

A 23-level Format: Several Binders, Including an Overview Binder

As it turns out, the binder I have prepared is just one of four. My counterparts have been preparing similar binders in the Energy Branch, the Mining Branch and the Agriculture Branch.

Working as a team, we realize that we need to prepare an overview binder that pulls everything together from the four binders we have prepared separately. We'll now need to make one final quantum leap — from ten levels to 23.

As with the binder on forests (and the binders for each of the other sectors), the overview binder comprises:

- a table of contents;
- a summary; and
- major sections of text.

Each of those major sections of text contains:

- a table of contents of its own;
- a summary of its own;
- headings and sub-headings; and
- the text itself of the overview binder.

Each of those major sections serves as an umbrella text for one of the supporting binders that was prepared in:

- the Energy Branch;
- the Forestry Branch;
- the Mining Branch; and
- the Agriculture Branch.

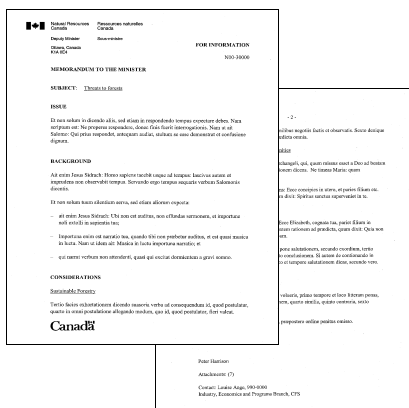
Finally, to convey it all through the system, there is the memo to the minister. This forms the department's advice to the minister on what we've discovered. Do we think the minister needs to take action outside the department? Do we need a decision from the minister in order for the department to be able to act? Do we need the minister to sign a letter to other members of the cabinet? Or do we believe that the minister simply needs to understand what's going on in order for him or her to be able to function effectively?

The memo to the minister will answer those questions.

Figure 13-21 shows how this 23-level format structure would look.

Submission to the Minister on Challenges in the Resource Sectors

Format Levels 1 to 4



Overview Binder

Format Level 5



Format Level 6

TABLE OF CONTENTS

ENERGY

Economics

Ecology

Prevention

Remediation

FORESTS

Economics

Format Level 7

SUMMARY

Quoniam in dicendo multi errant, nec est aliquis, qui linguam suam ad plenum valeat domare, beato Jacobo hoc testante, qui dicit: Natura bestiarum et serpe ritum, volucrum et cecorum domatur a natura humana; sed

Format Levels 8 to 13

Overview Section on Energy

- Table of Contents
- Summary
- Headings, Sub-heads
- Text

Overview Section on Forests

- Table of Contents
- Summary
- Headings, Sub-heads
- Text

Overview Section on Mining

- Table of Contents
- Summary
- Headings, Sub-heads
- Text

Overview Section on Agriculture

- Table of Contents
- Summary
- Headings, Sub-heads
- Text

Format Levels 14 to 23



Supporting Binder on Energy



Supporting Binder on Forestry



Supporting Binder on Mining



Supporting Binder on Agriculture

Figure 13-21