

ANNEX A
EXAMPLE OF AN ACTION MEMORANDUM

Author's name
Division
Tel #

CLASSIFICATION

Date

PNR-number

Action Memorandum for:
The Secretary of State for External Affairs

c.c. Minister for International Trade
c.c. Minister for External Relations and International
Development

ISSUE: Adjust our Country "X" Policy to bring it in line
with remainder of G-7

RECOMMENDATION:

1. Along with other G-7 countries who are all taking similar steps, we should proceed with the resumption of high-level visits, but avoid any that appear "celebratory". The first should be a series of functional Ministers over the next year, with a possible visit by the Prime Minister later.

2. We should push for renewed World Bank lending, in spite of USA Congressional opposition.

3. Other elements of our Country "X" policy should remain unchanged.

ADM's name
ADM's title

USS, DMC, DMT
(as appropriate)