



## ASSIGNMENT

# Developing a Policy Briefing Note



## BACKGROUND

Briefing notes help decision-makers quickly document, understand, and share evidence that contributes to decisions. These knowledge products are usually short, often one to three pages, and typically include:

- a description of the issue(s) for which a decision is required (e.g., change in practice, program or policy);
- a brief summary of the state of the evidence on the issue(s);
- the options considered and the rationale for the options;
- recommendations.



Please refer to Health Evidence's [Briefing Note: Decisions, Rationale and Key Findings Summary](#) to find a guide and tool to support developing briefing notes.

**Note:** Briefing note format from Health Evidence may be used to complete this assignment, however, alternative formats may also be used. Point form is acceptable within the briefing note, and in many cases desirable. This does not mean briefings are written using acronyms, short forms, or poor grammar.



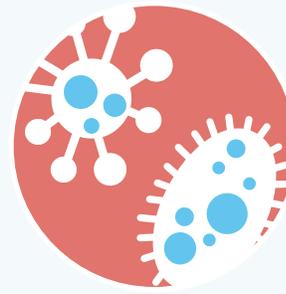
### SCENARIO A:

Several jurisdictions within Canada and internationally have enacted policies in recent months regulating the sale and use of electronic cigarettes (otherwise known as electronic nicotine delivery systems or vaping devices). The Premier in your province has expressed interest in expanding your province's smoke-free spaces legislation to also include vaping devices. You are working as a Policy Analyst within the provincial ministry of health, and your Deputy Minister has requested a briefing note on the issue by end of the week, to share and discuss with the Minister of Health.

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#### To complete this assignment, you will need to draw on concepts from the course, as well as:

1. Select the province or territory you are working for;
2. Use the [Prevention Policies Directory](#) to find and review your jurisdiction's current provincial or territorial smoke-free spaces legislation;
3. Use the [Prevention Policies Directory](#) as a starting point to find policies from other Canadian jurisdictions addressing the use of e-cigarettes in public spaces;
4. Use other sources of evidence to understand more about the policy issue and state of the evidence on the topic (e.g., [Health Evidence, Issue Backgrounder on E-Cigarettes](#), [National Collaborating Centre for Healthy Public Policy](#), Board of Health briefings, etc.);
5. Develop a briefing note, including, at minimum, the following information:
  - > Provide a rationale for amending the existing policy,
  - > Summarize pertinent evidence on the topic,
  - > Share examples from other Canadian jurisdictions whom have already amended or adopted similar policies,
  - > Recommend a course of action for your jurisdiction.



### SCENARIO B:

You are working as a Policy Analyst within a regional health authority (or local public health unit). Your Medical Officer of Health requires a briefing note on the current local public health policy problem you are working on.

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#### To complete this assignment, you will need to draw on concepts from the course, as well as:

1. Choose a public health policy problem from one of the following topic areas, and it should also be an area that municipal or regional governments have jurisdiction to intervene on the issue via policy:
  - > Tobacco use,
  - > Alcohol consumption,
  - > Physical inactivity,
  - > Unhealthy eating,
  - > Environmental health, including the built environment & radon,
  - > Occupational health,
  - > Ultraviolet radiation,
  - > Infectious agents (e.g., HPV, hepatitis);
2. Use the [Prevention Policies Directory](#) as a starting point to find municipal or regional policies in Canada that address or could be amended/repealed to address the policy problem;
3. Use other sources of evidence to understand more about the policy issue and state of the evidence on the topic;
4. Develop a briefing note, including, at minimum, the following information:
  - > Define the policy problem,
  - > Provide a rationale for addressing the policy problem at the local/regional level,
  - > Share policy options from other municipalities or regions from Canada, or propose how existing policies could be amended/repealed to address the problem,
  - > Recommend a course of action for your jurisdiction.