#### **Process**

Paper ready for Minister's approval

**Final Draft** 



Minister approves paper

Lodged



**Published** 



Final Agenda published

Confirmed on Committee/ **Cabinet Agenda** 



Meeting occurs

Minute published



Considered by Committee/ Cabinet

> **Report of Committee** Minute published

## Access

'Travel' submission

## 'General' submission

#### Final Draft accessible by:

- Cabinet Office
- Prime Minister's office
- DPMC Policy Advisory Group
- owning Minister, portfolio and administrator groups
- owning agency portfolio and administrator groups
- the relevant Officials' Committee
- the uploader and their administrator group

# Final Draft accessible by:

- Cabinet Office
- Prime Minister's office
- DPMC Policy Advisory Group
- owning Minister, portfolio and administrator groups
- owning agency administrator group
- the uploader and their administrator group

# 'Appointment' submission

## Final Draft accessible by:

- Cabinet Office
- Prime Minister's office
- owning Minister, portfolio and administrator groups
- the uploader and their administrator group

## From Lodged onwards, accessible by the above groups, plus:

- Cabinet Ministers
- Cabinet committee Ministers
- consulted Ministers, and their portfolio and administrator groups
- consulted/informed agency portfolio and administrator groups

## From Lodged onwards, accessible by the above groups, plus:

- Cabinet Ministers
- consulted Ministers, and their portfolio and administrator groups
- "Travel" group which comprises the Ministry of Foreign Affairs and Trade (Foreign Affairs) portfolio group; and the MFAT administrator group

- above group, plus: **Cabinet Ministers**
- **Cabinet committee Ministers**
- consulted Ministers, and their portfolio and administrator groups

From Lodged onwards, accessible by the

Note: if the Minister's office has uploaded and lodged the paper, the owing agency does not have access unless the Minister's office specifically provisions this via 'View and manage' access.

## Plus, Minute only:

 "Published minute access group (Travel)" which comprises the Department of Internal Affairs (Ministerial Services) portfolio group and administrator group

#### Plus, Minute only:

"Published minute access group (APH)" which comprises the Ministry for Women (Women) portfolio group and administrator group



Access to Travel and Appointment submissions is more limited than access to General submissions.



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Withdrawn

Remains accessible by: All groups and individuals that had access when the submission was withdrawn.