

**From:** [Coyne, Terence](#)  
**To:** [Coyne, Terence](#)  
**Subject:** FW: Revised Private Office Guidance re Format for Ministerial Submissions  
**Date:** 26 January 2018 18:06:20  
**Attachments:** [Doc1.doc](#)  
**Importance:** High

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**From:** McCune, David  
**Sent:** 03 April 2009 09:44  
**To:** Synnott, Catherine <catherine.synnott@detini.gov.uk>; CLU Mailbox <clumailbox@detini.gov.uk>; Aiken, Margaret <margaret.aiken@detini.gov.uk>; O'Kane, Breidge <breidge.o'kane@detini.gov.uk>; Murray, John <john.murray@detini.gov.uk>; Clarke, Rosie <rosie.clarke@detini.gov.uk>; Assembly Liaison Unit <alu@detini.gov.uk>  
**Subject:** Revised Private Office Guidance re Format for Ministerial Submissions  
**Importance:** High

All

Please see attached revised guidance on the format for submissions to DETI Private Office. In particular, please note addition in the summary section of the submission template re Programme for Government/PSA Implications.

Please ensure that this is included on all future submissions to DETI Minister.

This means that when we go out to Divisions/NDPBs for briefing we need to ask if the information they are providing has any implications for PfG/PSAs (Public Service Agreements). We also need to ask about the FOI status of briefing being provided.

The above will mostly apply to cases dealt with by CLU but happy to discuss if any other teams have queries.

David

## **Ministerial Submissions**

13. Submissions to the Minister should be brief and to the point. They should be submitted to the Private Office in enough time to allow the Special Adviser and the Minister, should they wish to, to request further advice and hold a meeting before taking a decision. Even in the case of urgent submissions this should be at least 48 hours before the deadline for decision. This is particularly relevant to Invest NI casework submissions which need the Minister's careful consideration.

14. Submissions should normally only be copied to those who need to see them rather than those who might just be interested.

*\*(All submissions to FM/dFM should go through the Special Adviser and the Minister, except in cases of great urgency or by agreement with the Private Office, and should be copied to the Permanent Secretary and to the Special Adviser)*

15. The Permanent Secretary must have been consulted on policy proposals which have major resource implications, raise Accounting Officer issues, or have Machinery of Government implications before a submission is sent to the Minister.

16. The Press Office should be copied in on all submissions and if a press release is required it should be approved by Press Office before it is included in the submission (allow two days, prior to submission deadline, for clearance by Press Office). The Assembly Section should also be copied in if the submission is likely to result in action in the Assembly.

17. If a change in the law or a significant decision is being proposed, or where there are legal problems of any kind, the submission should have the appropriate legal advice/clearance.

18. Submissions should follow a standard format, which aids the Minister's speedy consideration of the issues involved. They should be Arial font, point 12 and single spacing. The text of the submission should follow the subheadings detailed below:

## Sample Submission

**From :** A.N. Official

**Date:** 9 June 2008

Copy Distribution List Below

**To:** 1. Andrew Crawford  
2. Arlene Foster MLA

**Issue:** To Notify Colleagues of the Appropriate Style of Submission

**Timing:** Desk Immediate, Urgent or Routine

**Need for referral  
To the Executive:**

There MUST be a comment here, even if it is simply Not Applicable

**Presentational Issues:**

Likely interest from Media, Political Parties, Interest Groups etc.

**Freedom of Information:**

Most Submissions are likely to be disclosable – if in doubt speak to your Local Information Manager

**Programme for Government  
/PSA Implications:**

There MUST be a comment here, even if it is simply Not Applicable

**Financial Implications:**

There MUST be a comment here, even if it is simply Not Applicable

**Legislation Implications:**

There MUST be a comment here, even if it is simply Not Applicable

**Statutory Equality  
Obligations:**

There MUST be a comment here regarding compliance with Section 75

**Recommendation:**

An indication of what is required from the Minister

**Message:** DT1/13/0113362

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**From:** [McCune, David](#)  
**To:** [Murray, Celine](#), [Synnott, Catherine](#), [Robson, Rod](#)  
**Cc:** [CLU Mailbox \(DETI\)](#), [Green, Yvonne](#), [Frampton, Gillian](#), [LMU](#), [Assembly Liaison Unit](#)  
**Sent:** 26/07/2013 at 16:29  
**Received:** 26/07/2013 at 16:29  
**Subject:** FW: Submissions to the Minister

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**Attachments:** [Submission template containing guidance notes.docx \(106.3 KB\)](#)  
[Submission template.docx \(104.0 KB\)](#)

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All

Please see Glynis s email below and associated attachments for use for future submissions.

