Position Paper Structure

1. Title

[Clear and concise title indicating the issue]

2. Executive Summary

[Brief overview of the issue, your position, and key recommendations (3–5 sentences)]

3. Background/Context

[Relevant facts, history, data, and context needed to understand the issue]

4. Statement of the Problem

[Define the specific problem and its impact]

5. Position Statement

[State your group's position clearly]

6. Supporting Arguments

- [Evidence, data, or case studies supporting your position]
- [Ethical, social, or economic reasoning]

7. Counterarguments & Responses

- [Identify opposing views]
- [Provide respectful, evidence-informed rebuttals]

8. Recommendations/Call to Action

[Practical steps, policy suggestions, or actions you urge decision-makers to take]

9. Conclusion

[Summarize your main message and restate the call to action]

10. References

[List of sources, reports, studies, or data cited]