

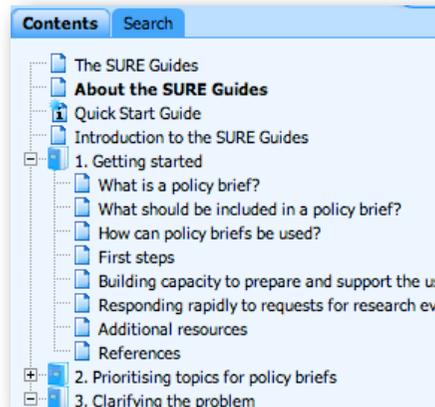
Introduction

The SURE Guides will help you to prepare and use evidence-informed policy briefs. The **Guides contain 8 individual guides:**

1. Getting started
2. Prioritising topics for policy briefs
3. Clarifying the problem
4. Deciding on and describing options
5. Identifying and addressing barriers to implementing policy options
6. Monitoring and evaluation
7. Organising and running policy dialogues
8. Informing and engaging stakeholders

Navigation

You can move around the Guides using the **navigation bar at the left**, which shows the Contents of the Guides.



Clicking on the little minus sign (eg. next to '3. Clarifying the problem' in the picture) will open up that guide so that you see what's in it like '1. Getting started' in the picture.

The tool works very much like many websites, navigation on the left, content on the right.

Search

If you want to **look for something in particular, click on Search** in the Navigation section at the left. Type in

the text you are looking for (eg. 'policy dialogue') and you will be given a list of pages that contain the text. There is also a **Glossary**.

What's in the Guides?

The Guides contain text but also contain Word documents, pdfs, audio clips and links to websites. **You can think of the Guides as a website;** using it is the same as using a website.

Each guide has a section called **Additional Resources**, which is where you will find many of the checklists, worksheets, articles, examples and other resources to help you prepare and use an evidence-informed policy brief.

Workplan for a policy brief

A good document to look as soon as you look at the Guides is the **workplan for a policy brief**, which gives a list of the things you need to think about when preparing a policy brief.

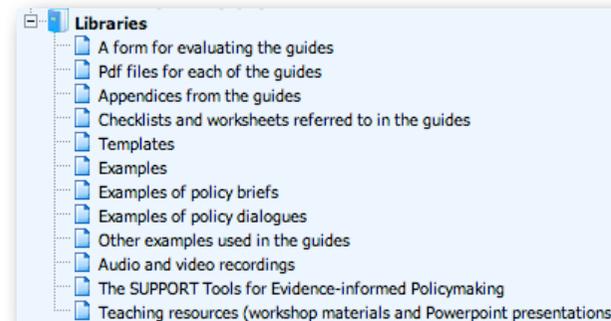
Work plan for a policy brief

Task	Who is responsible	Target date	Comments
Agree on team to prepare policy brief and policy for authorship			
Problem description and diagnosis			
• Outline problem and information needs			
• Identification and appraisal of evidence and other information			
• First draft describing problem			
• Internal review and revision of problem description			

You can find the workplan in the **Library's Checklists and worksheets section**.

The Library

A quick way to find the additional resources available in the Guides is to go to the Library (after guide 8 in the Contents).



The **Library also contains teaching resources** that you could use to support courses on evidence-informed policy briefs.

For more information on the SURE Guides email sure.guides@nokc.no.