



# Bob Quick's top secret document: a few improvements (full-size items on next two pages)

**Before:** laundry listing, unhelpful formatting

**After:** security reminder, clear subheadings, text tables

- 1. Laundry listing**  
A long 'laundry list' of points makes readers guess how the points fit together.  
  
Group points together under subheadings and it helps readers see where you're going. Or put them into a table. Or do both...
- 2. Bullet formatting**  
These bullets are jammed together and won't help readers. The sub-points (eg 'dynamic entry, firearms') could be on the line above (eg '3 x GHP'). And the second lines of bullets (eg 'accommodation type') tuck under the line above instead of aligning neatly.
- 3. Formatting**  
'Immigration status' is both bulleted and underlined. Bulleting suggests it's the child of a parent-subhead – it's not – and the underlining suggests it's a hyperlink.
- 4. Be consistent**  
Either put numbers before or after the subject – don't do both.

**SECRET**

**Briefing Note : Operation PATHWAY**

- General overview  
This is a Security services led investigation into suspected AQ driven attack planning within the UK.

The current Executive Action phase relates to:

11 subjects

7 addresses


- 3 x GHP
  - Dynamic entry – firearms
- 3 x Merseyside
  - Dynamic entry – firearms
- 1 x Lancashire
  - Unarmed entry due to the premises being of Bed and Breakfast accommodation type

- Immigration status  
10 x student visas Pakistani born nationals – all from the [obscured] area  
1 x UK born British national

- Planned detention  
Manchester x 3  
Leeds x 4  
Birmingham x 3

- Command structures  
Investigation  
NCTI [obscured]  
SIO [obscured]  
D/SIO [obscured]
- Command structures – GOLD  
GOLD GMP - [obscured]  
GOLD Merseyside - [obscured]  
GOLD – Lancashire [obscured]
- Community Impact, Engagement, Reassurance  
Planned through [obscured]  
Plan to be ratified at GOLD meeting at 1300 [obscured]
- Media strategy  
Media strategy has been ratified and is [obscured]

**This document is secret**



Cover this page or turn it over.  
And watch out for photographers.  
*You might not be able to see the camera, but a camera can still read this page.*

**Briefing note: Operation Pathway**

**a) Security services will lead; 11 subjects, seven addresses**

- Investigating 11 subjects who are planning AQ attacks in the UK; expect to make arrests on DD/MM.
- 11 subjects, 7 addresses.
- Teams will use firearms when they enter 6 of the 7 addresses (7<sup>th</sup> address is bed-and-breakfast hotel).

**b) Executive-action phase:**

Subjects	Locations/action	Planned detention
<b>11 subjects</b>	<b>7 addresses</b>	<b>3 locations</b>
• 10 x student visas, Pakistani-born nationals – as from the [obscured]	• 3 x GHP: Dynamic entry, firearms	• 3 x Manchester
• 1 x UK-born British national	• 3 x Merseyside: Dynamic entry, firearms	• 4 x Leeds
	• 1 x Lancashire: Unarmed entry (bed-and-breakfast hotel)	• 3 x Birmingham

**c) Details: command structures; community impact; media**

Investigation command structures	GOLD command structures	Community impact; media strategy
• NCTI [obscured]	• GOLD GMP - [obscured]	<i>Community Impact, Engagement, Reassurance:</i>
• SIO [obscured]	• GOLD Merseyside - [obscured]	• Planned through [obscured].
• D/SIO [obscured]	• GOLD – Lancashire [obscured]	• Plan to be ratified at GOLD meeting at 1300 [obscured]

*Media strategy has been ratified and is [obscured]*

- 1. Security reminder**  
It might work... pictures are hard to ignore, and picture captions get four times the readership of body text.
- 2. Mini summary**  
Even short documents benefit from a summary that sets out the key points. (The original has a sort-of summary, but the formatting undermines it.)
- 3. Clear subheadings**  
Grouping topics under bold-text subheadings helps readers see what's coming next.
- 4. Text tables**  
Grouping related content into a table helps readers take in content quickly.  
  
And text tables are an efficient use of page space.

SECRET

## **Briefing Note : Operation PATHWAY**

- General overview

This is a Security services led investigation into suspected AQ driven attack planning within the UK.

The current Executive Action phase relates to:

11 subjects

7 addresses

3 x GHP

- Dynamic entry – firearms

3 x Merseyside

- Dynamic entry – firearms

1 x Lancashire

- Unarmed entry due to the premises being of Bed and Breakfast accommodation type

- Immigration status

10 x student visas Pakistani born nationals – all from the [obscured] area

1 x UK born British national

- Planned detention

Manchester x 3

Leeds x 4

Birmingham x 3

- Command structures

Investigation

NCTI [obscured]

SIO [obscured]

D/SIO [obscured]

- Command structures – GOLD

GOLD GMP - [obscured]

GOLD Merseyside - [obscured]

GOLD – Lancashire [obscured]

- Community Impact, Engagement, Reassurance

Planned through [obscured]

Plan to be ratified at GOLD meeting at 1300 [obscured]

- Media strategy

Media strategy has been ratified and is [obscured]

# This document is secret



Cover this page or turn it over.  
And watch out for photographers.

*You might not be able to see the camera,  
but a camera can still read this page.*

## Briefing note: Operation Pathway

### a) Security services will lead; 11 subjects, seven addresses

- Investigating 11 subjects who are planning AQ attacks in the UK; expect to make arrests on DD/MM.
- 11 subjects, 7 addresses.
- Teams will use firearms when they enter 6 of the 7 addresses (7<sup>th</sup> address is bed-and-breakfast hotel).

### b) Executive-action phase:

Subjects	Locations/action	Planned detention
<b>11 subjects</b>	<b>7 addresses</b>	<b>3 locations</b>
<ul style="list-style-type: none"> <li>• 10 x student visas, Pakistani-born nationals – as from the [obscured]</li> <li>• 1 x UK-born British national</li> </ul>	<ul style="list-style-type: none"> <li>• 3 x GHP: Dynamic entry, firearms</li> <li>• 3 x Merseyside: Dynamic entry, firearms</li> <li>• 1 x Lancashire: Unarmed entry (bed-and-breakfast hotel)</li> </ul>	<ul style="list-style-type: none"> <li>• 3 x Manchester</li> <li>• 4 x Leeds</li> <li>• 3 x Birmingham</li> </ul>

### c) Details: command structures; community impact; media

Investigation command structures	GOLD command structures	Community impact; media strategy
<ul style="list-style-type: none"> <li>• NCTI [obscured]</li> <li>• SIO [obscured]</li> <li>• D/SIO [obscured]</li> </ul>	<ul style="list-style-type: none"> <li>• GOLD GMP - [obscured]</li> <li>• GOLD Merseyside - [obscured]</li> <li>• GOLD – Lancashire [obscured]</li> </ul>	<p><i>Community Impact, Engagement, Reassurance:</i></p> <ul style="list-style-type: none"> <li>• Planned through [obscured].</li> <li>• Plan to be ratified at GOLD meeting at 1300 [obscured]</li> </ul> <p><i>Media strategy has been ratified and is [obscured]</i></p>