David

DETI CMB

From: Aiken, Glynis  
Sent: 26 July 2013 16:25  
To: bpi email; ceo@investni.com; HSENI Policy; Hill, Janice; Johnston, Iris; Smith, Rae; Sterling, David; Thomson, David; Bloomer, Adrienne; Brush, Paul; Colacio-McAlister, Esther; Cooper, Trevor; Hepper, Fiona; Hutchinson, Graeme; Johnston, Wendy; Kerr, Jackie; Murphy, Shane; Rooney, Therese; Thompson, Mike  
Cc: DG\_DETI Press Office; McCune, David; Cahoon, Gillian; Hegarty, Damien; Ingram, James; McLaughlin, Christine (DETI); Stevenson, Valerie (DETI Private Office)  
Subject: Submissions to the Minister

Folks

As discussed at this morning s DETI Senior Management Team meeting, please find attached a sample Ministerial submission containing some guidance notes in relation to completion of submissions coming to the Minister. I would be grateful if you could ensure that this guidance and template are adhered to at all times to ensure a consistent approach. (Obviously INI, NITB and HSE will want to insert their own logos).

I also attach a blank submission which can be saved onto your systems as a template.

I would be grateful if you could disseminate this as appropriate within your business area.

Received from DFE on 27/01/18  
Annotated by RHI Inquiry

Regards

Glynis

Glynis Aiken  
Private Office  
Department of Enterprise, Trade & Investment  
Netherleigh  
Massey Avenue  
Belfast, BT4 2JP  
Tel: 028 9052 9452 (ext: 29452)  
Mob: Personal information  
redacted by the RHI Inquiry  
Textphone: 028 9052 9304  
Web: [www.detini.gov.uk](http://www.detini.gov.uk)

Please consider the environment - do you really need to print this e-mail?

## Submission

**From:** A N Official

**Tel No:**

**Date:** Insert date submitted

**cc:** Copy distribution list below

**To:**  
1. Andrew Crawford  
2. Arlene Foster MLA

## **INSERT HEADING**

- Issue:** *Brief description of issue.*
- Timing:** *Indicate date submission has to be cleared (or date due with the ETI Committee if appropriate) – otherwise Desk Immediate / Urgent / Routine.*
- Executive Committee Referral:** *Indicate if this is an issue that would need to be taken to the Executive Committee – otherwise N/A*
- PFG Implications:** *Indicate if there are any implication for DETI PFG targets – otherwise N/A*
- Presentational Issues:** *Indicate likely interest from Media, Political Parties, Interest Groups etc – otherwise N/A*
- FOI Implications:** *Indicate whether all or part of submission is fully disclosable, non disclosable and detail exemptions.*
- Financial Implications:** *Insert line on financial implications if applicable.*
- Legislation Implications:** *Insert line on legislative implications if applicable.*
- Statutory Equality Obligations:** *Insert line on compliance with Section 75.*
- Recommendation:** *Insert summary of recommendations to Minister.*

## **BACKGROUND**

1. Submissions should be typed in Arial font, point 12 and single line spacing. All paragraphs should be numbered.

## **DETAIL**

2. Submissions to the Minister should be brief and to the point. They should be submitted to the Private Office ([private.office@detini.gov.uk](mailto:private.office@detini.gov.uk)) in sufficient time to allow the Special Adviser and the Minister, should they wish to, to request further advice and hold a meeting before taking a decision. Even in the case of urgent submissions this should

be at least 48 hours before the deadline for decision. This is particularly relevant to Invest NI casework submissions which need the Minister's careful consideration.

3. The Permanent Secretary must have been consulted on policy proposals which have major resource implications, raise Accounting Officer issues, or have Machinery of Government implications before a submission is sent to the Minister.
4. Where a submission is in relation to a complex issue it may be easier to keep the covering submission simple and include the detail in Annexes.
5. The Press Office should be copied in on all submissions (email [pressoffice@detini.gov.uk](mailto:pressoffice@detini.gov.uk)). If a press release is required it should be submitted to the **Press Office** to be taken forward separately. Assembly Section ([alu@detini.gov.uk](mailto:alu@detini.gov.uk)) should be copied in if the submission is likely to result in action in the Assembly. David McCune ([david.mccune@detini.gov.uk](mailto:david.mccune@detini.gov.uk)) and LMU ([lm@detini.gov.uk](mailto:lm@detini.gov.uk)) should be copied in to all submissions relating to ETI Committee business.
6. If a change in the law or a significant decision is being proposed, or where there are legal problems of any kind, the submission should have the appropriate legal advice/clearance.

