



Module 1

# TECHNICAL WRITING TOOLS

February 2025



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# 1 About this module

As Cando and its subsidiaries are meant to produce several documents for different audiences, it is important to showcase right documents in terms of format, standards and content to remain impactful. These documents include formal documents as requests for proposals, grants, sponsorships and contributions, semi-formal documents such as well as manuals, instruction guides, technical reports and finally some informal documents as thank you letters, invitations and surveys. It is known that a well-built professional document augment chances of reaching the desired goal. This module includes techniques to build efficient, impactful and easy technical documentation to help achieve EDOs tasks and projects.

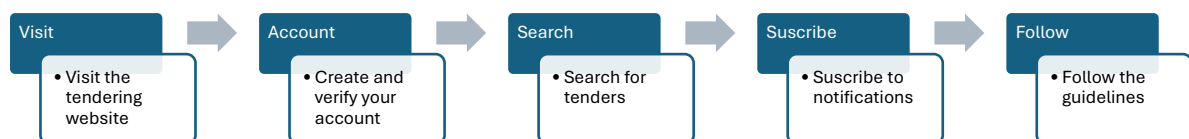
## 2 Technical writing basics

Technical writing aims to convey complex information in an understandable manner. While working on a plethora of documents, EDOs should keep in mind that information presented should be at all times

- Clear: Ensuring that the information is easy to understand and free of jargon.
- Concise: Providing necessary information without unnecessary details.
- Accurate: Ensuring that the information is correct and up to date.
- Organized: Structuring the content logically and coherently.

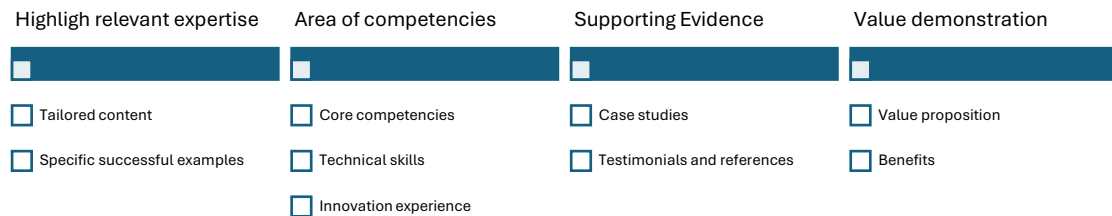
Positioning a supplier, a community or a nation is not typically technical writing. However, it is required that EDOs spend some time identifying all potential calls for tenders' databases and subscribe to them, to secure new business opportunities. The technical writing part in this process kicks in when, in most cases, the EDOs provide the business details and describe the areas of expertise according to the guidelines. This means they must highlight relevant expertise and core competencies.

### 2.1 Register to view call for tenders



## 2.2 Highlight relevant expertise in your account/profile in your tendering databases

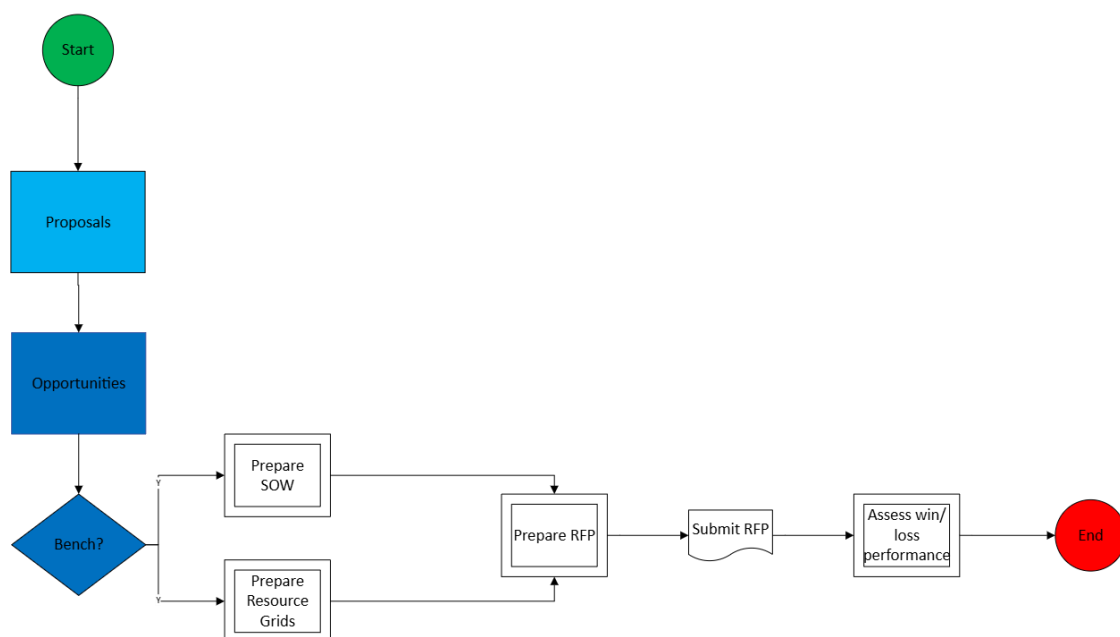
It is important to build an eye-catching profile. A profile can be easily found using keywords has greater chances to step up, especially when procurement officers are not tied to a rigid bidding process.



