

Appendix B: Policy Planning Checklists

The following checklists are accessed through the Public Health Law Center:

<http://www.publichealthlawcenter.org/sites/default/files/resources/ship-fs-policydraftingchlist-2010.pdf>

Policy Planning / Drafting Process Checklist

This checklist contains the steps that should be used to plan for a policy, to develop the policy and ensure effective implementation.

✓	Policy Planning/Drafting Process Checklist
	Identify and clarify the issue that the policy is addressing
	Determine if the organization has authority to enact the policy
	Identify person(s) responsible for drafting the policy
	Identify and involve key stakeholders
	Identify sample or model policies
	Draft policy (use Policy Elements Checklist)
	Review policy (use Policy Review Checklist)
	Check for conflicts with existing policies or laws
	Review draft policy with stakeholders
	Review draft policy with legal counsel or legal technical assistance
	Review and finalize policy
	Complete the approval process for the policy
	Publicize and implement the policy

Policy Elements Checklist

This checklist contains the elements of an effective policy. The scope of each section will depend on the nature of the policy.

✓	Policy Elements Checklist
	Findings Findings are brief statements of fact and /or statistics that outline the issue being addressed and support the need for the policy.
	Purpose The purpose is a statement that explains the goal(s) the policy is intended to achieve.
	Definitions The definitions are detailed explanations of the key terms in the policy.
	Main policy provisions The main policy provisions state the prohibitions and/or requirements of the policy and identify the parties to whom the provisions apply.
	Exceptions / Exemptions This section contains any exemptions or exceptions to the prohibitions or requirements that are necessary to achieve the purpose of the policy.
	Enforcement The enforcement section identifies the parties responsible for enforcement, outlines the enforcement procedures, any penalties or fines that may be imposed, and any appeal process.
	Implementation The implementation section states the effective date for the policy and the steps to disseminate and publicize the policy.

Policy Review Checklist:

This checklist should be referred to throughout the policy development process to ensure that the policy is comprehensive, understandable and will achieve the policy goals.

✓	Policy Review Checklist
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Structure

	Are all the key elements included?
	Are the elements in order?

Findings

	Are the findings evidence-based?
	Do the findings support the purpose of the policy?
	Do the findings anticipate challenges?

Purpose

	Does the purpose explain the goal(s) of the policy?
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Definitions

	Are all the key terms defined?
	Are any unnecessary terms defined?
	Do the definitions anticipate new concepts or products?

Main Policy Provisions

	Are all the requirements and prohibitions reasonable?
	Do the provisions address the purpose?
	Are the provisions consistent with other policies and laws?
	Are the provisions clearly stated?
	Is it clear who the policy applies to?

Exceptions

	Are the exceptions or exemptions limited and written as narrowly as possible?
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Enforcement

	Does the policy state who is responsible for enforcing the policy?
	Does the policy state the consequences for violating the policy?
	Does the policy explain any appeal procedures?

Stylistic Considerations

	Are the same terms used for the same concepts consistently throughout the policy?
	Is the policy clear and concise?
	Is the tone consistent?
	Is the person consistent?
	Is active voice used throughout?