Ministry:	
Month, Year:	

CLIFF Number	Name of Deputy Minister	Subject or Title of Briefing Note	Date Started	Office, division or branch	Date Completed
Enter the Cliff number (if applicable)	Enter the name of the Depty Minister the note was sent to	Please enter the Title of the Briefing Note, if no Title exists a brief summary of the subject of the briefing note	Enter the date the note was sent to Minister (MMM DD,YYYY)	Enter the name of the office, division, or branch that created the note	Enter the date the note was reviewed/closed (MMM DD, YYYY)
n/a	Marie Della Mattia	DBN Overpayment with CFO Recommendation	January 31, 2023	FIN	February 2/23