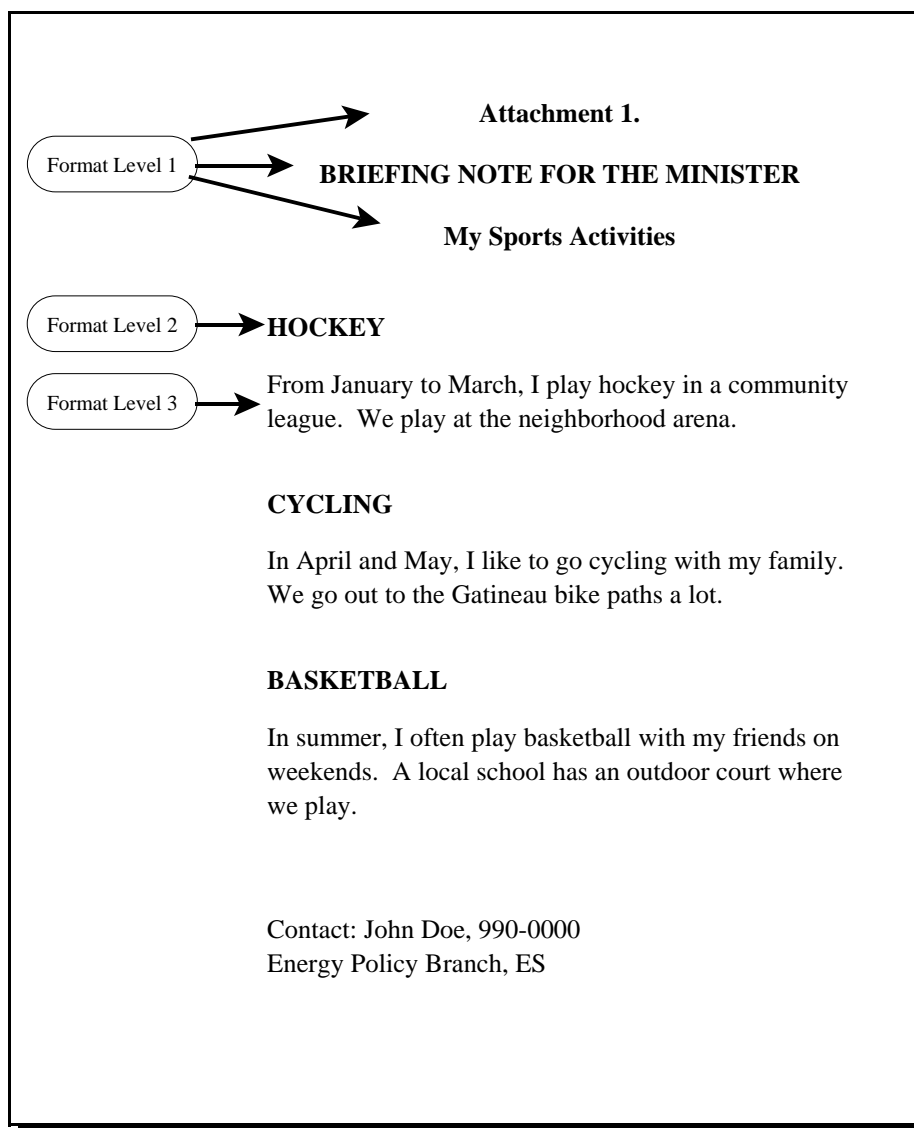


## Three-Level Format: Briefing Note

Figure 11 shows how the three-level format would look as a briefing note. I've added:

- “Attachment 1” at the top, to make the briefing note easy to refer to;
- “Briefing Note for the Minister” at the top, to identify the status of the document; and
- “Contact” at the end, to give everyone from your director general through to the Minister someone they can reach quickly if clarifications are needed.



**Figure 11**