

**STRENGTHENING ENoP AS ACTOR IN SUPPORT OF DEMOCRATIC AND PLURALISTIC SOCIETIES**

**CAPACITY BUILDING TRAINING ON POLICY BRIEF WRITING**

**Draft Agenda | 22 November 2022 | Online**

<b>09:00</b>	Welcome and introduction of participants
<b>09:15-10:15</b>	<ul style="list-style-type: none"> <li>- What are policy briefs?</li> <li>- What usually goes wrong in policy briefs</li> <li>- Five building blocks of effective policy briefs</li> <li>- Being audience-centered in policy briefs</li> <li>- Different types of policy briefs</li> <li>- Key messages and policy briefs (the three key questions)</li> </ul>
<b>10:15-10:30</b>	Break & reading exercise
<b>10:30-11:30</b>	<ul style="list-style-type: none"> <li>- Discussion on the example</li> <li>- Six tips for effective policy writing</li> </ul>
<b>11:30-11:45</b>	<ul style="list-style-type: none"> <li>- Structuring policy briefs</li> <li>- Policy brief titles &amp; executive summaries</li> <li>- Background information: How much is too much?</li> <li>- Structuring an effective policy proposal section</li> <li>- What is evidence in policy briefs?</li> <li>- Policy recommendations</li> <li>- Use of visuals in policy briefs</li> <li>- Referencing in policy briefs</li> </ul>
<b>11:45-12:15</b>	Group work on policy brief outlines
<b>12:15-13:00</b>	<ul style="list-style-type: none"> <li>- Presentations</li> <li>- Final discussion on policy briefs and impact</li> </ul>
<b>13:00</b>	End of the Training