

Briefing

You may be asked to provide briefing for:

- an internal departmental meeting that has been requested by a minister, or on the advice of officials, to discuss a particularly sensitive or complex issue
- relatively informal meetings within MoJ with interest groups, professional associations, MP etc
- a courtesy call from a minister, ambassador or senior official from another country or a dignitary from the UK, for example a bishop
- more formal interdepartmental, European Union or other domestic or international meetings (for example, Cabinet committee meetings, national criminal justice board meetings, intergovernmental conference, Wednesday morning colleagues)

What you can expect from private office

- as much notice as possible of the need for briefing. Plus a full list of external attendees and as much information as possible on the purpose of the meeting, briefing requirements
- where possible, a steer on the minister's objectives or preferences.
- a note of internal meetings within three working days if necessary (but the private secretary will also be happy to discuss or clarify any action points or outcomes in advance of a note being circulated)
- notes of external meetings as soon as they are available
- any feedback from external meetings not attended by officials