Title: The problem (in 3 or 4 key words): How to (address it)

Written by author, institution

**Total words 1200 words, + graphs (maximum 2)**

## Executive statement

Outline your aim and main message - what you want to say and to whom - in two or three sentences. The aim should address your policy objective.

## Key messages and recommendations (this is the short version)

* Problem:
* Recommendation 1:
* Recommendation 2:
* Recommendation 3:

## Context (put your own specific text instead of the word ‘context’ that summarises the specific context to your study)

Outline the problem and any relevant contextual information and political background. State why the problem is urgent and important. Use evidence and infographics to support your argument.

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 Quotes of people in your target audience who support your recommendations work well.

[Rahman et al, 2013]

## New study “add the title of the book/article or study here”

A brief outline of the aims of the study/project and what you did to address the problem. Only include methods if they strengthen your argument and make sure not to use technical terms.

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1. **Chart title:** example bar chart

Make sure that you provide all the information under the graph so people can understand the graph without reading anything else.

## Recommendations (this section is the more detailed version of the recommendations)

Tell your audience what you want them to do about the problem using subheadings for each recommendation and evidence from your study to back up your recommendations. Make sure the recommendations are:

* Short
* Practical and realistic
* Concrete – avoid generic recommendations
* Addressed towards a particular group like teachers, youth workers, teacher trainers etc
* Based on evidence from your study/project
* Clear and easy to understand
* Written so they start with a verb, e.g. Use…, Engage….

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### Recommendation 1: clear, snappy title that clearly tells your audience what they should do

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### Recommendation 2: clear, snappy title that clearly tells your audience what they should do

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### Recommendation 3: clear, snappy title that clearly tells your audience what they should do

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### Acknowledgements

Thank contributors and organisations who helped with the project. Acknowledge the funder.

<https://www.cost.eu/uploads/2022/01/COST_actions-guidelines2022.pdf>

### More information

State the publication(s) on which this policy brief is based, and where readers can find further information.

1. Author AA, **Name of article**, Name of journal, Issue and volume nos, Month YYYY

**Publication details:** © Institutions of authors, month/year.