

**(SBU) The Deputy Secretary's Meeting with Benin Doctor Mister Mister**  
**05/25/2020, 13 minutes**  
**Doctor [MISS-ter MISS-ter]**

**LAST INTERACTION:** None

**PARTICIPANTS**

**United States**

Someone, someone else

**Benin**

Someone, someone else

**KEY OBJECTIVES**

1. (SBU) **First Topic Title:** Provide specific, concise background targeted to the principal. The principal's familiarity with an issue should determine the level of detail included.:
  - (SBU) Talking points should be bold and written in the first person. Focus on facts and clear objectives.
  - (SBU) Lay out strategic arguments a principal should make; include rebuttal points when appropriate.
  - (SBU) Do not include general/filler language such as, "Thank you for your partnership."
  - (SBU) Drafters should read talking points aloud to ensure they sound like something the principal would say during a normal conversation. Use specific points and informal syntax (including first names where appropriate), not verbose or jargon-filled language.
2. (SBU) **Second Topic Title:** Background information should be candid about conflicts or challenges. Example: "FM Jones has been an obstacle in trade negotiations; you should push back on her arguments that Country YY needs to retain market restrictions in XYZ sectors.":
  - (SBU) Good talking point: "To send a clear signal in response to Country ZZ's recent incursion into YY's territory, we want you to join us in sanctioning six high-level ZZ officials."
  - (SBU) Weak Talking Point (too general): "It will be important to work together against Country ZZ's efforts to destabilize the region."

- (U) (IF RAISED) You should use an "IF RAISED" bullet for answers to questions that the principal should not raise, but the bureau expects to be introduced.

### **WATCH OUT FOR/IF RAISED**

1. (SBU) **First Watch Out For/If Raised Topic:** "If Raised" and "Watch Out For" points help the principal counter difficult subjects. For example: Country X interlocutors have repeatedly raised perceived hardships caused by Buy American provisions on their companies that are part of a cross-border supply chain serving infrastructure projects. The situation improved after months of negotiations on an agreement exempting Country X that went into effect February 2010.
  - (U) Provide concise, strategic arguments you would like the principal to make
2. (SBU) **Second Watch Out For/If Raised Topic:** "If Raised" and "Watch Out For" points help the principal counter difficult subjects. For example: Country X interlocutors have repeatedly raised perceived hardships caused by Buy American provisions on their companies that are part of a cross-border supply chain serving infrastructure projects. The situation improved after months of negotiations on an agreement exempting Country X that went into effect February 2010.
  - (U) Provide concise, strategic arguments you would like the principal to make

Attachment(s):

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]  
P: [name]  
S/P: [name]

**[required clearance]**

**[required clearance]**

**[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]