

Briefing note A summary of

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

Available from: _____

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National Collaborating Centre for Methods and Tools (2012). *Briefing note template*. Hamilton, ON: McMaster University. (Updated 12 September, 2017) Retrieved from _____

Categories:

Tool

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

rdfd

Release Date

2009

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Resources

Title of Primary Resource	Briefing note: Decisions, Rationale and Key Findings Summary.
File Attachment	None
Web-link	
Reference	Health-Evidence.ca (2009). <i>Briefing Note: Decisions, Rationale and Key Findings Summary</i> . Available from: .
Type of Material	Template
Format	On-line Access
Cost to Access	None.
Language	English
Conditions for Use	Requirements for adapting this tool include: Health Evidence is acknowledged for tool development; adapted tool cannot be used for profit (not to be sold).

Title of Supplementary Resource	The Research Matters KT Toolkit: A Resource for Researchers
File Attachment	None
Web-link	
Reference	Bennett, G., & Jessani, N. (Eds.). (2011). <i>The Knowledge Translation Toolkit - Bridging the Know-Do Gap: A resource for researchers</i> . Ottawa, ON: International Development Research Centre.
Type of Material	Online handbook
Format	On-line Access
Cost to Access	
Language	English, French
Conditions for Use	Copyright © 2011 International Development Research Centre
