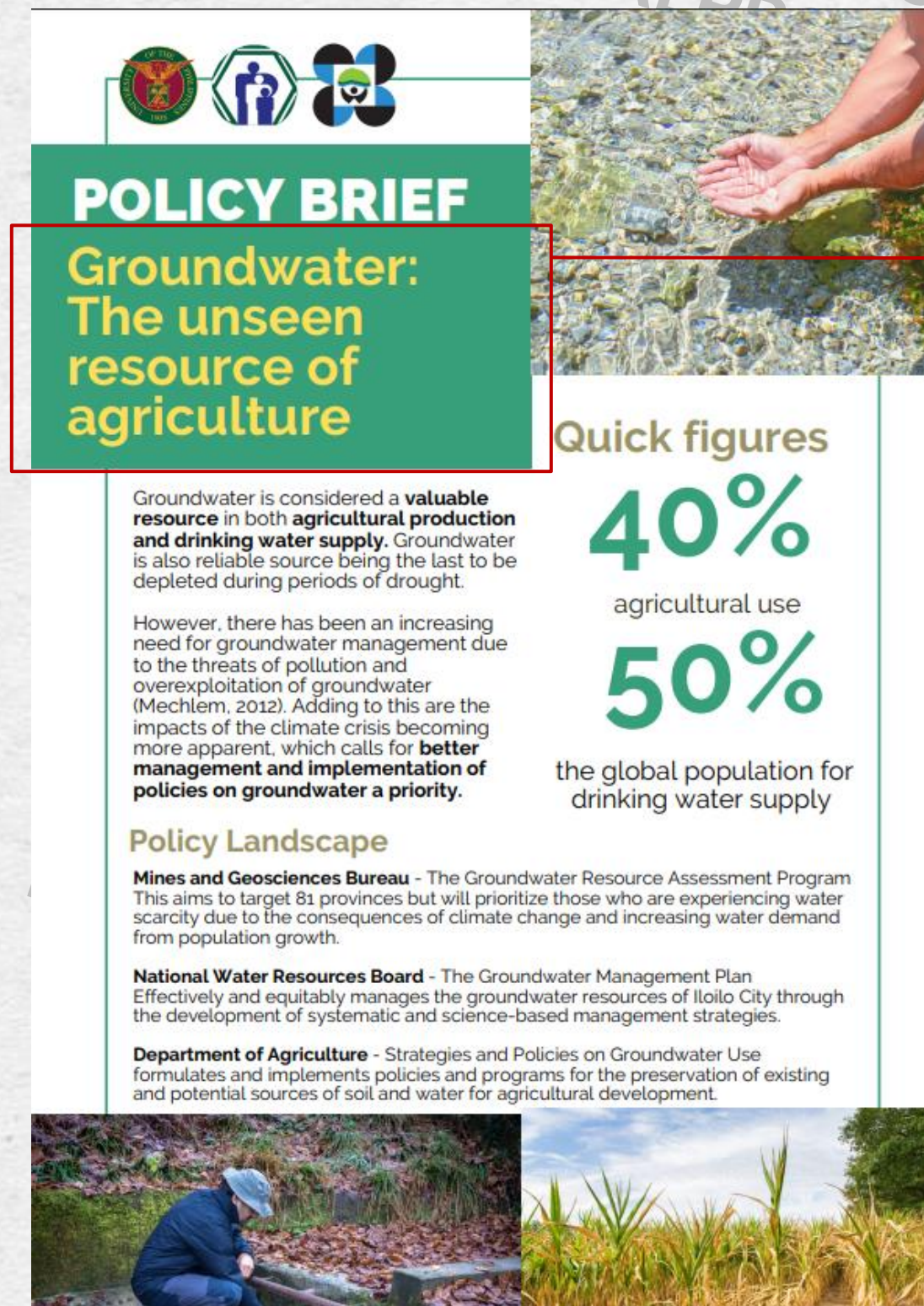
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PARTS OF A POLICY BRIEF

PARTS OF A POLICY BRIEF

TITLE

- **Short:**
 - Try to keep it to less than 12 words.
 - Alternatively, break it into a title and subtitle.
- **Catchy:**
 - Should grab attention.
 - Include relevant key words
 - Find an unusual turn of phrase that sticks in the mind
 - Consider using a question as a title.
- **Snapshot of the content**



TITLE

Examples

- **Is Eradicating Poverty in the Philippines by 2030 Doable?**
- **Rising food prices – A global crisis:** Action needed now to avoid poverty and hunger
- **Natural resources:** The climate change challenge



PARTS OF A POLICY BRIEF

SUMMARY

- Indicates the **main points** policymakers should get – even if they read nothing else
- Can be **placed in a box** or in different font type.
- May contain 3-4 bullets giving the main points in the policy brief.

