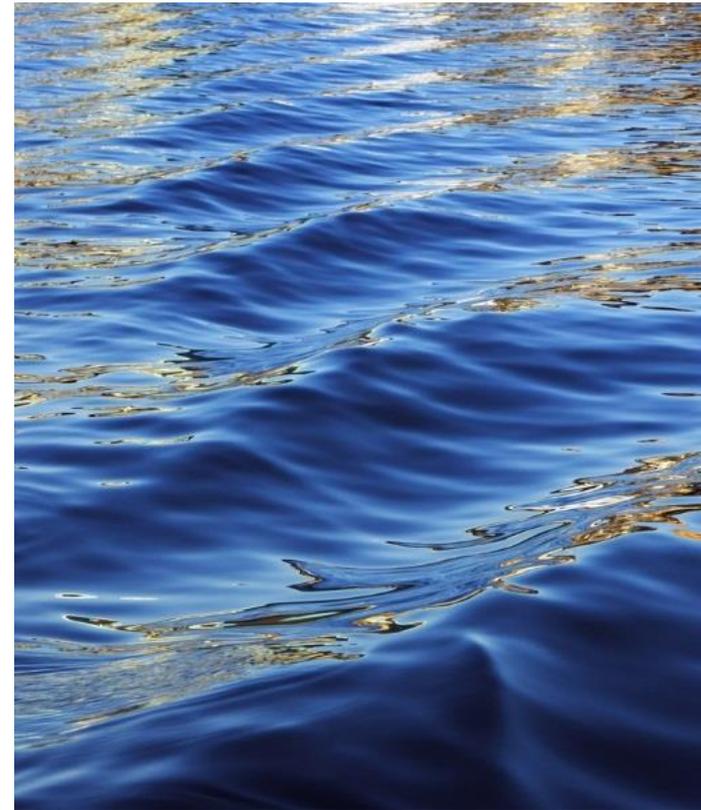




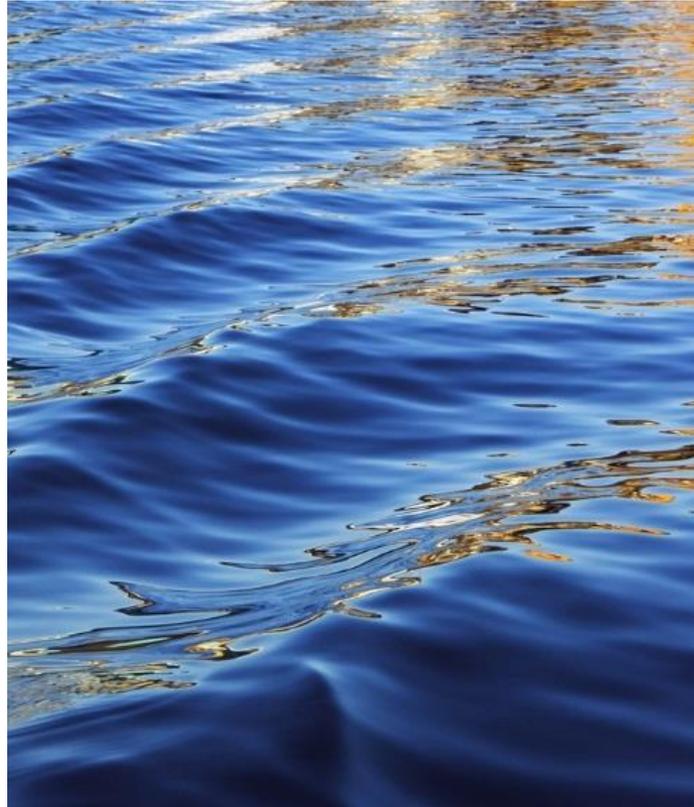
Module 6

A Guide to Policy Paper Writing





A Policy Paper Writing Guide



The purpose of this module is

1. to introduce “policy paper”.
2. to discuss what “policy paper” entails.

Policy Paper

- A policy is a deliberate system of principles to guide decisions and achieve rational outcomes.
- For YIJ purpose, you only need to identify the problem and give recommendations on how to solve them based on good and sound research.
- A policy for YIJ does not only mean paper related to government policies. Large corporations, Non-governmental organizations, publications, *etc.* also have policies. So your policy paper can be targeted to them.

Policy Paper

- Keep in mind your policy recommendation should consider aspects such as:
 - a. Cost & Benefit (cost here means more than just financial, it may include social, economic, political etc.)
 - b. Social and Cultural acceptance
 - c. Capability or capacity to implement

Policy Paper

- We are not looking for a legal paper using legal language. Keep it simple and use your own words but communicate your recommendation clearly and effectively.

