



# Symposium on Public Policy

Theme: Urbanisation and  
Environmental Policies

Guidelines for the Policy Brief



## About

At the Symposium, selected participants will get to present their ideas on the theme of the Program (Urbanisation and Environmental Policies), in the form of a Policy Brief. A Working Document which will comprise Policy Briefs submitted by the participants, will be published.

**Kindly note that this is not a compulsory requirement to attend the event.**



## What is a Policy Brief?

A Policy Brief is a summary of a particular issue, the options to deal with it, and some recommendations on optimal solutions. It could be aimed at policymakers and other stakeholders interested in formulating and influencing policy.

The audience for a Policy Brief may not be interested in the research conducted to produce the evidence but are highly interested to know the author's perspective on the problem and potential solutions based on the evidence.

The Policy Brief is thus an action-oriented tool. As such the brief must provide arguments based on what is happening in practice with a particular policy and propose recommendations that seem realistic to the target audience.



## A Policy Brief could be structured in the following way:

**Title:** A good title quickly communicates the contents of the brief in a memorable way.

**Executive Summary/Abstract:** This section is often one to two paragraphs long; it includes an overview of the problem and the proposed policy action.

**Context or Scope of Problem:** This section communicates the importance of the problem and aims to convince the reader of the necessity of policy action.

**Policy Alternatives:** This section discusses the current policy approach and explains proposed options. It should be accurate while convincing the reader why the policy action proposed in the brief is the most desirable.

**Policy Recommendations:** This section contains the most detailed explanation of the concrete steps to be taken to address the policy issue.

**Consulted or Recommended Sources:** These should be reliable sources that you have used throughout your brief to guide your policy discussion and recommendations.



## Theme: Urbanisation and Environmental Policies

### Suggestive Indicators for the Policy Brief

- Environment and Urban Planning
- Environment and Migrant Population in Cities
- Environment and Slum Dwellers
- Increase in Vehicular Emission
- Urban Congestion and Noise Pollution
- Degradation of Air Quality
- Depletion of Water Resources
- Segregation of Waste

### Note

The aforementioned is not a list of topics; the indicators have been mentioned to help you choose a topic for your Policy Brief. Participants are free to come up with a Policy Brief on any issue that falls under the Theme of the Program, i.e., Urbanisation and Environmental Policies.



## Participation Guidelines

- Participants are required to first submit an Abstract, explaining the idea of their Policy Brief.
- Abstracts will then be assessed and shortlisted.
- Co-Authorship upto a maximum of two people is allowed. However, it is mandatory for at least one author to attend the event. Both authors are allowed to attend the event as well, by paying the requisite fees.
- Payment of fees is to be done after the intimation of selection of the Abstract. It is mandatory to pay the fees prior to the submission of the Policy Brief.
- All Policy Briefs will be collated in the form of a Working Document, which will be sent to the relevant Government Departments.
- A few selected Policy Briefs will be a part of our Working Document, which will be presented to the Ministry of Environment, Forest and Climate Change.
- A few shortlisted participants will also get to make oral presentations on the day of the event.



## Abstract Submission Guidelines

- Language of the Abstract must be English.
- Word Limit for the Abstract will be 300 Words including title and keywords.
- Abstract must be submitted in either the MS Word or Google Document Format. We do not require or accept Hard Copy Submissions.
- Your Abstract must be mailed to [events.lexquest@gmail.com](mailto:events.lexquest@gmail.com), with the subject: "Abstract: Symposium on Public Policy (Urbanisation and Environmental Policies)".
- Each Author/Team (Co-Authors) must submit only one Abstract. Multiple or incomplete submissions will lead to disqualification.
- The Abstract must not be plagiarized. Only original Abstracts will be considered for selection.
- A Cover page consisting of the Name, E-mail ID and Contact Number of the Author(s) should be submitted along with the Abstract.
- Footnotes must conform to the authoritative standard rules of citation and must include a description of each authority adequate enough to allow a reasonable reader to identify and locate the authority.



## Policy Brief Submission Guidelines

- Language of the Policy Brief must be English.
- Word Limit for the Policy Brief will be 1000-1500 Words.
- Policy Brief must be submitted in either the MS Word or Google Document Format. We do not require or accept Hard Copy Submissions.
- The Policy Brief must be mailed to [events.lexquest@gmail.com](mailto:events.lexquest@gmail.com), with the subject: "Policy Brief: Symposium on Public Policy (Urbanisation and Environmental Policies)".
- Each Participant/Team (Co-Authors) must submit only one Policy Brief. Multiple or incomplete submissions will lead to disqualification.
- The Policy Brief must not be plagiarized. Only original Policy Briefs will be considered for selection.
- A Cover page consisting of the Name, E-mail ID and Contact Number of the Author(s) should be submitted along with the Policy Brief.
- Footnotes must conform to the authoritative standard rules of citation and must include a description of each authority adequate enough to allow a reasonable reader to identify and locate the authority.





## Important Dates

- The last date for submitting the Abstract is 8th September, 2019.
- The selected participants will be informed by 10th September, 2019.
- The Policy Brief Submission has to be done by 15th September, 2019.

## Fees

- For submitting the Policy Brief as a Single Author and for attending the event: INR 2000
- For submitting the Policy Brief as Co-Authors and for attending the event: INR 2000 per participant
- For submitting the Policy Brief as Co-Authors, but only one of the Authors will attend the event: INR 2000

## Contact Details

E-Mail ID: [events.lexquest@gmail.com](mailto:events.lexquest@gmail.com)

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