



# Preparing for an Appearance before a Parliamentary Committee

**FMI PD Week**

**November 26, 2009**

**John Morgan**

**Office of the Comptroller General**



# Outline

1. Prior to
2. During
3. After





# Prior to

1. Democracy in action
2. Purpose
3. Implicated organizations
4. Roles and coordination
5. Plan and briefing sessions
6. Research – Office of the Auditor General, Parliamentary Budget Office, parliamentarians, media, stakeholders
7. Briefing Book – organized, flags, opening remarks, issues, exposures, positions, media lines, Qs&As, action plans, other appearances, accounting officer responsibilities, media interest, other matters, member bios
8. Opening remarks, documents to table
9. Parliamentary affairs and Minister's office



# During

1. Logistics – location, televised, media presence
2. Briefing book, reports – both languages
3. Arrive early
4. Composure
5. Using the Chair
6. The Government's position
7. Clear, complete responses, corrections
8. Redirecting questions
9. Interventions
10. Notes – track questions, responses, follow-up



# After

1. Summary, Transcript “Blues”
2. Media coverage and follow-up
3. Follow-up items

