

Recommended RGoB Policy Writing Format/Template

The two formats given below have been developed to assist and guide policy makers in the formulation of policies. Policymakers however, are not obligated to adopt the formats recommended below.

Policy Format (A) for General/Governance Policies

This format/template (A) is to be used for general or governance policies that are intended to govern/guide/direct the development objectives and strategies of sectors/agencies within the RGoB. They generally take the form of a broad policy covering the actions of the entire sector or agency. For e.g. the Economic Development Policy, the National Land Policy, the National Health Policy

1. Policy Name

Clearly State the Name of the Policy

2. Rationale/ Purpose/Objective

This section should explain the rationale or purpose behind developing the policy or in other words explain why the policy is required. The objectives of the policy will have to be clearly stated here. If based on a directive from the Government it should also be stated here. Clear linkages should also be established between the policy objectives and achievement of GNH.

3. Definitions

Jargons used within the policy which are not explained or easily understood need to be clearly defined here in simple terms.

4. Policy Statement

The intent of the policy should be stated in this section in the form of simple and concise statements. In general these statements should govern or guide the action that will be taken, in other words it should state what is to be done, and not how it will be done. Procedural or operational statements and excessive details should be avoided if possible. It is good practice to keep the statements general enough in order to allow for flexibility and accommodation to unanticipated circumstances. Any analytical work and useful information on the policy statements may be forwarded when submitting the draft proposal.

5. Legislative Compliance

All existing legislations should be reviewed to ensure contents within the proposed policy do not conflict with those legislations. If contents within the policy are supported by existing legislations, the relevant legislations should be clearly stated within this section.

6. Implementation Procedure

Provide details on processes and responsibilities on accomplishing the tasks governed by the policy. Clearly indicate the responsible parties for accomplishing specific tasks.

7. Monitoring and Evaluation

Provide details on the monitoring and evaluation plans, clearly indicating the schedules and responsible parties.

8. Approval Dates

Indicate the date on which the policy was approved.(To be included once the policy is approved from the Lhengye Zhngtshog)

Policy Format (B) for Policies dealing with Specific Issues

This format/template (B) is to be used for policies that are intended to address specific issues, through provision of various recommendations. For e.g. policies to address issues such as alcohol, Zhabto Lemi, housing, pavement traders and etc.

1. Policy Name

This may indicate the issue that is being addressed.

2. Overview of the Issue/Problem

This section should include a clear description of the issue that needs to be addressed, including its implications if left unaddressed. Clearly identify the root causes of the issues. Wherever possible, provide current trends and literary reviews on similar cases (national or international).

3. Current Policy Options/Approaches

Describe the options and approaches that are currently used to address the issue. A critique of the limitations or short comings of the current approaches should be stated here. Please describe why and how the current approaches are failing in a concise and succinct manner.

4. Existing Legislations and Regulations

Please state all existing legislations and regulations that support the current policy options or approaches. Also state if there are any limitations with the current legislations or regulations in addressing the issue.

5. Recommended Options/Approaches

List the range of alternative options recommended for addressing the issue. The advantages and disadvantages of each alternative should be clearly stated. Suggested approaches should be clear on whether they are targeted at the root cause of the issue or its symptoms. The most preferred alternative should also be identified. If any of the alternatives require changes in existing legislations or regulations it should be clearly stated here.

6. Implementation Procedure

Provide details on processes and responsibilities on accomplishing the tasks governed by recommended alternatives. Clearly indicate the responsible parties for accomplishing specific tasks.

7. Monitoring and Evaluation

Provide details on the monitoring and evaluation plans, clearly indicating the schedules and responsible parties.