Data Element Profile  
Proactive Disclosure - Hospitality Expenses

# 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 - Hospitality Expenses

## 1-1 Reference Number

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Reference Number |
| Field Name FR | Numéro de référence |
| ID | ref\_number |
| Description EN | This field is populated by the organization. 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. |
| Description FR | Cette zone est remplie par chaque organisation. Un identificateur unique est attribué à chaque poste dans le tableur. Un identificateur unique pour chaque poste permettra aux utilisateurs de repérer un article en particulier s’ils doivent le modifier ou le supprimer. |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | H-2019-P3-001 |

## 1-2 Disclosure Group

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Disclosure Group |
| Field Name FR | Groupe de divulgation |
| ID | disclosure\_group |
| Description EN | This field will display the group to which the individual belongs. |
| Description FR | Ce champ indique le groupe auquel appartient l’individu. |
| Obligation | Optional |
| Format Type | Text |
| Validation EN |  |
| Validation FR |  |
| Example Value | SLE |

Controlled List Values:

|  |  |  |
| --- | --- | --- |
| Code | English | French |
| MPSES | Minister/Ministerial advisor / Ministerial Staff / Parliamentary Secretary/Exempt Staff | Ministre / Conseiller ministériel / Personnel ministériel / Secrétaire parlementaire / Personnel exonéré |
| SLE | Senior officer or employees | Cadre supérieur ou employé |

## 1-3 Title (English)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Title (English) |
| Field Name FR | Titre (anglais) |
| ID | title\_en |
| Description EN | This field will display, in English, the position title of the individual who incurred the hospitality expenses (the hospitality expenses were charged to their responsibility centre). |
| Description FR | Cette zone indique, en anglais, le titre du poste de la personne qui a engagé les dépenses d’accueil (les dépenses d’accueil ont été imputées à leur centre de responsabilité). |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | Vice-Chairperson, Deputy Minister, Parliamentary Secretary, Assistant Deputy Minister, Programs Branch |

## 1-4 Title (French)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Title (French) |
| Field Name FR | Titre (français) |
| ID | title\_fr |
| Description EN | This field will display, in French, the position title of the individual who incurred the hospitality expenses (the hospitality expenses were charged to their responsibility centre). |
| Description FR | Cette zone indique, en français, le titre du poste de la personne qui a engagé les dépenses d’accueil (les dépenses d’accueil ont été imputées à leur centre de responsabilité). |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | Vice-président, sous-ministre, secrétaire parlementaire, sous-ministre adjoint, Direction générale des programmes |

## 1-5 Name

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Name |
| Field Name FR | Nom |
| ID | name |
| Description EN | This field will display the name of the individual who incurred the hospitality expenses (the hospitality expenses were charged to their responsibility centre). |
| Description FR | Ce champ affiche le nom de la personne qui a engagé les dépenses d’accueil (les dépenses d’accueil ont été imputées à leur centre de responsabilité. |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | Smith, John |

## 1-6 Purpose of hospitality activity (English)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Purpose of hospitality activity (English) |
| Field Name FR | But de l’activité d’accueil (anglais) |
| ID | description\_en |
| Description EN | This will cover both the forms (for example, breakfast, refreshment, lunch, reception, dinner and other forms of hospitality) and circumstances (the purpose) of the hospitality, in English. |
| Description FR | Cette zone comprend la forme d’accueil (par exemple, déjeuner, rafraîchissement, dîner, réception, souper, et autres formes d’accueil) et les circonstances (le but) de l’accueil, 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 | Refreshments: information management and policies committee meeting; reception: Maltese delegation, etc |

## 1-7 Purpose of hospitality activity (French)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Purpose of hospitality activity (French) |
| Field Name FR | But de l’activité d’accueil (français) |
| ID | description\_fr |
| Description EN | This will cover both the forms (for example, breakfast, refreshment, lunch, reception, dinner and other forms of hospitality) and circumstances (the purpose) of the hospitality, in French. |
| Description FR | Cette zone comprend la forme d’accueil (par exemple, déjeuner, rafraîchissement, dîner, réception, souper, et autres formes d’accueil) et les circonstances (le but) de l’accueil, 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 | Rafraîchissements : Réunion du Comité de gestion de l’information et des politiques, Réception : Délégation maltaise, etc |

## 1-8 Start Date

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Start Date |
| Field Name FR | Date de début |
| ID | start\_date |
| Description EN | The start date on which the hospitality was provided. |
| Description FR | La date du début auxquelles les activités d’accueil ont eu lieu. |
| Obligation | Mandatory |
| Format Type | Date |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | 2019-06-25 |

## 1-9 End Date

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | End Date |
| Field Name FR | Date de fin |
| ID | end\_date |
| Description EN | The end date on which the hospitality was provided. (can be the same as start date) |
| Description FR | La date de fin auxquelles les activités d’accueil ont eu lieu. (peut être la même date du début) |
| Obligation | Mandatory |
| Format Type | Date |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | 2019-06-25 |

## 1-10 Municipality where the hospitality activity took place (English)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Municipality where the hospitality activity took place (English) |
| Field Name FR | Municipalité où l’activité d’accueil a eu lieu (anglais) |
| ID | location\_en |
| Description EN | Must include the Municipality where hospitality was provided, in English |
| Description FR | Comprend la municipalité où les services d’accueil ont été fournis, 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 | Montreal, Quebec, Canada |

