

**(SBU) The Secretary's Meeting with Belgian Doctor Hercule Poroit**  
**Thursday, May 28, 2020, 17 minutes**  
**Inspector [Er-CUHL PWA-ro]**

**LAST INTERACTION:** None

**PARTICIPANTS**

**United States**

mister  
missus

**Belgium**

inspector  
chief inspector

**KEY OBJECTIVES**

1. (SBU) **First Topic Title:** Descriptive first topic title text

- (SBU) Talking point 1
- (SBU) Talking point 2
- (SBU - Legal) Talking point three

2. (SBU) **second topic title descriptive text:** Inspector:

- (SBU) another talking point
- (Unclassified) another another talking point

**WATCH OUT FOR/IF RAISED**

1. (SBU) **first watch out if raised:** descriptive text for first watch out if raised

- (Unclassified) first watch out talking point
- (Unclassified) second watch out first talking point

2. (SBU) **watch out if raised part 2:** descriptive text for watch out part 2

- (SBU) watch out 2 talking point 1
- (SBU) watchout 2 talking point 2

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]