## RECOMMENDATION

7. Full details of what the Minister is being asked to agree.

Signature

**NAME**  
**DIVISION**

## Distribution List:

In addition to the branch distribution list, all submissions should be copied to:-

Glynis Aiken, PS/Minister  
Andrew Crawford, SPAD  
Alastair Ross MLA, Assembly Private Secretary  
Press Office

**Submission**

**From:**

**Tel No:**

**Date:**

**cc:** *Copy distribution list below*

**To:** 1. Andrew Crawford  
2. Arlene Foster MLA

**INSERT HEADING**

**Issue:**

**Timing:**

**Executive Committee  
Referral:**

**PFG Implications:**

**Presentational Issues:**

**FOI Implications:**

**Financial Implications:**

**Legislation Implications:**

**Statutory Equality  
Obligations:**

**Recommendation:**

**BACKGROUND**

**DETAIL**

**RECOMMENDATION**

**Distribution List:**

Glynis Aiken, PS/Minister  
Andrew Crawford, SPAD  
Alastair Ross MLA, Assembly Private Secretary  
Press Office



**Message:** DT1/14/0203250

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**From:** [Colacio-McAlister, Esther](#)  
**To:** [Brown, Keith](#), [Cunningham, Dennis](#), [Monds, Richard](#)  
**Cc:** [Brown, Pauline](#), [Consumer Affairs e-mails \(DETI\)](#), [Donnelly, Carol](#), [Gamble, John](#), [Hasson, Joe](#), [Kerr, Jackie](#), [Loughan, Jim](#), [Loughrin, Garvin](#), [McCleave, Assumpta](#), [McCormick, Marese](#), [O'Hare, Carmel](#), [Scott, Ann](#), [Scott, Richard](#), [Turner, Marie](#), [Williamson, Sandy](#)  
**Sent:** 13/11/2014 at 10:41  
**Received:** 13/11/2014 at 10:41  
**Subject:** Re Updated template for Submissions to the Minister

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**Attachments:** [Submission template containing guidance notes.docx \(108.0 KB\)](#)  
[Submission template.docx \(103.9 KB\)](#)

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Dear all,

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Please see attached Updated template for Submissions to the Minister from Glynis Aiken, Private Office to note.

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Many thanks

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Esther Colacio-McAlister  
Business Regulation - Support  
Department of Enterprise, Trade & Investment  
Netherleigh  
Massey Avenue  
Belfast, BT4 2JP  
Tel: 028 9052 9641 (ext: 29641)  
TextRelay: 18001 028 9052 9641  
Web: [www.detini.gov.uk](http://www.detini.gov.uk)

Please consider the environment - do you really need to print this e-mail?

From: Aiken, Glynis  
Sent: 13 November 2014 09:54  
To: Morrison, Keith; Aodhan O'Donnell (HYPERLINK  
"mailto:aodonnell@consumercouncil.org.uk"aodonnell@consumercouncil.org.uk); bpi email; HYPERLINK  
"mailto:ceo@investni.com"ceo@investni.com; Hill, Janice; Johnston, Iris; McCormick, Andrew (DETI);  
McIlwrath, Linda; Rooney, Eugene; Stewart, Chris (DETI); Bloomer, Adrienne; Bolger, Sharon; Brush,  
Paul; Colacio-McAlister, Esther; Cooper, Trevor; Johnston, Wendy; Kerr, Jackie; McCoy, Laura;  
McLean, Diarmuid; Mills, John (DETI); Murphy, Shane; Rooney, Therese; Thompson, Mike  
Cc: McCune, David; Stevenson, Valerie (DETI Private Office); Hegarty, Damien; McLaughlin, Christine  
(DETI); Cahoon, Gillian; Ingram, James; DG\_DETI Press Office  
Subject: Updated template for Submissions to the Minister

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Please find attached updated guidance notes in relation to preparation of submissions being presented to the Minister. Please note the main change is in relation to financial implications.

