

(SBU) The Secretary's Meeting with Tunisian High Representative Valentin Inzko

Thursday, August 20, 2020, 18 minutes

High Representative [*VAL-uh-TEEN inz-KO*]

LAST INTERACTION: Last iteration

PARTICIPANTS

United States

Mr. Mister

Sister sister

Brethern Brother

Tunisia

High Rep

Middle Rep

Middle Rep 2

KEY OBJECTIVES

1. **(SBU) Something that really needs to be address:** Something that really needs to be addressed here is that something really needs to be addressed
 - **(SBU) good talking point 1**
 - **(SBU) Full Body of Talking point if there is more here....**
 - **(SBU) Full Body of Talking point if there is more here....**
2. **(SBU) Second Topic Title is this:** Another topic I'd like to cover in this meeting is that there's another topic in this meeting
 - **(SBU) Full Body of Talking point if there is more here....**
 - **(SBU) Lorem Ipsum Dolor Sit Amet**
 - **(SBU) asdfasdf**

WATCH OUT FOR/IF RAISED

1. **(SBU) Watch out for this first topic if raised:** Please watch out if this is raised. Don't respond. Ask about the weather.
 - **(SBU) How's the weather?**
 - **(SBU) The Mets?**
2. **(SBU) Watch out for this two:** So, you should bring up another topic of discussion if this is brought up

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]