Centralized Publishing System for Proactive Disclosure
Template Guide: Hospitality

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# Overview

The purpose of this document is to provide supplemental information that is not provided in the *Centralized Publishing System for Travel and Hospitality: Training Guide*. The functional specifications document will provide information to users that have specific issues or questions regarding specific elements within the contracts template.

# Legend

The following sample table provides a description of each field you will see for all contract elements:

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | This text should correspond directly with the field name in your template |
| **Description** | This provides a brief description of the element  |
| **Obligation** | Indicates whether the element is required to always or sometimes be present (i.e., contain a value). Options are:* Mandatory
* Mandatory, conditional
* Optional
 |
| **Condition** | Describes the condition or conditions according to which a value shall be present |
| **Format Type** | Indicates the required format of the values, if any, at the file level. “Free text” indicates that the value may be input using natural language (i.e., there is no constraint) while “Text” indicates the value comes from a controlled vocabulary specified in the Encoding Scheme attribute |
| **Validation** | Indicates what the system will accept in this field |
| **Validation Errors**  | This section indicates when an error has been made. It will detail the error and provide instruction on how to correct it.  |

# Fields

## Reference Number

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Reference Number  |
| **Description** | This field is populated **by the user**. It is a unique reference number given to each line item in the spreadsheet. Having a unique identifier for each item will allow users locate a specific item in the registry should they need to modify or delete. |
| **Obligation** | Mandatory |
| **Format Type** | H-2015-Q1-00001 – this sequence will continue for each line item (i.e.: H-2015-Q1-00001, H-2015-Q1-00002, H-2015-Q1-00001….) |
| **Validation** | This field must not be empty. |

## Disclosure Group

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Disclosure Group |
| **Description** | This field will display the Group of the claimant. |
| **Obligation** | Optional (if left blank, this field will not be published) |
| **Format Type** | Controlled List |
| **Validation** | This field must be populated with one of the following values:* Minister/Parliamentary Secretaries/Exempt Staff; or
* Senior Level Employees
 |

## Name

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Name  |
| **Description** | This field will display the name of the claimant.  |
| **Obligation** | Mandatory |
| **Format Type** | Free text |
| **Validation** | This field must not be empty |

## Title (English)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Title (English) |
| **Description** | This field will display the title of the claimant, in English |
| **Obligation** | Mandatory |
| **Format Type** | Free text |
| **Validation** | This field must not be empty |

## Title (French)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Title (French) |
| **Description** | This field will display the title of the claimant, in French. |
| **Obligation** | Optional |
| **Format Type** | Free text |
| **Validation** | This field must not be empty |

## Description (English)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Description  |
| **Description** | This will cover both the form (e.g. breakfast, lunch, dinner, reception, refreshments, coffee and muffins, theatre tickets) and circumstances (i.e. the purpose) of the hospitality, in English. |
| **Obligation** | Mandatory |
| **Format Type** | Free text |
| **Validation** | This field must not be empty |

## Description (French)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Description (French) |
| **Description** | This will cover both the form (e.g. breakfast, lunch, dinner, reception, refreshments, coffee and muffins, theatre tickets) and circumstances (i.e. the purpose) of the hospitality, in French. |
| **Obligation** | Mandatory |

## Start Date

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Start Date  |
| **Description** | The start date on which the hospitality was provided. |
| **Obligation** | Mandatory |
| **Format Type** | Date **(YYYY-MM-DD)** |
| **Validation** | This field must not be empty |

## End Date

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | End Date  |
| **Description** | The end date on which the hospitality was provided. (can be the same as start date) |
| **Obligation** | Mandatory |
| **Format Type** | Date **(YYYY-MM-DD)** |
| **Validation** | This field must not be empty |

## Attendees (Government of Canada Employees)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Attendees (Government of Canada Employees) |
| **Description** | The total number of attendees (Government of Canada employees)  |
| **Obligation** | Mandatory |
| **Format Type** | Controlled List  |
| **Validation** | This field must be populated with one of the following values:* 1-1000
 |

## Attendees (Guests)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Attendees (Guests) |
| **Description** | The total number of attendees (Guests)  |
| **Obligation** | Optional |
| **Format Type** | Controlled List  |
| **Validation** | This field must be populated with one of the following values:* 0-1000

(Field would not be published on portal if “0” is selected) |

## Location (English)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Location (English) |
| **Description** | Must include the city where hospitality was provided and the name of the commercial establishment (i.e. restaurant or other location) and/or caterer (for in-house hospitality) that provided it, in English |
| **Obligation** | Mandatory |
| **Format Type** | Free text  |
| **Validation** | This field must not be empty |

## Location (French)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Location (French) |
| **Description** | Must include the city where hospitality was provided and the name of the commercial establishment (i.e. restaurant or other location) and/or caterer (for in-house hospitality) that provided it, in French. |
| **Obligation** | Optional |
| **Format Type** | Free text  |
| **Validation** | This field must not be empty |

## Total Amount

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Total Amount |
| **Description** | The total cost incurred for the hospitality in question. |
| **Obligation** | Mandatory |
| **Format Type** | Numerical – **Note, do not include dollar signs ($), all amounts include taxes.** |
| **Validation** | This field must not be empty  |

## Additional Comments (English)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Additional Comments (English) |
| **Description** | This field may be populated with additional comments in English. |
| **Obligation** | Optional |
| **Format Type** | Free text |

## Additional Comments (French)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Additional Comments (French) |
| **Description** | This field may be populated with additional comments in French. |
| **Obligation** | Optional |
| **Format Type** | Free Text |