



## Cabinet and Parliamentary Affairs (CPA) & Briefing, Coordination and Liaison (BCL)

- Support the Minister, Deputy Minister and senior officials by providing strategic advice and operational services in support of their Cabinet and Parliamentary responsibilities
- Organizing all OMVA and Minister briefings and coordinating/supporting all senior level governance committees

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 leads on the development of transitional materials. Support VAC governance work by providing secretariat support to senior governance committees. Prepare documentation to support a weekly Lookahead coordination meeting with Ministerial staff. Coordinates and schedules all MVA and OMVA briefings and governance meetings.

