UTP

# UNIVERSITY OF TORONTO POLICYTHON

MARCH 9TH - MARCH 12TH

## 2023

**PARTICIPANTS PACKAGE**

# LAND ACKNOWLEDGEMENT

University of Toronto Policython wishes to acknowledge the land on which the University of Toronto operates. For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work and gather on this land.

# CONTENTS

# A LETTER FROM THE FOUNDERS

Dear Participants,

Welcome to Policython 2023! On behalf of our team, we would like to congratulate you for taking the step to partake in the third-ever Canadian Policython. This year's Policython marks a special occasion as the first one to welcome non-U of T students from McMaster, York, and TMU.

The past year has been a challenging one. We have bee impacted by global humanitarian crises; by the rising cost of living; by increasing sea levels; and countless other events unfolding around the world. Now, more than ever, it is important for us, as youth, to place ourselves as leaders to shape our future communities. Understanding governance, politics and advocacy is crucial to creating positive change in our futures. Policython is designed with the intent to not only challenge existing systems, but also to challenge the participants' skills and ideas to support various journeys towards this goal.

This year, we challenge participants to reflect on how the changing world has impacted one of the basic foundations of life – autonomy. Youth in this decade experience a dramatically different socio-political climate from our past counterparts. We believe this puts our generation in a unique opportunity to influence Canada and the world in a way previous populations have not been able to.

On a closing note, this year is the final Policython to be led by the core founding team, and we want to take a moment to reflect on our growth. In August 2020, we got together to organize the first Canadian Policython. We could never have imagined the scale to which it's grown in the last two years. Since receiving the Outstanding New Club of the Year distinction from U of T Students' Union for Policython 2021, we've welcomed over 200 participants; 30 expert judges; and 20 community partners and sponsors.  Building on our past experiences, UTP has worked endlessly to ensure you have a rewarding and meaningful experience.

We have learned so much from the UTP team and are grateful to every single member of our staff who has worked tirelessly to organize the event, our judges for their expert advice and insights, and of course, to you, our participants. We hope that Policython 2023 is a valuable experience that challenges and inspires you to reach your final goals.

Best of luck to all.

Warmly,

Miu Hu (she/her)
Founding President

Yana Sadeghi (she/her)
Vice President, External

Sumayyah Shah she/her)
Vice President, Internal

# SCHEDULE II

## DAY 1: THURSDAY, MARCH 9, 2023

| 9:00AM-10:00AM<br>**OPENING CEREMONY** | University College (Main Building), 15 King's College Cir, Toronto, ON M5S 3H7 (Room UC179) |

Policython 2023 will kickstart with our opening ceremony, where we will introduce you to our annual theme and prompts, and outline the event. We are honoured to be joined by our keynote speaker, Dr. Chris Greenaway.

| *10:00AM EST* | **Prompts will be released to all participants via email.** |

## DAY 2: FRIDAY, MARCH 10, 2023

| 12:00PM-4:00PM<br>**OFFICE HOURS** | Ontario Institute for Studies in Education (OISE), 252 Bloor St W, Toronto, ON M5S 1V6<br>**(room details listed below)** |

To support participants during their policy brief-writing process, our Stream Directors and Policy Analysts will be hosting office hours for all participants. Office Hours will be hosted in-person, although a hybrid option will be available for students who cannot attend in-person.

# SCHEDULE II

*Please note that not all streams will have office hours consistently throughout the four hours. Please see the schedule below.*

| STREAM | TIME | ROOM | ZOOM ID |
|---|---|---|---|
| Environmental Policy | 12-4PM EST | OISE 8170 | 856 5103 8441 |
| Economic Policy | 2-4PM EST | OISE 8170 | 889 6169 0520 |
| Public Health Policy | 12-3PM EST | OISE 8170 | 899 4291 6493 |
| Human Rights Policy | 1-4PM EST | OISE 8180 | 864 4094 2998 |
| Foreign Policy | 12-4PM EST | OISE 8180 | 823 3761 8474 |

