Process flow and access for submissions in CabNet

<table>
<thead>
<tr>
<th>Process</th>
<th>‘General’ submission</th>
<th>‘Travel’ submission</th>
<th>‘Appointment’ submission</th>
</tr>
</thead>
</table>
| Paper ready for Minister’s approval | 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 | Final Draft accessible by:  
- Cabinet Office  
- Prime Minister’s office  
- own Minister, portfolio and administrator groups  
- the uploader and their administrator group |
| Final Draft | 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 | From Lodged onwards, accessible by the above group, plus:  
- Cabinet Ministers  
- Cabinet committee Ministers  
- consulted Ministers, and their portfolio and administrator groups |
| Minister approves paper | Published | Published minute access group (Travel)  
which comprises the Department of Internal Affairs (Ministerial Services) portfolio group and administrator group | “Published minute access group (APH)” which comprises the Ministry for Women (Women) portfolio group and administrator group |
| Lodged | | | |
| Draft Agenda published | | | |
| Summary published | | | |
| Published | | | |
| Final Agenda published | | | |
| Confirmed on Committee/ Cabinet Agenda | | | |
| Meeting occurs | | | |
| Minute published | | | |
| Considered by Committee/ Cabinet | | | |
| Report of Committee | | | |
| Minute published | | | |
| Withdrawn | | | |

Owning Ministers’ offices and agencies can edit and upload new versions of papers and attachments, update submission information, and provision access via ‘View and manage access’ until a submission is Published. (Cabinet Office can make changes after this point, if required.)

You must also advise Cabinet Office if you update any submission information, or upload a new version, after a submission has been lodged.

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

Remains accessible by: All groups and individuals that had access when the submission was withdrawn.