

Attachment 1.

BRIEFING NOTE FOR THE DEPUTY MINISTER

Memorandum of Understanding (MOU) on the Industry in Action Program

ISSUE

We have started negotiations with the Canadian Manufacturers Association on the above-noted MOU. We expect it to be ready for your signature by April 15, 2004.

BACKGROUND

A briefing note may allow you much more latitude in formatting than does a memo to the deputy minister. Even so, it can be sound practice to follow the same principles as are used in WritingForResults.net for a memo to the deputy minister. This template shows how a briefing note would look when those principles are applied to it.

The background section of the note provides information, history or explanations that will help the deputy minister to understand the nature of the issue or its context.

CONSIDERATIONS

Considerations are used to show that the conclusion is 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.

CONCLUSION

The conclusion is the bottom-line response to the issue statement. It should:

- answer the question: "So what?"; or
- help the reader to see the forest through the trees; or

- state what happens next; or
- do all of the above.

In the accompanying memo to the deputy minister, there should be a link to the briefing note. It may be appropriate for that link to summarize the conclusion from the briefing note.

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