Addressing the Need for Climate Information at the Farm Level

Written by Francis John F. Faderogao, University Researcher I

Issue No. 2 | 2020 | Agricultural Policy and Sustainability



Changing climate, changing needs

Farmers traditionally use local knowledge and practices in deciding when to till the land, what crops to plant and when to harvest crops. To some extent, they were able to manage the risks and uncertainties that climate brings to their farming communities. But over time, farmers have observed changes in rainfall patterns - the rainy season has become more and more unpredictable. Unreliable start of the rainy season has often led to untimely planting decision, resulting in production losses as crops planted cannot tolerate the 'new unseasonal' rainfall patterns. As such, farmers have realized that they can no longer depend solely on traditional cropping calendars in making farm-level decisions.

More reliable, timely, and accurate agro-climatic information would be needed to reduce risks posed by the changing climate. The emerging concern, however, is access to such available information. Limited access or lack of information, for example, on historical rainfall and climate forecast, increases the risks in crop production due to climate variability.

SUMMARY Examples

The summary gave a glimpse of the recommendations on how to further harness and explore the potential benefits of climate change in enhancing food security and livelihood.



Potential impacts of climate change on agriculture are usually perceived to be negative. In the case of Pangasinan, however, the projected change appears favourable to rice production. As such, the leaderships of the province of Pangasinan and the municipality of Sison should be able to explore the potential benefits of the projected climate change in enhancing food security and livelihood of small-scale farmers. Being in the forefront of disaster risk reduction and management (DRRM) and climate change adaptation (CCA), the local government unit (LGU) should improve its capacity to be able to prepare and implement its plans. Availability of necessary support services and infrastructure will help the LGU and its constituents in increasing their adaptive capacity and harnessing the potential positive impacts of climate change.

PARTS OF A POLICY BRIEF

RECOMMENDATION

- Can be presented on the first page, at the end, or distributed throughout the policy brief
- Must be **short, clear, easy to understand**
- Must be **realistic and doable**
- Must be easy to find (Use different font styles, place in a box with label)
- Could be termed as “**Recommendations,**” “**Call to Action,**” “**Ways Forward,**” or “**Next Steps**”
- Use action words

Call for Action

1. Strengthen *ex situ* and *in situ* conservation to increase accessions of genetic resources in gene banks, wildlife parks, nature reserves, and botanical gardens.
2. Provide incentives to smallholder farmers that adopt agro-ecological practices such as application of compost, crop rotation, and integrated pest management that enhance *in situ* conservation of genetic diversity of crops.
3. Provide access to important information such as *ex situ* accessions, *in situ* best practices and status and trends of pollinators. Such information must be stored in a common information sharing platform such as the ASEAN Clearing House Mechanism.
4. Establish ASEAN Regionally Important Agro-Ecological Heritage Systems (ARIAHS) to address the need to conserve and protect agricultural heritage systems distinct to ASEAN countries and provide a platform to recognize agricultural heritage systems that are proven to be sustainable despite increasing modernization of agricultural production. ARIAHS will promote organic farming and other agro-ecological farming practices such as crop rotation and crops and livestock integration.
5. Improve the ASEAN policy framework for agricultural biodiversity and craft strong regional policies that will provide incentives and capacity building for farmers to adopt agro-ecological farming practices, champion best practices, and support the establishment of ARIAHS.

Bulleted points placed in the side bar of the front page – where the reader cannot fail to see them

Addressing the current electric power supply challenges in the Philippines

Adoracion M. Navarro

The delays in energy sector projects, the insufficiency of ancillary services contracting, and the uncertainties in energy investment are just a few of the many electric power supply challenges contributing to energy insecurity in the Philippines. This *Policy Note* explains what concerns policymakers must prioritize in the immediate term and puts forward recommendations that the government can implement through executive and legislative actions.

