| **TASK** | **PROGRAM RESPONSIBILITIES** | **CABINET AFFAIRS** |
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| **Pre-Kick off Meeting** | * Contact PCO advisor to confirm Cabinet Committee date
* Contact Cabinet Affairs when discussions are starting to take place to develop MC/Deck
* Add MC/Deck to Cabinet Business List (call out is weekly)
* Book boardroom & provide teleconference details (if required) to Cabinet Affairs
* Send names of required participants & identify MC leads to Cab Affairs (e.g. Legal, Comms, CFO)
* Share security clearance information for key contacts with Cabinet Affairs to gain secret Sharepoint access
 | * Cabinet Affairs confirms with relevant ADMO who will be the lead on MC/Deck
* Cabinet Affairs tasks MC out when it is related to a Parliamentary process (government response, private member’s bill, etc.)
* Set-up a Secret Sharepoint folder & grant access to relevant contacts
* Discuss timelines and confirm availability of Minister(s) for signature
* Provide advice on timelines based on department wide strategic planning (e.g. budget queue, mandate requirements, alignment with other Cabinet initiatives)
* Provide advice on whether a Deputy Minister Policy Committee will be required
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| **Kick-off Meeting****(Mandatory)** | * Review critical path before meeting and agree on timelines (MINO uses the critical path as reference document)
* Inform Cabinet Affairs of exceptions to the MC/deck template that were confirmed with the lead PCO analyst regarding annexes (e.g. did PCO give permission to include/exclude/lengthen a particular annex?)
 | * Chair meeting
* Send out invitation from NC-ESDC-EDSC-CABINET-GD
* Invite internal and OGD (if required) contacts (e.g. Comms, CPMD, Modern Treaties etc…)
* Distribute copies of MC/Deck templates, mandatory assessments, PCO guidelines, etc.
* Advise that approval of final annexes is required in writing before MC/Deck is routed for signature
* Prepare sign-in sheet & track participation
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| **MC/Deck Development** | * Draft MC/Deck
* Lead internal and OGD consultations
* Provide drafts to Central Agencies as needed
 | * Provide strategic advice on content of MC/Deck: review for mandatory assessments, overall departmental priorities and narrative, link to mandate and government commitments
* Liaise with internal partners when needed to assist in MC/Deck development
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| **MC/Deck Draft** **for Review (to set up CA meeting)** | * Ensure early drafts go through Cabinet Affairs when provided to CFO/Legal/ DMO/MINO/ for version control purposes
* MC/Deck due to Central Agency’s 45 business days prior to official due date
* Date Stamped/ “Copy” stamped in signature block for version control
 | * Review MC for content and format
* Provide advice back to program before draft is sent to CAs for CA meeting
* Check-in for an update of when the draft was delivered to DMO/ CAs for the purposes of updating the Cabinet Business List
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| **MC/Deck Draft to Central Agencies (CAs)** | * MC draft due to PCO two weeks prior to the official delivery date (\*\*essential to receive green light to set-up the Central Agencies and Interdepartmental Meetings (IDM))
* Share photocopy of draft due diligence tool with PCO
* Provide copy of draft to Cabinet Affairs
* Date Stamp for version control
* Begin translation of MC/deck (could also begin earlier depending on state of advancement of document)
 | * Check in for update on when draft was delivered to DMO/ CAs for the purposes of updating the Cabinet Business List
* Deliver copies DRAFT watermark & date stamp to DMO for review
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| **Central Agency Meeting** | * Seek PCO analyst signal before scheduling Central Agencies meeting
* Book a boardroom
* Identify PCO, FIN, TBS analysts to Cabinet Affairs
* Send out invitation
* Share teleconference details with Cabinet Affairs
* Deliver latest version of the MC/deck to Central Agencies if required.
* Date Stamp for version control
 | * Ensure all key players are included (including. Cab affairs contacts in OGDs when there is a co-sign)
* Participate in Central Agencies meeting
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| **Interdepartmental Meeting (IDM)** | * Identify the DG/Director who will chair the meeting
* Book a boardroom and ensure the timing will work for CAs
* PCO analyst will signal that it is ok to proceed
* Print 25 copies of the MC/Deck 3 days prior to the meeting. Label each MC/deck “Copy 1 of 42, Copy 2 of 42…etc”.
* Ensure “Draft” watermark visible on every page & date stamp for version control
 | * Ensure all key players are included (e.g. OGD co-signing departments)
* Send out invitation from NC-ESDC-EDSC-CABINET-GD
* Distribute MC/Deck to invited participants
* Prepare the sign-in sheet
* Notify Security of any OGD attendees
* Participant & document tracking
* Share the participants list with the program lead following the meeting
* Courier #’d copies of the MC/Deck through mailroom to OGDs/ members who sit on the committee
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| **Finalizing the MC** | * Complete translation of MC/deck (3-5 days before final MC/deck is due to DMO/MinO)
* Ensure translation is quality controled
* Deliveries to OGDs (particularly when there is a co-signing dept)
* Prepare a box note for signature of Minister
* Secure signature by ADM on Due Diligence tool & provide the original signed copy to Cabinet Affairs
* Remove “draft” watermark
* Track all changes to MC/Deck during approval stages and provide track changes versions to Cabinet Affairs
 | * Assign a WebCIMS number to signature docket
* Ensure all required documentation is available via Sharepoint
* Format the final MC before it goes for approvals with ADM/DM
* Work with OGD Cabinet Affairs to ensure locked steps during approval process (for co-signs)
* Liaise with OGD Cabinet Affairs groups when changes are required during approval process (for co-signs)
* Secure attestations from CFO and Legal for Due Diligence purposes
* Make photocopies for DMO/MINO to accompany the final signature package
* Confer with DMO on the status of the MC
* Deliver final MC package (including electronic USB version) to MINO & PCO mailroom (once it is signed – this includes sending the original Due Diligence Tool)
* Providing photocopies of the final signature pages (with signature) following delivery to PCO. These must be stamped “COPY”.
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| **Post Delivery to PCO** | * Develop and seek approval for Speaking Points and Qs&As
* Provide approved Speaking Points and Qs&As to MinO
* Provide names of officials who will attend the Cabinet Committee meeting
* Provide support in the development of a Cabinet Note
 | * Inform PCO of officials attending Cabinet Committee meetings
* If Minister is not a member of the Cabinet Committee, ensure invite is sent to Minister
* Develop a Cabinet Note to support the Ministers participation in Cabinet Committee meeting
* Seek confirmation from PCO of approval of MC and communicate this to program
* Seek confirmation from PCO of ratification of MC and communicate this to program
* Update Cabinet Business List
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