From creating a profile to winning a market, it is mainly a marketing job from end to end. EDOs must give adequate attention to each step.

## 2.3 Securing business opportunities

Securing business opportunities is crucial for Economic Development Officers (EDOs) in an Aboriginal context for economic growth, community development, cultural preservation, community cohesion and sustainability. By securing business opportunities, EDOs can drive significant positive changes, contributing to the overall prosperity and sustainability of Aboriginal communities. To achieve that it is important to understand the SOW and RFP process resulting from active or passive solicitations.



## 3 Writing a SOW

### 3.1 What to include in a statement of Work?

Most of the time, EDOs must write a Statement of Work (SOW) for business wins, governmental projects, client projects, but also for subcontracting work from a private partner. This is a critical task that requires attention to detail and clear communication. By following the canvas below, the Economic Development Officer can create a comprehensive and effective Statement of Work that clearly communicates the project's scope, requirements, and expectations.

|                                                                                                                                                               |                                                                                                                                |                                                                                                                                         |                                                                                                                                                           |                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Title Page</b> <ul style="list-style-type: none"><li>• Project Title</li><li>• Government Agency/Department</li><li>• Date</li><li>• Prepared By</li></ul> | <b>Introduction</b> <ul style="list-style-type: none"><li>• Purpose of the SOW</li><li>• Background: project context</li></ul> | <b>Scope of Work</b> <ul style="list-style-type: none"><li>• Objectives</li><li>• Tasks and Activities</li><li>• Deliverables</li></ul> | <b>Requirements</b> <ul style="list-style-type: none"><li>• Technical Requirements</li><li>• Business Requirements</li><li>• Legal Requirements</li></ul> | <b>Schedule</b> <ul style="list-style-type: none"><li>• Timeline</li><li>• Milestones</li></ul>                           |
| <b>Budget</b> <ul style="list-style-type: none"><li>• Cost Estimates</li><li>• Funding Source</li></ul>                                                       | <b>Performance Criteria</b> <ul style="list-style-type: none"><li>• Metrics</li><li>• Quality Assurance</li></ul>              | <b>Risk Management</b> <ul style="list-style-type: none"><li>• Risk Assessment</li><li>• Mitigation Strategies</li></ul>                | <b>Roles and Responsibilities</b> <ul style="list-style-type: none"><li>• Project Team</li><li>• Stakeholders</li><li>• Governance</li></ul>              | <b>Review and Approval</b> <ul style="list-style-type: none"><li>• Review Process</li><li>• Approval Signatures</li></ul> |

### 3.2 Key checks before submitting a SOW

In the title page, the name and contact information of the Economic Development Officer and any collaborators should be clearly identified to serve as the contact point for any questions.

The background in the introduction phase should include when possible and relevant, any historical information or previous projects.

All expected deliverables, including reports, prototypes, or final products should be identified in the Scope of Work part

Governance of the project is very important. This will outline the project's governance structure, including communications within stakeholders and decision-making processes.





