

Appendix II -Process Deliverables



Department of the Taoiseach e-Cabinet Project

e-Cabinet Project
Second Draft of redesigned Cabinet Processes
List of Contents

The following is the list of processes which we have analysed as part of the e-Cabinet assignment:-

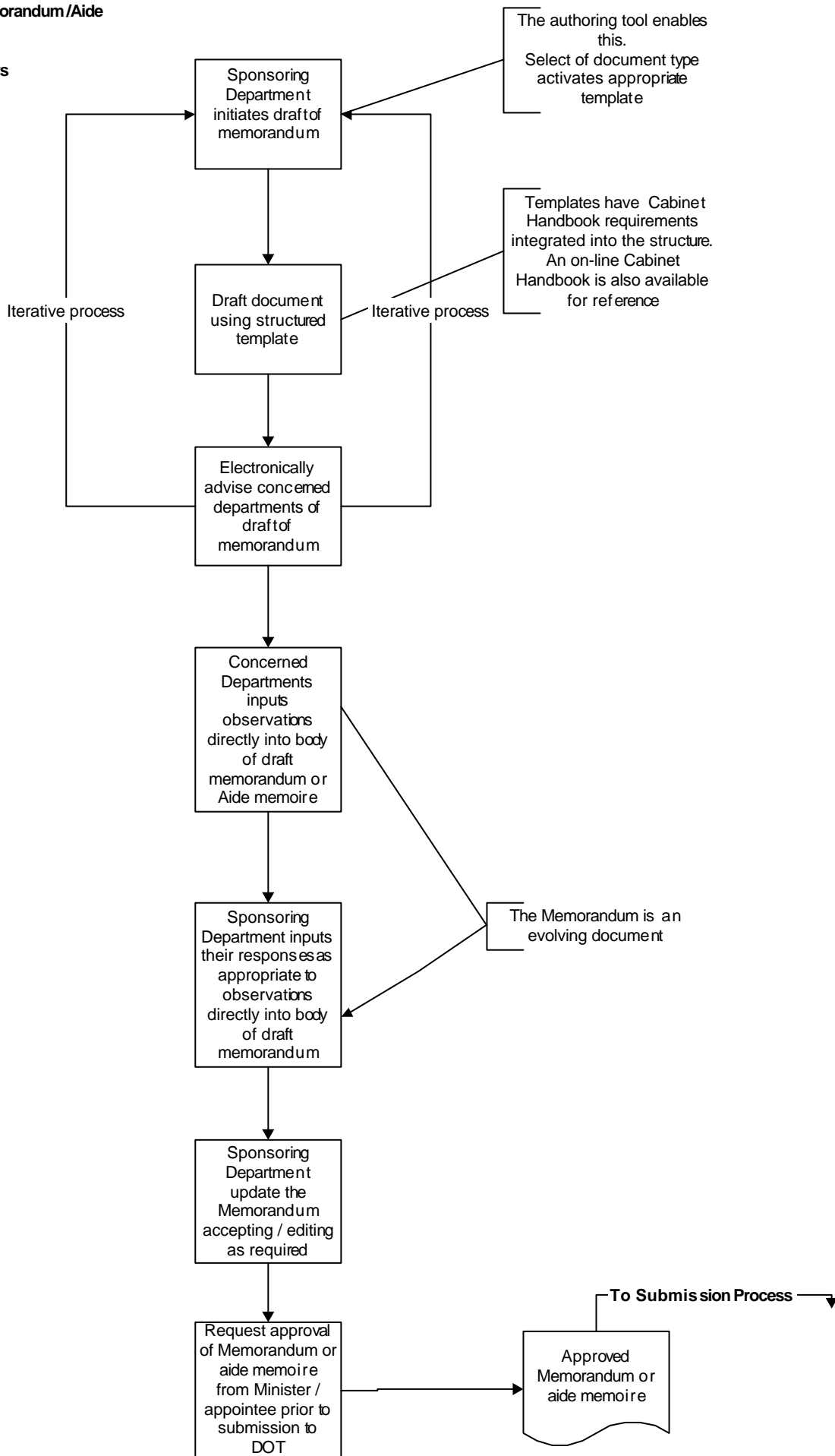
- Collaboration for preparation of Memorandum / Aide Memoire
- Submission of Memorandum / Aide Memoire and related items to Cabinet Secretariat
- Construction of Agenda
- Late Submissions
- Confirm Meeting Details and Attendance
- Preparation for Meeting
- Run Cabinet Meeting
- Secretariat Drafting and Issuing of Decisions
- Compile Minutes
- Meeting follow up
 - Gazetting
 - Presentations to Houses of Oireachtas
 - Presidential Action - Ceremonials

