A paper that provides information only on a particular topic and does not make any formal policy recommendations. They may be written to support the Institute’s Key Issues. Information papers are subject to approval at the Section, Technical, Integration-Outreach, and/or Standing Committee level.

**Authors**
- Draft paper
- Submit electronically to Public Policy Director, who will manage the circulation of the paper through the review process

**Public Policy Committee**
- Reviewers conduct initial assessment of paper’s content
- Reviewers identify and engage affected Institute stakeholders, if necessary

**Authors**
- Make necessary modifications based on PPC feedback

**Institute Stakeholders**
- Reviewers check and comment upon accuracy of background information

**Authors**
- Make necessary modifications based on stakeholder feedback

**Public Policy Committee**
- Reviewers conduct final evaluation and will decide:
  - Concurrence
  - Concurrence w/ Recommendations
  - Non-Concurrence

**Authors**
- Make necessary changes

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