### 3.4 Tips to write a quick and professional SOW

Below are a few tips to draft a quick professional SOW

1. Use AI for content creation, then review ex: Copilot
2. Work the budget table in a separate tool (ex: excel ) then incorporate it
3. Use a template that includes logo and NOT a blank page
4. If you email it , always convert to PDF
5. Inform the contact person that his name is on the SOW
6. Sign digitally to avoid waste of time

## 4 Writing an RFP

### 4.1 What to include in a request for proposals?

Creating a Request for Proposal (RFP) involves a structured approach to ensure clarity, transparency, and effectiveness. Here's a framework to help you develop a comprehensive RFP

|                                                                                                                                         |                                                                                                                                                  |                                                                                                                                                               |                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>Introduction</b> <ul style="list-style-type: none"><li>•Purpose</li><li>•Organization Overview</li><li>•Project Background</li></ul> | <b>Project Objectives</b> <ul style="list-style-type: none"><li>•Goals</li><li>•Scope</li></ul>                                                  | <b>Proposal requirements</b> <ul style="list-style-type: none"><li>•Submission Guidelines</li><li>•Eligibility Criteria</li><li>•Required Documents</li></ul> | <b>Project scope</b> <ul style="list-style-type: none"><li>•Tasks and Deliverables</li><li>•Timeline</li><li>•Budget</li></ul> |
| <b>Evaluation criteria</b> <ul style="list-style-type: none"><li>•Criteria</li><li>•Weighting</li></ul>                                 | <b>Terms and conditions</b> <ul style="list-style-type: none"><li>•Contract Terms</li><li>•Legal Requirements</li><li>•Confidentiality</li></ul> | <b>Communications</b> <ul style="list-style-type: none"><li>•Q&amp;A Process</li><li>•Point of Contact</li></ul>                                              | <b>Appendices</b> <ul style="list-style-type: none"><li>•Project Team</li></ul>                                                |



## 4.2 Key checks before submitting an RFP

Your RFP will effectively clearly communicate complex information, accurate, and user-friendly if written in accordance with:

- **Error-free:** Ensure the document is free from grammatical and spelling errors
- **Purpose and Clarity:** Clearly state the purpose of the RFP. The purpose of the message dictates its structure and content message must be clear and concise to effectively convey the intended information. Outline the main goals and objectives of the project. Define the project's scope, including specific deliverables and boundaries.
- **Consistency and Standardization:** Provide a brief introduction to your organization and its mission. Consistent terminology and formatting help maintain clarity and professionalism. Standardized messages ensure that all readers receive the same information in the same way.
- **Accuracy and Precision:** Clearly outline the tasks to be performed and the expected deliveries. The nature of the deliverables requires accuracy and precision to avoid misunderstandings. Provide a project timeline with key milestones and deadlines.
- **Evaluation criteria:** Clearly outline the list the criteria that will be used to evaluate proposals.
- **Submission:** Submit on time

## 4.3 Tips to write a serious and inviting RFP

For an RFP to be successful, it should be at first interesting and inviting for proposers.

|                                                               |  |
|---------------------------------------------------------------|--|
| 1. Use AI for content creation, then review ex: Copilot       |  |
| 2. Google search to confirm context, background and addresses |  |
| 3. Use a template that includes logo and NOT a blank page     |  |
| 4. If you email it , always convert to PDF                    |  |
| 5. Inform the contact person that his name is on the RFP      |  |





