



## Corporate Secretariat Overview

- Supports Ministerial participation on Cabinet Committees
- Prepares QP materials and Parliamentary Returns
- Prepares correspondence for the Minister's signature
- Tracks documents and business owner of CCM
- Supports VAC Governance by providing secretariat support
- Coordinates and schedules MVA & OMVA briefings and meetings
- Provides strategic support, coordination and advice to the Minister/Minister's staff
- Supports Ministerial engagements through coordinated visits, logistics and protocol support

**1) Cabinet and Parliamentary Affairs & Briefing, Coordination Liaison** – Supports Ministerial participation on Cabinet and related committees. Prepares Question Period materials and all Parliamentary returns. Monitors and reports on House of Commons activities and Parliamentary Committees and lead on the development of transitional materials. Supports VAC governance work by providing secretariat support to senior governance committees. Prepares documentation to support a weekly Lookahead coordination meeting with Ministerial staff. Coordinates and schedule all MVA, OMVA and Governance related briefings and meetings through the Briefing Coordination and Liaison Unit.

**2) Executive Services Unit** – Responds to inquiries from Veterans and their families, Parliamentarians, Veterans organizations and the general public. Prepares correspondence for the Minister's signature.

**3) Departmental Assistant's Office** – Provides integrated support to the MVA and staff to ensure seamless coordination between the Department and the Minister's Office. Coordinates all Ministerial and staff briefings and manage all associated tasking's and follow-ups. Ensures well-coordinated and supported Ministerial visits and travel, through integrated support to the MVA's staff and horizontal collaboration across the Department and OGDs.