| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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”. |
| **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 |