3:00PM EST
**EQUITY CHECK**

**CHECK SECTION 5 FOR DETAILS ON THE EQUITY CHECK.**

## POLICYTHON 2023 SOCIAL

6:00PM
**SOCIAL**

**RSVP FOR SOCIAL**

Duke of York, 39 Prince Arthur Ave, Toronto, ON M5R 1B2

# SCHEDULE **II**

## DAY 3: SATURDAY, MARCH 11, 2023

| 12:00PM-4:00PM **OFFICE HOURS** | Sidney Smith Hall, 100 St George St, Toronto, ON M5S 3G3 (room details listed below) |
|---|---|

| STREAM | TIME | ROOM | ZOOM ID |
|---|---|---|---|
| Environmental Policy | 2-4PM EST | SS 2106 | 856 5103 8441 |
| Economic Policy | 12-4PM EST | SS 2106 | 889 6169 0520 |
| Public Health Policy | 12-4PM EST | SS 2106 | 899 4291 6493 |
| Human Rights Policy | 1-4PM EST | SS 1071 | 864 4094 2998 |
| Foreign Policy | 12-4PM EST | SS 1071 | 823 3761 8474 |

| 11:59PM EST **SUBMISSION DEADLINE** | **CHECK SECTION 4 FOR SUBMISSION INSTRUCTIONS.** |
|---|---|

# SCHEDULE II

## DAY 4: SUNDAY, MARCH 12, 2023

| 1:00PM-3:00PM **JUDGING PANEL** | Sidney Smith Hall, 100 St George St, Toronto, ON M5S 3G3 (room details listed below) |

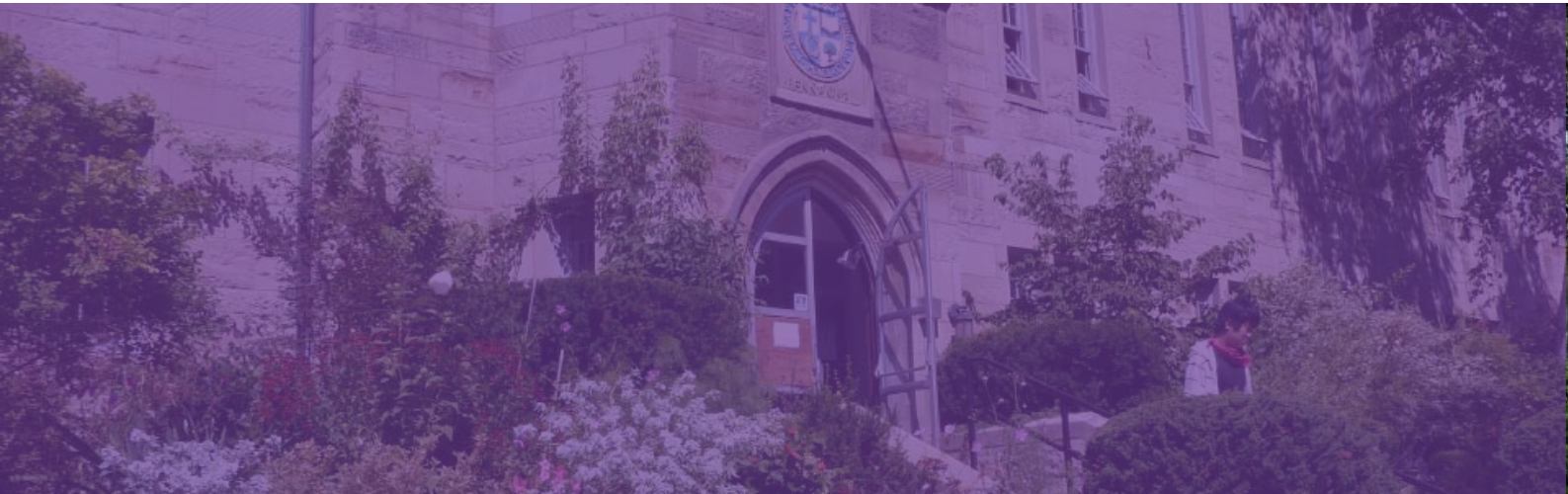| ENVIRONMENTAL POLICY (ROOM: SS 1078) | ECONOMIC POLICY (ROOM: SS 2111) | PUBLIC HEALTH POLICY (ROOM: SS 1086) | HUMAN RIGHTS POLICY (ROOM: SS 2114) | FOREIGN POLICY (ROOM: SS 1080) |
|---|---|---|---|---|
| 1:00-1:15 | 7314299 | 1961160 | 6981583 | 1543139 | 4999813 |
| 1:15-1:30 | 7261388 | 6381545 | 6055724 | 7967709 | 6052976 |
| 1:30-1:45 | 8686418 | 8906118 | 1971517 | 3222655 | 3882449 |
| 1:45-2:00 | 7650722 | 1647631 | 3557227 | 1664765 | |
| 2:00-2:15 | 2201702 | 8448297 | 3275203 | | |
| 2:15-2:30 | 4999813 | 7888250 | | | |
| 2:30-2:45 | 5096029 | 1666820 | | | |
| 2:45-3:00 | 6928357 | | | | |

