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|  | **Production** | **Trigger** | **Process** | **Translation** | **Review** | **Process** | **Notifications** | **POSTING** |
| **Subject Matter Expert** | Report developed, approved for tabling  \*bilingual  \* pre-approved for disclosure  \* accessible format |  |  |  |  |  |  |  |
| **Lead** |  |  |  |  |  |  |  |  |
| **ATI / Privacy** |  |  |  |  |  |  |  |  |
| **Communications** | Notes   * Process, in many cases, already in place with posting on Day 1 of tabling | Report submitted with web posting request  (Day 1) |  |  | Communications advisor complete web and communications assessment  (Day 2 to 5) |  | Web notifies DG Communications  Media lines prepared  (Day 21 to 25) |  |
| **Web** |  |  |  |  |  | Web coding  (Day 6 to 20) |  | Web sends live on Canada.ca  (Day 26) |
| **Minister’s Office** |  |  |  |  |  |  | DG Communications notifies Minister’s Office (Day 25) |  |

**Model Process: Proactive Publication of Reports tabled in Parliament (Within 30 days after tabling)**