

# How to prepare a brief

*FWIC President Bernice Noblitt has prepared the following information. Mrs. Noblitt has accumulated a lot of experience in this area during her tenure as president and hopes the information is useful to readers.*

## 1. Definitions

Our opinions can be voiced by letters, telegrams, short or long submissions — whatever is appropriate.

## Steps in Preparation

### 2. Research

Become thoroughly familiar with your subject by:

- a) reading all the information you can find in pamphlets, newspapers, books, etc.
- b) attend seminars, meetings and any other gathering

where there are speakers on the subject.

- c) send for material to recognized sources, for instance the Canadian Advisory Council on the Status of Women or the Department of Health and Welfare.
  - d) talk to Members of Parliament or authorities on the subject, for example a doctor on a health problem.
  - e) Refer to existing laws of the subject.
  - f) Read briefs or submissions from other organizations.
3. By means of a questionnaire or similar device, get opinions from your membership on the subject.
  4. a) in your preamble or introduction, mention
    - i) name of organization,

- ii) number of members,
- iii) the organization's objects, standard and policies,
- iv) reason for submission.
- b) in the body, state clearly and simply your case.
- c) at the conclusion, thank the reader for the opportunity to present your views.

## General Points

- make a personal presentation of the brief if possible.
- be prepared to answer any questions asked of you at the presentation.
- be courteous at all times.
- make the study of the subject as familiar as possible to all members from the beginning.
- send all members copies of the submission (or use Home & Country).

# Emergency resolutions...

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Two replies have been received. The first letter came from Margaret Dunsmore, Departmental Assistant, writing on behalf of the Minister of State for Multiculturalism, The Honourable David M. Collenette, acknowledging receipt of my letter and the Resolution. She stated — "Please accept my assurance that your letter will be brought to the Minister's attention at the earliest possible opportunity and that a further reply will be forthcoming.

Following the September 4th, 1984 Federal Election, a change in government has resulted in the second letter coming from the new Minister of State for Multiculturalism, The Honourable Jack B. Murta. He stated that a copy of our Resolution had been passed along to him by the former Minister. Further — "You

may be sure that the views of your members will be considered, along with the submission of other concerned Canadians, when the government addresses itself to the question of affirmative action programs for visible minorities. In the meantime, the government will continue to support, through its multiculturalism assistance programs, through student aid programs offered by the Secretary of State Department, and through on-the-job training programs offered by Canada Employment and Immigration, the educational and career aspirations of all Canadians."