

Secrétariat du Conseil du Trésor du Canada



Ministerial Profile Updates

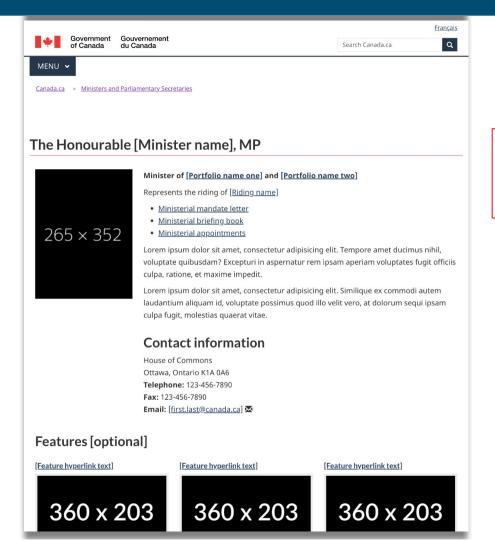
Fall 2021

Swearing-in day - centralized process

All Ministerial profiles will be updated on swearing-in day.

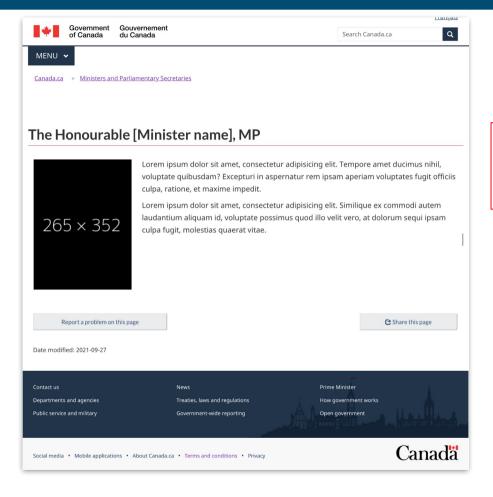
As requested by TBS and PCO, Principal publisher will:

- Update all ministerial profiles in a centralized location
- Use the updated template, but only include bios and photos
- Source pre-approved bio copy from pm.gc.ca
- Reuse existing photos where possible; source new photos from PCO



Full Ministerial profile template:

https://design.canada.ca/mand atory-templates/ministerial-profi le-pages.html



On swearing-in day, Ministerial profiles will look like this

Swearing-in day - what institutions need to do

Do's

- Wait for PP to notify institutions when new Ministerial profiles are live
- Update links from your institutional landing page (ILP) and any other pages to point to new Ministerial profile in AEM

Don'ts

- Duplicate centralized Ministerial profiles under your own ILPs
- Ask for new links prior to swearing-in day

After swearing-in day - other mandatory elements

Principal publisher will add the following as they become available:

- Riding links from www.parl.gc.ca
- Mandate letter links from pm.gc.ca

Institutions to provide PP with the following as applicable:

- Ministerial contact information
- Briefing books or transition binder links
- Ministerial appointment calendar links
- Use the PP request form for these: http://requestform.portal.gc.ca/tickets.html

After Swearing-in day - other updates and optional elements

If further updates are required, use PP request form for:

- Any updates to links, photos or contact info
- Any optional additions below the mandatory parts of the template

What about parliamentary secretaries?

We will follow the same process whenever they are announced!

- PP will create basic profiles with bios, photos, links to Ministers
- Institutions to provide contact info and other optional elements as needed, using PP request form

Do

Link to centralized profiles from your ILPs

Don't

Duplicate this content under your ILPs

Questions?