All participant teams have been assigned 15-minute timeslot for your judging panel session. Please use this chart to identify your team ID with your judging timeslot. *Refer to Section 4 for detailed judging instructions.*

# SCHEDULE II

## CLOSING CEREMONY & ANNOUNCEMENT OF WINNERS

8:00PM

**CLOSING CEREMONY**

**Muzzo Family Alumni Hall (AH400), 121 St Joseph St, Toronto, ON M5S 3C2**

# BRIEF III

## 3.1 WHAT IS A POLICY BRIEF?

A policy brief is a concise and clear summary and proposal related to particular issues within the sociopolitical field. Policy briefs serve as a) a medium for exploring and determining the most pertinent causes and components within relevant issues impacting citizens and b) a vehicle for presenting policy advice and solutions on how to respond to the issue. Policy briefs should be topical, short, and clearly focused on one specific subject. The goal of UTP is to provide students with the opportunity to critically think about the issues that are impacting Canadians and determine possible solutions that will help remedy the issue.

## 3.2 POLICY BRIEF OUTLINE

The brief must provide a solution to the problem introduced in the prompt (prompts will be announced for each stream on Thursday, March 10, 2022).

Briefs must be a maximum of four pages double-spaced (excluding references). Please ensure that you use a 12-point font and Times New Roman. Each section should be separated with a header (subheaders are not required).

All policy briefs must include the following sections:

Title

Titles should be short (12 words or under) and a clear indicator of what your brief will be about. Titles do not have to be excessively creative and participants do not have to spend a significant period of time creating a title; however, participants should ensure that their title is reflective of the topic and of the solution they are presenting.

Executive Summary

The executive summary is the first substantive part of the brief that your audience will read and serves as a hook to persuade judges that your brief is effective and valuable. Executive summaries are short (one paragraph) and should provide a clear description of the problem and relevant information on a) why the current approach to the issue should be resolved and b) your policy recommendations. The executive summary serves as a concise summary of your brief; please ensure that you clearly indicate why the issue is important to address and what your proposed recommendations are.

# BRIEF III

## 3.2 POLICY BRIEF OUTLINE CONT'D

### Introduction

Introductions present the audience with a) the problem, b) background and context of the problem, and c) causes of the problem. Introductions are meant to provide readers with details regarding how the issue manifested, the components of the issue, and any relevant political, social, geographic, and economic contextual factors, and all relevant stakeholders. You are encouraged to provide examples of current policy responses that are ineffective.

### Approach & Results

Participants must conduct research on the issue within their relevant stream and present findings directly connected to the issue and to their proposed recommendations. The Research Findings section should include:

1. A summary of the methodology being employed to approach the issue
2. an analysis of research findings relating to the issue, current policy approaches, and the efficacy or ineffectiveness of current policy approaches

Participants must ensure that there is a clear link between their research findings and proposed recommendations. Participants are encouraged to incorporate different viewpoints and counterarguments, and to consider why current policy approaches are/are not working.

### Implications & Recommendation

In the final section, participants must provide:

1. a clear breakdown of 1-3 specific recommendations, measures, and practical steps that should be taken to implement the proposed solution
2. implications of the policy recommendations: include details on how the recommendations will improve the situation, potential benefits and costs, and potential side effects

Please ensure that your proposed recommendations are clearly connected to your research findings and are relevant, credible, and feasible. Consider the potential disadvantages of your recommendations and identify any additional costs that it may incur.