Department of the Taoiseach e-Cabinet Project

Process Name

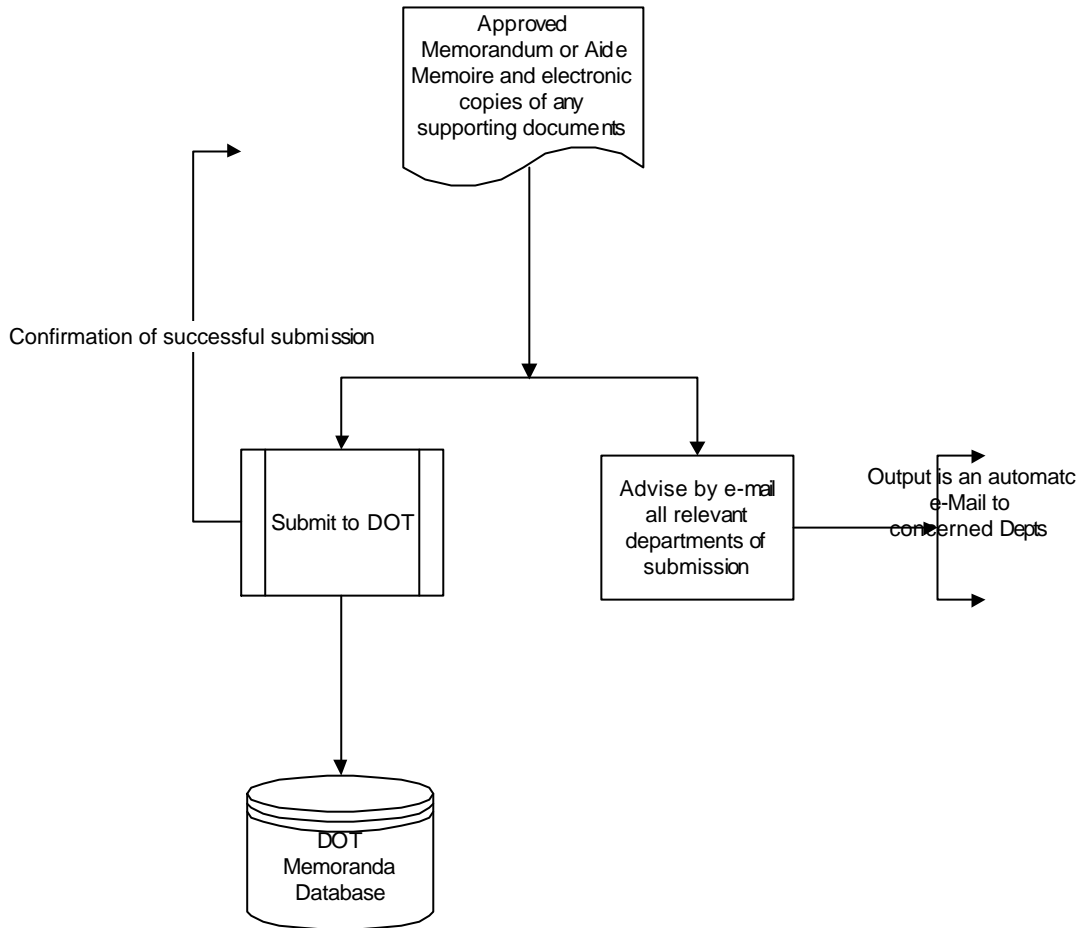
Collaboration for preparation of Memorandum/Aide Memoire

