Data Element Profile  
Proactive Disclosure - Departmental Audit Committee

# 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 - Departmental Audit Committee

## 1-1 Reporting Period

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Reporting Period |
| Field Name FR | Période de déclaration |
| ID | reporting\_period |
| Description EN | The current reporting period and fiscal year |
| Description FR | La période de déclaration et l’exercice financier en cours. |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN |  |
| Validation FR |  |
| Example Value | 2018-2019-Q3 |

Controlled List Values:

|  |  |  |
| --- | --- | --- |
| Code | English | French |
| 2018-2019-Q1 | 2018-2019-Q1 | 2018-2019-Q1 |
| 2018-2019-Q2 | 2018-2019-Q2 | 2018-2019-Q2 |
| 2018-2019-Q3 | 2018-2019-Q3 | 2018-2019-Q3 |
| 2018-2019-Q4 | 2018-2019-Q4 | 2018-2019-Q4 |
| 2019-2020-Q1 | 2019-2020-Q1 | 2019-2020-Q1 |
| 2019-2020-Q2 | 2019-2020-Q2 | 2019-2020-Q2 |
| 2019-2020-Q3 | 2019-2020-Q3 | 2019-2020-Q3 |
| 2019-2020-Q4 | 2019-2020-Q4 | 2019-2020-Q4 |
| 2020-2021-Q1 | 2020-2021-Q1 | 2020-2021-Q1 |
| 2020-2021-Q2 | 2020-2021-Q2 | 2020-2021-Q2 |
| 2020-2021-Q3 | 2020-2021-Q3 | 2020-2021-Q3 |
| 2020-2021-Q4 | 2020-2021-Q4 | 2020-2021-Q4 |
| 2021-2022-Q1 | 2021-2022-Q1 | 2021-2022-Q1 |
| 2021-2022-Q2 | 2021-2022-Q2 | 2021-2022-Q2 |
| 2021-2022-Q3 | 2021-2022-Q3 | 2021-2022-Q3 |
| 2021-2022-Q4 | 2021-2022-Q4 | 2021-2022-Q4 |
| 2022-2023-Q1 | 2022-2023-Q1 | 2022-2023-Q1 |
| 2022-2023-Q2 | 2022-2023-Q2 | 2022-2023-Q2 |
| 2022-2023-Q3 | 2022-2023-Q3 | 2022-2023-Q3 |
| 2022-2023-Q4 | 2022-2023-Q4 | 2022-2023-Q4 |
| 2023-2024-Q1 | 2023-2024-Q1 | 2023-2024-Q1 |
| 2023-2024-Q2 | 2023-2024-Q2 | 2023-2024-Q2 |
| 2023-2024-Q3 | 2023-2024-Q3 | 2023-2024-Q3 |
| 2023-2024-Q4 | 2023-2024-Q4 | 2023-2024-Q4 |

## 1-2 Line Number

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Line Number |
| Field Name FR | Numéro de ligne |
| ID | line\_number |
| Description EN | The line number of the disclosure. |
| Description FR | Le numéro de ligne de la divulgation. |
| Obligation | Mandatory |
| Format Type | Integer |
| Validation EN |  |
| Validation FR |  |
| Example Value | 2 |

## 1-3 Member’s Name

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Member’s Name |
| Field Name FR | Nom du membre |
| ID | member\_name |
| Description EN | The member’s full name. |
| Description FR | Le nom complet du membre. |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | John Smith |

## 1-4 Province or Territory of Primary Residence

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Province or Territory of Primary Residence |
| Field Name FR | Province ou territoire de résidence primaire |
| ID | province |
| Description EN | The province or territory of the member’s main residence at the time the remuneration and/or expenses were incurred. |
| Description FR | La province ou le territoire de la résidence principale du membre au moment où la rémunération et/ou les frais ont été engagés. |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN |  |
| Validation FR |  |
| Example Value | AB |

Controlled List Values:

|  |  |  |
| --- | --- | --- |
| Code | English | French |
| AB | Alberta | Alberta |
| BC | British Columbia | Colombie-Britannique |
| MB | Manitoba | Manitoba |
| NB | New Brunswick | Nouveau-Brunswick |
| NL | Newfoundland & Labrador | Terre-Neuve-et-Labrador |
| NS | Nova Scotia | Nouvelle-Écosse |
| NT | Northwest Territories | Territoires du Nord-Ouest |
| NU | Nunavut | Nunavut |
| ON | Ontario | Ontario |
| OTHER | OTHER | AUTRES |
| PE | Prince Edward Island | Île-du-Prince-Édouard |
| QC | Quebec | Québec |
| SK | Saskatchewan | Saskatchewan |
| YT | Yukon | Yukon |

