**BRIEFING NOTE**

**Disclaimer:**

This template/document/framework is not intended to be comprehensive or exhaustive - rather, it seeks to provide a framework, be a reference, stimulate discussions, generate ideas, and facilitate further analysis to encourage additional exploration and research and policy development for your organization or group.

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**BRIEFING NOTE [NAME], [TITLE]**

**PURPOSE**

In one or two sentences, explain the purpose of the Briefing Note and why it is important. [i.e. For Information, Request Decision, Meeting Information, etc]. Use Arial size 12 and set line spacing to single, with no spacing before and after paragraphs.

**RECOMMENDATION**

* Delete if the briefing is for information only.
* If making a recommendation, it should be concise, with clear direction on how to act upon approval of the recommendation.
* Suggest next steps.

**MEETING DETAILS**

* Delete this section if the briefing is not for a meeting.
* Date:
* Time:
* Location:
* Attendees:
* If available, include the meeting agenda and/or bios for attendees (including photographs) as attachments.
* Ensure that all supplemental materials from the meeting (including presentations and speaking notes) are attached.

**KEY CONSIDERATIONS**

* Briefly include the top three to five items to know in order to make an informed decision about the issue. Statements should be as unbiased as possible and should be substantiated with evidence.
  + What makes the issue significant for the organization and other interested parties? What are the impacts?
  + How did the current situation come to be? Who is involved?
    - Who are the stakeholders and what do we know about their position?
  + Why are you recommending this course of action?
    - What options have been considered?
  + What are the next steps to implement the recommendation?

**ANALYSIS**

* To lay out options, list main options as well as pros and cons for each. Present these options neutrally and objectively. Use the same factors to assess pros and cons (advantages/disadvantages) for each option.
* Ensure Analysis section aligns with Purpose and Recommendation. Include a rationale to support your recommendation. Back up statements with evidence and cite action request numbers or public documents when possible.
* If relevant, compare with other jurisdictions.
* Summarize the most important implications.
* Use attachments and appendices to provide detailed information, in order to keep the BN at 1-2 pages.

**FINANCIAL IMPLICATIONS**

* Delete this section if there are no financial implications, or if the decisions/options have no financial impacts.
* State the cost of the option you are recommending, whether it is within the existing budget or needs additional funds, and where the money is coming from.
* Put funding history in the Background section.

**BACKGROUND**

* Include this information (as necessary):
  + Actions or steps that led to the current situation, and previous initiatives or decisions that relate to the issue.
  + Actions or changes since the last briefing.
  + Relevant historical information.
* Include the most important background on the issue to fully explain the issue/proposal, options, and recommendations.

**APPROVAL**

Delete if approval is not required.

Option Selected: Date:

[Name and Title of Approver]

**ATTACHMENTS**

* List all attachments, using the complete and accurate title of the document

1. If there are multiple attachments, use a numbered list instead of regular bullets
2. Delete if no attachments are required.

**CONTACT** First and Last name, Job Title [of the person who drafted BN or Manager]

Division/Program Area Name

Phone Number