

**(SBU) The Deputy Secretary's Meeting with Finnish Doctor Hercule Flabeets**  
**Thursday, May 28, 2020, 17 minutes**  
**Inspector [Er-CUHL FLA-beetz]**

**LAST INTERACTION:** None

**PARTICIPANTS**

United States  
Deputy chief  
the chief  
secretary

Finland  
chief inspector  
inspector  
detective inspector  
lieutenant

**KEY OBJECTIVES**

1. **(SBU) First Topic Title:** Some first topic title description

- **(SBU) Talking point one**
- **(SBU) Talking point 2**

2. **Second Topic Title:** Second topic descriptive text

- **(SBU) Talking point 2.1**
- **(SBU) Talking point 2.2**

**WATCH OUT FOR/IF RAISED**

1. **(Unclassified) Watch out if raise:** watch out if raised descriptive text

- **(Unclassified) watch out talking point 1**
- **(Unclassified) watch out talking point 2**

Approved: [Bureau] – [Name] [Enter initials of approving principal]  
**Bureau's front office MUST approve the memo.**

Drafted: [Bureau/Office] – [Name], ext. 7-1234 and home/cell: ###-###-####

The drafter must include his/her full name, telephone extension, and after hours contact information.

Cleared: D: [name] **[required clearance]**  
P: [name] **[required clearance]**  
S/P: [name] **[required clearance]**  
**Other clearances as necessary, depending on subject matter covered.**

## Types of clearances

(OK)	[Means they cleared]
(Info)	[Means paper was sent for informational purposes only]
(Info by Request)	[Only if specified by clearer]
(No response)	[Means clearance was requested but not received by deadline]