**Minnesota [Agency Name]**

# Memorandum

**Date:** [date]
**To:** [Name]
**From:** [Name], [Title]
**Phone:** [phone number]
**Subject:** [Topic] Rule Hearing

Below are several things to think about in preparation for the rule hearing to be held on [date].

* *At the hearing, we should not answer questions that would set department policy*. We may answer questions that will clarify misunderstandings about the proposed rules, but we should be careful not to discuss policies that are not already in the proposed rules. Our standard response to policy questions should be that we will consider the suggestion and make our decision after receiving and considering all comments made during the hearing and the post-hearing comment period.
* Each of us should take complete notes about each person’s testimony, including the name of the person and a summary of the testimony. If you have a recommendation for how we should respond to the comment, include this. It is important that each of us take complete notes so that we do not miss anything when we submit the department’s response to the Administrative Law Judge.
* We may have to submit the department’s initial response within five working days of the hearing and the final response within five working days after that. For this reason, we need to meet as soon after the hearing as possible to compare notes and discuss our suggestions regarding each issue raised at the hearing. I would like to meet for this purpose on [date]. Let me know if you have a conflict with this time.
* Shortly after the hearing, I will prepare a first draft of the department’s letter in response to comments made at the hearing.
* If you have any questions regarding this memo or about the hearing, please let me know as soon as possible.