



When peer reviewing a paper in development, this electronically editable worksheet can help you assess how well it meets the four standards of [quality policy advice](#). For practical steps to improve your policy writing, see the [Communication skill](#) in the Development Pathways Tool. For more help with developing communication products, see the Policy Project's [Writing for Ministers and Cabinet](#).

Name of paper: \_\_\_\_\_

## Context – explains why the decision maker is getting this and where it fits

The paper:	Yes	No	N/A
• explains the purpose and context	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• is clear about the priorities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• outlines previous advice and history of the issue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• sets out the connections across government.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Analysis – is clear, logical, and informed by evidence

The analysis:	Yes	No	N/A
• adequately defines the problem or opportunity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• sets out the rationale for intervention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• is clear about the policy objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• uses relevant analytical frameworks and methodologies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• incorporates Treaty and Te Ao Māori analysis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• assesses options to make impacts clear and reveal workable solutions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• draws on relevant research and evidence, and is clear about their strengths and limitations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• reveals diverse views, experiences, insights, and engagement approaches.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Advice – engages the decision-maker and tells the full story

The advice:	Yes	No	N/A
• enables a clear and informed decision or next steps	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• is communicated in a clear, concise, and compelling way	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• is free and frank	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• reflects diverse perspectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• outlines risks and mitigations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• anticipates the decision-maker's needs, next steps, and is timely.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Actions – identifies who is doing what next

The actions:	Yes	No	N/A
• provide clear recommendations on next steps	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• enable effective implementation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• explain how the policy solution will be monitored and evaluated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Peer reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