Prepared by : PricewaterhouseCoopers



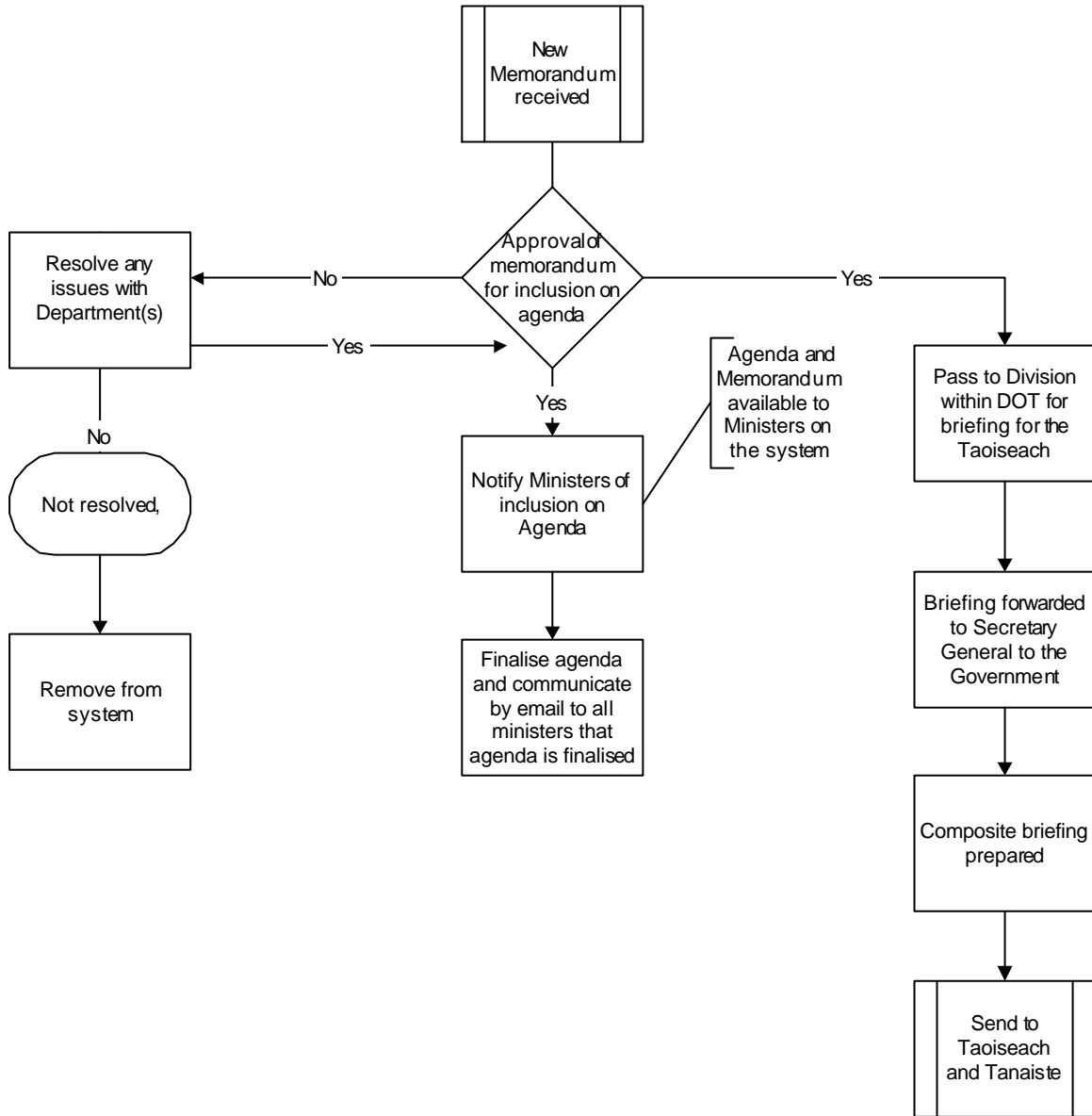
Department of the Taoiseach e-Cabinet Project

Process Name:
Submission of Memorandum and Related Items to
Cabinet Secretariat
Prepared by : PricewaterhouseCoopers



