**PROCESS MAPPING TEMPLATE FOR PROACTIVE PUBLICATION**

[Choose from list]

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

[Brief description of proactive publication requirement, for example: *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 must be proactively published within 120 calendar days after appointment.*]

**Template instructions:** Institutions may use this sample process mapping to focus their readiness efforts for the implementation of Bill C-58 and adapt it to their internal processes and requirements. Click on the “Design” tab to add, remove, or adjust the sequence of steps in your institution’s process.

**BILL C-58 PROACTIVE PUBLICATION REQUIREMENTS**

**COMMON KEY STAKEHOLDERS THAT MAY BE INVOLVED**

* Minister and staff
* Deputy Minister and staff
* Senior officials (e.g., ADM)
* Chief Information Officer
* Departmental Security Officer
* Offices of primary interest (e.g., program officials, subject matter experts)
* Parliamentary Affairs
* Ministerial Correspondence and Briefing
* Information Management
* Access to Information and Privacy
* IT Security
* Physical Security
* Finance
* Human Resources
* Official Languages
* Translation Services
* Web Services (publication, accessibility)
* Communications (strategic communications, media relations)

**OTHER INVOLVED STAKEHOLDERS UNIQUE TO YOUR INSTITUTION**