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| --- | --- | --- | --- | --- | --- | --- |
|  | **Production** | **Day of Appointment** | **Review and Approval** | **Web Coding** | **Notifications** | **Publication Deadline** |
| **Office of Primary Interest** | Briefing packages for new or incoming Ministers and deputy heads \*bilingual\*accessible format\* pre-reviewed to identify confidential, privileged and personal information  |  |  |  |  |  |
| **Coordinating Lead** |  | Deliver package to proactive publication 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 \_) |  |  |  |
| **Web** |  |  |  | Web coding lead designs and develops web content(Day \_ to \_) |  | Web publishes package of briefing materials prepared for new or incoming Minister or Deputy Head(Day \_ to 120) |
| **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 \_) |  |