

CA Trudeau
04/30/2020 20 mins

LAST INTERACTION: call on date date

PARTICIPANTS

<i>The Secretary Others TBD</i>	<i>Trudeau Others TBD</i>
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TALKING POINTS

1. (SBU) Talking Point #1
(SBU) Talking Point #2

2. :

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WATCH OUT FOR/IF RAISED

1.

Attachment(s):

Briefing Checklists

All Audiences, U.S. Department of State

Trudeau

04/30/2020

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]**

UNCLASSIFIED//NONE

(Info by Request)
(No response)

[Only if specified by clearer]
[Means clearance was requested but not received by deadline]