***EXPLANATORY NOTES***

*These notes provide guidance on the preparation of Cabinet papers using the template for Mentions. Mentions typically put forward a document for information. A separate template is available for Submissions that put forward a proposal and recommendation for decision.*

Cabinet Secretariat No: *This number and the date of circulation will be inserted by the Secretariat*

Date Circulated:

Ministry Reference No: *Insert any reference required for the originating Ministry’s own files*

**CABINET MENTION**

**From:** *Insert the title of the Minister submitting the paper (e.g. the Minister for Foreign Affairs)*

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**1. Title:** *Provide a brief title which will identify the paper and its attachments, and link it with any previous similar documents.(E.g. “Third Annual Report of the Advisory Committee on ........”)*

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**2. Purpose:** *Indicate why the documents concerned are being circulated, and in what respect they may be of interest to members of Cabinet. (E.g. “This report illustrates some important global trends in ..... of which members of Cabinet should be aware.”)*

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**3. Summary:** *Provide a short prècis or executive summary of the attachment(s),in case recipients do not have time to read them themselves.*

**4. Points of Particular Interest:** *Draw attention to any specific passages of which the Cabinet is particularly invited to take note. If there are statements or figures of which Ministers would find it especially helpful to be aware, quote them here (with a cross-reference to their precise location in the text).*

*If it appears that there are issues which Ministers need to discuss and take a view on, it would be more appropriate to put forward a full submission with a proposal and recommendation.*

**Permanent Secretary’s Signature: .....................................................**

 **Date: ...................................**

**Minister’s Signature: ...............................................................**

 **Date: ......................................**

*Both signatures are required, as for a full submission. It is important that the Minister agrees that the matter concerned is likely to be of interest to Cabinet colleagues, but that no specific decisions are required.*

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**Attachments:** *List here all documents which are being circulated under cover of this note.*