



## Question Period Working Principles

- Cabinet and Parliamentary Affairs requests for Q&As have already been discussed and cleared with the Minister's Office.
- Q&As are used for Parliament and for the Department Relations with the Media.
- Divisions have consulted internally to fully cover an issue.
- Divisions will alert Cabinet and Parliamentary Affairs if there is a problem in preparing a note in a timely manner. Where it is not possible to provide a full and complete Q&A, Cabinet and Parliamentary Affairs will work with the Division to determine what partial information is required to equip the Minister with the information he needs to respond should a question be raised in the House.
- Delivery times for Q&As are Monday to Thursday no later than 11:00 am and Friday no later than 10:00 am.
- Division representatives will be available between 11:00 a.m.- 3:00 p.m. to answer any questions or to provide clarification on the Q&As if required (between 10am and 1pm on Friday).
- Divisions anticipate the issues (including upcoming events) and preparing Q&As in advance.
- Q&As are required for any day that the House is sitting whether the Minister is present in the House or the Parliamentary Secretary or another Minister will be answering on the Minister's behalf.
- Q&As are also required for any other day as the Minister is always subject to being questioned on matters relating to his Department. The Media Relations Service is also, 365 day a year, answering questions on behalf of the Department and the Minister.
- Where needed, Q&As are shared with PCO and other government departments.