

TECHNOLOGY LEADERSHIP FORUM AWARDS CEREMONY

Halstead Ballroom, Coventry Hotel
4825 Boulevard St-Laurent, Montréal
16:00 to 17:45, Thursday, April 15, 2004

Background on the Technology Leadership Forum

**THE TECHNOLOGY LEADERSHIP FORUM
AND ITS RELEVANCE TO PRIORITIES
OF THE GOVERNMENT OF CANADA**

ISSUE

The Technology Leadership Forum is a major partner of the Industry Branch's Technology Division. The forum is at the vanguard of implementation of XYT2 systems worldwide.

BACKGROUND

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

Relevance to Activities

In a briefing book, a background note should be located as closely as possible to the activity in the itinerary to which it relates. If, however, it relates to more than one activity (as it does in this case), 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 minister to see the forest through the trees; or
- state what happens next; or
- do all of the above.

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