

**END WORKFLOW**  
**Departmental Officer**

Files or disposes of hardcopy as appropriate and closes PDR.  
Status = Closed



**START WORKFLOW**  
**Departmental Liaison Officer**

Creates PDR and assigns to Parliamentary Coordinator.  
Status = Created



**Parliamentary Coordinator**

Assigns to Department Unit Coordinator for processing.  
Status = Created

**Unit Coordinator**

Assigns PDR and hardcopies to Dept Officer for recordkeeping purposes.  
Status = Published



**Parliamentary Workflow**

**Parliamentary Coordinator**

Publishes PDR and assigns to Unit Coordinator.  
Status = Ready for Publication



**Unit Coordinator**

Assigns PDR to Departmental Officer to draft response.  
Status = Created



**Departmental Liaison Officer**

Provides response to Minister or Parliamentary Secretary for signature, assigns to Parliamentary Coordinator for publication.  
Status = Awaiting MO Action



**Departmental Officer**

Drafts response and assigns it for clearance.  
Status = Draft

**Parliamentary Coordinator**

Quality checks cleared response and assigns to DLO for MO action.  
Status = Awaiting Quality Check



**OPTIONAL STEP**  
**Unit Coordinator**

Quality checks cleared response and assigns to Parliamentary Coordinator for further quality checking.  
Status = Cleared



**Clearing Officer**

Quality checks draft response, clears and assigns to Unit Coordinator or Parliamentary Coordinator.  
Status = Awaiting Clearance