**Cabinet Document Development**

**Do’s and Dont’s**



* Do contact your PCO advisor to confirm your Cabinet Committee date.
* Do respect the dates your team agreed to in the critical path
* Do refer to the Roles & Responsibilities Guide provided by Cabinet Affairs as a reference guide throughout the MC & deck development process
* Do identify all primary contact leads (program contacts, Legal, Communications, CFO, OGDs, etc…) to Cabinet Affairs
* Do ensure that all drafts are date stamped & stamped “COPY” for version control purposes
* Do respect PCO’s MC / Deck template guidance
* Do apply strict quality control on French MCs & Decks
* Do work from the version of the MC/Deck formatted by Cabinet Affairs on secret SharePoint.
* Do make sure that Central Agencies & co-signing departments are included when delivering copies to OGDs
* Do get written confirmation that annexes have been approved by responsible leads before routing your MC to your ADM for approval (e.g. Parliamentary Strategy, Communication Plan, etc.). Aim to share MC/Deck at least (3) days prior to the Central Agency (CA) & Interdepartmental Meeting (IDM) so that Cabinet Affairs has time to share copies via courier.
* Do identify any anticipated delays to Cabinet Affairs
* Do communicate with Cabinet Affairs throughout the document development process and ask questions. We are here to support your team!
* Don’t provide drafts directly to CFO/Legal/DMO/MINO without going through Cabinet Affairs.
* Don’t forget to consult with all mandatory assessments teams for your Due Diligence Tool (e.g. CPMD, GBA, OL, Modern Treaties, disability, etc…)
* Don’t submit annexes that exceed PCOs prescribed page limit.
* Don’t leave document translation until the last minute because you anticipate ADM/DMO changes; doing so will cause delays and if the quality of the translation is poor, could lead to your item being bumped off the Cabinet agenda..
* Don’t make changes without turning on the “track changes” mode if DMO OR MINO requests changes and don’t forget to include these tracked changes in your signature docket.
* Don’t forget to signal the status of the MC or Deck to OGDs throughout the approval process
* Don’t schedule a Central Agencies Meeting or Interdepartmental Meeting without permission from PCO
* Don’t forget to remove the “DRAFT” water mark on the signature version of your MC
* Don’t send the signature docket directly to DMO/MINO. Cabinet Affairs will do this on your behalf.
* Don’t forget to contact Cabinet Affairs for a format check before submission to your ADM.
* Don’t forget to submit written approval by responsible leads on all annexes before submission to lead ADM for approval.