

(SBU) The Secretary's Meeting with Belgian Inspector Hercule Poroit
06/12/2020, 18 minutes
Inspector [Er-CUHL PWA-ro]

LAST INTERACTION: None

PARTICIPANTS

United States

mister
missus
sonny
daughter

Belgium

minister
inspector

KEY OBJECTIVES

1. **(SBU) First Topic:** This is some descriptive text about the first topic
 - **(SBU) First Talking point**
 - **(SBU) Second talking point**
 - **(Unclassified) Third talking point**

2. **(SBU) This is some descriptive text about the second topic:** Inspector:
 - **(SBU) 2.1 Talking point**
 - **(Unclassified) 2.2 Talking point**
 - **(Unclassified) 2.3 Talking point**

WATCH OUT FOR/IF RAISED

1. **(SBU) Watch out first topic title:** This is some descriptive text about the watch out for first
 - **(SBU) First watch out talking point**

2. **(Unclassified) watch out for second title:** This is some descriptive text about the watch out for second topic
 - **(SBU) Watch out for if raised two talking point**
 - **(Unclassified) Watch out for if raised two talking point two**

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] **[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]