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|  | **Production** | **Last Sitting Day** | **Review and Approval** | **Preparation for web publication** | **Notifications** | **Publication Deadline** |
| **Office of Primary Interest** | Question Period notes for the Minister prepared on an ongoing basis\*bilingual\*accessible format\* pre-reviewed to identify confidential, privileged and personal information  |  |  |  |  |  |
| **Coordinating Lead** |  | Deliver package of question period notes in use on the last sitting day to Coordinating Lead(Day 1) |  |  |  |  |
| **Key Stakeholders****(such as****the ATIP office, Communications, Security, Official Languages)** |  | Develop products with disclosure in mind:* bilingual – produce materials in both official languages
* accessible – use accessible formatting and remember that any images and graphs will need to have alternate text
* pre-reviewed – to identify confidential, privileged and personal information that may need to be redacted
 | Coordinating Lead reviews the package in collaboration with key stakeholders, as required(Day \_ to \_) |  |  |  |
| **Coordinating Lead** |  |  |  | Coordinating Lead ensures QP notes are populated in the appropriate open.canada.ca template(Day \_ to \_) |  | Proactive publication of package of question period notes within 30 days after the last sitting day(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 \_) |  |