

**From:** Furtado, Erica [mailto:!  
**Sent:** July-04-13 11:58 AM  
**Cc:** Koolsbergen, Nick  
**Subject:** Transition Binder Check List

All,

Please note that item #6 on the Transition Binder Checklist is no longer required.

Thank you,  
Erica

**From:** Furtado, Erica  
**Sent:** Thursday, July 04, 2013 07:51 AM Eastern Standard Time  
**Cc:** Koolsbergen, Nick  
**Subject:** Transition Binder Check List

Folks – on the call I said we wanted to include sword / shield issues and lines on them. Since that information will already be in your QP Book we are eliminating the separate sword / shield request. Our preference is to receive an electronic copy of your issues binder, and an electronic and paper copy of your QP Book.

Thanks,  
Nick

#### **Transition Binder Check List**

1. What to say at QP: paper and e-copy of QP book\*
2. What to expect soon: hot issues, legal actions, and complaints
3. What to expect later: long-term issues forecast\*
4. What to do: status of mandate items; off-mandate items
5. What to avoid: pet bureaucratic projects\*
6. Who to avoid: bureaucrats that can't take no (or yes) for an answer
7. What to attend: upcoming events, meetings, and FPTs\*
8. Who to appoint: outstanding GiCs and hot prospects
9. Who to engage or avoid: friend and enemy stakeholders
10. Private Members Bills – lines and Caucus packages\*

\* previously tasked