

WRITE A POLICY MEMORANDUM: Sample format

Introduction of NORPLANT in Thailand's National Family Planning Program Policy Memorandum

To: Deputy Minister of Finance

From: Deputy Minister and assistants, Ministry of Public Health (group members' names)

Subject: Introduction of Norplant® in Thailand's National Family Planning Program

Date: 3 June 2011

Summary

- What is the issue?
- Why is a decision needed?
- What key information is contained in this memorandum?
- What course of action is recommended?

Background

Brief, essential points that explain how this issue has evolved or become a concern

Issues

- What are the key issues to be addressed by the Deputy Minister—one to three at most?
- What position(s) have others taken on these issues?

Options

- What are the plausible courses of action, along with the pros and cons of each?
- What are the approximate financial costs of each option?
- What are the political risks and potential opposition that might result from choosing an option?

Recommendation

Your recommended course of action and why