

Cabinet Memorandum Development Process Flow

	Process Name	Business Flow	Data Flow	Approval Levels	Actors
1	Initiating Drafting of the Cabinet Memo	Drafting Cabinet Memo	<ul style="list-style-type: none"> SD Initiates Cabinet Memo Development Process MTC carries out Stakeholders engagement and public participation MTC submits Memo to Principal Secretary (PS) for adoption PS SD shares the document with other relevant PS Comments from PS(S) incorporated in the draft Memo PS SD Submits Memo to CS Line Ministry for further action 	Principal Secretary	SD MTC PS SD PS other SD
2	Cabinet Secretary Approval of Draft CAB Memo	Approving draft Cabinet Memo	<ul style="list-style-type: none"> Cabinet Secretary (CS) receives draft Cab Memo. CS Line Ministry Shares Draft Cabinet memo with all other CS and AG CS from other Ministry's and AG provides their input for consideration System should allow for concurrence, versioning, comments and track changes CS Line Ministry finalises cabinet Memo by incorporates inputs and comments 	Cabinet Secretary	SD MTC PS SD CS other ministries AG Legal Officer

			<ul style="list-style-type: none"> • CS Line Ministry appends the signature, in case of co-sponsored other CS(s) appends their signature first. • CS line Ministry Submits the approved draft Cabinet Memo to Secretary to the Cabinet. 		
3	Secretary to the Cabinet Office	Receiving Cabinet Memo	<ul style="list-style-type: none"> • Cabinet Office receives the submitted Cabinet Memo. • Cabinet Memo is Classified, queued for agenda. • At this point the cabinet memo is subjected to Cabinet workflow process 	Cabinet Office	Secretary to the Cabinet