Process Name: Construction of Agenda and related Items

Prepared by : PricewaterhouseCoopers



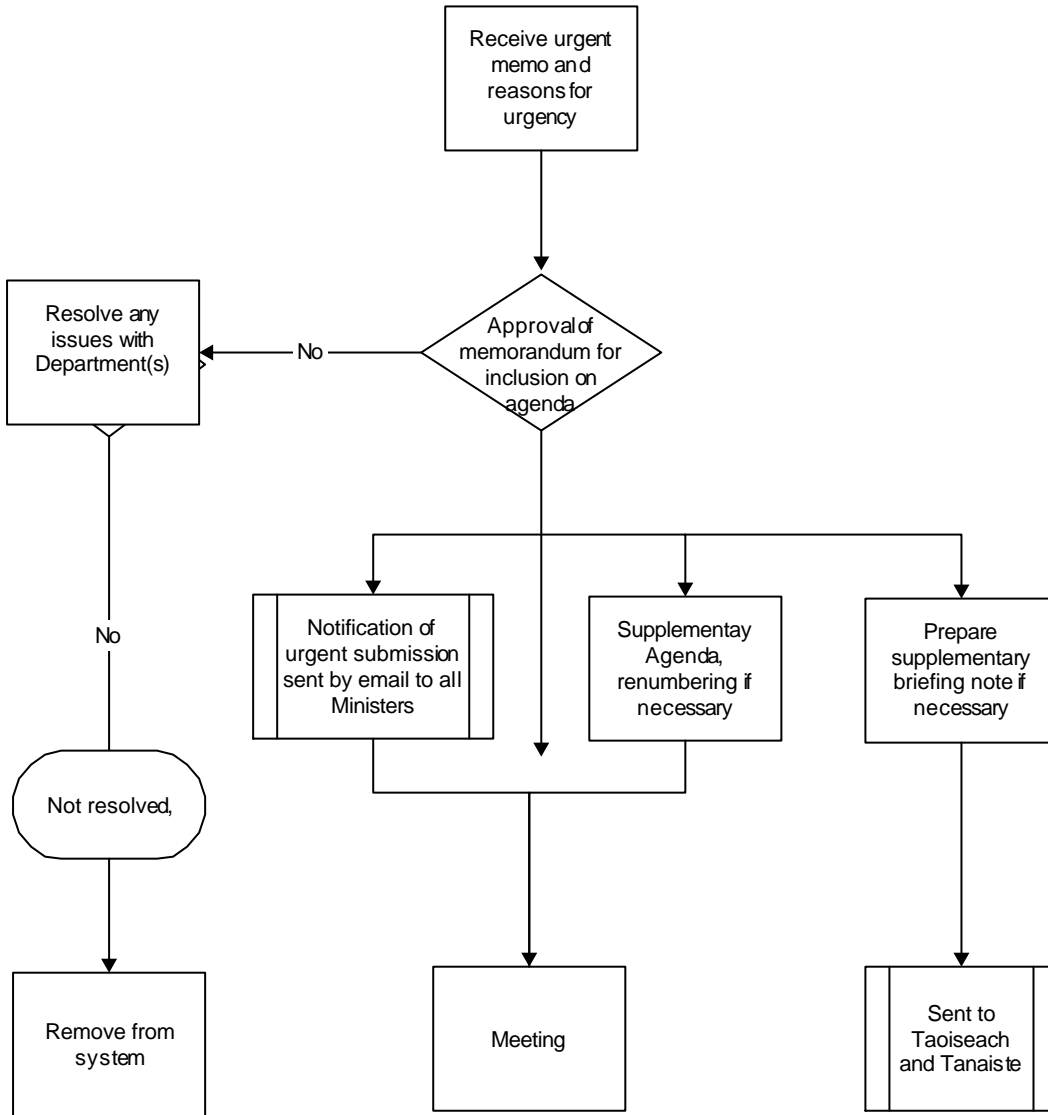
Databases Updated



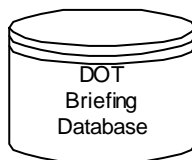
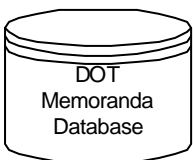
Department of the Taoiseach e-Cabinet Project

