

MEETING AT THE XL ELECTRONICS CONSORTIUM LTD.

4825 Boulevard St-Laurent, Montréal
16:30 to 18:05, Thursday, April 15, 2004

Your Meeting With the XL Electronics Executive Committee

Initial Items on the Agenda

NEXT STEPS IN COLLABORATION

ISSUE

The agreement you will sign during your visit paves the way for Economic Advancement Canada and XL Electronics to collaborate on several important initiatives. Your meeting with the XL Electronics Executive Committee will include a 10-minute discussion of avenues for pursuing similar agreements with other companies.

OBJECTIVES

A ministerial meeting is a rare opportunity. It is not often that you have a voice speaking on your behalf that carries the prestige, authority and influence of your minister. To make best use of this opportunity, it is important that you provide your minister with the objectives that you would like him or her to achieve in the meeting.

Do not assume that your minister will achieve your objectives without guidance or that simply having the minister appear is a sufficient objective in itself. The minister does not know what you know, and to fail to define objectives is to waste an excellent opportunity. For guidance on how to set objectives, refer to the chapter on [Objectives](#).

TALKING POINTS

Sub-Heading 1

- Talking points should be in bullet format.
- Leave a blank line between each point.

[Place notes to the minister in italics with square brackets. Such notes could include cautions, explanatory notes or guidance on pronunciation of names.]

- Keep the text brief.
- Remember to get a sign-off from your communications branch if the talking points are for the minister to use with the public or the news media.

- Sub-Heading 2

- Each point should have no more than two or three brief sentences.
- Use active, not passive language.

Sub-Heading 3

- Use simple language, and avoid jargon unless you are sure the listener will understand it.
- Use emotionally neutral language.

RESPONSIVE TALKING POINTS

- Sometimes talking points are needed to anticipate issues that the minister does not plan to raise, but that other parties may raise. Such talking points are called “responsive talking points”. They are similar to Qs and As.

BACKGROUND

Background provides information, history or explanations that will help the minister to understand the nature of an issue or its context.

CONSIDERATIONS

Considerations are used to show that the talking points are a reasonable response to the issue statement. This entails providing options, pros and cons, analysis, arguments and key policy priorities as needed, given:

- the issues at stake;
- your knowledge of what the user knows and does not know; and
- your knowledge of the user's position on the issues.

Talking points do not provide a formal conclusion, as a rule. The talking points themselves represent the conclusion.

Subdividing Talking Points

If you find that the talking points are becoming lengthy or that you are using many subheadings and sub-subheadings, this is a sign that you may need to split the talking points into more than one briefing note.

Approach

Considerations can be used to provide a general approach that the user is advised to take in making remarks.

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