

GUIDELINES FOR MINISTERS' BRIEFING BOOKS

Briefing books are an essential vehicle for preparing the Prime Minister and EAITC Ministers for their official visits and conferences overseas and for visits to Canada of Heads of State/Government and Foreign Ministers.

To be most effective, a briefing book should be relatively short - not longer than 20 pages. Essentially, it should be limited to the SCENARIO BRIEF format. (The attached model - sent to Divisions only - contains 35 pages, longer than would normally be required, because it tries to cover a wide variety of situations that could occur in the course of a particular visit.)

Briefing books must be drafted in clear and straightforward language. Complex sentence structure and dense prose are to be avoided. Point form is encouraged as it provides a convenient reference for Ministers to use as a basis for comments and interventions. A well-written briefing book that follows a chronological order and also adheres to a logical and standard format (as outlined in these guidelines), will provide a useful resource for Ministers operating on tight schedules and crowded agendas.

If detailed background briefs are required, they should be prepared for and carried by accompanying officials not put into the BACKGROUND section of the Minister's book.