Process Name: Urgent Submissions for Supplementary Agenda

Prepared by : PricewaterhouseCoopers



Databases Updated

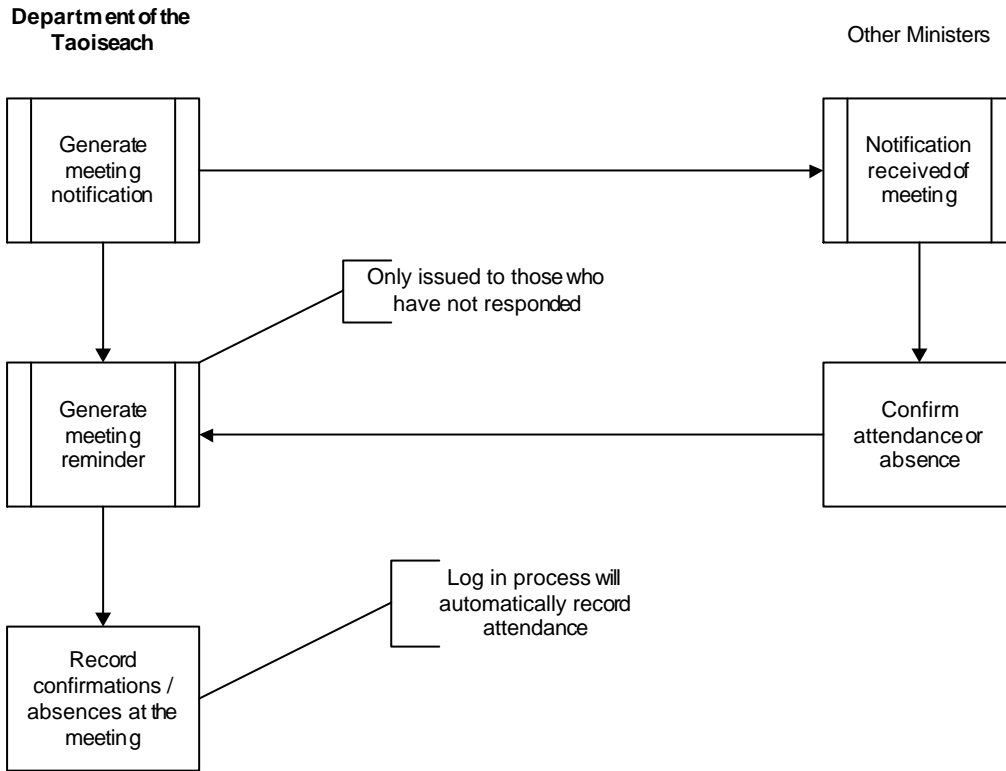


Department of the Taoiseach e-Cabinet Project

Process Name: Confirm Meeting Details and Attendance

Prepared by : PricewaterhouseCoopers

Cross Reference : Page 19 of Process Descriptions

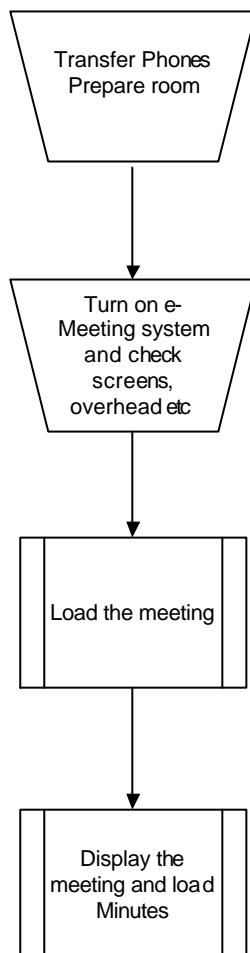


Databases Updated



Process Name : Preparation for Meeting and Load up Cabinet Papers

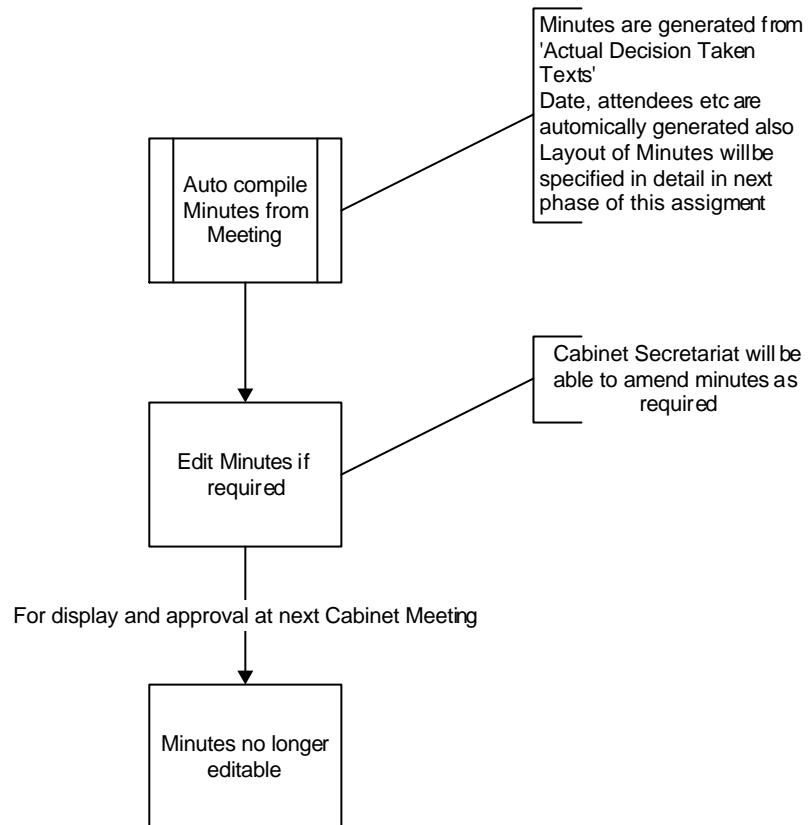
Prepared by : PricewaterhouseCoopers



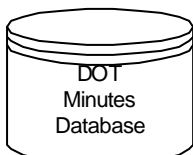
Department of the Taoiseach e-Cabinet Project

