



Format for Q&As

Date: Insert on the bottom right hand corner.

Subject: Keep title short, using uppercase. In a book of 100 Q&As, it is imperative that the titles be kept short.

Anticipated Question:

A short question which defines the central concern.

Suggested Reply:

Minister wants relevant facts in a concise manner; he will formulate his own response

30 seconds to answer - time for 2 -3 sentences or 1-2 bullets

- Limit the bullets in the Input for Response to 3-5.
- Use sub-headings when dealing with more than one aspect of an issue.
- Use subtitle "Responsive Only" for sensitive questions
- The information should be consistent with information given to PCO.
- The information should be consistent with other government departments.
- There should be no conflict with information released under ATIP.
- Not to exceed page two.

What's New :

Short paragraph explaining the most recent developments (media coverage, international conference etc.).

Background/Assesment:

Ministers request that particular attention be given to ensure that the assessment is as complete and detailed as possible. Include Canada's past and current actions and financial commitments, and all related information such as aid commitment and trade figures. When appropriate, refer to historical background.

The Background section of a Q & A:

- reveals all information
- specifies if information is confidential
- assesses the validity of the fact/charges/allegations
- tells the Minister the truth as clearly and as simply as possible
- uses layman's terms
- uses tables wherever appropriate