Please include a clear conclusion to your brief, with a reiteration of the issue, your proposed recommendations, and a clear summary of why and how your recommendations will improve the situation.

# BRIEF III

## *3.2 POLICY BRIEF OUTLINE CONT'D*

Conclusion

This section should be used to wrap up all of the major points discussed in each of your sections of the policy brief. You should express yourself using strong assertions and use data to back up your argument. The ideas presented in this section should be balanced and defensible. What is most important is that you write in a compelling manner and convince the audience that your brief is the best solution.

References

While writing your brief, please ensure that all your information is cited using relevant sources. You may use any citation format, as long as it is consistent. At the end of your brief, you must include a reference page listing all your sources in the same format as your citations.

**Please write your brief for politicians who are involved in the field but not necessarily informed on this matter.** Your brief should include references to academic and professional language; however, refrain from being unnecessarily complex.

Please refer to Section 7 of this handbook for more resources on writing a policy brief.

# SUBMISSION IV

## 4.1 SUBMITTING THE BRIEF  **[SUBMISSION FORM]**

**Please read the following instructions carefully.** Failure to adhere to the submission instructions will cause your brief not to be considered for awards.

All policy briefs are due at 11.59PM EST on Saturday, March 11, 2023. Late submissions will not be accepted. Due to the nature of the judging process, we are unable to provide extensions of any kind.

Please read the following instructions carefully. Any submissions that do not abide by our submission guidelines may be disqualified from consideration.
- Submissions must be sent to this form.
- All teams and participants must submit one policy brief per team via this Google Form. Please do not submit more than one policy brief per team.
- All policy briefs must be submitted as PDF.
- **PLEASE name your document using the following format:** Stream ID# (EX: Human Rights 104858095).
- DO NOT include any personal information, including name or university, except for your identification number on the document.

If you encounter any technical issues during the submission process, please immediately contact utp.logistics@gmail.com.

## 4.2 JUDGING PROCESS

UTP has invited U of T professors and industry professionals for each stream to judge submitted policies based on a designed rubric that will be made available to all participants during the process. Judges will grade each brief, and UTP will rank the briefs in a stream according to the total points given. Participants will remain anonymous.

On Sunday, March 12, 2023, participants will speak directly to judges on their policy briefs in a Q&A Period. Each team or individual for their stream and be granted 10 minutes each to speak with judges; 5 minutes will be provided to participants to summarize the brief, while the remaining 10 minutes will be granted for judges to ask questions or clarify the content of the brief.

Please see the schedule from Section 2 for detailed judging schedule. Each team or participant will be granted 15 minutes within the time period for their stream period; the timeslot for each time is outlined in Section 2.

# SUBMISSION IV

# *JUDGING SCHEDULE*

| STREAM | TIME | LOCATION |
|---|---|---|
| Environmental Policy | 1-2PM EST | Sidney Smith Hall, 100 St George St, Toronto, ON M5S 3G3, **Room SS 1078** (1st Floor) |
| Economic Policy | 1-2PM EST | Sidney Smith Hall, 100 St George St, Toronto, ON M5S 3G3, **Room SS 1080** (1st Floor) |
| Public Health Policy | 1-2:30PM EST | Sidney Smith Hall, 100 St George St, Toronto, ON M5S 3G3, **Room SS 1086** (1st Floor) |
| Human Rights Policy | 1-3PM EST | Sidney Smith Hall, 100 St George St, Toronto, ON M5S 3G3, **Room SS 2111** (2nd Floor) |
| Foreign Policy | 1-2:30PM EST | Sidney Smith Hall, 100 St George St, Toronto, ON M5S 3G3, **Room SS 2114** (2nd Floor) |

**Please refer to Section 2 to identify your team's assigned timeslots for judging.**

The Judging Panel is an opportunity for participants to present their briefs to a panel of experts and to respond to requests for clarification, questions, or feedback. Participants are not expected to prepare a visual presentation.

