

QUALITY CONTROL AND ROUTING

10. Divisions may consult CPG regarding style and presentation of documents and related questions. Briefing books should be sent to the Minister through an ADM and the appropriate DM/Under-Secretary following normal procedure. A copy of each briefing book prepared for one of the EAITC Ministers or for the Prime Minister must be sent to CPG.
  
11. Briefing books must be sent in final form to the Minister's office 72 hours (three days) before the event or the departure of the Minister. Divisions should set time limits as well as printing schedules to meet this deadline. Briefing books for Ministers or senior officials may have new pages inserted at the last minute. Thermally bound books, once bound, may not be modified. Additional pages prepared and copied by the division or by SSCP may be attached at the end.