

TIME LINES

- Preparation for major events involving the Prime Minister or the Minister of Foreign Affairs usually takes six weeks leading up to the event; in the case of very large events, such as the annual G8 meeting or the APEC Summits, preparations take up to three months.
- Preparation of communications plans for Memorandums to Cabinet normally takes at least two weeks from the initial draft to final interdepartmental approval, including by PCO; the communications plan must be developed in parallel with the policy proposal so that communications considerations and implications are factored into all options presented in the Memorandum to Cabinet.
- Preparation of press releases, from first draft to the final approval of an edited text in both official languages, normally takes less than 24 hours; if we wish to have any coverage in the international media, particularly in the U.S., news releases must be issued no later than 2:00 p.m. in order to make the evening news or the next day's editions of major newspapers.

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