

PROCESS – New Procedure

- Need for new procedure is identified and brought forward to Policy Sponsor or initiated by Policy Sponsor
- Policy Sponsor appoints Responsible Office
- Responsible Office brings plan forward to Policy Advisory Group with the *New Policy Document Proposal Form*
- Policy Advisory Group reviews *New Policy Document Proposal Form* and provides recommendations regarding the consultation and communication plan, and whether or not to proceed with procedure development
- Responsible Office drafts procedure and then takes the procedure through required consultation directly with identified Primary Stakeholders and Internal Review Groups
- Primary Stakeholders and Internal Review Groups review draft procedures when requested by a Responsible Office and provide feedback/input directly to the Responsible Office
- Responsible Office revises the draft procedure as necessary based on feedback/input received from Primary Stakeholders and Internal Review Groups
- Once all consultation has occurred, Responsible Office brings the finalized draft procedure back to Policy Advisory Group with the *Request to Proceed to Policy Document Approval and/or Rescission Form*
- Policy Advisory Group reviews the request and makes a recommendation for next steps - a recommendation to proceed for approval will not be made unless all identified consultation has been completed
- Once recommendation to proceed for approval received from the Policy Advisory Group the Responsible Office sends the procedure (with a copy of the Policy Advisory Group's recommendation) to either AGC Executive Committee or President's Policy Committee (as appropriate) for approval of the procedure itself and the proposed effective date¹

¹ Responsible Offices are requested to submit procedures to PPC or AGC Executive Committee for approval following the standard procedures and templates used with any other document being submitted to those groups

- Once final approval received from either AGC Executive Committee or President's Policy Committee, Responsible Office provides the Office of General Counsel with confirmation of approval and final version of procedure for posting
- Office of General Counsel sets the date of next review of the procedure based on the effective date and posts the procedure on the online policy repository