## 4.4 Example of an RFP

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Oujé-Bougoumou Cree Nation<br/>Office of Economic Development<br/>207, Rue Opemiska<br/>Oujé-Bougoumou<br/>Québec G0W 3C0<br/>1-819-111-2222</p> <p>February 9, 2025</p> <p>To Woods &amp; Woods INC<br/>123 rue du Loup<br/>Chibougamau,<br/>Quebec G0W 1A1</p> <p><b><u>Request for Proposal for Wood Harvesting Services</u></b></p> <p><b>1 Introduction</b><br/>Oujé-Bougoumou is Eeyou Itstchee's newest community and is located on the shores of Lake Opemiska in Eeyou Itstchee. Our history is one of many forced relocations and standing our ground. Oujé-Bougoumou and Bosum Harvest, an indigenous medium company with extensive experience in sustainable wood harvesting, invites proposals for a contract to harvest wood in the Oujé-Bougoumou area, 60km west of Chibougamau.</p> <p><b>2 Project Objectives</b><br/>The primary objective of this project is to efficiently and sustainably harvest wood from designated forest areas to meet the supply needs of Bosum Harvest while ensuring environmental stewardship and community engagement.</p> | <p><b>3 Scope of Work</b></p> <ul style="list-style-type: none"><li>• <b>Harvesting Area:</b> The designated forest areas for wood harvesting will be provided by Bosum Harvest.</li><li>• <b>Activities:</b> The contractor will be responsible for felling, processing, and transporting the wood to Bosum Harvest's facilities.</li><li>• <b>Sustainability:</b> All harvesting activities must adhere to sustainable forestry practices and comply with environmental regulations.</li></ul> <p><b>4 Proposal Requirements</b></p> <ul style="list-style-type: none"><li>• <b>Company Information:</b> Provide detailed information about your company, including experience and expertise in wood harvesting.</li><li>• <b>Methodology:</b> Outline your approach and methodology for sustainable wood harvesting, including techniques and equipment to be used.</li><li>• <b>Timeline:</b> Provide a detailed timeline for the project, including start and end dates, milestones, and key activities.</li><li>• <b>Budget:</b> Submit a comprehensive budget that includes all costs associated with the project.</li><li>• <b>Compliance:</b> Demonstrate compliance with all relevant environmental regulations and standards.</li></ul> <p><b>5 Evaluation Criteria</b><br/>Proposals will be evaluated based on the following criteria:</p> <ul style="list-style-type: none"><li>• <b>Experience and Expertise:</b> Demonstrated experience and expertise in sustainable wood harvesting.</li><li>• <b>Methodology:</b> Effectiveness and sustainability of the proposed methodology.</li><li>• <b>Timeline:</b> Feasibility and completeness of the project timeline.</li><li>• <b>Budget:</b> Reasonableness and transparency of the budget.</li><li>• <b>Compliance:</b> Adherence to environmental regulations and standards.</li></ul> <p><b>6 Submission Guidelines</b></p> <ul style="list-style-type: none"><li>• <b>Deadline:</b> Proposals must be submitted by March 15, 2025</li><li>• <b>Format:</b> Proposals should be submitted in PDF format.</li></ul> |
| <p>• <b>Delivery Method:</b> Email proposals to [Contact Person's Email] or deliver physical copies to [Contact Person's Address].</p> <p><b>7 Terms and Conditions</b><br/>Contract Terms: The contract will be governed by the terms and conditions outlined in the final agreement.<br/>Confidentiality: All information provided in the proposals will be treated as confidential.</p> <p><b>8 Contact Information</b><br/>For any questions or clarifications, please contact:<br/>James Bosum<br/>Vice-president Bosum Harvest<br/>James.Bosum@oujeb.com<br/>581-111-2222</p> <p>We look forward to receiving your proposals and working together to achieve sustainable wood harvesting goals.</p> <p>Sincerely,</p> <p>Melissa Borne<br/>Economic Development officer<br/>Melissa.Borne@oujeb.com<br/>581-111-3333</p>                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## 5 Writing a contribution or grant application

### 5.1 What to include in a grant application?

For EDOs, mastering the art of grant writing is not just about securing funds; it's about articulating a vision that resonates with potential funders and demonstrates a commitment to making a meaningful impact. The competitive nature of grant applications means that EDOs must differentiate themselves from countless other organizations vying for the same resources. This requires a strategic approach that combines clarity, feasibility, and a strong narrative. When preparing a contribution, sponsorship, or grant application, it's important to provide comprehensive and persuasive information to demonstrate the value and impact of your proposal. Here are the key elements to include in the application:



### 5.2 Key checks before submitting a grant application

Before submitting the grant proposal, verify the following

- **Set some realistic goals and ideas for your application**



Feasibility is a cornerstone of a successful grant application. Funders need assurance that the proposed project is realistic and achievable within the specified timeframe and budget.

- **A strong budget is a win**

A well-structured budget is a fundamental component of any grant application. It serves as a financial blueprint that outlines how funds will be allocated across various project activities.

- **Write the proposal with life and passion**

Do not hesitate to emphasize any partnerships or collaborations with other organizations or stakeholders that enhance their capacity to deliver results. Create a compelling narrative that can significantly improve chances of securing funding and making a meaningful impact in the area of focus.

