Guidelines for the Policy Paper: Phase V

The Officers attending the Phase V Programme are required to write a Policy Paper as part of the Course. **Policy papers** are critical analyses of an important economic or a social issue or problem that involves the research and development of a defensible plan (policy proposal) for solving the problem and formulating workable strategies for implementing the plan.

Objectives of the Policy Paper
1. Aims to identify key policy issues;
2. Apply the best and most up-to-date research to help understand these issues
3. Explore the implications of this research for the design and conduct of policy
4. Facilitate policy making and provide actionable recommendations
5. Policy papers are generally expected to increase the involvement of organizations and individuals in actions and outcomes

General Guidelines
1. The Policy Paper will need to analyze a potential policy that could be adopted and implemented at the level of central/state government.
2. The topic chosen should preferably be related to your present assignment so that it may be considered for adoption and implementation once you return to your respective positions upon completion of Phase V.
3. Writing the policy paper will require an understanding of the issues related to the policy, a well-articulated formulation of the proposed policy and a thorough discussion of the intricacies of how that policy might be adopted and eventually implemented.
4. It may be kept in mind that the topic chosen is not so broad and general that the entire exercise becomes non-actionable.
5. The Policy Paper should be between 2500 and 3000 words long (excluding Annexures and References but including footnotes).
6. The Paper is required to be mailed to the Academy at trg4.lbsnaa@nic.in on or before May 31, 2018.
7. All participants are also expected to present their Policy Paper during the course of the programme in sub-groups during Sessions slotted for such presentations, the details of which would be included in the Sessional Plan.
8. You may follow the Harvard style[1] on citations and referencing. As per the Academic Policy of LBSNAA, the soft copy of your write-up will be submitted on www.turnitin.com. While evaluating your Policy Paper, the Similarity Report of the www.turnitin.com would be taken into consideration. As a measure of precaution against charges of plagiarism, please use quotation marks on all cited materials and ensure that the sources of all cited materials are listed in your bibliography.

Evaluation of the Policy Paper
The Policy Papers will be evaluated by a panel of experts. The best 20 papers will be published on the Academy website and shared with NITI Aayog as well as concerned Ministries. The three best papers will be awarded by the Academy.

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[1] [1] Refer http://www.scientific-journals.co.uk/web_documents/quote_unquote.pdf OR
http://libguides.scu.edu.au/ld.php?content_id=31222394

Indicative Template of the Policy Paper
An indicative template for writing the Paper is given below. You may or may not follow the template *in toto* but you may bear in mind all the aspects mentioned therein and apply the ones felt relevant to the issue at hand.

I. Title
II. Contents
III. Executive Summary
   The Executive Summary distils the essence of the Policy Paper thus providing a brief overview. The Summary is normally written the last.

IV. Outline of the Policy Problem or Problem Description
   The purpose of this Section is to provide the reader with background information about the issue and analyse the specific issues related to the problem. It includes:
   a. A statement of the problem
   b. Current symptoms of the problem
   c. Consideration of the underlying basic causes of the problem

V. Review of current Policy
   The purpose of this Section is to analyse the current policies/programs that deal with the problem.
   a. Current policy/framework: provisions; objectives; impact
   b. Major flaws/limitations of current frameworks
   c. Support/opposition for current framework

VI. Policy Alternatives and Evaluation
   The purpose of this Section is to analyse two or three alternative solutions to the problem. For each alternative solution, analyse its strengths and weaknesses.
   a. Description of alternatives to the current policy
   b. Alternatives may include:
      i) Alternative arrangements for implementation of current policy (e.g., alternative service delivery arrangements)
      ii) Changes in current policy (includes creation of new policy where one had previously not existed)
   c. Assessment of strengths and weaknesses of alternatives
   d. Support for and opposition to alternatives

VII. Recommendation of a Policy Alternative :
   The purpose of this Section is to formulate an effective policy proposal for the problem you are addressing and demonstrate that your proposal is practical and feasible.
   a. Specific policy recommendations proposed to solve the problem
   b. How does your policy proposal solve the problem better than the current policy or any of the alternatives?
   c. How is the alternative policy likely to fare vis-à-vis the stated objectives?
   d. Examine the political and administrative feasibility of the policies recommended.

VIII. Conclusion
IX. Annexures
X. Supporting documentation
XI. References/Bibliography