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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 \_) |  |