**Template Guide:**

**Question Period Notes**

Contents

[Overview 3](#_Toc26969505)

[1.0 Fields 3](#_Toc26969506)

[1.1 Reference Number 3](#_Toc26969507)

[1.2 Title (English) 3](#_Toc26969508)

[1.3 Title (French) 3](#_Toc26969509)

[1.4 Title of Minister 4](#_Toc26969510)

[1.5 Issue/Question (English) 4](#_Toc26969511)

[1.6 Issue/Question (French) 4](#_Toc26969512)

[1.7 Date Provided to the Minister’s Office 4](#_Toc26969513)

[1.8 Suggested Response (English) 5](#_Toc26969514)

[1.9 Suggested Response (French) 5](#_Toc26969515)

[1.10 Background (English) 5](#_Toc26969516)

[1.11 Background (French) 5](#_Toc26969517)

[1.12 Additional Information (English) 6](#_Toc26969518)

[1.13 Additional Information (French) 6](#_Toc26969519)

# Overview

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

# Fields

## 1.1 Reference Number

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Reference Number |
| **Description** | This field is populated by the user with the reference number of the Question Period Note. This number is a mandatory system requirement when publishing a template. |
| **Obligation** | Mandatory |
| **Format Type** | Free Text |
| **Validation** | This field must not be empty. |
| **Example** | DND-2019-QP-00001 |

## 1.2 Title (English)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Title (English) |
| **Description** | This field is populated by the user with the title of the Question Period Note, in English. |
| **Obligation** | Mandatory |
| **Format Type** | Free Text |
| **Validation** | This field must not be empty. |
| **Example** | Bill C-58 (Access to Information Reform) |

## 1.3 Title (French)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Title (French) |
| **Description** | This field is populated by the user with the title of the Question Period Note, in French. |
| **Obligation** | Mandatory |
| **Format Type** | Free Text |
| **Validation** | This field must not be empty. |
| **Example** | Projet de loi C-58 (réforme de l'accès à l'information) |

## 1.4 Title of Minister

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Title of Minister |
| **Description** | This field will display the title of the Minister for whom an institution prepared a Question Period Note. |
| **Obligation** | Mandatory |
| **Format Type** | Free text |
| **Validation** | This field must not be empty |
| **Example** | President of the Treasury Board |

## 1.5 Issue/Question (English)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Issue/Question (English) |
| **Description** | This field will display the issue or question in the Question Period note, in English. |
| **Obligation** | Optional |
| **Format Type** | Free text |
| **Validation** |  |
| **Example** | What is the Government doing to reform the Access to Information Act (Bill C-58)? |

## 1.6 Issue/Question (French)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Issue/Question (French) |
| **Description** | This field will display the issue or question in the Question Period note, in French. |
| **Obligation** | Optional |
| **Format Type** | Free text |
| **Validation** |  |
| **Example** | Que fait le gouvernement pour réformer la Loi sur l'accès à l'information (projet de loi C-58)? |

## 1.7 Date Provided to the Minister’s Office

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Date |
| **Description** | This field will display the date on which the Question Period Note was provided to the minister’s office. |
| **Obligation** | Mandatory |
| **Format Type** | Format – YYYY-MM-DD |
| **Validation** | This field must not be empty |
| **Example** | 2018-02-15 |

## 1.8 Suggested Response (English)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Suggested Response (English) |
| **Description** | This field will display the Suggested Response section of the Question Period Note, in English. |
| **Obligation** | Mandatory |
| **Format Type** | Free text |
| **Example** | • Bill C-58 contains the first significant amendments to the Access to Information Act since it was introduced over three decades ago.  • This Bill is the first phase of a two-step approach to update access to information. The targeted changes will be followed by a full review of the Act in Phase II, to begin within one year of royal assent.  • The Government thanks the members of the Senate Committee on Legal and Constitutional Affairs for their careful review of Bill C-58. |

## 1.9 Suggested Response (French)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Suggested Response (French) |
| **Description** | This field will display the Suggested Response section of the Question Period Note, in French. |
| **Obligation** | Mandatory |
| **Format Type** | Free text |
| **Example** | • Le projet de loi C-58 contient les premières modifications importantes touchant la Loi sur l’accès à l’information depuis l’adoption de celle-ci il y a plus de trente ans.  • Le projet de loi C-58 est la première phase d’une approche en deux étapes qui vise à mettre à jour l’accès à l’information. Les changements visés seront suivis d’un examen complet de la Loi au cours de la deuxième phase, qui commencera dans l’année suivant la sanction royale du projet de loi.  • Le gouvernement remercie les membres du Comité sénatorial permanent des affaires juridiques et constitutionnelles pour l’examen approfondi du projet de loi C-58 qu’ils ont effectué. |

## 1.10 Background (English)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Background (English) |
| **Description** | This field will display the background section of the Question Period note, In English. |
| **Obligation** | Mandatory |
| **Format Type** | Free text |
| **Validation** | This field must not be empty |
| **Example** | Government of Canada institutions subject to the Access to Information Act http://laws-lois.justice.gc.ca/eng/acts/a-1/ (ATIA) are required to post summaries of processed ATI requests. |

## 1.11 Background (French)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Background (French) |
| **Description** | This field will display the background section of the Question Period note, In French. |
| **Obligation** | Mandatory |
| **Format Type** | Free text |
| **Example** | Les institutions du gouvernement du Canada visées par la Loi sur l’accès à l’information http://laws-lois.justice.gc.ca/fra/lois/a-1/ (LAI) sont tenues de publier les sommaires des demandes d’accès à l’information qu’elles ont traitées. |

## 1.12 Additional Information (English)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Additional Information (English) |
| **Description** | This field will display any additional information the institution considers necessary, in English. |
| **Obligation** | Optional |
| **Format Type** | Free text |
| **Example** | The Government will continue to work with the Information Commissioner, parliamentarians, and other stakeholders to further strengthen government openness and transparency. |

## 1.13 Additional Information (French)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Additional Information (French) |
| **Description** | This field will display any additional information the institution considers necessary, in French. |
| **Obligation** | Optional |
| **Format Type** | Free text |
| **Example** | Le gouvernement continuera de travailler avec la commissaire à l’information, les parlementaires et d’autres intervenants afin d’être encore plus ouvert et transparent. |