**MINISTER BRIEF**

# <TITLE OF BRIEF> Provide a brief informative title which clearly identifies your chosen topic

# PURPOSE

1. A clear statement identifying the purpose of the note. Why is the Minister reading this brief? eg To seek your approval …., To recommend you …

# BACKGROUND

1. Give a concise overview of the background to the issue.
2. The aim is to provide information that will help the Minister understand the context and framing of the issue.

# ISSUES

1. What are the issues the Minister needs to consider?
2. What are the conclusions drawn from your research and analysis?
3. What are the options, pros and cons?
4. What are the compelling reasons for a particular course of action?

# RECOMMENDATION

1. What should the Minister do?