Checklist questions for the development of policy documents

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Questions about the policy formation process	
Moment	**Important questions**
Brief	• Is the brief clear? • Is the reason or background for the brief clear? What are circumstances that make the policy necessary? Why now? • How serious or urgent is the need for policy development? What is the timeline? • Who is the source of the brief? • To whom is the brief addressed?
Policy development	• Were the steps to be taken in the policy formation process well-defined and well-managed? • Were the roleplayers in the process clearly identified and were their tasks clearly defined? • Are the solutions practicable? • How will the policy be managed after implementation?
Implementation	• Were the steps in the implementation process clearly identified? • Were the roleplayers in the process clearly identified and were their tasks clearly defined? • Were the processes for the successful implementation of the policy clearly defined and managed? • What are the consequences of the policy? • How will the process of implementation and management of the policy be monitored?

Questions of decision makers during the reading of the policy document		
Aspect	**Information questions**	**Evaluative questions**

Problem(s) dealt with	• What is the problem? • What are the consequences of the problem?	• Is the problem sufficiently defined? • Was there agreement on the question whether the problem is indeed a problem to everybody? Is the status of the problem sufficiently motivated? • How serious is the problem?
Goals of the policy proposals	• What should the policy achieve?	• Are these goals acceptable to all parties concerned? • Are these goals attainable? • Are these goals measurable?
Policy instruments	• How will the policy be implemented? • Which policy instruments are needed to implement the policy?	• Are the policy instruments clearly identified and described or explained?
Opinions of others	• Did you gather opinions of different roleplayers?	• Was the policy formation process inclusive enough in terms of opinions gathered? • Do these opinions contribute to the policy? • Is it necessary to include the opinions in the policy document itself?
Audience(s) for whom the policy is meant	• Who is the audience? For whom is the policy meant? • What are the implications of the policy for each of these audiences?	• Were the different audiences clearly defined/delineated? • Is the policy acceptable to all these audiences? Were they sufficiently engaged during the policy formation process?
Financial implications	• What are the financial implications? • Who takes responsibility for the financial implications? • How will the finances re the policy be managed?	• Are the expenses justified? • Do the finances cover all aspects of the policy that need to be covered?
Philosophy behind the policy	• Is there some identifiable philosophy or theory behind the policy?	• Does the philosophy present a sound basis for the policy? • Is the policy in line with the underlying philosophy? • Is the philosophy shared by everyone?
Relation to other policies	• How does the policy relate to other (relevant) policies? • Are there other policies that	• Are the relationships with other policies clearly indicated and motivated?

	need to be developed to ensure the success of the current policy? • What is the nature of the relationships between the current policy and other policies?	• Do the references to other policies help people in the implementation and management processes of the current policy? • Does the current policy relate effectively with the other policies?
Implementation	• Is there an implementation plan for the policy? • Is it indicated who will be responsible for the implementation? Does the institution have the capacity to implement and to manage? (relates to policy instruments as well) • Timelines?	• Does the policy document clearly indicate the roles of those involved? • Is it realistic and achievable? • Are the roleplayers in the implementation process clearly identified and are they capable?
Development of the policy proposal	• Were all the necessary steps followed in the development of the policy?	• Should the process be described in the policy document itself? • Were there any particular problems during the process the need to be discussed as part of the policy document?
Decisions about the policy proposal	• Which decisions should follow from the policy? • Who will be responsible for decisions following from the policy?	• Is it sufficiently clear how, when and why these decisions should be made?