

ANNEX B
EXAMPLE OF AN INFORMATION MEMORANDUM

Author's name
Division
Tel #

CLASSIFICATION

Date

PNR-number

Information Memorandum for:
The Minister for International Trade

c.c. Secretary of State for External Affairs
c.c. Minister for External Relations and International
Development

ISSUE: Asia Pacific Economic Cooperation; Preparations for
Ministerial

CURRENT SITUATION:

1. At the Senior Officials Meeting, held in early June in Vancouver, it was decided that:

a. The Ministerial meeting planned for July will be held as scheduled.

b. The issue of expanded participation (Hong Kong, PRC, Taiwan) will be deferred until officials' meetings in the autumn.

c. The special September MTN Ministerial meeting in Vancouver will include "observers" from Hong Kong, the GATT and the OECD.

2. It is clear that ASEAN sensitivities towards the emergence of a stronger APEC remain unassuaged.

ADM or DG or DIRECTOR
(Level to be determined by ADM,
never less than Director)

USS, DMC, DMT
(as appropriate)