**Best Practices**

**Stage 4 - Document Approval**

**INTRODUCTION**

**Policy Cycle:** Stage 1: Predevelopment – Identify & Conduct Analysis-Approval to Proceed

Stage 2: Drafting / Writing

Stage 3: Consultation

**Stage 4: Document Approval**

Stage 5: Publication

Stage 6: Implementation and Communication

Stage 7: Evaluation and Review

Following drafting and consultation, the policy document must be submitted, with a completed Briefing Template for Document Approval*,* to the Policy Manager for quality assurance. It will then be ready for approval by the relevant Approval Authority.

**QUALITY ASSURANCE**

**The Policy Manager will:**

• review the draft for compliance with the Policy Framework/Policy and alignment with language in other governance documents

• ensure that relevant consultation has occurred

• ensure that the Implementation and Communication Plan has been developed

• make recommendations to manage version controls and web-publishing compliance matters

• return the document to the Implementation Lead to clarify any questions, for subsequent submission to the Approval Authority.

**DOCUMENT APPROVAL**

**The Approval Authority will:**

• consider the draft or amended document and the information provided in the *Document Approval Checklist* and be satisfied that:

* the document has undergone the necessary process of consultation
* that the *Implementation and Communication Plan* is adequate
* that responsibilities are understood
* that all related issues, including other documents needing revision, have been addressed, and
* that the document addresses the reasons for the policy gap.

• approve the document as ready for publication using the Briefing Template

• return the approved policy document and the supporting documents to the Implementation Lead for subsequent finalization and publication.

**The Implementation Lead will:**

• forward the completed *Briefing template,* the final approved document, and evidence of approval to the Policy Manager governance@nosm.ca for their records

**NEXT STEP**

The person responsible will publish the document (Stage 5) and the Implementation Lead will enact *the Implementation and Communication Plan* (Stage 6).

Sample Approval Message

To: XX

This email is to advise that the document/action(s) identified below that were submitted to [approval body ] by [whom].

The following motions were adopted at the [DATE] BY [NAME OF MEETING].  This is the final approval required. [may require additional senates or other body approval]

I have attached the corresponding documents that were approved.

**[DOCUMENT NAME]**

All documents were approved as presented and no changes were noted.

Please follow up with posting and implementation as required.

Please forward a final version of the revised policies for my records [this may be in the future to Document Central with a link to the posting].