

Process flow and access for submissions in CabNet

Process	Access		
	‘General’ submission	‘Travel’ submission	‘Appointment’ submission
Paper ready for Minister's approval			
Final Draft	Final Draft accessible by: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Cabinet Office Prime Minister's office owning Minister, portfolio and administrator groups the uploader and their administrator group
↓ Minister approves paper			
Lodged			
↓ Draft Agenda published Summary published	From Lodged onwards, accessible by the above groups, plus: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Cabinet Ministers Cabinet committee Ministers consulted Ministers, and their portfolio and administrator groups
↓ Published			
↓ Final Agenda published			
Confirmed on Committee/ Cabinet Agenda			
↓ Meeting occurs			
↓ Minute published			
↓ Considered by Committee/ Cabinet			
↓ Report of Committee Minute published			
Withdrawn	Remains accessible by: All groups and individuals that had access when the submission was withdrawn.		

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

Owing 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.