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|  | **Production** | **First day after the end of the month received** | **Review and Approval** | **Web Coding** | **Preparation for web publication** | **Publication Deadline** |
| **Office of Primary Interest** | Memos to Minister and Deputy heads prepared on an ongoing basis, with titles:    \*bilingual  \* pre-reviewed to identify confidential, privileged and personal information |  |  |  |  |  |
| **Coordinating Lead** |  | Deliver list of the titles and reference numbers to Coordinating Lead  (Day 1) |  |  |  |  |
| **Key Stakeholders (such as**  **the ATIP office, Communications, Security, Official Languages)** |  |  | Coordinating Lead reviews the package in collaboration with key stakeholders, as required  (Day \_ to \_) |  |  |  |
| **Coordinating Lead** |  | Develop products with disclosure in mind:   * bilingual – produce materials in both official languages * pre-reviewed – to identify confidential, privileged and personal information that may need to be redacted |  | Coordinating Lead ensures memo titles and reference numbers are populated in the appropriate open.canada.ca template  (Day \_ to \_) |  | Proactive publication of package of briefing materials within 30 days after the month in which the memo was received  (Day \_ to 30) |
| **Communications** |  |  |  |  | Notification of the upcoming publication to Communications for the development of media lines  (Day \_ to \_) |  |
| **Senior Management** |  |  |  |  | Notification of the upcoming publication to senior management  (Day \_ to \_) |  |