



IPPG Programme Office, School of Environment & Development  
University of Manchester, Arthur Lewis Building, 2.023  
Oxford Road, Manchester M13 9PL  
Telephone 0161 306 6438; [ippg@manchester.ac.uk](mailto:ippg@manchester.ac.uk)  
[www.ippg.org.uk](http://www.ippg.org.uk)

## GUIDANCE NOTE FOR IPPG BRIEFING PAPERS

One of the key elements of our work is to prepare short BRIEFING PAPERS for our website and for policy-makers, arising from the research projects and reports. There is a strong case for consistency in the presentation of these and so we have drafted this brief guidance note for writing the Briefing Paper.

1 The Briefing Paper (BP) draft should be submitted to Frances Davies (nee Bowcock) at the same time as the final research report according to your schedule.

2 The BP should be no longer than 1500 words. BPs longer than that will be sent back for revision and cutting.

3 Unless absolutely essential, the BP should have no tables or graphs. If you think it is essential to include these, please make the case for that and keep the table/graph simple.

4 Since the key purpose of the BP will be to pull out and amplify the policy implications for donors and policy makers, both national and foreign, we suggest that the BP should be structured in the following way:

- a. Section One should constitute 25% of the BP and consist of a brief account and rationale of the question, problem or hypothesis of the research; in short, the background and the issue. What's it about and why it has an important institutional implication?
- b. Section Two should also consist of 25%. This should be devoted to an account of the research and its main findings.
- c. Section Three should take up the remaining 50% of the BP. It should deal exclusively with policy messages and implications. It might be a set of bullet points or it might be a set of headed paragraphs, or both. The messages and implications may be long, medium and/or short term.

5 If you need to put in any references, please make sure they are only brief. One reference should certainly be to your substantive research paper itself. We'll add in the Discussion Paper number which it will have.

Adrian Leftwich and Kunal Sen  
23 September 2008