**Process Map Template**

**Briefing packages for new or incoming Ministers and deputy heads**

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

*In accordance with subsections 74(a) and 88(a) of the Act, the package of briefing materials prepared by the institution for new or incoming Ministers and deputy heads for the purpose of enabling them to assume the powers, duties and functions of their office must be published within 120 calendar days after the appointment.*