- **Revise your proposal/application**

- **Submission:** Submit on time

### 5.3 Tips to produce an impactful grant application

For an RFP to be successful, it should be at first interesting and inviting for proposers.

1. Use AI for content creation, then review ex: Copilot

2. Strong and engaging introduction

3. Use a template that includes logo and NOT a blank page

4. Master your metrics ( budget, stats, quantities,etc.)



|                                  |                                                                    |
|----------------------------------|--------------------------------------------------------------------|
| February 10, 2025                |                                                                    |
| SUBMITTED TO                     |                                                                    |
| The Honourable [Minister's Name] | Minister of Natural Resources [Address] [City, Province, ZIP Code] |
| SUBMITTED BY                     |                                                                    |
| Melissa Borne                    | Economic development officer, Kativik Regional Government          |

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. STATEMENT OF PROBLEM TO BE ADDRESSED | <p>The Kuvuiv region is a vital area for the mining and hydro industries, with hundreds of workers visiting monthly. Currently, the lack of an efficient helicopter landing site poses significant challenges for workers to access the region, increased costs, and logistical inefficiencies. Establishing a dedicated landing site will streamline the transportation process, ensuring that workers can arrive and depart safely and efficiently.</p> <ul style="list-style-type: none"> <li>Enhance Transportation Logistics: Establish a helicopter landing site to facilitate the efficient movement of workers in the mining and hydro sectors.</li> <li>Promote Safety: Ensure the safe arrival and departure of helicopters and workers.</li> <li>Foster Economic Development: Support the local economy by improving infrastructure and attracting more businesses to the area.</li> <li>Environmental Stewardship: Develop the landing site with a focus on minimal environmental impact and sustainability.</li> </ul> |
| B. GOALS & OBJECTIVES                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| C. TARGET POPULATION                    | <p>230 workers arrive each month and leave. That is 2760 persons and 5520 single trips per year.</p> <ul style="list-style-type: none"> <li>Site Assessment: Conduct an initial assessment to determine the most suitable location for the landing site.</li> <li>Design and Planning: Develop detailed plans and designs for the landing site, including safety measures and environmental considerations.</li> <li>Construction: Undertake the construction of the landing site, adhering to all regulatory standards and best practices.</li> <li>Community Engagement: Involve the local community in the planning and execution of the project to ensure their needs and concerns are addressed.</li> <li>Operational Training: Provide training for staff on the operation and maintenance of the landing site.</li> </ul>                                                                                                                                                                                                    |
| D. PROJECT ACTIVITIES                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| E. KEY STAFF                            | <p>Community workers<br/>WASCI Construction &amp; sons<br/>Kativik economy office</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

The success of the project will be measured by:

- **Reduction in Transportation Delays:** Tracking the decrease in transportation delays for workers.
- **Safety Incidents:** Monitoring the occurrence of safety incidents related to helicopter landings.
- **Economic Indicators:** Assessing the economic impact on local businesses and employment rates.
- **Community Feedback:** Gathering feedback from the community on the project's impact.

**Nunavik** is a vast territory located in the northernmost part of Quebec. It lies in both the Arctic and subarctic climate zones. Altogether, about 12,000 people live in **Nunavik's communities**, and this number has been growing in line with the tendency for high population growth in indigenous **communities**. **Nunavik**

Road construction from Point A to point B in progress  
Clearing of the designated location in progress

The council has partnered with Community workers, Employees of WASPI Construction and Katvik economy office to achieve this

|                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Enhance Transportation Logistics:</b> Establish a helicopter landing strip to facilitate the efficient movement of workers in the mining and hydro sectors.</p> |
| <p><b>Promote Safety:</b> Ensure the safe arrival and departure of helicopters and workers.</p>                                                                       |

| ACTIVITY                                                                                     | PROJECTED DATE |
|----------------------------------------------------------------------------------------------|----------------|
| Confirm geographical location of the landing strip (site selection)                          | 2025-03-15     |
| Obtain necessary permits and approvals from local authorities and aviation regulatory bodies | 2025-05-01     |
| Design the layout of the landing strip, including dimensions, orientation, and markings      | 2026-04-01     |
| Plan for safety features such as lighting, windsocks, and non-slip surfaces                  | 2026-01-10     |
| Site Preparation ( clearing, Leveling drainage)                                              | 2026-05-01     |
| Construction                                                                                 | 2026-09-01     |
| Safety and Maintenance                                                                       | 2026-09-01     |

