

**MINISTRY OF HEALTH  
INFORMATION BRIEFING NOTE**

**Cliff #**

**PREPARED FOR:** [insert name and title of person] - **FOR INFORMATION**

**TITLE:** [Concise title – limit the number of words to 5 or less. This is also used for filing/document retrieval.]

**PURPOSE:** [One sentence – explains why you are sending the note. If timing is important, please indicate. If the document is being prepared for a meeting or event, include date and time if they have been set.]

**BACKGROUND:**

[Outline the issue including the important historical/background elements. This section should be factual. Use paragraphs, maximum 3 sentences per paragraph. Usually one third of a page in length. If this is a briefing document for a meeting this section should include agenda topics, and can outline the background of the organization attending the meeting (in this case it is likely to be longer than 1/3 of a page.)]

**DISCUSSION:**

[This section should outline the Division/Ministry perspective on the issue, including relevant policy and program implications/precedence and who is affected. Use the same writing style as the BACKGROUND section. This section is also usually one third of a page in length. Ensure any financial implications are contained here. If this is a briefing document for a meeting, this section can outline the Ministry perspective on the agenda topics outlined in the BACKGROUND section and is likely to be longer than 1/3 of a page.]

**ADVICE:**

[This section can be in the nature of a summary, conclusion, next steps or suggested response (the latter most often used if this document is for a meeting) depending upon what is most appropriate in the circumstances. Either bullets or short paragraphs are appropriate.]

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**Program ADM/Division:** (enter info in this section unbolded)

**Telephone:**

**Program Contact (for content):**

**Drafter:**

**Date:**

**File Name with Path:**

**NOTES:**

Briefing documents are limited to 2 pages; font must be 12 point Times New Roman; left and right margins are to be 1.25".

All briefing documents containing financial and data information must be approved by Finance or PID staff as appropriate. ADM approval must be in place prior to forwarding for Finance and Data approval.

Briefing documents containing data elements must be sourced in endnote format; the endnotes **must be included as "Appendix A"**, and be the third page of the briefing document.

Briefing documents may contain appendices, making the entire document over 2 pages. Appendices can be used for large tables (usually outlining financial implications if they are complicated), for legislative references (for large sections) or for items like terms of references if you are writing for approval of such terms.

## **MINISTRY OF HEALTH DECISION BRIEFING NOTE**

**Cliff #**

**PREPARED FOR:** [insert name and title of individual] - **FOR DECISION**

**TITLE:** [Concise title – limit the number of words to 5 or less. This is also used for filing/document retrieval.]

**PURPOSE:** [One sentence – explains why you are sending the note. If timing is important, please indicate.]

### **BACKGROUND:**

[This section outlines the issue, including the important historical/background elements. This section should be factual. Use paragraphs, maximum 3 sentences per paragraph. Usually one third of a page in length.]

### **DISCUSSION:**

[This section should outline the Division/Ministry perspective on the issue, including relevant policy and program implications/precedence and who is affected. Use same writing style as the BACKGROUND section, usually one third of a page in length.]

### **OPTIONS:**

[Probably the most valuable part of the document. Usually 3 options, the first of which is often not to do anything. Outline the implications of (evaluate) each option. Traditional evaluation criteria are:

- effect on Ministry outcomes (maybe with reference to our service plan);
- summary financial implications (see next section); and
- who (individuals or groups or organizations) is impacted and whether they might support/not support the option.

Sometimes regional or federal provincial implications are important and can be added. Sentences or bullets can be used to outline the implications.]

### **FINANCIAL IMPLICATIONS:**

[While the options section provides summary financial implications, in this section provide more financial details of the recommended option. These could include:

- Operating and capital costs on a three year basis,
- Whether the money is in the current budget, and
- Whether the money will be in the form of a grant to a health authority or other organisation.]

**RECOMMENDATION:**

[Put down the option you recommend, nothing else.]

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Approved/Not Approved  
(Enter Name)  
(Enter Title)

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Date Signed

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**Program ADM/Division:** [enter info in this section unbolded]

**Telephone:**

**Program Contact (for content):**

**Drafter:**

**Date:**

**File Name with Path:**

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