**Process Map Template**

**Briefing packages for parliamentary committee appearances by Ministers and deputy heads**

COORDINATING LEAD IN OUR ORGANIZATION: [To be identified by institution]

*In accordance with subsections 74(d) and 88(c) of the Act, the package of briefing materials prepared by the institution for Ministers and deputy heads for the purpose of an appearance before a committee of Parliament must be published within 120 calendar days after the appearance.*