## BUDGET OVERVIEW

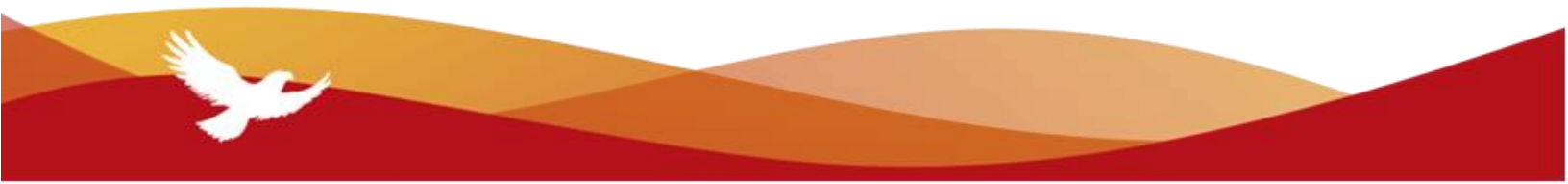
**Funding Request:** \${Requested Amount}

## LONG-TERM SOURCES / STRATEGIES FOR FUNDING

Bank loan from Nunavik bank - 1.1M  
Grant from the chamber of commerce = 500K

- Proximity and Accessibility
- Surface Conditions and clear markings
- Safety Features
- Minimal Environmental Impact and drainage
- Security Measures ( access and surveillance)

| FILE NAME        | DESCRIPTION                                 | LOCATION attachment / link          |
|------------------|---------------------------------------------|-------------------------------------|
| Area.jpg         | Designated map of the location              | C:\Users\LENOVO\Desktop\Acovs\CANDO |
| Contributors.pdf | List of stakeholders and contributors       | C:\Users\LENOVO\Desktop\Acovs\CANDO |
| Letter A         | Support letter from the chamber of commerce | C:\Users\LENOVO\Desktop\Acovs\CANDO |
| Letter B         | Support letter from the economic forum      | C:\Users\LENOVO\Desktop\Acovs\CANDO |



## 6 Writing briefing notes

### 6.1 What is a briefing note?

Briefing notes are just one tool to obtain a decision. Its utility in the decision-making process for an organization is that it is short. A briefing note is a concise and structured document used to provide essential information, analysis, and recommendations on a specific issue or topic to decision-makers. To bring certain matters quickly to the government's table, briefing notes are well indicated for EDOs. They are commonly used in governments, organizations, and businesses to ensure that key stakeholders are well-informed and can make decisions based on accurate and relevant information. The main advantage of briefing notes is that they are clear, efficient and straight to the point so that informed decisions can be made.

### 6.2 What to include in a briefing note?

|                |                                                                                                                           |
|----------------|---------------------------------------------------------------------------------------------------------------------------|
| Title          | • A clear and specific title that reflects the content and purpose of the briefing note                                   |
| Issue          | • A brief statement outlining the main issue or question that needs to be addressed                                       |
| Background     | • Relevant context and historical information that frames the issue and helps the reader understand its importance.       |
| Current status | • An overview of the current situation or developments related to the issue.                                              |
| Analysis       | • A detailed analysis of the issue, including risks, benefits, costs, and any other factors that may impact the decision. |
| Options        | • Presentation of different options or courses of action, along with their potential outcomes and implications.           |
| Recommendation | • A clear and concise recommendation based on the analysis, indicating the preferred course of action.                    |
| Decision       | • Space for decision-makers to indicate their approval, disapproval, or request for further review or action.             |



## 6.3 Example of a briefing note



**BRIEFING NOTE**

Requested by: Carla Wanish, PAED

Date requested: 2025/02/06

Action required by: 2025/07/01

**Action required**  
☒ For approval  
☐ For meeting

☒ With correspondence  
☐ For Information

**Other attachments for consideration**  
☐ Chief's authorisation letter of advice  
☐ Authority to publicise

---

**SUBJECT:** Approval of Grant to the Cree Women of Eeyou Istchee Association

---

**Issue:** Renewal of the \$175,000 grant under The Community Development Fund for the Cree Women of Eeyou Istchee Association.