Judges will be asked to use the judging session to inform their decision, although the majority of the judging process will rely on the quality of the written brief.
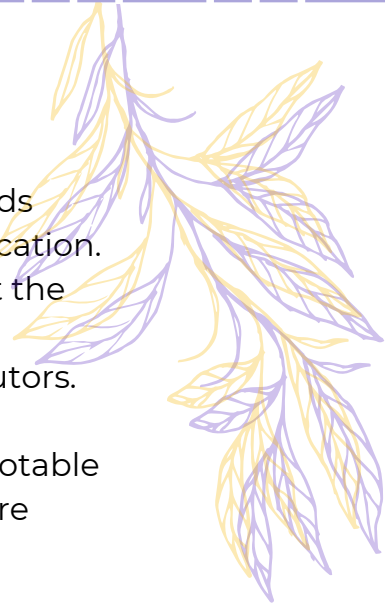
If you have any concerns or questions about the judging process, please contact uoftpolicython@gmail.com.

# SUBMISSION IV

### 4.3 AWARDS

TThe highest graded team from each stream will receive an awards package. Briefs may also be submitted to U of T journals for publication. If judges find an exceptionally well- written brief, UTP will support the team in forwarding the brief to a real policymaker. Please refer to https://www.uoftpolicython.com/sponsors for a list of our contributors.

UTP will also send out certificates and honourable mentions for notable briefs that did not get the highest mark. All participating teams are encouraged to include their experience in their resume/ CV.

# EQUITY V

## 5.1 EQUITY POLICY

Policython is the first and only event of its kind in Canada, and welcomes students of all backgrounds from the University of Toronto, with the goal of fostering a fruitful and rewarding academic experience. UTP strives to promote rigorous academic debate and critical thinking by selecting challenging, enlightening, and diverse topics within each policy stream and pushing students to challenge dominant views surrounding current socio-political issues.

UTP is committed to creating a safe and inclusive space for all staff and participants regardless of ethnicity, religion, class, gender identity or expression, sexual orientation, or ability. All UTP staff, members and stakeholders are responsible for maintaining an inclusive and transparent environment. In the writing of policy suggestions, all staff and members have the responsibility of ensuring non-discriminatory and consciously inclusive conduct. Any statements made or actions conducted within or outside UTP activities that threaten the wellbeing of certain groups or disrespect one's racial and/ or ethnic heritage will face strict consequences.All attendees are expected to uphold the standards of equity and inclusion as outlined in UTP's Equity Handbook.

We strongly encourage all participants to review the Equity Handbook before beginning the briefing process. Failure to know or understand the terms of the Equity Handbook will not be treated as a reasonable excuse in the case of an equity complaint.

Participants who submit policy briefs which breach the Equity Handbook will be subject to a warning and will be asked to change the policy brief in accordance with UTP's equity standards. If the member refuses to change their policy brief or it is not changed within 24 hours, the team or individual will be disqualified from the competition with no refund.
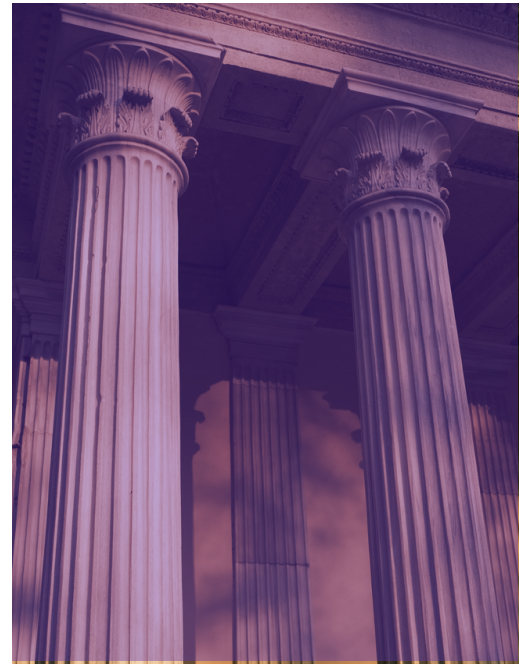
We take all concerns and complaints regarding equity very seriously. If any participants experience any issues at any point during Policython, please use our Equity Concerns form and a member of our equity team will respond to it immediately.

**EQUITY HANDBOOK**

# EQUITY V

## 5.2 EQUITY CHECKS

UTP Equity Commissioners ensure that our Equity Policy is followed. You will be asked to submit a draft of your policy brief throughout the event to ensure that it abides by our Equity Policy.