Priority concerns

Prevailing tight power supply conditions in the Luzon-Visayas grid and declining output from the Malampaya gas field

The Luzon-Visayas grid suffered from a drastic power supply reduction when the gas supply and purchase agreement (GSPA) for fuel from the Malampaya gas field to the 1,200 megawatt (MW)-capacity Ilijan

Salient Points:

- To improve the electric power supply in the country, the government must prioritize solving natural gas fuel insufficiency, inadequacy of reserves in the power system, and unclear or insufficient legislative and regulatory frameworks.
- In particular, it must address project delays, fix transmission-related problems, ensure effective and efficient regulatory actions, and formulate responsive executive policies and legislation.
- A robust combination of energy industry performance and energy bureaucracy competence is required to address these priority concerns and implement this *Policy Note's* recommendations.

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PARTS OF A POLICY BRIEF

INTRODUCTION

- Introduces the topic
- Says why it is important
- Tells the reader why they should do something about the issue



PARTS OF A POLICY BRIEF

BODY

- Keep the paragraphs short and restricted to a single idea.
- Use headings and subheadings
- **Tip:** Re-read each paragraph and ask yourself “so what?”
- **Do not forget the policy implications.** These implications answer the “so what” question.
- Structure text in a logical manner

CONCLUSION

- Keep it **short** – one paragraph is enough.
- Draw the text to a close by explaining how **urgent** the situation is, or to make a **final pitch** for your recommendation
- Could include a **compelling statement**

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OTHER PARTS OF A POLICY BRIEF

- Masthead (the series title)
- Authors



OTHER PARTS OF A POLICY BRIEF

- Acknowledgements
- Publication details
- References and Footnotes

Bibliography:

BFAR-IX.(nd). The Joint DA-DILG Administrative Order No. 1 (JAO No. 1) - A Management Measure for the Sardine Fishery in Zamboanga Peninsula. Powerpoint presentation.

Brillo, B. B. C., & Elazegui, D. D. (2016). Assessing the Formulation and Implementation of the Closed Fishing Season Policy for Sardines in Zamboanga Peninsula, Philippines. Philippine Journal of Science, 145(4), 395–404.

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Naguit, M. R. A. (2016). Impact of Closed Season Policy of Sardines on Landed Catch, Zamboanga Peninsula, Philippines (No. 2016–11).

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This policy brief was based on the project entitled "Impact Evaluation of the Closed Fishing Season Policy for Sardines in Zamboanga Peninsula (Region IX)". This was implemented by the University of the Philippines Los Baños, in collaboration with Western Mindanao State University and Jose Rizal Memorial State University, and was funded by the Department of Science and Technology - Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development.

Published by the Center for Strategic Planning and Policy Studies, College of Public Affairs and Development, University of the Philippines Los Baños