**Background:**

The Association has been running successful community development programs for 8 years. The renewal will support various initiatives in northern Quebec, such as family settlement programs and community-centred research.

**Current Status:**

The grant is up for renewal, and approval is needed to ensure program continuity.

**Analysis:**

Risks: Delayed approval may lead to criticism from the community.  
Costs: Funds are available under the current program budget.  
Support: Dedicated support from local and provincial stakeholders.

**Options:**

1. Approve the grant renewal.
2. Disapprove of the grant renewal.
3. Request further review and information.

**Recommendation:**

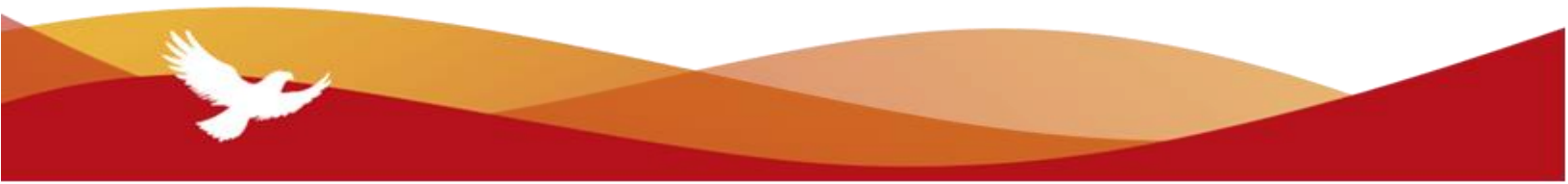
The seven nations councils recommend approval of the grant renewal.

**Decision Box:**

☐ Approved: \_\_\_\_\_

☐ Not Approved: \_\_\_\_\_

☐ Review Further and Return: \_\_\_\_\_



## 6.4 Tips to write an impactful briefing note

|                                                               |  |
|---------------------------------------------------------------|--|
| 1. Use AI for content creation, then review ex: Copilot       |  |
| 2. Keep it brief: Most briefs are a maximum of two pages long |  |
| 3. Avoid informal writing style                               |  |
| 4. Make sure the impact can be proven.                        |  |

- A brief is a formal document that will often be used for official purposes; as such, points should be organized into consecutive, using plain English and avoid using unnecessary descriptive terms.
- Briefs are based on facts and evidence. The information provided should be verified from research and the advice of consultants.
- Format in a proper way: Do quality control by proofreading: The flow of the content should be reviewed. Additionally, the information provided must be verifiable and no information is omitted. EDOs can invite their colleagues to proofread the document.

## 7 Writing other technical documents

EDOs perform a variety of duties that mix project management skills and administrative skills. They produce a lot of documentation that not only enhances economic development but also supports the community in other areas where there is a need. In that sense, they will have to produce technical documents such as Welcome letters, Thank you letters, formal invitations, job postings, etc. Even if it sounds obvious, it may not be simple. Drafting an impactful invitation letter requires technical writing skills.

| What is the message nature | Who is the audience              | How is it delivered |
|----------------------------|----------------------------------|---------------------|
| Confidential?              | Federal / provincial government? | Email?              |
| Restricted?                | Municipalities / band councils?  | Postal courier?     |
| Internal?                  | Community members?               | In person?          |
| Public?                    | General public?                  | Social media/ Web?  |





## 7.1 Formal invitation for officials and example

Here's a structured approach to writing an invitation letter for officials. This framework ensures that your letter is formal, clear, and professional. Four information blocks are necessary: Purpose, event details, special role and RSVP.



February 2<sup>nd</sup>, 2025

**Mark Carney**

*President & Director*  
Bank of development Canada  
5 Place Ville-Marie  
Montréal QC H3B 2G2  
Mark.Carney@bdc.ca

**INVITATION TO THE INAUGURATION OF THE MOHAWK FOOD INSTITUTE**

Dear [Recipient's Name],

On behalf of [Your Organization], I am honored to extend an invitation to you to attend our upcoming event, [Event Name], which will be held on [Event Date] at [Event Location]. This event is a celebration of Indigenous culture, heritage, and community, and we would be delighted to have your presence as a distinguished guest.

