

XL ELECTRONICS CONSORTIUM LTD.

4825 Boulevard St-Laurent, Montréal

Thursday, April 15, 2004

Your Tour of Facilities at XL Electronics

15:15 to 16:15

Quality Control Unit

BACKGROUND

ISSUE

The Quality Control Unit at XL Electronics has won recognition worldwide for its rigorous standards.

BACKGROUND

In a briefing note, the background section provides information, history or explanations that will help the Minister to understand the nature of an issue or its context.

Location in Relation to Activities

In a briefing book, a backgrounder should be located as closely as possible to the activity to which it relates in the itinerary. If, however, it relates to more than one activity, it should be placed in a “General” section that covers all of those activities.

CONSIDERATIONS

Considerations are used to show that the conclusion is a reasonable response to the issue statement. This entails providing options, pros and cons, analysis, arguments and key policy priorities as needed, given:

- the issues at stake;
- your knowledge of what the user knows and does not know; and
- your knowledge of the user’s position on the issues.

CONCLUSION

The conclusion is the bottom-line response to the issue statement. It should:

- answer the question: 'So what?'; or
- help the reader to see the forest through the trees; or
- state what happens next; or
- do all of the above.

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