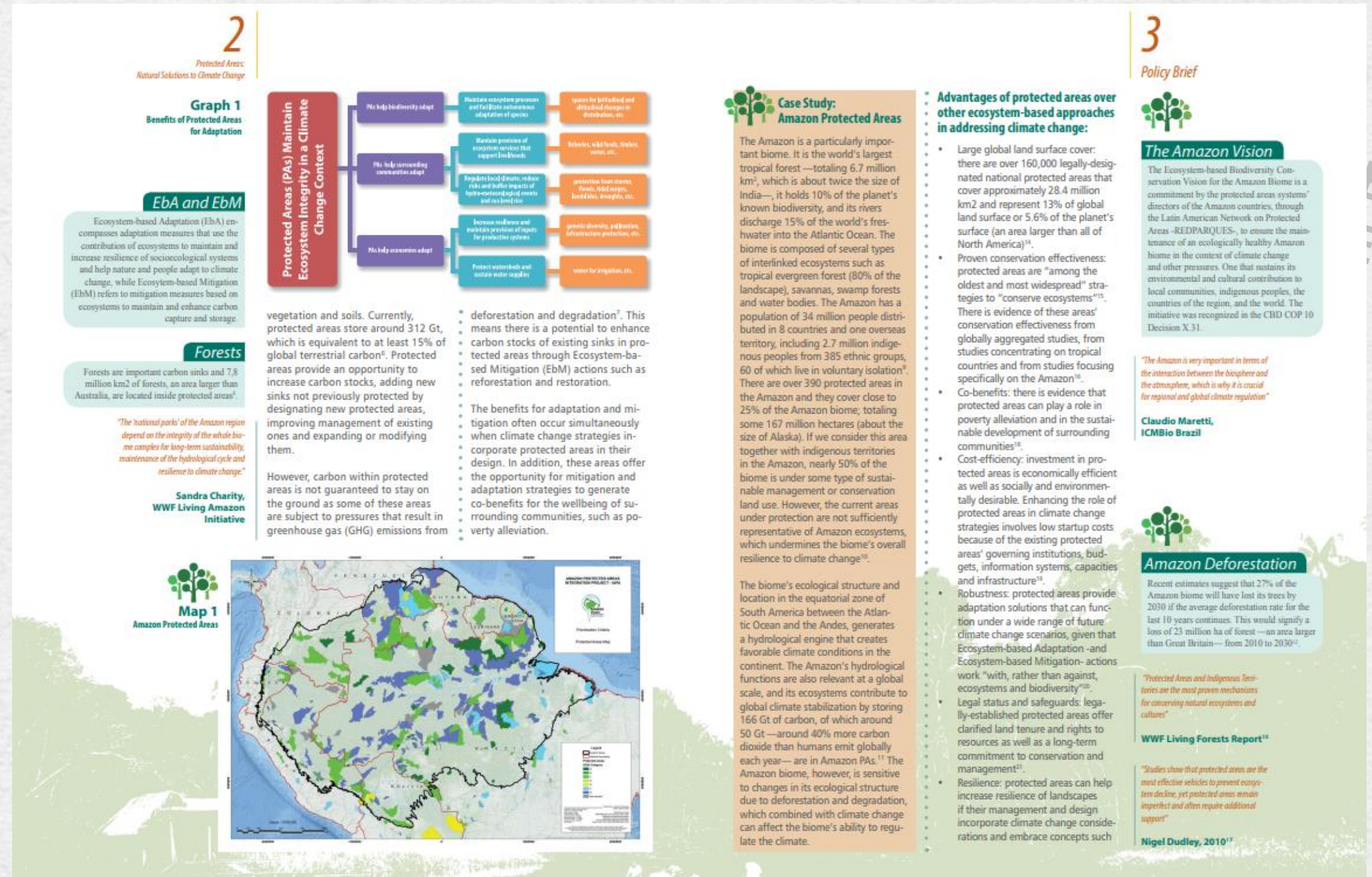
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OTHER PARTS OF A POLICY BRIEF

- Visual elements (photos, graphics, illustrations, and graphs; boxes and sidebars)
- Case studies Humanizes the issue; presents actual experiences and stories



OTHER PARTS OF A POLICY BRIEF

- Photographs
 - Good-quality photos
 - Carries a message
 - Gender-balanced
 - Permission to use
- Tables
 - Simple
 - Numbers/Textual info

CENTER FOR STRATEGIC PLANNING AND POLICY STUDIES POLICY BRIEF

Promoting the BRAC Alternative Delivery Model for Out-of-school Children in ARMM

Written by Karen S. Janiya, University Researcher I

Issue No. 1 | 2019 | Social Policy and Institutions



Table 2. Distribution of learners by single age group by level, CAPSI, 2014-15.

Age	Grade Level		
	Pre-school (n= 475)	Grade 1 (n = 206)	Grade 2 (n = 190)
4	2.11	0.00	0.00
5	41.26	3.88	0.00
6	30.95	35.92	1.58
7	15.37	38.35	8.95
8	7.58	11.65	26.32
9	1.89	7.77	31.05
10	0.63	1.94	22.63
11	0.00	0.49	5.26
12	0.00	0.00	3.68
13	0.00	0.00	0.53
15	0.21	0.00	0.00
Average Age	6.43	7.42	9.47

Source: University of the Philippines Los Baños – Foundation Inc., (2015) BRAC Alternative Delivery Model (ADM) Project: The Baseline and Midline Study (unpublished)

Before the implementation of the BRAC ADM project, Basic Education Assistance for Muslim Mindanao – Autonomous Region of Muslim Mindanao (BEAM-

ARMM) projected the number of teachers and classroom needed for 2011 to 2020 using the 2007 NSO population. Based on their estimates, by 2017, ARMM will be needing 6,582 teachers and classrooms. By the end of the implementation of the BRAC ADM project, they were able to establish 1,724 BLCs, which means that there were at least 4,858 teachers and classrooms that were still needed in 2017. By design, BLCs adapt a one-cohort system of basic education wherein their LF from grade 1 will stay with the same students until grade 5. Estimates from the BEAM-ARMM also stated that in 2011, there are 594 barangays without school in ARMM. Through the BRAC ADM project, they were able to cover around 213 barangays in their first year of implementation. In 2017, implementation of BRAC ADM project no longer admit kindergarten students. BRAC, together with DepEd-ARMM, prepared for the transition of BRAC learners to the DepEd system for SY 2017-2018. It was agreed that after the implementation of the project, learners will be transferred to catchment schools or schools that were nearest to the BLCs. Based on BEAM-ARMM's End of Program Review (2017), one of the issues that might arise in the transition is the decrease in attendance of learners in DepEd-ARMM schools because of the distance of the catchment schools. According to the baseline survey conducted by UPLB-FI (2013), in Lanao del Sur, Maguindanao

