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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Production** | **Trigger** | **Process** | **Translation** | **Review** | **Process** | **Notifications** | **POSTING** |
| **Subject Matter Expert** | Report developed, approved for tabling\*bilingual\* pre-approved for disclosure\* accessible format |  |  |  |  |  |  |  |
| **Lead** |  |  |  |   |  |  |  |  |
| **ATI / Privacy** |  |  |  |  |  |  |  |  |
| **Communications** | Notes* Process, in many cases, already in place with posting on Day 1 of tabling
 | Report submitted with web posting request (Day 1) |  |  | Communications advisor complete web and communications assessment (Day 2 to 5) |  | Web notifies DG CommunicationsMedia lines prepared(Day 21 to 25) |  |
| **Web** |  |  |  |  |  | Web coding(Day 6 to 20) |  | Web sends live on Canada.ca(Day 26) |
| **Minister’s Office** |  |  |  |  |  |  | DG Communications notifies Minister’s Office (Day 25) |  |

**Model Process: Proactive Publication of Reports tabled in Parliament (Within 30 days after tabling)**