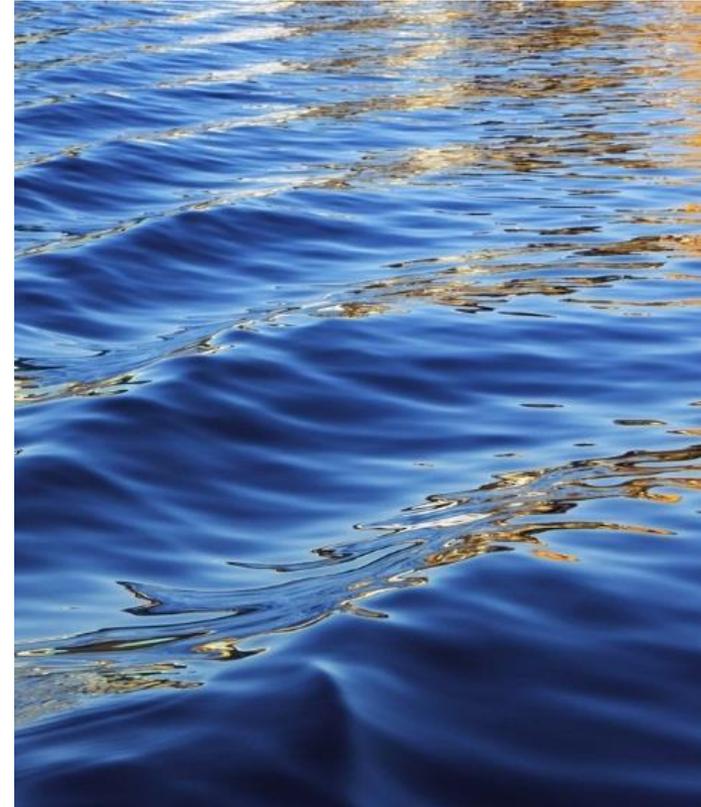
Policy Paper

- Your policy should start with a general statement BUT specific enough, and after that give details for every policy recommendation, for example:
- General Statement can be – “Reduce Carbon Emission from Transport Industry by 10%”

One of the Specific Statements for the above statement can be – “Give tax incentive for usage of public transport” (you can also mention types of incentive)



Core Components of a Policy Paper



Policy Paper Components

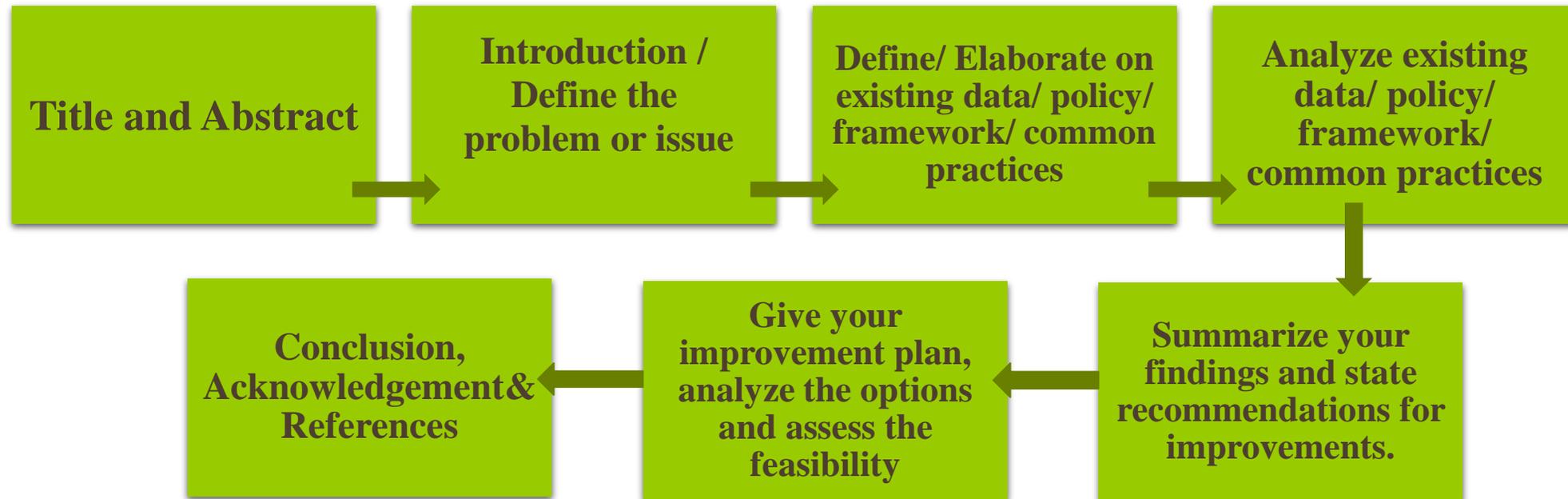


Figure 1: core components of a policy paper

Policy Paper Components

1. Title

- Reveal the topic of the paper
- Should **include key words** about the project

2. Abstract

- Should contain the **main messages** of your paper
- No more than **250-300 words**

Policy Paper Components

3. Introduction/ Define the problem or issues

- Highlight the problem and state significant findings of the problem based on the data.
- Define the objective of the paper

Policy Paper Components

4. Define/ Elaborate on existing data/ policy/ framework/ common practices
 - Identify and define the present policy / framework/ common practice in Malaysia and/or the World (*e.g.* ASEAN, United Nations & etc.)
 - Identify and define the practice in other countries

Policy Paper Components

5. **Analyse the data/ existing policy/ framework/ common practice**
 - Analyze the similarities and differences
 - Identify good practices and failures

6. **Summarize your findings and State recommendations for improvement**
 - Summarize the findings
 - Provide specific recommendations or findings in response to specific problems

Policy Paper Components

7. Give an improvement plan, analyse the options and assess the feasibility
 - Suggest next steps and the implications of the findings or recommendations.
 - Develop a logic model/ policy for improvement.
 - What are the pros and cons? What is feasible? What are the predictable outcomes?

Policy Paper Components

8. Conclusion, Acknowledgements & References

- Conclude the paper. Start with the big picture, overall goal and narrow down to the necessity of the investigation, or urgency for action.
- Give acknowledgements to those who helped you in preparing the paper and data collection.
- Provide all the references cited in the paper



Thank you