## 1-5 Role

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Role |
| Field Name FR | Rôle |
| ID | role |
| Description EN | The member’s role at the time the remuneration and/or expenses were incurred (i.e. “C-P” is for chair and “M-M” is for member) |
| Description FR | Le rôle du membre au moment où la rémunération et/ou les frais ont été engagés (c’est-à-dire, « C-P » est pour président(e) et « M-M » est pour membre). |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN |  |
| Validation FR |  |
| Example Value | M-M |

Controlled List Values:

|  |  |  |
| --- | --- | --- |
| Code | English | French |
| C-P | Chair | Président(e) |
| M-M | Member | Membre |

## 1-6 Number of Hours Spent at Meeting(s)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Number of Hours Spent at Meeting(s) |
| Field Name FR | Nombre d'heures consacrées à la rencontre (ou aux rencontres) |
| ID | meeting\_hours |
| Description EN | The number of hours when the member met with the committee in person or via teleconference during the reporting period. |
| Description FR | Le nombre d’heures où le membre a rencontré le comité en personne ou par téléconférence au cours de la période de déclaration. |
| Obligation | Mandatory |
| Format Type | Numeric |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | 7.5 |

## 1-7 Number of hours spent on preparation, travel and/or training or orientation

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Number of hours spent on preparation, travel and/or training or orientation |
| Field Name FR | Nombre d'heures consacrées à la préparation, le déplacement et/ou à la formation ou à l'orientation |
| ID | other\_hours |
| Description EN | The number of hours the member spent on preparation, travel and/or training or orientation during the reporting period. |
| Description FR | Le nombre d’heures que le membre a consacré à la préparation, le déplacement et/ou à la formation ou à l’orientation au cours de la période de déclaration. |
| Obligation | Mandatory |
| Format Type | Numeric |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | 4 |

## 1-8 Total Remuneration

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Total Remuneration |
| Field Name FR | Rémunération totale |
| ID | remuneration |
| Description EN | The total amount paid to the member for time spent at meetings, preparation, travel and/or training or orientation during the reporting period (i.e. per diem rate ÷ 7.5 hours x number of hours worked). |
| Description FR | Le montant total payé au membre pour le temps consacré aux réunions, à la préparation, le déplacement et/ou à la formation ou à l’orientation au cours de la période de déclaration (c’est-à-dire, taux journalier ÷ 7,5 heures x nombre d’heures travaillées). |
| Obligation | Mandatory |
| Format Type | Numeric |
| Validation EN |  |
| Validation FR |  |
| Example Value | 2300.0 |

## 1-9 Total Travel Expenses

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Total Travel Expenses |
| Field Name FR | Frais de voyage totaux |
| ID | travel\_expenses |
| Description EN | The total travel expenses incurred by the member during the reporting period, including transportation, meals, incidentals, etc. |
| Description FR | Les frais de voyage totaux engagés par le membre au cours de la période de déclaration, y compris le transport, les repas, faux frais, etc. |
| Obligation | Mandatory |
| Format Type | Numeric |
| Validation EN |  |
| Validation FR |  |
| Example Value | 500.0 |

## 1-10 Notes (English)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Notes (English) |
| Field Name FR | Notes (Anglais) |
| ID | notes\_en |
| Description EN | Any other relevant information (e.g. description of the activities included in the total remuneration, point of origin of a member’s travel, etc.) |
| Description FR | Toute autre information pertinente (par exemple, une description des activités incluses dans la rémunération totale, le point de départ du déplacement d’un membre, etc.) |
| Obligation | Optional |
| Format Type | Text |
| Validation EN |  |
| Validation FR |  |
| Example Value | The total remuneration includes time spent at meetings, preparation time and travel time. |

## 1-11 Notes (French)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Notes (French) |
| Field Name FR | Notes (Français) |
| ID | notes\_fr |
| Description EN | Any other relevant information (e.g. description of the activities included in the total remuneration, point of origin of a member’s travel, etc.) |
| Description FR | Toute autre information pertinente (par exemple, une description des activités incluses dans la rémunération totale, le point de départ du déplacement d’un membre, etc.) |
| Obligation | Optional |
| Format Type | Text |
| Validation EN |  |
| Validation FR |  |
| Example Value | La rémunération totale comprend le temps passé en réunions, le temps de préparation et le temps de déplacement. |