Process Name: Compile Minutes

Prepared by : PricewaterhouseCoopers



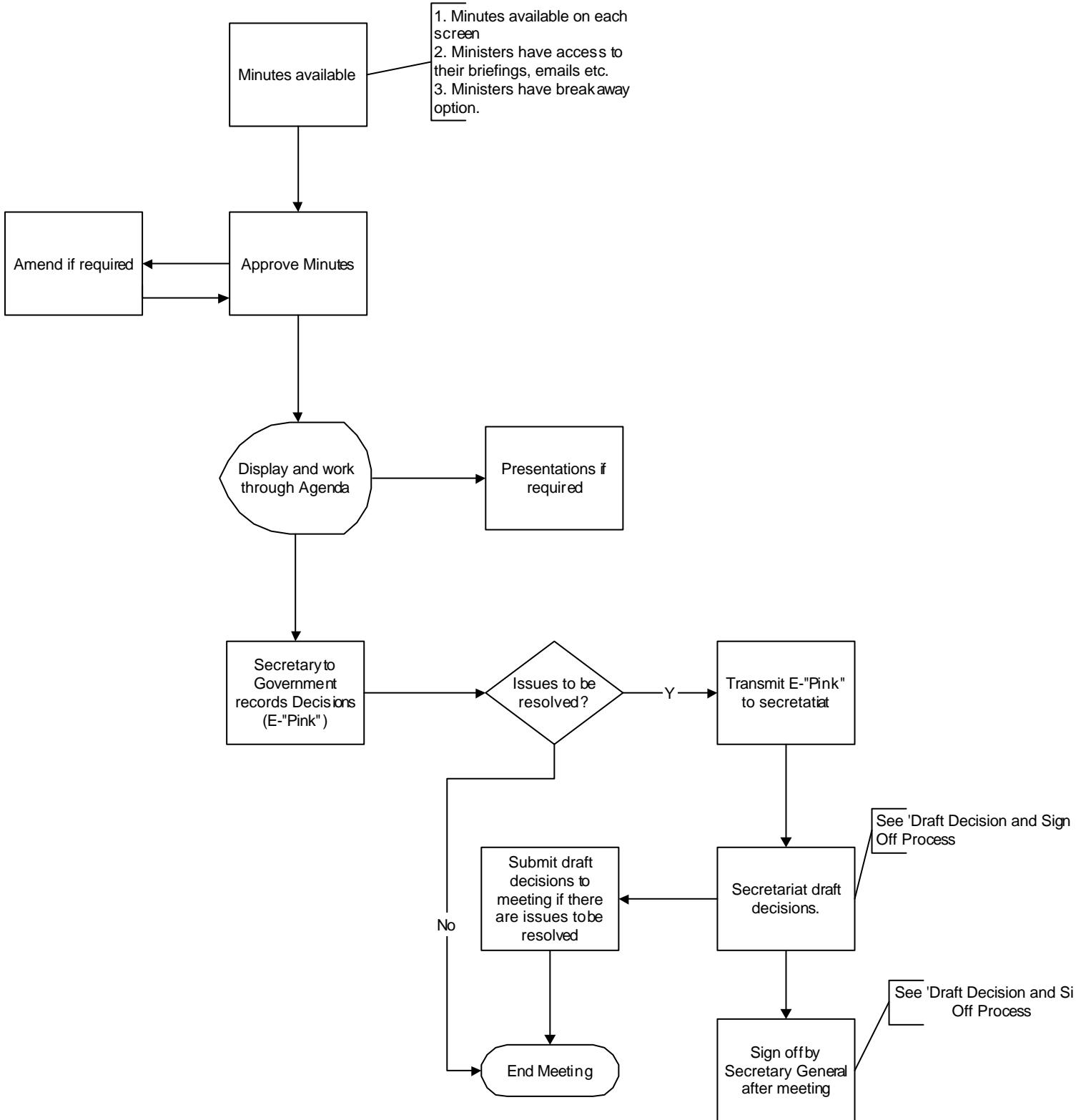
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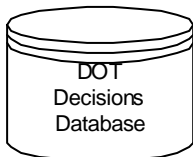
Department of the Taoiseach e-Cabinet Project

