



BRIEFING NOTES

A briefing note is a concise, clear paper that quickly and effectively informs a decision maker about any topic a decision-maker needs to be informed about—a subject of debate, a policy matter, a report or action. A useful briefing note distills often complex information into a short, well-structured document. It should be:

- *Short: one to two pages*
- *Concise: every word is used as efficiently as possible*
- *Clear: simple and to the point; always keep the reader in mind and include only what matters to that reader*
- *Reliable: the information must be accurate, sound and dependable; any missing information or questions about the information should be pointed out*
- *Readable: design the note for maximum readability—for instance use white space, subheadings, bulleted lists.*

BRIEFING NOTE: [insert subject line here]

ISSUE: [Describe the issue for which the briefing note is being written in one paragraph. The issue paragraph should succinctly explain the issue and provide motivation for readers to read on.]

BACKGROUND: [Add contextual details about the issue, including history, relevant policy, funding information, etc.]

ACTION REQUIRED/RECOMMENDATIONS: [What decisions are being asked of the reader or the recipient of the briefing note? Include timelines/deadlines. Include the ultimate outcome you wish to obtain.]

NEXT STEPS/CONCLUSION: [Outline what actions/decisions should happen next. End with a statement that summarizes the intent of the briefing note.]

WRITTEN/SUBMITTED BY/DATE: [Insert authors names, credentials/Date drafted and updated.]