## 1-11 Municipality where the hospitality activity took place (French)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Municipality where the hospitality activity took place (French) |
| Field Name FR | Municipalité où l’activité d’accueil a eu lieu (français) |
| ID | location\_fr |
| Description EN | Must include the Municipality where hospitality was provided, in French. |
| Description FR | Comprend la municipalité où les services d’accueil ont été fournis, 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 | Montréal, Québec, Canada |

## 1-12 Name of commercial establishment or vendor involved in the hospitality activity (English)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Name of commercial establishment or vendor involved in the hospitality activity (English) |
| Field Name FR | Nom des établissements commerciaux ou des fournisseurs concernés (anglais) |
| ID | vendor\_en |
| Description EN | Must include the name of the commercial establishment or vendor that provided the hospitality (for example, restaurant, hotel or other location) and/or vendor (for example, a caterer), in English |
| Description FR | Comprend le nom de l’établissement commercial qui a fourni l’accueil (par exemple, restaurant, hôtel ou autre lieu) et/ou du fournisseur (par exemple, un traiteur), 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 | Le Centre Sheraton |

## 1-13 Name of commercial establishment or vendor involved in the hospitality activity (French)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Name of commercial establishment or vendor involved in the hospitality activity (French) |
| Field Name FR | Nom des établissements commerciaux ou des fournisseurs concernés (français) |
| ID | vendor\_fr |
| Description EN | Must include the name of the commercial establishment or vendor that provided the hospitality (for example, restaurant, hotel or other location) and/or vendor (for example, a caterer), in French. |
| Description FR | Comprend le nom de l’établissement commercial qui a fourni l’accueil (par exemple, restaurant, hôtel ou autre lieu) et/ou du fournisseur (par exemple, un traiteur), 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 | Le Centre Sheraton |

## 1-14 Attendees (Government of Canada Officials)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Attendees (Government of Canada Officials) |
| Field Name FR | Participants (Nombre de représentants du gouvernement du Canada) |
| ID | employee\_attendees |
| Description EN | The total number of attendees (Government of Canada Officials) |
| Description FR | Nombre total de participants (représentants du gouvernement du Canada). |
| Obligation | Mandatory |
| Format Type | Integer |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | 150 |

## 1-15 Attendees (Guests)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Attendees (Guests) |
| Field Name FR | Participants (Nombre d’invités) |
| ID | guest\_attendees |
| Description EN | The total number of attendees (Guests) |
| Description FR | Nombre total de participants (invités) |
| Obligation | Mandatory |
| Format Type | Integer |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | 4 |

## 1-16 Total cost

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Total cost |
| Field Name FR | Total des coûts |
| ID | total |
| Description EN | Total Amount of the expenses for the hospitality activity |
| Description FR | Montant total des dépenses pour l’activité d’accueil |
| Obligation | Mandatory |
| Format Type | Numeric |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | 7710.55 |

## 1-17 Additional comments (English)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Additional comments (English) |
| Field Name FR | Commentaires additionnels (anglais) |
| ID | additional\_comments\_en |
| Description EN | This field may be populated with additional explanatory comments, in English. |
| Description FR | Ce champ peut indiquer des commentaires explicatifs additionnels, en anglais. |
| Obligation | Optional |
| Format Type | Text |
| Validation EN |  |
| Validation FR |  |
| Example Value | Provide additional explanatory comments as required. |

## 1-18 Additional comments (French)

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Additional comments (French) |
| Field Name FR | Commentaires additionnels (français) |
| ID | additional\_comments\_fr |
| Description EN | This field may be populated with additional explanatory comments, in French. |
| Description FR | Ce champ peut indiquer des commentaires explicatifs additionnels, en français. |
| Obligation | Optional |
| Format Type | Text |
| Validation EN |  |
| Validation FR |  |
| Example Value | Fournir des commentaires explicatifs additionnels au besoin. |

# Proactive Disclosure - Hospitality Nothing to Report

## 2-1 Year

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Year |
| Field Name FR | Year |
| ID | year |
| Description EN | This tab / field in the template is only populated if there are no hospitality expenses for the reporting period. This field should be populated with the year of the reporting period. |
| Description FR | Cet onglet/champ du modèle n’est rempli que s'il n'y a pas de frais d'accueil pour la période d’établissement de rapports. Ce champ doit être rempli avec l’année de la période d’établissement de rapports. |
| Obligation | Mandatory |
| Format Type | Integer |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | 2019 |

## 2-2 Month

|  |  |
| --- | --- |
| Attribute | Attribute Description |
| Field Name EN | Month |
| Field Name FR | mois |
| ID | month |
| Description EN | This tab / field in the template is only populated if there are no hospitality expenses for the reporting period. This field should be populated with the month of the reporting period. |
| Description FR | Cet onglet/champ du modèle n’est rempli que s'il n'y a pas de frais d'accueil pour la période d’établissement de rapports. Ce champ doit être rempli avec le mois de la période d’établissement de rapports. |
| Obligation | Mandatory |
| Format Type | Text |
| Validation EN | This field must not be empty |
| Validation FR | This field must not be empty |
| Example Value | P01 |

Controlled List Values:

|  |  |  |
| --- | --- | --- |
| Code | English | French |
| P01 | April | avril |
| P02 | May | mai |
| P03 | June | juin |
| P04 | July | juillet |
| P05 | August | août |
| P06 | September | septembre |
| P07 | October | octobre |
| P08 | November | novembre |
| P09 | December | décembre |
| P10 | January | janvier |
| P11 | February | février |
| P12 | March | mars |