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For ease of use I also attach an updated blank submission which you can save on your systems as a template.

^

I would be grateful if this guidance could be circulated to officials within your business area who are involved in drafting submissions for the Minister. This guidance will also be published on the DETI Infonet for those who can access that.

^

^

Many thanks

^

Glynis

^

Glynis Aiken  
Private Office  
Department of Enterprise, Trade & Investment

Netherleigh

Massey Avenue

Belfast, BT4 2JP

Tel: 028 9052 9452 (ext: 29452)

Mob: Personal information redacted by the RHI Inquiry

TextRelay: 18001 028 9052 9452

Web: HYPERLINK "http://www.detini.gov.uk"www.detini.gov.uk

Please consider the environment - do you really need to print this e-mail?

## Submission

**From:** A N Official

**Tel No:** *Insert contact number*

**Date:** *Insert date submitted*

**cc:** *Copy distribution list below*

**To:**  
1. Andrew Crawford  
2. Arlene Foster MLA

## **INSERT HEADING**

- Issue:** *Brief description of issue.*
- Timing:** *Indicate date submission has to be cleared (or date due with the ETI Committee if appropriate) – otherwise Desk Immediate / Urgent / Routine.*
- Executive Committee Referral:** *Indicate if this is an issue that would need to be taken to the Executive Committee – otherwise N/A.*
- PFG Implications:** *Indicate if there are any implication for DETI PFG targets – otherwise N/A.*
- Presentational Issues:** *Indicate likely interest from Media, Political Parties, Interest Groups etc – otherwise N/A.*
- Disclosure Implications:** *Disclosure covers FOI; Environmental Impact Regulations; and Data Protection, as appropriate. For each please indicate whether all or part of the submission is fully disclosable; non disclosable. If all or part of the submission is non disclosable then you must detail the exemption(s) that apply, including if the exemption is subject to a public interest test.*
- Financial Implications:** *The following must be addressed in this section:*
- *Confirmation that the Resource and Capital budget is available to meet the costs in each year*
  - *If confirmation cannot be provided on budget availability, then the wording must be agreed with DETI Finance and the submission should state that “DETI Finance Division has considered and agreed financial implications”.*
- (Note: all Submissions with financial implications should be copied to Trevor Cooper, Head of DETI Finance Division)*
- Legislation Implications:** *Insert line on legislative implications if applicable – otherwise N/A.*
- Statutory Equality Obligations:** *Insert line on compliance with Section 75.*

**Recommendation:**

*Insert summary of recommendations to Minister.*

## BACKGROUND

1. Submissions should be typed in Arial font, point 12 and single line spacing. All paragraphs should be numbered.

## DETAIL

2. Submissions to the Minister should be brief and to the point. They should be submitted to the Private Office ([private.office@detini.gov.uk](mailto:private.office@detini.gov.uk)) in sufficient time to allow the Special Adviser and the Minister, should they wish to, to request further advice and hold a meeting before taking a decision. Even in the case of urgent submissions this should be at least 48 hours before the deadline for decision. This is particularly relevant to Invest NI casework submissions which need the Minister's careful consideration.
3. The Permanent Secretary must have been consulted on policy proposals which have major resource implications, raise Accounting Officer issues, or have Machinery of Government implications before a submission is sent to the Minister.
4. Where a submission is in relation to a complex issue it may be easier to keep the covering submission simple and include the detail in Annexes.
5. The Press Office should be copied in on all submissions (email [pressoffice@detini.gov.uk](mailto:pressoffice@detini.gov.uk)). If a press release is required it should be submitted to the **Press Office** to be taken forward separately. Assembly Section ([alu@detini.gov.uk](mailto:alu@detini.gov.uk)) should be copied in if the submission is likely to result in action in the Assembly. David McCune ([david.mccune@detini.gov.uk](mailto:david.mccune@detini.gov.uk)) and LMU ([lm@detini.gov.uk](mailto:lm@detini.gov.uk)) should be copied in to all submissions relating to the ETI Committee; other Assembly Committee business or any legislation issues relevant to the submission.
6. If a change in the law or a significant decision is being proposed, or where there are legal problems of any kind, the submission should have the appropriate legal advice/clearance.

