OFFICIAL: Sensitive//SA CABINET

**FOR CABINET TO NOTE**

**Title of Cabinet Note**

**Proposal**

State the proposal in a maximum of one or two sentences. Succinctly state what ministers are being asked to note.

Remember that notes cannot be used to ask Cabinet to make a decision other than to note information.

**Recommendations**

I recommend that Cabinet note:

1. The only recommendation appropriate in a note is, ‘I recommend that Cabinet note…’
2. Briefly summarise what you want Cabinet to note; do not be vague or refer back to the note. For example, rather than ‘I recommend that Cabinet note the instructions in this template’, you might write, ‘I recommend that Cabinet note the need to limit notes to two pages while also including sufficient information for Cabinet to understand the matter’.

**I declare that I have no actual or potential conflict of interest in relation to the proposals contained in this submission.**

**[or]**

**I declare the interests set out in Appendix X in relation to this submission.**

Minister

**PORTFOLIO**

/ / 20

**Discussion**

1. Set out here the information you are asking Cabinet to note. Be brief – no more than two pages – but include enough information for Cabinet to understand the issue. As with any briefing to Cabinet, use plain English and avoid jargon.
2. If the note follows up on a previous commitment to Cabinet, remember to reference that commitment here.

**Strategic Communications and Engagement**

1. Set out any proposed communication of this information, including whether it is appropriate for this paper to be discussed at the media debrief.

Contact officer: A person who can quickly and authoritatively answer detailed questions about the Cabinet note (usually the author)

Telephone number: Provide full office or mobile number

**Attachments**

* Any relevant documents