At 3:00PM EST on Friday, March 11, 2023, all participants are expected to submit their drafts for an Equity Check.

Please share a Google Doc containing a draft of your policy brief with equity.uoftp@gmail.com by Friday, March 11, 2023 at 3:00PM EST. During the Equity Check, the Equity Team will take a look at the draft and ensure that none of the content violates the Equity Policy.

This does not have to be the same file that you submit, nor will we be checking for formatting or the quality of the brief. This will not be considered as material to be judged and if your brief is incomplete or erroneous, it will not affect your final results. The Equity Commissioners will simply be assessing the briefs to ensure that none of the content violates the Equity Handbook. Failure to do so will result in a potential disqualification. If material on the Google Doc shared with us violates our Equity Policy, UTP will be reaching out to you/ your team.

# RESOURCES VI

You may use the following resources as additional guidance during the writing process. Please remember that you will be judged according to UTP's policy writing guidelines and rubric, and that the following resources may include instructions that will differ from our official handbook. Participants are expected to defer to the guidelines set out by UTP for their final submission.

## OFFICIAL DISCORD

Policython 2023 has an official discord! You are encouraged to use the discord to ask questions and access resources and updates on the event. You can access the Discord here.

### DOCUMENTS

- What is a Policy Brief?
- How to Write a Policy Brief
- Policy Memo Writing Guide
- Policy Brief Template

For any logistical inquiries related to your registration status, submission process, RSVP forms, or judging timeslots, please email utp.logistics@gmail.com.

For general inquiries, please contact uoftpolicython@gmail.com.

# RUBRIC VII

| EXCELLENT | GOOD | WEAK | INADEQUATE |
|---|---|---|---|
| Information is concise and relevant. | Some unnecessary content. | Some unnecessary content. Includes jargon, or other language that is unfit for the audience. | Missing crucial information or sections. Not fit for the audience. |
| Considers the impact on relevant communities/ parties | Considers the impact on some relevant communities/ parties | Fails to consider the impact on relevant communities/ parties | Fails to consider the impact on relevant communities/ parties |
| Recommendation has not been attempted before | Recommendation has been attempted before | Recommendation makes no real impact | Recommendation missing |
| Recommendation is feasible | Recommendation is feasible | Recommendation is feasible, but not complete | Recommendation not feasible and incomplete |
| Sources are credible and unbiased | Sources are credible and unbiased | Sources are not credible or are biased | Sources are not credible or are biased |

# OUR SPONSORS VIII

We would like to thank our sponsors for their support in making Policython 2023 possible!

**munk school** OF GLOBAL AFFAIRS & PUBLIC POLICY

UNIVERSITY OF **TORONTO**

UNIVERSITY OF **ST. MICHAEL'S COLLEGE** IN THE UNIVERSITY OF TORONTO

**munk school** OF GLOBAL AFFAIRS & PUBLIC POLICY

The Munk School of Global Affairs & Public Policy at the University of Toronto is a leader in interdisciplinary research, teaching, global engagement, and contributing innovative ideas that help to solve major issues facing the global community. The Munk School educates students to be leaders with broad, multidisciplinary perspectives who can solve public issues in Canada, cross-nationally and globally, through their flagship Master of Global Affairs & Master of Public Policy programs. They also produce cutting-edge research and thinking that has the potential to shape action in the world. They engage with other leading research institutions, with communities and decision-makers within the public, private and not-for-profit sectors in Canada and worldwide.

**ST.MICHAEL'S COLLEGE**

St. Michael's was established in 1852 by the Basilian Fathers to serve the growing Catholic population in Toronto, educating the children of immigrants who had come to Canada in search of a better life. Historically rooted in the educational mission, St. Michael's seeks to build a learning community committed to the search for truth and meaning in our contemporary world. Our graduates are leaders in their communities, effecting positive change that respects and honours the dignity of all. Today, St. Michael's is a federated college within the University of Toronto is home to 5,000 students offering them a wealth of academic and extra-curricular choices.

# GOOD LUCK

*Thank you for participating in Policython 2023! We look forward to reading your briefs!*

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## CONTACT

📷 @uoft.policython

𝐟 @uoft.policython

in University of Toronto Policython

🌐 www.uoftpolicython.com