
5. TABLING OF DOCUMENTS



What is the tabling of documents?

Ministers (or Parliamentary Secretaries acting on behalf of the Minister) are required by statute, by Order of the House of Commons or by Standing Order to table certain documents in the House. In addition, Ministers may table documents when not required to do so but when he/she considers it be useful. The Government is required to table a response to a Parliamentary Committee report within 150 days of the publication of that report.

There are two ways of tabling documents. Tabling by the "front door" occurs when the Minister submits the document during Routine Proceedings in the House of Commons and makes a 30-second statement. A separate letter and copies are sent simultaneously to the Clerk of the Senate. A document tabled on the initiative of a Minister must be tabled by the "front door".

A "back door" tabling is done by a letter from the Minister to the Clerks of the Senate and House of Commons. The letter, along with two copies of the document, are hand delivered to each of the Clerks. A document required to be tabled by statute, resolution or other order may be tabled by either the "back door" or the "front door".

By request of the Ministers' offices, DCL is responsible for managing the tabling of all DFAIT documents. DCL is responsible for preparing and sending letters on behalf of the Minister to the Senate and House of Commons Clerks, asking them to table documents. For the tabling of a "Government Response" to a Committee report, DCL will coordinate the preparation of a letter from the Minister to the Chair of the Committee, presenting the response along with at least 25 copies, to be hand-delivered to the clerk of said committee at the time of tabling. For further guidance regarding what is required from DFAIT divisions with respect to the tabling of documents please contact Sylvie Blais in DCL at 944-0888.