Process Name: Run Cabinet Meeting

Prepared by : PricewaterhouseCoopers



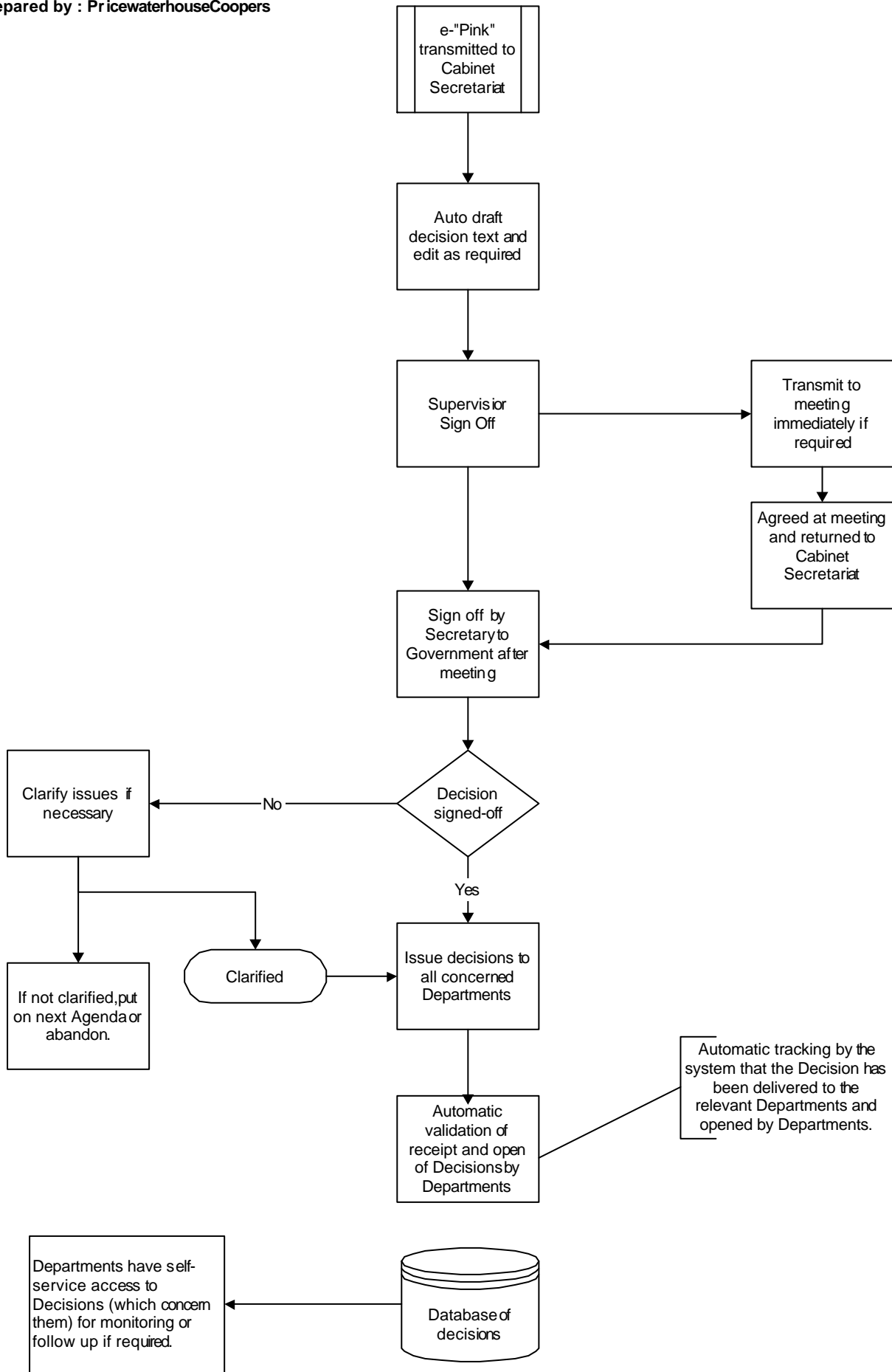
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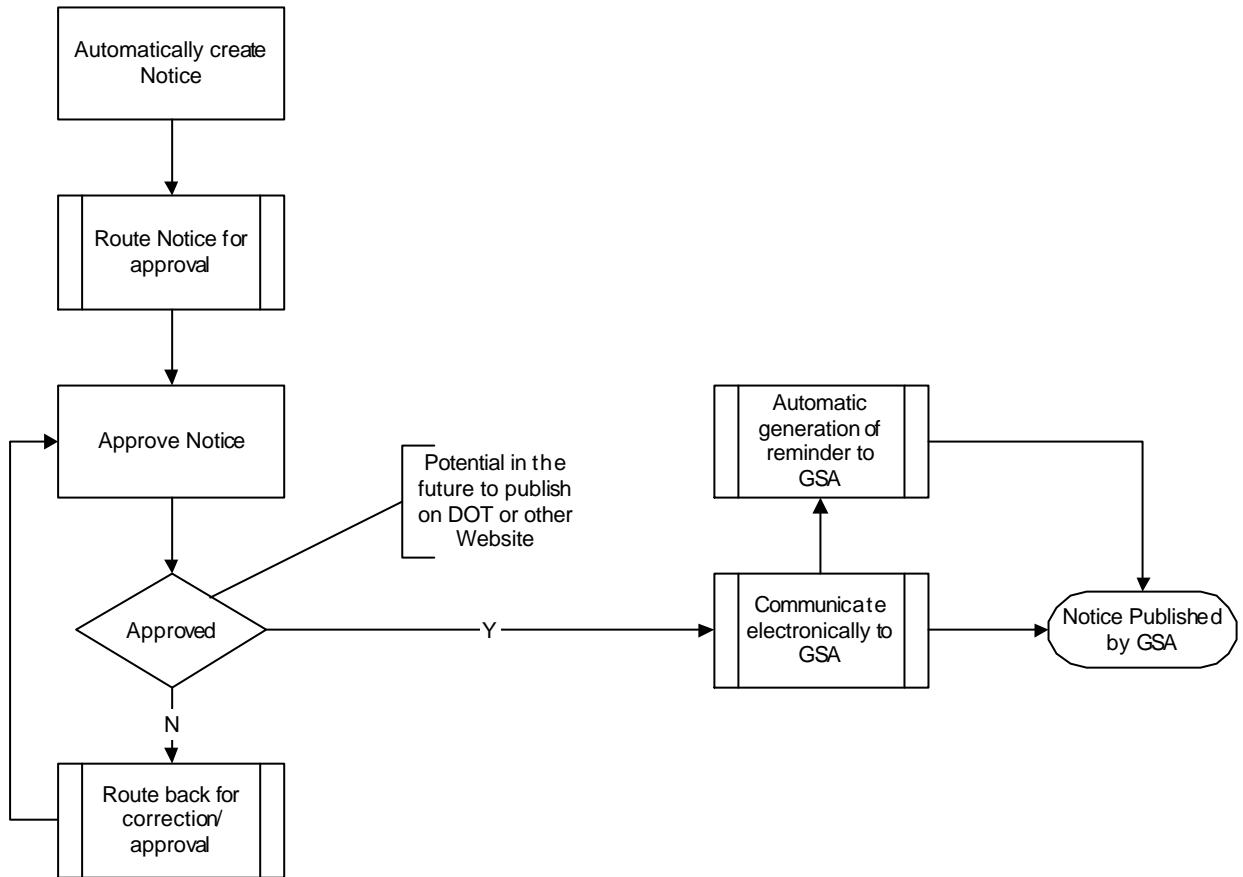
Department of the Taoiseach e-Cabinet Project

Process Name: Secretarial Drafting & Issuing of Decisions

Prepared by : PricewaterhouseCoopers



Process Name: Meeting Follow Up - Gazetting in Iris Oifigiúil
Prepared by : PricewaterhouseCoopers



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Process Name: Meeting Follow Up - Presentation to Houses of Oireachtas

Prepared by : PricewaterhouseCoopers

Notes

Certain documents are presented to the Houses of the Oireachtas following approval at Cabinet.

An electronic facility should be set up which will replace the current paper based presentation method. This will require both the Cabinet Secretariat and the Houses of the Oireachtas having the electronic environments to handle the transaction.

This system would provide the following facilities:-

- Structured electronic form to replace the current paper form, which advises as to the content of the presentation

- Facilities to attach other documents in PDF or XML form (in the case of proposals for legislation).

- This framework could eventually include systems for electronic signatures.

Process Name: Meeting Follow Up - Ceremonials

Prepared by : PricewaterhouseCoopers

Notes

The processes surrounding Ceremonials should also be examined in greater detail with a view to replacing the current paper based transmissions with electronic transmissions.

This could also address the use of electronic aids to facilitate setting of dates and other arrangements for ceremonials.