Data Element Profile  
ATI Summaries

# Overview

The purpose of this document is to provide supplemental information that is not provided in the*Centralized Contract Publishing System: Training Guide*. It will provide information to users on data elements within the Quarterly 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 EN | This text should correspond directly with the field name in your template in English |
| Field Name FR | This text should correspond directly with the field name in your template in French |
| Description EN | This provides a brief description of the element in English |
| Description FR | This provides a brief description of the element in French |
| Obligation | Indicates whether the element is required to always or sometimes be present  (i.e., contain a value). Options are:   * Mandatory * Mandatory, conditional * Optional |
| Format Type | Options are:   * Integer (e.g. page count, year or month number) * Numeric (e.g. decimal, currency values) * Text * Text Array (e.g. one or more codes from a controlled list) * Date (YYYY-MM-DD) * Timestamp (YYYY-MM-DD hh:mm:ss) |
| Validation EN | Describes the condition or conditions according to which a value shall be present in English. Indicates what the system will accept in this field. |
| Validation FR | Describes the condition or conditions according to which a value shall be present in French. Indicates what the system will accept in this field. |
| Example Value | Provide one or more real examples of the values that may appear, e.g. “CODE1” or “Family Services Reform Program” |

Controlled List Values:

|  |  |  |
| --- | --- | --- |
| Code | English | French |
| CODE1 | English Description 1 | French Description 1 |
| CODE2 | English Description 2 | French Description 2 |

# ATI Summaries

## 1-1 Year

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Year |
| Field Name FR | Année |
| ID | year |
| Description EN | This field must be populated with the four-digit calendar year that the request was closed. |
| Description FR | Ce champ doit être complété avec l’année civile à quatre chiffres durant laquelle la demande a été complétée. |
| Obligation | Mandatory |
| Format Type | Integer |
| Validation EN | Must be not be in the future or before 2011 |
| Validation FR | Ne peux pas être dans le futur ni avant 2011 |
| Example Value | 2020 |

## 1-2 Month (1-12)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Month (1-12) |
| Field Name FR | Mois (1-12) |
| ID | month |
| Description EN | This field must be populated with a numerical representation of the month during which the request was closed. |
| Description FR | Ce champ doit être complété avec la représentation numérique du mois durant lequel la demande a été complétée. |
| Obligation | Mandatory |
| Format Type | Integer |
| Validation EN | Must be in the range of 1-12 (representing January-December). |
| Validation FR | Doit être dans la gamme de 1-12 (représente janvier-décembre) |
| Example Value | 10 |

## 1-3 Request Number

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Request Number |
| Field Name FR | Numero de la demande |
| ID | request\_number |
| Description EN | Your institution’s request file number of the completed Access to Information request. |
| Description FR | Numéro de dossier de demande de votre institution de la demande d’accès à l’information complétée. |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN |  |
| Validation FR |  |
| Example Value | A-2020-00516 |

## 1-4 English Summary

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | English Summary |
| Field Name FR | Sommaire de la demande en anglais |
| ID | summary\_en |
| Description EN | A descriptive summary of the completed Access to Information request in English. |
| Description FR | Un résumé descriptif de la demande d’accès à l’information en anglais. |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN |  |
| Validation FR |  |
| Example Value | Copies of the Safety Management System Audit and Evaluation Reports |

## 1-5 French Summary

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | French Summary |
| Field Name FR | Sommaire de la demande en français |
| ID | summary\_fr |
| Description EN | A descriptive summary of the completed Access to Information request in French. |
| Description FR | Un résumé descriptif de la demande d’accès à l’information en français. |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN |  |
| Validation FR |  |
| Example Value | Copies des rapports de vérification et d’évaluation du système de gestion de la sécurité |

## 1-6 Disposition

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Disposition |
| Field Name FR | Disposition |
| ID | disposition |
| Description EN | The response disposition of the completed Access to Information request |
| Description FR | La disposition de la réponse de la demande d’accès à l’information complétée. |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN |  |
| Validation FR |  |
| Example Value | DP |

Controlled List Values:

|  |  |  |
| --- | --- | --- |
| Code | English | French |
| DA | All disclosed | Communication totale |
| DP | Disclosed in part | Communication partielle |
| EC | All excluded | Exclusion totale |
| EX | All exempted | Exception totale |
| NE | No records exist | Aucun document n’existe |

## 1-7 Number of Pages

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Number of Pages |
| Field Name FR | Nombre de pages |
| ID | pages |
| Description EN | The number of pages released in response to the completed Access to Information request. If no records were released, enter a value of “0”. |
| Description FR | Le nombre de pages publiées en réponse à la demande d’accès à l’information. Si aucun enregistrement n’a été publié, entrez la valeur « 0 ». |
| Obligation | Mandatory |
| Format Type | Integer |
| Validation EN | This value must not be negative |
| Validation FR | Cette valeur ne doit pas être négatif |
| Example Value | 779 |

## 1-8 Comments English

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Comments English |
| Field Name FR | Commentaires en anglais |
| ID | comments\_en |
| Description EN | This field may be populated with additional or contextual comments in English. |
| Description FR | Ce champ peut être rempli avec des commentaires supplémentaires ou contextuels en anglais. |
| Obligation | Mandatory, conditional |
| Format Type | Text |
| Validation EN |  |
| Validation FR |  |
| Example Value | The disclosure package also included audio recordings |

## 1-9 Comments French

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Comments French |
| Field Name FR | Commentaires en français |
| ID | comments\_fr |
| Description EN | This field may be populated with additional or contextual comments in French. |
| Description FR | Ce champ peut être rempli avec des commentaires supplémentaires ou contextuels en français. |
| Obligation | Mandatory, conditional |
| Format Type | Text |
| Validation EN |  |
| Validation FR |  |
| Example Value | Le dossier de divulgation comprend en plus des enregistrements audio |

# ATI Nothing to Report

## 2-1 Year

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Year |
| Field Name FR | Année |
| ID | year |
| Description EN | Four-digit calendar year of the month for which you are reporting no summaries to publish. |
| Description FR | Année civile a quatre chiffres du mois pour lequel vous ne signalez aucun résumé à publier. |
| Obligation | Mandatory |
| Format Type | Integer |
| Validation EN | Must be not be in the future or before 2011 |
| Validation FR | Ne peux pas être dans le futur ni avant 2011 |
| Example Value | 2014 |

## 2-2 Month (1-12)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Month (1-12) |
| Field Name FR | Mois (1-12) |
| ID | month |
| Description EN | A numerical representation of the month for which you are reporting no summaries to publish. |
| Description FR | Une représentation numérique du mois pour lequel vous ne signalez aucun résumé a publier. |
| Obligation | Mandatory |
| Format Type | Integer |
| Validation EN | Must be in the range of 1-12 (representing January-December). |
| Validation FR | Doit être dans la gamme de 1-12 (représente janvier-décembre) |
| Example Value | 10 |