TRECS 123456

Memorandum to the MINISTER

**SUCCINCT STATEMENT OF THE TOPIC, CENTERED, ALL CAPS**

(For Signature / Decision Sought / Information Only)

**PURPOSE**

In one or two sentences, state the *why* the Minister or Deputy Minister should read this Memorandum.

*Style—try to remain brief, yet clear. The writer should stick to the relevant facts and present them in a straightforward, consistent manner. Memoranda should not exceed more than two to three pages—additional information can be included as an appendix. Use the* ***active*** *rather than the passive voice and, when the passive voice is used, the writer should be specific (e.g. “Concerns have been expressed...” what concerns, when, by whom?).*

**SUMMARY**

Summarize the situation or facts. The summary box must fit on one page and include the following:

* purpose of the note (what is the issue?);
* implications (what is the impact of the problem?);
* desired decision/recommendation/advice (what is the solution?); and
* timing considerations.

(Flush right) …/2

**BACKGROUND**

Describe the *why* and the *how* of the note, including the origin or cause of the situation.

Provide a brief history of the events and the decisions that have already been made regarding this matter.

**ISSUE**

Describe the situation by specifying who is involved, what is currently happening, the current status of the matter, the context, etc.

**CONSIDERATIONS**

Provide an evidence-based analysis, the connections between the topic and the other issues, concerns, or matters, impacts and repercussions, and the link to any other key governmental priorities. Avoid being critical of government policy and using over-used phrases such as “It is important to note that …” in briefing materials.

**OPTIONS**

Briefly state suggested options and/or solutions.

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**RECOMMENDATION**

Briefly summarize the main points and the recommended action requested, and specify timing considerations. How solid is the analysis underlying the recommendation? *Must be on the same page as the signature blocks.*

**NEXT STEPS**

To be presented as a bulleted list when other actions are foreseen.

Chris Forbes

□ Discussion required

□ I concur

□ I do not concur

□ I concur with changes

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Marie-Claude Bibeau, PC, MP

Prepared by:

Originators block:

Name

Deputy Director, Ministerial Correspondence and Briefings Unit

613-773-1165

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