

Eżami għall-postijiet ta' Second Secretary  
fis-Servizz Diplomatiku  
tal-Gvern ta' Malta

KARTA TAL-MALTI

Ġunju 2011

Fin allokati: Siegħa

**AQRA B'ATTENZJONI DAN IT-TAGHRIF GĦALL-KANDIDATI  
QABEL  
MA TIBDA TWIEĠEB IL-MISTOQSIJA**

Hawnhekk għandek test b'informazzjoni rilevanti sabiex jgħinek fit-thejjija ta' ċirkulari lill-uffiċjali tal-Ministeru tal-Affarijiet Barranin.

Inti mistenni/ja turi l-abbiltà li ssawwar ċirkulari bil-Malti meta t-test għad-dispożizzjoni tiegħek huwa bl-Ingliż.

It-test ipprovdut hu ntitolat:

Country Briefs

Aqleb il-pagna....

**Candidates are to read the memo below carefully and to draft a circular in MALTESE addressed to Ministry officials, for the Permanent Secretary's signature, conveying his instructions as to the correct manner of preparing a country brief.**

## MEMO

From: Permanent Secretary  
To: Personal Assistant

Date: Friday 24<sup>th</sup> June 2011

Subject: Country Briefs

In the past week I have received no fewer than five country briefs, including one on Canada, each of an average length of 50 pages. I have skimmed through a couple of them and found most of the material irrelevant. Some briefs refer to events which happened 20 or 30 years ago and have no relevance today. As you very well know I cannot afford to waste my time wading through useless documents.

It is therefore necessary that you draft a circular for my signature which lays down the desired format and contents of such briefs. In the coming days I will be travelling to Canada and for the purpose of the circular to be issued I will be using Canada as an example which will apply to all other country briefs.

All the essential information I require, written in the least number of words possible, should ideally be contained within three pages. These pages should provide a very brief account of recent history of our relations with Canada including official visits to and from that country. Outstanding issues with Canada, such as the conclusion of trade and other agreements, are of primary importance. Proposals to be submitted to the Canadian side for a possible resolution of unresolved issues should also form part of this section, as well as new proposals for strengthening our relations.

The rest of the information is to be contained in several appendices, each of which should have a clear indication of its content so that no time is lost when looking up some particular information, especially during official meetings. The political situation in Canada as well as brief biographies of the Head of State, the Prime Minister and the Foreign Minister should feature in the first appendix. Trade Statistics, the nature of goods exchanged between the two countries, and recent efforts made at increasing trade and investments should form part of the second appendix together with data about the number of Canadian ships that have been registered under the Maltese flag, as well the number of Canadian companies that have registered with the Malta Financial Services Authority, tourist arrivals and other relevant economic data. A third appendix needs to concentrate on the Maltese community in Canada. Another appendix would list all the agreements with Canada signed since Independence, or inherited from British colonial times. Important press articles as well as important correspondence exchanged with the Canadian government in the past 12 months should form the last two appendices of the brief. I feel that, unless there are special circumstances in our relations with a given country, a country brief should, as a general rule, not extend beyond 15 pages. Country briefs are judged by content not volume.

Permanent Secretary