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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 \_) |  |