

## Appendix 9 – Other tools

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### Some tools

- The framework.
- Teaching Case Studies.
- Policy Entrepreneurs.
- A political context assessment tool.
- Policy process analysis workshops.
- Mapping the policy process.
- Writing effective policy papers.
- Managing Think Tanks

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### Political Context Assessment Tool

A simple tool to assess:

- The macro political context
- The sector / issue process
- How policymakers think
- Policy implementation and practice
- Decisive moments in the policy process

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### Political Context

Index and Accountability: Middle East & North Africa region, 2002

Democracy  
Media Freedom  
Academic Freedom  
Civil Society Role

Country's Freedom Score (0-100)

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### Mapping Tool – Policy Process

1. Problem Definition/ Agenda Setting  
2. Constructing the Policy Alternatives/ Policy Formulation  
3. Choice of Solution/ Selection of Preferred Policy Option  
4. Policy Design  
5. Policy Implementation and Monitoring  
6. Evaluation

The Policy Cycle

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### Policy process workshops (eg DFID)

- Looking at internal policy processes – what works in DFID.
- Small, informal workshop with 7 staff.
- Participatory pair-wise ranking of factors influencing the success of 8 policy processes.
- Worked quite well.
- In DFID - agendas and processes rather than documents are key

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### Policy process workshops (eg DFID)

- A wide range of factors were identified which influenced the success of these processes at changing behaviour within DFID. Key were:
  - the existence of political will, political direction or champions at senior level,
  - the degree of innovation, strategic vision or intellectual contribution,
  - the degree of follow through into mainstreaming,
  - The nature of the key documents did matter.
- Understanding and influencing policy processes are important and everyday work. Context is key, but you can maximize your chances. Guidance and training would help.

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### Mapping the Policy Process

- General Context issues – domestic and international.
- Specific Policy Issues (i.e. the policy cycle)
- Who are the Stakeholders? (Stakeholder analysis)
  - Arena: government, parliament, civil society, judiciary, private sector.
  - Level: local, national, international
- What is their Interest and Influence?
- Process matrix + political matrix
- Political and administrative feasibility assessment

[Sources: M. Grindle / J. Court.]

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### Writing Effective Policy Papers I

*Providing a solution to a policy problem*

- The policy community
- The policy process
- Structural elements of a paper
  - Problem description
  - Policy options
  - Conclusion
- Key issues: Problem oriented, targeted, multidisciplinary, applied, clear, jargon-free.

[Source: Young and Quinn, 2002]

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## Writing Effective Policy Papers II – Criteria for Assessing Policy Options

|                                   | Option A      | Option B | Option C  |
|-----------------------------------|---------------|----------|-----------|
| <i>Effectiveness</i>              | Very Positive | Positive | No Impact |
| <i>Flexibility</i>                | Very Positive | Positive | Positive  |
| <i>Sustainability</i>             | Positive      | Positive | Negative  |
| <i>Political Feasibility</i>      | High          | Medium   | Low       |
| <i>Administrative Feasibility</i> | High          | Medium   | Low       |
| <i>Time</i>                       | Short         | Medium   | Long      |
| <i>Cost</i>                       | High          | Medium   | Low       |

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## Managing Think Tanks

- Type, Focus and Niche
- Staff and Motivation
- Quality Control
- Communication
- Getting the most from your board
- Fund-raising
- Financial Management



[Source: Maxwell / Struyk, 2002]

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## Other sources of information:



- Leaflets
- Guidelines
- Working Papers etc

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