

SCENARIOS

This section is the heart of the briefing book. There is no need to establish different procedures or formats for briefings for multilateral as opposed to bilateral meetings; both should be based on the same scenario brief format.

Scenario briefs must be drafted as concise notes providing information, for each particular event, on:

- Setting,
- Participants (indicate by an * if biography of a participant is available in the section entitled "BACKGROUND"), and
- Points to Register (talking points) for a particular event.

These notes should be built around the Minister's programme and agenda, according to the timetable of the meeting, visit or conference. The Points to Register or "bullets" in this type of brief should serve to recall to the Minister more detailed briefings received from officials before the event in question.

It is up to the drafter to decide which style - point form or sentence - is the most appropriate for a specific event. In either case, drafters should ensure consistency of style throughout the briefing book.

BACKGROUND

This section should be divided in sub-headings such as: Biographies, History of Relationship, Statistics, Charts and Maps, or other pertinent background data. It should not exceed more than four to six pages.

The Biographies section should include a short curriculum vitae of the Canadian Ambassador who will be present when the Prime Minister or Minister meets a foreign visitor.