

# 11 Minister's Office: Checklist for Uploading and Lodging a Paper



Minister's office user

## Upload and lodge a paper

<p><b>Before you start</b></p>	<ul style="list-style-type: none"> <li>• Document is a Cabinet or Cabinet committee paper with a security classification of: In Confidence, Sensitive or Restricted.</li> <li>• <b>The Minister has approved the paper to be lodged in CabNet</b> (internal office processes apply for securing the Minister's approval).</li> <li>• An electronic version of the approved paper (Word) and any attachments (PDF) is saved on your local or network drive.</li> </ul>
<p><b>1.</b></p>	<p><b>Upload paper:</b></p> <ul style="list-style-type: none"> <li>• From the 'Upload a Paper' section on the homepage, click on the relevant paper type button under 'Paper for Lodgement'. Do not select a paper type under 'Upload Final Draft' unless you specifically intend this.</li> <li>• Browse to locate the submission document in your local or network drive, click 'Confirm'.</li> </ul>
<p><b>2.</b></p>	<p><b>Complete 'Submission information' sections, ensuring in particular:</b></p> <ul style="list-style-type: none"> <li>• The 'Title' field is the same as that displayed on the paper.</li> <li>• Click on the 'Add portfolio' button if the paper is joint with another Minister/s.</li> <li>• Are the classification and endorsements correct?</li> <li>• Is the 'Meeting type' and 'Intended meeting' date correct?</li> </ul>
<p><b>3.</b></p>	<p><b>Complete 'Ministerial consultation' section:</b></p> <ul style="list-style-type: none"> <li>• Include all relevant Ministers and their correct portfolios as CabNet provisions access to other Ministers and their Portfolio Groups based on this information.</li> <li>• Record consultation with the government caucus, and other parties.</li> </ul>
<p><b>4.</b></p>	<p><b>Complete 'Agency consultation' section:</b></p> <ul style="list-style-type: none"> <li>• Include all relevant agencies and their correct portfolios as CabNet provisions access to agencies and their Portfolio Groups based on this information.</li> <li>• Appointment papers also require information on nominations sought from agencies.</li> </ul>
<p><b>5.</b></p>	<p><b>Complete 'Attachment information' section and upload attachment/s, if required:</b></p> <ul style="list-style-type: none"> <li>• Click 'Upload new attachment'.</li> <li>• Browse to locate the document in your local or network drive, click 'Confirm'.</li> <li>• Complete all the 'Attachment information' fields, ensuring in particular: <ul style="list-style-type: none"> <li>- The 'Title' field is the same as that displayed on the document or referred to in the paper.</li> <li>- Add a number to the title (eg Appendix 1 - [title], Appendix 2 - [title]) if there is more than one attachment to be uploaded.</li> </ul> </li> </ul> <p>Repeat the above process if there is another attachment.</p>

6.	<b>Check</b> and update (if necessary) the Submission Information displayed on the 'Review' screen.
7.	Click ' <b>Lodge</b> '.
8.	<b>Review uploaded Word documents</b> on the individual preview screens in CabNet to check that formatting is correct. If there are any issues, fix and upload a new version.
9.	<b>If an Appointment paper</b> , use the 'View and manage access' function to manually add access to the owning agency (individuals or portfolio group).