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 Mandate Letters (published by the Office of the Prime Minister) Briefing packages prepared for new or incoming ministers Titles and tracking numbers of memoranda Question Period Notes Briefing packages for Parliamentary Committee appearances Travel expenses of ministers, ministerial advisers, ministerial advisers, ministerial advisers, ministerial advisers, ministerial advisers, ministerial staff Contracts over \$10,000 Mandate Letters (published by the 30 days after being issued 30 days after appointment 120 days after the end of the month received 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 120 days after appearance 30 days after the end of the month of reimbursement 30 days after the end of the month of reimbursement 30 days after the end of the month of reimbursement 40 days after the end of the quarter Q4: 60 days after the end of the quarter Q4: 60 days after the end of the fiscal year		
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Q4: 60 days after the end of the quarter		•
Ministers' Offices Expenses 120 days after the end of the fiscal year	Contracts over \$10,000	·
	Ministers' Offices Expenses	120 days after the end of the fiscal year