

Lost in Translation?

How to Write a Policy Brief

Translate research into clear, actionable recommendations for policymakers.

1

Know the Policy landscape

- Parliamentary Researchers and Thematic Research Leads can connect academics and policymakers
- Peers often have more time and deeper expertise
- Committee clerks advise on requirements
- Devolved parliaments may be more responsive

2

Structure

- Executive summary
- Context and evidence
- Key lessons
- Recommendations (max 3)
- Relevance for policy
- Implementation considerations

3

Do's

- Keep it concise
- Use accessible language and formats
- Be non-partisan
- Focus on impact
- Use hyperlinks and footnotes
- Align with committee objectives

Don'ts

- Don't use jargon
- Don't be vague
- Don't exceed 2,000 words
- Don't ignore stakeholder needs
- Don't ignore requirements

4

How to frame Recommendations

- **1st:** Already in progress or widely supported
- **2nd:** Longer-term, deeper impact
- **3rd:** Quick technical win

5

Follow up

- Contact clerks and policymakers
- Request written evidence of use
- Record impact for future research and funding bids
- Close the feedback loop – review impact after an extended period

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