



Policy papers

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The different research outputs

	Types of papers		
	Working paper	Occasional/Discussion paper	Policy paper
Audience	Targets the scientific community	Targets the scientific and policy making community	Targets the policy making community
Focus	Issue-driven	Issue driven but the issue is narrower	Issue and client driven
Research type	Based on primary research	Based on primary research and applied analysis and data	Based on applied analysis
Methodology	Has a strong methodological, technical component	Has a good methodological framework	Not too strong methodologies



The policy paper

The policy paper has two distinct features:

- It acts as a decision-making tool
- It is an applied and not an academic study

Two competing factors need to be balanced, when writing a policy paper:

- The need to provide a comprehensive problem description and discussion of the available policy options
- The need to present this in such a way that only the relevant knowledge and data as evidence to support the argument is included



Differences between policy papers

	Types of policy paper	
Areas of difference	Policy study	Policy analysis
Audience	Targets other policy specialists	Targets decision-makers
Focus	Issue-driven: general recommendations and information on policy issues	Client-driven: designing specific policies to be implemented on the ground
Methodology	Includes much primary research	Rarely includes primary research
Ideas/language used	It can be quite technical	It is clear and simple
Length	It is up to 20.000 words	It is less than 5000 words



Designing the preparation of policy papers

Give an answer to the following questions:

1. What is the purpose of your paper?
2. What are you expecting to achieve with the help of this document?
3. Who is the primary audience of the paper?
4. Who will be the publisher and main disseminating person of the paper?
5. What are the main argument you want to provide in the paper?
6. What is the methodology of convincing the reader and users about the appropriateness of your ideas?



The stages of policy documents

There are various types of policy documents:

1. Green Paper: first draft of a white paper (5-10 pages)
2. White Paper: visions, plans, ideas about developing an area (10-20 pages)
3. Policy strategy: a detailed strategy with fixed framework, strict structure (up to 100-150 pages)
4. Action Plan: concrete steps based on the principles, aims and goals laid down by the Policy Strategy, including detailed programming (what you fund, what amount is provided for funding, what are the expected and measurable outcomes, how you measure and monitor the progress and how you feed back afterwards with ex-post assessment)



Suggestions for preparing policy documents

Take into consideration the following principles:

1. Do not put the tables and the charts to the main text
2. Highlight strongly the conclusions
3. Provide a well structured presentation of actions, policy measures
4. Referencing is important to increase the credibility and acceptance of the document as some of them should be short and very concrete
5. Define at the end of the document the main expressions, abbreviations



Building a policy strategy

Stages of policy strategy paper

1. Analyzing the state of affairs, initial/starting position
2. Determining the main problem areas
3. Setting the priorities, the targets for the measurable and achievable indicators
4. Determining and incorporating some international best practices for areas where you would like to achieve progress
5. Determining the concrete actions and designing regulatory, public policy and fiscal measures



Types of evaluation

This is the methodology of the European Commission but may be equally applicable for all strategical assessments:

1. Ex ante evaluation
2. Ongoing evaluation
3. Ex-post evaluation



Indicators in programming

Two types of indicators:

- Key indicators
- Monitoring indicators

Key indicators:

- Part of the stock-take exercise
- Follow through the duration of the strategy
- Defining the main aims of the strategy

Monitoring indicators:

- Measuring the effects of direct contribution (amount of money spent onprovides an improvement of on.....)
- SMART criteria (specific, measurable, available, relevant, timely)



Thank you for your attention!

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