Policy Brief: *(max 2 pages)*

ANNEX **XX**

[Insert One Line Title Here - specifically describe what this brief is about, do not use full Annex title]

A logo of a company

Description automatically generated [OVERVIEW OF ISSUE]

*150 – 170 words or 25% of the document*

Provide an overview for busy readers. Summarise the problem that needs solving, and why it is important for the policymaker.

Tell the reader what information can be found in the main report that is relevant to them.

Option: Include a simple graph or diagram that illustrates the importance of the issue/most significant recommendation. Show units of measurement and use terms accessible to a generalist audience.  This should be easily understood without specialist knowledge.

Recommendations for policymakers

*200 words or 35% of the document*

State what policymakers should do and what outcome you expect this to lead to in three listed points. Present in sequential order or in order of importance.

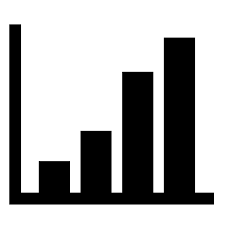
Suggest what is credible, feasible, and has additionality (it will provide additional benefits, such as carbon offsets above a baseline that would not occur without the intervention suggested).  Recommendations are most impactful if they can be actioned using current policy levers, tools, regulation, and frameworks.

Make the case for change, briefly stating the public value, which can be further described later in the brief.

* [RECOMMENDATION 1]
* [RECOMMENDATION 2]
* [RECOMMENDATION 3]

Background and context

*200 – 300 words or 40% of the document*

Explain the significance or urgency of the topic and why policymakers need to pay attention.

Key information that supports the recommendations (eg examples of successful implementation in other regions, similar successful work in related fields, or other research that supports the thesis).

What is the value to the public? Did the research uncover a cost-benefit or other key output?

**Figure 1:** [CAPTION]

Why is the topic significant or urgent to address? Why do policymakers need to read this report now.

Quantify or describe explicitly what is at stake, such as financial costs for householders or governments, carbon emissions, social impact, or health costs or benefits. A graphic or key statistics in bold may help.

Explain why this research is being undertaken: what is the main challenge/opportunity for society that this research addresses?

* Is there a dominant discourse or understanding of this topic that a generalist audience is already aware of? Does this research challenge or reinforce it?
* Who will benefit from addressing this opportunity? Who will not benefit from addressing this opportunity? Who is disadvantaged by not addressing this opportunity?
* Quantify the value at stake (eg cost, carbon, productivity hours, lives lost).

Are there risks with the proposed recommendation? Who will oppose it and why? What should be done to mitigate these risks? What are the risks of doing nothing?

Explain in 1-2 sentences how you did your research, what the process was, and what makes this accurate (eg, the sample size or sensitivity analyses).

Outline any next steps for this research.

Further reading

Do not provide an exhaustive list of further reading.

Information about the publications, such as technical reports or fact sheets, from the project or Annex specifically relevant to the policy brief. State the publication’s title and include a link.

* [NAME OF DOCUMENT, WITH WEB ADDRESS 1]
* [NAME OF DOCUMENT, WITH WEB ADDRESS 2]
* [NAME OF DOCUMENT, WITH WEB ADDRESS 3]

About the author

This work was made possible by [ANNEX NUMBER AND NAME] of the International Energy Agency (IEA) Energy in Buildings and Communities (EBC) Technology Collaboration Programme and funded in part by [state funder – e.g. XXXXX Research Council, grant no. YYYYYY].

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