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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 \_) |  |