TO CONSIDER Branding and style guide

CENTER FOR STRATEGIC PLANNING AND POLICY STUDIES POLICY BRIEF

Zamboanga Peninsula's Seasonal Fishing Closure for Sardines: Opening the Sustainability Frontier

Agnes C. Rola *, Teresita A. Narvaez *, Maria Rio A. Naguit *, Dulce D. Elazegui *, Bing Baltazar C. Brillo *, Merlyne M. Paunlagui *, Hadji C. Jalotjot *, and Catherine P. Cervantes *

* College of Public Affairs and Development, University of the Philippines Los Baños

* Western Mindanao State University

* Jose Rizal Memorial State University

Issue No. 1 | 2020 | Agricultural Policy and Sustainability



The Joint Administrative Order 01 (s 2011) issued by the Department of Agriculture and the Department of Interior and Local Government established a conservation area around Zamboanga Peninsula prohibiting commercial sardine fisheries for three months within a 12-month period over a period of three years starting December 2011. The closed fishing season was to be enforced to conserve and protect sardine fisheries in the area. A study revealed that the policy resulted in higher landed catch and bigger fish sizes. Production of canned sardines is higher despite the three-month work stoppage resulting from the closure. The additional working days and over time resulted in a minimal decrease in annual income of cannery workers. Income of fishing crew increased due to higher volume of catch. Overall, the closed fishing season is an effective fisheries management tool with societal benefits overcoming costs. While the policy's continuous implementation will conserve the fisheries resources and sustain the sardine industry, it should be complemented with regular and continuous monitoring of socio-economic impact to provide information for feedback to reframe and revise for a more effective policy.

POLICY BRIEF SPECIAL RELEASE

DEVELOPMENT INNOVATIONS AND POLICY LABORATORY
CENTER FOR STRATEGIC PLANNING AND POLICY STUDIES

PARTE KO, PARTE MO SA IRIGASYON: Strengthening Capacities for Collaborative Water Governance towards Food Security

Written by Paulo T. Abiera, Dante B. Arcigal Jr., and Rosalie E. Lanceras

DIP Lab Policy Hackathon POLISIYA PASYA SYENSIYA 2022 Second Place Winners

CPAf 25th Anniversary Special Release | DIP Lab | Issue No. 4 | 2023 | Water and Development



SUMMARY

This policy brief proposes a holistic approach for the sustainability of water supply for agri-food production in Sta. Cruz Watershed.

Water plays a critical role in agri-food production, particularly of rice, which is largely cultivated in irrigated ecosystems. However, irrigation is encumbered with intersectoral challenges resulting in food insecurity. Such is evident in the Sta. Cruz Watershed where farmers are facing rice shortage due to insufficient water supply.

This policy brief puts forward the need for a continuing capacity development program that embodies strategies for addressing the multifaceted challenges to the effective governance of irrigation water. Moreover, LGUs must provide an enabling environment for cooperation and collaboration among stakeholders. Resources also have to be mobilized to meet operational needs in irrigation systems.

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WRITING TIPS

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WRITING TIPS

- **START AT THE BEGINNING or THE END**

- Follow institutional **Style Guides**
- Avoid **redundancy**
- Avoid **unnecessary qualifiers**
- Use **this**, not that
- Use the **active voice**
- Use **transition words** when jumping to one topic to another

Writing Tips

- Spell out **acronyms**
- Use appropriate **terminologies**
- Pay attention to **sentence length**
- Be culturally **sensitive**
- Levels of **writing and editing** – check for content, clarity, logic, sensitivity, spelling, punctuation, grammar, and compliance with Style Guide

Using Policy Briefs: What to do after?

- As **printed hardcopies** (conferences, meetings, gatherings)
- As **softcopies** (email, social media, website)
- Combine them with other types of information materials.



Tools

- Canva.com
- MS Word
- MS Publisher
- Adobe InDesign/Photoshop

REFERENCES

Food and Agriculture Organization. 2011. *Preparing Policy Briefs* -
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