

(SBU) The Deputy Secretary's Meeting with France Doctor Hercule Poirot
05/24/2020, 15 minutes
Doctor [Er-CUHL PWA-ro]

LAST INTERACTION: None

PARTICIPANTS

United States
Minister, Person

France
Doctor, Lawyer, Chief

KEY OBJECTIVES

1. First Topic Title:

- (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. Second topic:

- talking point 1
- two
- three

WATCH OUT FOR/IF RAISED

1. watch out if raised

- topic one
- topic two

2. watch out if raised two

- one
- two
- three

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]