

- not to exceed page three

Contact / Approval:

Insert the name, telephone number, division of the contact person who prepared the Q&A and the name of the individual who has approved the Q&A.

Also, while preparing Q&A, keep in mind the following:

- Do not comment on Cabinet matters or matters before the court but formulate a short answer explaining the facts and why the Minister can not comment further.
- Do not refer to the name of an MP (including Ministers) or the riding of a Minister. When referring to Ministers, use their title, not their name or riding name.
- Ensure information is suitable for public statement.
- Do not use acronyms for organizations.
- Do not refer to "the federal government" or to "DFAIT". Instead, use "the Government of Canada", or just plain "we".
- Please write in simple plain language using active not passive text. Pretend your are explaining something to someone for the very first time.
- Stick to the facts. Wherever possible, include:
 - commitments and action taken so far.
 - positive actions that DFAIT has recently taken to address the issue at hand.
 - include detailed results, recent public statements, visits or meetings by the Minister, and positive quotes, etc.).
- All Qs&As are to be classified "PROTECTED" at a minimum and sent electronically to the usual Q&A distribution on Outlook via SIGNET D.
- In the cases where it is necessary to include "Protected B", "Protected C", "Confidential", "Secret" or "Top Secret", it should be added to the Background/Assessment section **only** (and only that page should be reclassified accordingly). In these instances, two copies of the document should be delivered by-hand to DCL and then sent to the Q&A Distribution via C-4.