

DIVISION

Cabinet and Parliamentary Affairs (DCL)

RESPONSIBILITIES: Cabinet

- Ensures quality control and critical analysis, tracks approval process and delivers final DFAIT Cabinet submissions to PCO.
- Is charged with scheduling DFAIT Cabinet submissions on Cabinet agenda.
- Coordinates the preparation and provides critical analysis and quality control of bilingual Cabinet briefing notes and talking points.
- Prepares a weekly "heads-up" and a yearly DFAIT Cabinet business forecast (updated every month).
- Coordinates DFAIT participation in interdepartmental consultations on Cabinet submissions from other government departments (OGDs).
- Provides a weekly Cabinet debrief.
- Coordinates circulation of Cabinet documents within DFAIT.
- Informs drafting divisions of required interdepartmental consultation on DFAIT submissions 21 days before discussion in Cabinet.

NOT IN AREA OF RESPONSIBILITY

- Is not responsible for Cabinet Committee of Council (done by the Treaty Section of the Legal Affairs Bureau [JLAB/Bergeron] and DCD/Caron) or for Treasury Board submissions (done by the Planning, Program Analysis and Budgeting Division [SMP]).
- Does not ensure preparation of briefing notes on Cabinet submissions that have no DFAIT implications.
- Does not coordinate interdepartmental consultations on DFAIT Cabinet submissions; this is the responsibility of the Division concerned.

TIME LINES

- Cabinet heads-up is provided every Thursday, with updates circulated if needed later in the week.
- Cabinet briefing notes are provided by close of business the night before a Cabinet or Cabinet committee meeting.
- DFAIT Cabinet submissions are delivered to PCO seven days in advance of their discussion in Cabinet.