## RECOMMENDATION

7. Full details of what the Minister is being asked to agree.

Signature

**NAME**  
**DIVISION**

**Distribution List:**

In addition to the branch distribution list, all submissions should be copied to:-

Glynis Aiken, PS/Minister  
Andrew Crawford, SPAD  
Ian McCrea MLA, Assembly Private Secretary  
Press Office

**Submission**

**From:**

**Tel No:**

**Date:**

**cc:** *Copy distribution list below*

**To:** 1. Andrew Crawford  
2. Arlene Foster MLA

**INSERT HEADING**

**Issue:**

**Timing:**

**Executive Committee  
Referral:**

**PFG Implications:**

**Presentational Issues:**

**FOI Implications:**

**Financial Implications:**

**Legislation Implications:**

**Statutory Equality  
Obligations:**

**Recommendation:**

**BACKGROUND**

**DETAIL**

**RECOMMENDATION**

**Distribution List:**

Glynis Aiken, PS/Minister  
Andrew Crawford, SPAD  
Ian McCrea MLA, Assembly Private Secretary  
Press Office

From: John Simms  
Central Management Branch

Distribution: see below

Date: 16 May 2016

To: HODs, G6s and HOBs

## **TEMPLATES – SUBMISSIONS AND INVITATIONS**

1. The purpose of this note is to provide guidance in respect of Ministerial submissions and invitations. This guidance might be subject to change subject to the wishes of a new Minister for DfE.

### **Ministerial Submissions**

2. A template for Ministerial submissions is attached at **Annex A**. Ministerial submissions should be addressed 1. Special Adviser 2. Minister.
3. Officials should engage with the Special Adviser, as appropriate, in drafting a submission. Please note it is not necessary to include the SpAd's comments in the document. These will be obtained when the submission is submitted to the SpAd by Private Office.
4. Distribution lists for Ministerial submissions should be as concise as possible. However, it is appropriate to include the four Deputy Secretaries in distribution lists. This reflects the cross cutting nature of many of the issues which fall within the remit of the Department. CMB will review the use of submission distribution lists in 6 months to ensure they are being used to best effect.

### **Ministerial Invitation Cases**

5. A template for Ministerial invitation cases is attached at **Annex B**. Please note the template should be accompanied, if appropriate, by a draft response for the Minister's, or PS/Minister's signature (as directed by Private Office).

### **Arms Length Bodies**

6. I would be grateful if sponsor branches could forward this note to relevant Arms Length Bodies as appropriate.
7. I will arrange for the templates to be available on the intranet.
8. I am happy to discuss and provide clarification at any stage.

[signed]

**JOHN SIMMS**

**Central Management Branch**  
**Ext: 29476**

Cc Andrew McCormick  
Derek Baker  
Heather Cousins  
Eugene Rooney  
Chris Stewart  
Sean Kerr PS/Minister  
Private Office  
Press Office



**SUBMISSION TEMPLATE FOR DfE**

**Ministerial Submissions - Arial font, size 12, single line spacing**

**Submission**

**From:** A N Official

**Tel No:**

**Date:** Insert date submitted

**cc:** Copy Distribution Below

**To:** 1. Special Adviser (insert name)  
2. Minister (insert name MLA)

**INSERT HEADING (INCLUDING COR OR INV REFERENCE WHERE APPROPRIATE)**

**Issue:** *Brief description of issue, eg if response to a letter required the key message contained in the correspondence should be very briefly outlined.*

**Timing:** *Indicate date submission has to be cleared (or date due with the Economy Committee if appropriate) – otherwise Desk Immediate / Urgent / Routine.*

*'Immediate' should only be used where a decision is required, or a response needs to be issued, within 24 hours. 'Urgent' should be used for cases requiring clearance within 3 working days and all other cases should be marked as 'Routine'.*

**Executive Referral:** *Indicate if this is an issue that would need to be taken to the Executive Committee – otherwise N/A.*

**PfG Implications:** *Indicate if there are any implication for DfE PFG targets – otherwise N/A.*

**Presentational Issues:** *Indicate likely interest from Media, Political Parties, Interest Groups etc – otherwise N/A.*

**Freedom of Information:** *Disclosure covers FOI; Environmental Impact Regulations; and Data Protection, as appropriate. For each please indicate whether all or part of the submission is fully disclosable; non disclosable. If all or part of the submission is non disclosable then you*

*must detail the exemption(s) that apply, including if the exemption is subject to a public interest test. NB: Where the submission covers a paper for the Economy Committee please include the FOI Status of that paper.*

