**Template Guide:**

**Briefing Note Titles and Numbers**

DRAFT

Contents

[1.0 Overview 3](#_Toc4676602)

[2.0 Fields 3](#_Toc4676603)

[2.1 Briefing Note Tracking Number 3](#_Toc4676604)

[2.2 Title - English 3](#_Toc4676605)

[2.3 Title - French 3](#_Toc4676606)

[2.4 Originating Sector - English 4](#_Toc4676607)

[2.5 Originating Sector - French 4](#_Toc4676608)

[2.6 Addressee 4](#_Toc4676609)

[2.7 Date Received 4](#_Toc4676610)

[2.8 Action Required 5](#_Toc4676611)

[2.9 Additional Information - English 5](#_Toc4676612)

[2.10 Additional Information - French 5](#_Toc4676613)

# Overview

The purpose of this document is to provide supplemental information to the *Publication Training Guide – Briefing Note Titles*. This guide is intended to provide information on how the Briefing Note template is populated.

# Fields

## 2.1 Briefing Note Tracking Number

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name**  | Briefing Note Number  |
| **Description**  | This field will display the internal tracking number of the briefing note. |
| **Obligation** | Mandatory |
| **Format Type** | Free text  |
| **Validation** | This field must not be empty |
| **Example** | 12345 |

## 2.2 Title - English

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Title |
| **Description** | This field is populated by the user with the official title of the briefing note, in English. |
| **Obligation** | Mandatory |
| **Format Type** | Free Text |
| **Validation** | This field must not be empty. |
| **Example** | Privacy Policy Changes |

## 2.3 Title - French

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Title |
| **Description** | This field is populated by the user with the official title of the briefing note, in French. |
| **Obligation** | Mandatory |
| **Format Type** | Free Text |
| **Validation** | This field must not be empty. |
| **Example** | Privacy Policy Changes |

## 2.4 Originating Sector - English

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name**  | Originating Sector |
| **Description** | The Sector, Branch, or Division, in English, where the briefing note originated. If there are multiple sectors/branches/divisions, they may be separated by a semicolon (;) |
| **Obligation** | Mandatory |
| **Format Type** | Free text  |
| **Validation** | This field must not be empty |
| **Example** | Strategic Policy Branch |

## 2.5 Originating Sector - French

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name**  | Originating Sector |
| **Description** | The Sector, Branch, or Division, in French, where the briefing note originated. If there are multiple sectors/branches/divisions, they may be separated by a semicolon (;) |
| **Obligation** | Mandatory |
| **Format Type** | Free text  |
| **Validation** | This field must not be empty |
| **Example** | Strategic Policy Branch |

## 2.6 Addressee

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name**  | Addressee |
| **Description** | This field will display the title of the person to whom the briefing note is addressed. |
| **Obligation** | Mandatory |
| **Format Type** | Controlled List (drop down menu):* M – Minister
* D – deputy head
 |
| **Validation** | This field must not be empty |
| **Example** | Minister |

## 2.7 Date Received

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Date Received  |
| **Description** | This field will display the date on which the briefing note was received in the addressee's office. |
| **Obligation** | Mandatory |
| **Format Type** | Format – YYYY-MM-DD |
| **Validation** | This field must not be empty |
| **Example** | 2018-02-15 |

## 2.8 Action Required

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Action Required |
| **Description** | This field should include the purpose of the briefing note |
| **Obligation** | Mandatory |
| **Format Type** | Format – Controlled List (“drop-down” menu):* **For Information**: If the briefing note is being provided for the information of the addressee
* **For Decision**: If the briefing note is seeking a decision from the addressee
* **For Signature**: If the briefing note is for signature of the addressee
 |
| **Validation** | This field must not be empty |
| **Example** | For Information |

## 2.9 Additional Information - English

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name**  | Additional Information |
| **Description** | This field will display any additional information, as deemed necessary, in English. |
| **Obligation** | Optional |
| **Format Type** | Free text |
| **Example** | Administrative Amendments |

## 2.10 Additional Information - French

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name**  | Additional Information |
| **Description** | This field will display any additional information, as deemed necessary, in French. |
| **Obligation** | Optional |
| **Format Type** | Free text |
| **Example** | Administrative Amendments |