

Syllabus -Policy Analysis and Crafting Policy Papers

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Course Description and Objectives:

Policy Analysis and Crafting Policy Papers (PACPP) will introduce students to the field of public policy analysis. The presumed user is a beginning practitioner preparing to undertake a policy analysis. More specifically, the teaching course could be useful both in teaching undergraduate introduction to public policy courses as well as executive education groups. The proposed course consists of two sections: the first section will guide to concepts and methods applied in the analysis of policy, while the second section will focus on actual process of crafting policy documents with special emphasis on exercising in writing a short policy brief. The course assumes familiarity with basic economic concepts, including those having to do with market failures. It is not meant to stand alone but should be used in conjunction with other training modules such as research methods, cost-benefit analysis, etc.

The purpose of this course is to provide students with a general understanding of the field of public policy analysis as well as practical skills of writing effective policy document.

Learning Outcomes

By the end of the course students should be able to:

- Discuss the different definitions and approaches to public policy analysis
- Understand policy process
- Identify policy problem
- Apply relevant policy research methods
- Construct and choose between alternative policy actions
- Write effective policy document (policy brief)

Course Requirements

- Attendance of all classes is mandatory and regular class participation is strongly encouraged
- Completion of all the required readings *before* the class for which they are assigned
- Completion of small assignments (completed in class), a multiple-choice test

Required Books and Materials

Required:

1. Bardach, Eugene. A practical guide for policy analysis: the eightfold path to more effective problem solving. 2nd ed., CQ Press, 2005.
2. Dunn, William N. Public policy analysis: an introduction. 3rd ed. Pearson Prentice Hall, 2004.
3. Potucek, LeLoup, Jenei, Varadi, eds. Public policy in Central and Eastern Europe: Theories, methods, practices. NISPAcee, 2003.
4. Young, Eoin; Quinn, Lisa. Writing effective public policy papers: A guide for policy advisers in Central and Eastern Europe. OSI/LGI, 2003.
5. შარაშენიძე, თორნიკე; ბრაუნი, პოლ. პრაქტიკული გზამკვლევი ქართულ საჯარო პოლიტიკის ციკლში, CBIE, BCEI, GFSIS, 2008

Occasionally, I may assign other readings in addition to those listed in this syllabus. I will provide these readings.

Course Evaluation and Procedures

1. Take multiple-choice test **(40%)**

The test will be administered in class at the end of the training module.

2. Policy brief **(50%)**

Guidelines will be announced and discussed in class.

3. Instructor assessment of individual attendance. **(10%)**

Tentative Course Schedule

Week One: Introduction to public policy

- *Introduction of students; review of syllabus, course topics and text & readings*
- *Politics vs. policy*
- *Policy effectiveness vs. policy efficiency*
- *What is policy document?*
- *What is public policy?*
- *Public policy community*
- *Public policy domains*
- *Public policy actors: the role of the State*
- *Bureaucracy*
- *Public policy study*

Reading Assignment:

1. Young, Eoin; Quinn, Lisa. Introduction, Chapters 2.1, 2.2, 2.3, 2.4.
2. Potucek, LeLoup, Jenei, Varadi. Chapter 5;

Week Two: Policy process – General approach

- *Understanding policy cycle*
- *What is policy analysis?*
- *Characteristics of the public policy analyst*
- *Process of policy analysis*
- *Methods of policy analysis*
- *In class exercise on policy cycle*

Reading Assignment:

1. Young, Eoin; Quinn, Lisa. Chapter 3.1
2. Dunn. Chapter 2.

Week Three: Policy process – Practical steps

- *Defining the problem*
- *Assembling the evidence*
- *Constructing the policy options*
- *Selecting the criteria*
- *Projecting the outcomes*
- *Justifying the policy choice*
- *In class exercise on developing of policy options*
- *In class exercise on matrix of outcomes*
- *Evaluation test*

Reading Assignment:

1. Dunn. Chapter 3
2. Bardach. Introduction, Part I and II, Appendices B and C

Week Four: Public policy document

- *What is policy communication?*
- *Academic paper vs. policy paper*
- *Policy document: types, goals, audience*
- *Policy brief: meaning, format, elements*
- *In class exercise on elements of policy brief*

Reading Assignment:

1. Young, Eoin; Quinn, Lisa. Chapters 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8

Week Five: Practice of policy brief writing

- *Choice of the topic*
- *Reading/writing comments*
- *Class discussion of the policy briefs*
- *Summing up the training module*