

*The Political Officer
in the Department of Foreign Affairs and International Trade*

38. The department should prepare and distribute a booklet, approved by the Minister, advising Members of Parliament and provincial leaders of the level of services they can expect to receive from Canadian missions abroad.

Briefing books

39. Deputies should issue instructions on the preparation of briefs which satisfy the criteria of the 1996 study i.e. a negotiated agenda, clarity of objectives, a scenario brief containing the essentials, and supporting briefs limited to items on the agenda. Deputies should hold directors accountable for the quality and timeliness of briefs.
40. The department should prepare briefs according to a standard format. Briefs should be prepared in electronic form only, with hard copy production left to administrative assistants in the offices of ministers, deputy ministers, and ADMs.
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