**Financial Implications:**

*The following must be addressed in this section:*

- *confirmation that the Resource and Capital budget is available to meet the costs in each year; or;*
- *if confirmation cannot be provided on budget availability, then the wording must be agreed with DfE Finance and the submission should state that “DfE Finance Directorate has considered and agreed financial implications”.*

*(Note: all Submissions with financial implications should be copied to Head of DfE Finance Directorate)*

**Legislative Implications:**

*Insert line on legislative implications if applicable.*

**Statutory Equality Implications:**

*Insert line on compliance with Section 75.*

**Recommendation:**

***Insert summary of recommendations to Minister. Provide very brief information on what is required from the Minister. It is not appropriate to simply refer to eg “the Minister is asked to approve the attached draft letter”.***

***Please note – the wording in the summary and the end of the substantive text (Recommendation section) should be the same.***

## Background

1. Submissions should be typed in Arial font, point 12 and single line spacing. All paragraphs should be numbered.

## DETAIL

2. Submissions to the Minister should be brief and to the point. They should be submitted to the Private Office ([private.office@economy-ni.gov.uk](mailto:private.office@economy-ni.gov.uk)) in sufficient time to allow the Special Adviser and the Minister, should they wish to, to request further advice and hold a meeting before taking a decision. Even in the case of urgent submissions this should be at least 48 hours before the deadline for decision. This is particularly relevant to Invest NI casework submissions which need the Minister’s careful consideration.

3. The Permanent Secretary must have been consulted on policy proposals which have major resource implications, raise Accounting Officer issues, or have Machinery of Government implications before a submission is sent to the Minister.
4. Where a submission is in relation to a complex issue it may be easier to keep the covering submission simple and include the detail in Annexes.
5. All submissions should be copied to: PS/Minister; Assembly Private Secretary (if an APS is appointed to DfE); Perm Sec; Dep Secs; Private Office and Press Office.
6. If a press release is required it should be submitted to the **Press Office** to be taken forward separately. Assembly Section ([abu@economy-ni.gov.uk](mailto:abu@economy-ni.gov.uk)) should be copied in if the submission is likely to result in action in the Assembly. John Simms ([john.simms@economy-ni.gov.uk](mailto:john.simms@economy-ni.gov.uk)) and Legislation Monitoring Unit ([lm@economy-ni.gov.uk](mailto:lm@economy-ni.gov.uk)) should be copied in to all submissions relating to the Economy Committee; other Assembly Committee business or any legislation issues relevant to the submission.
7. If a change in the law or a significant decision is being proposed, or where there are legal problems of any kind, the submission should have the appropriate legal advice/clearance.

## RECOMMENDATION

8. Full details of what the Minister is being asked to agree.

Signature

**NAME**  
**DIVISION**

### Distribution List:

In addition to the branch distribution list, all submissions should be copied to:-

PS/Minister  
Assembly Private Secretary (if an APS is appointed to DfE)  
Press Office  
Perm Sec  
Dep Secs  
Private Office  
Press Office

### DfE MINISTER INVITATION CASES - ADVICE PRO-FORMA

Completed by: "Name, Business Area"

Tel No:

Date:

<b>INVITATION NUMBER:</b>	
<b>INVITATION FROM:</b>	
<b>EVENT / MEETING:</b>	
<b>DATE OF EVENT / MEETING (IF KNOWN/RANGE OF DATES)</b>	
<b>PROPOSED VENUE:</b>	
<b>REASONS TO ACCEPT / DECLINE THE INVITATION</b>	If the recommendation is to accept an invitation, consideration should be given as to whether it would be more appropriate for officials to meet/attend on behalf of the Minister
<b>ANY OTHER RELEVANT INFORMATION</b>	
<b>RECOMMENDATION IF MINISTER SHOULD ATTEND / MEET (YES/NO)</b>	Attach a draft letter/response (acceptance or decline) from Minister or PS/Minister as appropriate.  If no firm recommendation is given and attendance or otherwise is left to the Minister's discretion, then one of each form of letter should be provided.
<b>PRIVATE OFFICE COMMENTS</b>	
<b>SPECIAL ADVISOR'S COMMENTS</b>	
<b>MINISTER'S DECISION</b>	

#### Distribution List:

In addition to the branch distribution list, all submissions should be copied to:-

PS/Minister  
 Assembly Private Secretary (if an APS is appointed to DfE)  
 Press Office  
 Perm Sec  
 Dep Secs  
 Private Office  
 Press Office