The [Event Name] aims to bring together members of the Indigenous community, residents, and government representatives to foster understanding, collaboration, and mutual respect. The event will feature traditional ceremonies, cultural performances, workshops, and discussions on important issues affecting our community.

Your attendance would be greatly appreciated, as it would demonstrate your support for our community and your commitment to promoting Indigenous culture and heritage. We believe that your presence would greatly enhance the significance of this event and provide an opportunity for meaningful dialogue and engagement.

Please find attached the event program and additional details. We kindly request that you RSVP by [RSVP Date] to confirm your attendance. Should you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

We look forward to welcoming you to the [Event Name] and sharing this special occasion with you.

Sincerely,

**Ray Wanuch**

*Development Officer*



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708 525  
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**Elaine Chambers**

*Chief of council*



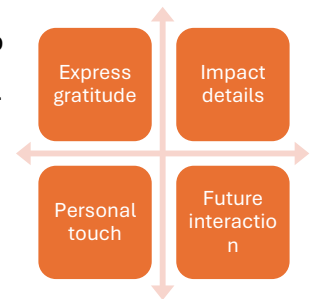
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## 7.2 Welcome or thank you letters and example

Just like the invitation, thank you letters take a structured approach to be written to officials. This framework ensures that your letter is formal, clear, and professional. Four information blocks are necessary: Gratitude, impact, personal touch and future interaction.



### THANK YOU!

February 2<sup>nd</sup>, 2025

#### Mark Carney

President & Director  
Bank of development Canada  
5 Place Ville-Marie  
Montréal QC H3B 2G2  
Mark.Carney@bdc.ca

Dear Mark Carney

I am writing to express my sincere gratitude for the generous contribution provided by [Government Department/Agency] to [Your Organization]. This support is invaluable to us and will significantly impact our efforts to [briefly describe the purpose or project the contribution will support].

Your commitment to [specific area or cause] is truly commendable, and we are honored to have been selected as a recipient of this contribution. With this funding, we will be able to [briefly outline the expected outcomes or benefits of the project].

We are dedicated to ensuring that the funds are used effectively and efficiently to achieve the goals outlined in our proposal. We will keep you updated on our progress and provide regular reports as required.

Once again, thank you for your support and trust in our organization. We look forward to a successful partnership and the positive impact this contribution will bring to our community.

Sincerely,

#### Melissa Borne

Economic development officer  
Cree nation of ~~Mistissini~~  
187 Main St,  
~~Mistissini~~, QC, G0W 1C0



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## 8 Using AI to write technical documents

### 8.1 AI Writing tools

In this toolbox you will find an **Ai module** tackling specifically Ai tools that can be used for writing and facilitating EDOs tasks. Many free writings aids are available online and assist in various aspects of writing, making the writing more efficient and effective. Brainstorming, writing assistants, grammar, spellcheck, and thesaurus can be AI led. You will also find in that module tips to select a good writing tool.

AI can certainly help generate a Request for Proposal (RFP), a SOW or other EDOs technical documents by creating templates, customizing them and even generating content. Further down AI can help with reviewing language, consistency and clarity as well as data integration

### 8.2 AI Governance and due diligence

When incorporating AI into your writing process, due diligence involves several key aspects to ensure quality, accuracy, and compliance. Before an EDOs is ready to send the Ai generated document, these questions should be answered:

Is my text information  
**ACCURATE ?**

- Ensure that information provided by AI is accurate
- Cross-check facts and data generated by AI

Is my text information  
**FAIR ?**

- Ai contains a lot of biais generated infor
- Mitigate biaises in the text

Is my text information  
**ETHICAL ?**

- Watch sensitive topics
- Information in line with laws and regulations

Is my text information  
**CUSTOMIZED ?**

- Tailor your Ai generated content to suit context
- Provide clear contecxtual instructions to your tool

Is my text information  
**OF QUALITY ?**

- Proofread AI content for grammar and coherence
- Review by a human to ensure quality standards

