Data Element Profile  
Proactive Disclosure - Briefing Note Titles and Numbers

# 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 |

# Proactive Disclosure - Briefing Note Titles and Numbers

## 1-1 Briefing Note Number

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Briefing Note Number |
| Field Name FR | Numéro de suivi |
| ID | tracking\_number |
| Description EN | This field will display the internal tracking number of the Briefing Note. |
| Description FR | Ce champ affichera le numéro de suivi interne de la note de breffage. |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | 10089-4266 |

## 1-2 Title (English)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Title (English) |
| Field Name FR | Titre (en anglais) |
| ID | title\_en |
| Description EN | This field is populated by the user with the official title of the Briefing Note, in English. |
| Description FR | Ce champ est rempli par l'utilisateur avec le titre officiel de la note de breffage, en anglais. |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | Partner views |

## 1-3 Title (French)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Title (French) |
| Field Name FR | Titre (en français) |
| ID | title\_fr |
| Description EN | This field is populated by the user with the official title of the Briefing Note, in French. |
| Description FR | Ce champ est rempli par l'utilisateur avec le titre officiel de la note de breffage, en français. |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | Opinions des partenaires |

## 1-4 Originating Sector (English)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Originating Sector (English) |
| Field Name FR | Secteur d’origine (en anglais) |
| ID | originating\_sector\_en |
| Description EN | The Sector, Branch, or Division where the Briefing Note originated in English. If there are multiple sectors/branches/divisions, they may be separated by a semicolon (;) |
| Description FR | Le secteur, la direction ou la division d'où provient la note de breffage en anglais. S'il y a plusieurs secteurs/directions/divisions, on peut les séparer par un point-virgule (;). |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | Finance; Treasurer |

## 1-5 Originating Sector (French)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Originating Sector (French) |
| Field Name FR | Secteur d’origine (en français) |
| ID | originating\_sector\_fr |
| Description EN | The Sector, Branch, or Division where the Briefing Note originated in French. If there are multiple sectors/branches/divisions, they may be separated by a semicolon (;) |
| Description FR | Le secteur, la direction ou la division d'où provient la note de breffage en français S'il y a plusieurs secteurs/directions/divisions, on peut les séparer par un point-virgule (;). |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | Finance; Trésoirer |

## 1-6 Date Received

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Date Received |
| Field Name FR | Date de réception |
| ID | date\_received |
| Description EN | This field will display the date on which the Briefing Note was received in the addressee's office. |
| Description FR | Ce champ affichera la date à laquelle la note de breffage a été reçue par le bureau du destinataire. |
| Obligation | Mandatory |
| Format Type | Date |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | 2018-04-01 |

## 1-7 Additional Information (English)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Additional Information (English) |
| Field Name FR | Renseignements supplémentaires (en anglais) |
| ID | additional\_information\_en |
| Description EN | This field will display any additional information/comments for the Briefing Note, in English. |
| Description FR | Ce champ affichera de plus amples renseignements/commentaires concernant la note de breffage, en anglais. |
| Obligation | Optional |
| Format Type | Text |
| Validation EN | None |
| Validation FR | None |
| Example Value | Relates to the family services program reform |

## 1-8 Additional Information (French)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Additional Information (French) |
| Field Name FR | Renseignements supplémentaires (en français) |
| ID | additional\_information\_fr |
| Description EN | This field will display any additional information/comments for the Briefing Note, in French. |
| Description FR | Ce champ affichera de plus amples renseignements/commentaires concernant la note de breffage, en français. |
| Obligation | Optional |
| Format Type | Text |
| Validation EN | None |
| Validation FR | None |
| Example Value | Programme des services familiaux |