Briefing note A summary of

Health-Evidence.ca (2009). Briefing Note: Decisions, Rationale and Key Findings Summary. Available from: ________________

How to cite this NCCMT summary:

Categories: Tool

Date posted: July 16, 2012

Date updated: September 12, 20XX

Relevance For Public Health

This tool helps to identify and document evidence sources to inform decision making on an issue. The template succinctly summarizes what is known about an issue and what actions are recommended and feasible for the user's public health organization.

Description

This template, Briefing Note: Decisions, Rationale and Key Findings Summary, was developed by Health Evidence. It outlines key pieces of information for writing a briefing note, a description of an issue that draws on research and practice-based evidence to provide options and recommendations to address the issue. This fillable form organizes relevant information to support evidence-informed decision making.

A briefing note informs decision-makers about an issue by succinctly describing the issue and background information and describing key considerations, options to address the issue and recommended actions. Similar to briefing notes, policy briefs aim to influence policy decisions.

Two organizations have developed guides to help with developing briefing notes and policy briefs:

* International Development Research Centre (chapter 11)
* European Commission (chapter 2)

The Translation Bureau (Government of Canada) also provides practical tips and strategies to write briefing notes.

This template, along with other checklists and flowcharts, are available at Health Evidence: Tools to support evidence-informed decision making.

Implementing the Tool

Who is Involved?

Anyone who writes briefing notes to support decision making, such as health promotion officers or project specialists, among others, would find this tool useful.

Steps for Using Tool

The template includes the following sections:

* issue
* background
* current status
* description of relevant evidence (research, organizational, colloquial, political, community, pragmatic evidence)
* options
* conclusion/recommended actions

Evaluation and Measurement Characteristics
Evaluation
Information not available

Validity
Not applicable

Reliability
Not applicable

Methodological Rating
Not applicable

Tool Development
Developers
Health Evidence
Website:

Method of Development

Release Date
2009

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Resources

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<th>Briefing note: Decisions, Rationale and Key Findings Summary.</th>
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<td>The Research Matters KT Toolkit: A Resource for Researchers</td>
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