

## ANNEX B

### GUIDE FOR SUBMISSION OF BRIEFS

#### *Introduction*

Part I of this guide is for the assistance of all organizations or individuals intending to submit briefs. Part II describes information required from agencies of the Federal Government.

### PART I

#### *General Guidance*

##### *I. 1. Contents of Submissions*

Briefs should deal with the subject matters which fall within the scope of inquiry of the Committee, as contained in the attached Order of Reference (Appendix A). This Order of Reference, and any other relevant material which may be made available by the Committee, should be carefully read before briefs are prepared.

To make submissions to the Committee as useful as possible and to facilitate the Committee in obtaining a full understanding of the views put forward and recommendations made, the following points should be borne in mind when preparing the briefs:

- (a) Factual information should be included tending to substantiate the conclusions put forward, the views expressed and the claims made.
- (b) Recommendations should be made as specific as possible, putting forward concrete proposals indicating whether and what action should be taken, what form the action should take, and how the proposal could be implemented in practice.
- (c) The brief should be prefaced by a summary of the main conclusions and recommendations.
- (d) Brevity is recommended in the main body of the submission. Those preparing briefs may, if desired, submit relevant evidence in appendix form.
- (e) In the case of associations and organizations, the briefs should include information on the personnel, objectives and nature of the group.

##### *I. 2. Format of Submissions*

Briefs should be double spaced with consecutive paragraphs numbered, on foolscap (8" x 14½"). The name and address of the association, organization or