



2.1 Briefing Notes: Introduction

Structure of the Briefing Note Module of GovTalk

2. Briefing Notes

2.1 Introduction and Guide

2.2 Quick Reference: Briefing Note to Obtain a Decision

2.3 Quick Reference: Briefing Note on Event

2.4 Quick Reference: Briefing Note To Propose A Response

2.5 Quick Reference: Briefing Note to Prepare for a Meeting

2.6 Quick Reference: Briefing Note/Policy Brief Writing for Job Applications

Briefing notes are used extensively within government. They are intended to provide, in summary and easily used format, the recipient with information you and your organization have to:

Make decisions on specific items for approval, a general direction or strategy for managing an issue. This type of briefing can also include an overview briefing for the user of more detailed policy proposals that are backed up with

Here are some pointers on what the brief in briefing note means:

Avoid verbiage and edit it down. Keep it unadorned.

: Why is this here? For example: For Decision, Update on the Situation. Be time sensitive, e.g., this is for an upcoming meeting today, expect questions on this tomorrow, need a decision by a certain time.

: Think of this as your . As such, this should be a true summary. It is also, if well crafted, a summary that gives the user the key speaking points and way to further explain her position to others. For example, " The policy and grant level adjustments proposed here will give immediate relief that we can deliver quickly to families devastated by the flooding the Saguenay this week. With immediate approval, we can deliver in the coming days." Think of this as what you would say to the reader if that person said: " I don't have time to read this right now. Give me your elevator version."

complex risk analysis of the entire situation, but risks that arise from the issue as presented. Further, the risk should be described as such as factually as possible. Further, the actual determination of whether there is a risk is in the hands of the user of the note not the writer as risks have to be accepted. Above all else, avoid the term "this is a risky option" without being very specific about what it means, e.g., the risk posed by the enclosed announcement is that the First Nations engaged may not express support.

- Feasibility of approach. Depending on whether this is a new issue or one in progress, what must be presented here is new information about impediments to implementation and whether the desired outcome is secure. Return to risk here. Also, point out both impediments and mitigating actions.
- Never leave a risk or impediment dangling. The user will inevitably ask, what are you doing about it?
- Relevant costs: if there is a detailed capital proposal, a briefing note can