Handout 6: Provide Briefing Materials On Policy Issues

Once the data collection and consultation with stakeholders have been completed the results are then collated and presented in a format that is appropriate for the audience, the purpose and the context.

For example you may write individual papers around each of the major issues or themes that become evident from your research. You may write it in a style suitable for a newspaper or newsletter if it for a broader circulation.

Whatever the style writing briefing papers has a structure. It must be:

- Easy to read
- Easy to understand
- Attractively set out
- Professional in its style.

Briefing materials formulate the problem, establish objectives, identify parameters, state alternatives and often conclude with one or more recommendations.

Government ministers use briefing papers to explain to the public the history behind the introduction of new policy. Activists distribute briefing papers to educate society on social issues. For example Cariatas Australia believes we all have a duty to speak up for the victims of injustice and poverty. To do this we have to know the facts behind the issues. Each year they issue briefing papers on issues they believe are relevant and urgent.


Briefing Papers

Briefing Papers 2001 – Globalisation

The Briefing Papers for 2001 explore the issue of globalisation and how it is possible for us to respond.

[Globalisation - Part 1](#)

Briefing Paper one deals with the effect on developing countries of the information revolution, speculative financial flows and the expansion of world trade.

[Globalisation - Part 2](#)

Briefing Paper two looks at identity, fundamentalism and nationalism and social and cultural issues.