

PROACTIVE PUBLICATION REQUIREMENTS AT A GLANCE

All Government Institutions Subject to the ATIA

| Legislative Requirement | Deadline (in calendar days) |
|--|---|
| Travel expenses of senior officers or employees | 30 days after the end of the month of reimbursement |
| Hospitality expenses of senior officers or employees | 30 days after the end of the month of reimbursement |
| Reports tabled in Parliament | 30 days after tabling |

Departments, Agencies and other Bodies Subject to the ATIA and Listed in Schedules I, I.1, or II of the *Financial Administration Act*

| Legislative Requirement | Deadline (in calendar days) |
|---|--|
| Briefing packages for new or incoming deputy heads | 120 days after appointment |
| Titles and tracking numbers of memoranda | 30 days after the end of the month received |
| Briefing packages for Parliamentary Committee appearances | 120 days after appearance |
| Grants & Contributions | 30 days after the end of the quarter |
| Contracts over \$10,000 | Q1-3: 30 days after the end of the quarter Q4: 60 days after the end of the quarter |

Government Institutions for which the Treasury Board is the Employer

| Legislative Requirement | Deadline (in calendar days) |
|-------------------------------|--------------------------------------|
| Reclassification of positions | 30 days after the end of the quarter |

Ministers

| Legislative Requirement | Deadline (in calendar days) |
|--|--|
| Mandate Letters (published by the Office of the Prime Minister) | 30 days after being issued |
| Briefing packages prepared for new or incoming ministers | 120 days after appointment |
| Titles and tracking numbers of memoranda | 30 days after the end of the month received |
| Question Period Notes | 30 days after last sitting day in June and December, or no later than July 31 or January 31 if the House of Commons is not sitting in June or December |
| Briefing packages for Parliamentary Committee appearances | 120 days after appearance |
| Travel expenses of ministers, ministerial advisers, ministerial staff | 30 days after the end of the month of reimbursement |
| Hospitality expenses of ministers, ministerial advisers, ministerial staff | 30 days after the end of the month of reimbursement |
| Contracts over \$10,000 | Q1-3: 30 days after the end of the quarter Q4: 60 days after the end of the quarter |
| Ministers’ Offices Expenses | 120 days after the end of the fiscal year |