PARLIAMENTARY COUNSEL

Word Note (No. 37)
Exposure drafts

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Background

1   Drafters are sometimes asked by instructors to prepare exposure drafts of Bills. Due to the different circumstances that occur, OPC does not have particular rules about the form in which exposure drafts are provided or the contents of any in-confidence blocks for exposure drafts.

2   Since all documents leaving OPC should be versions, the Exposure Draft macro is integrated as a tab within the Version Maker macro.

3   It should be noted that nothing in this Word Note removes or modifies the requirement that the Prime Minister must approve the release of a Bill as an exposure draft.

Blocks and footers

4   The standard in-confidence blocks (on the cover page and page 1 of the Bill) are generally unsuitable for use on exposure drafts. The Exposure Draft macro removes the block from page 1 of the Bill and allows the one on the cover page to be changed to one of the standard exposure draft blocks, or customised for special purposes.

5   The macro replaces the existing in-confidence block on the cover page with the selected exposure draft block and removes the in-confidence block and drafter's block from page 1 of the Bill. In addition, the macro will delete the author's details from the document properties but retain the category, which relates to the reason selected for the version (e.g. Exposure Draft).
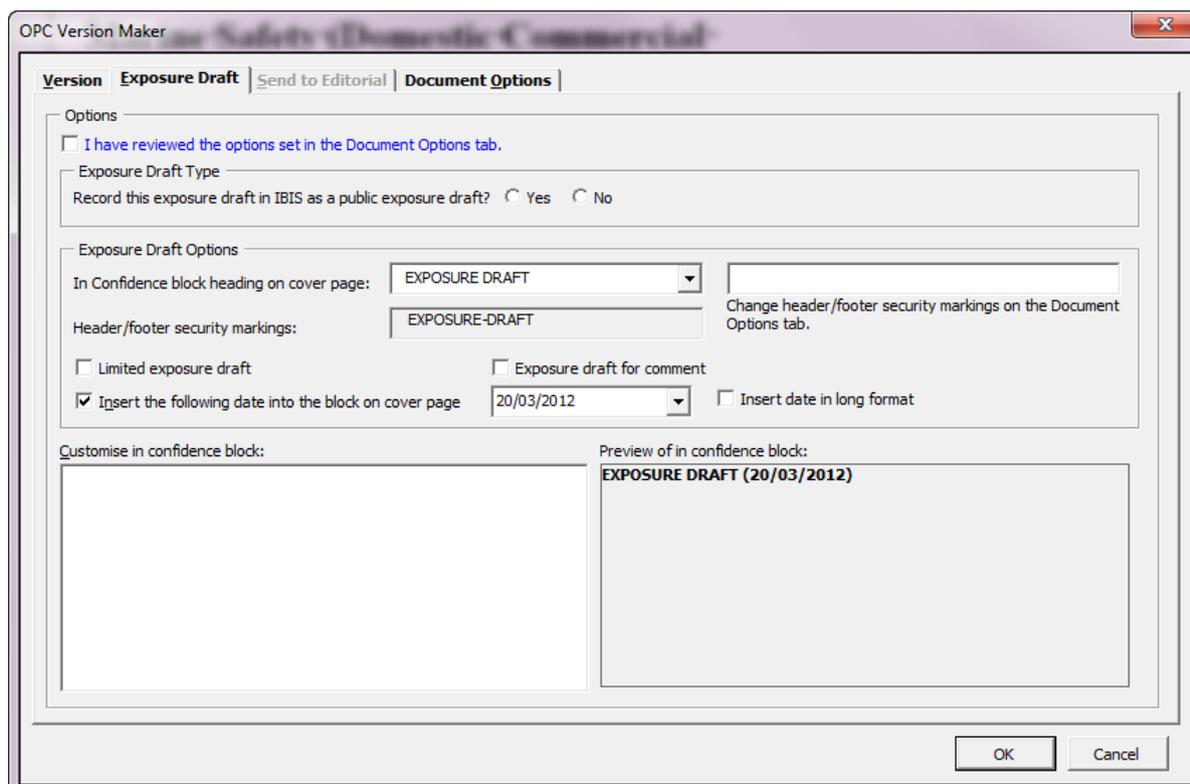
6   The security markings in the headers and footers are also changed by the macro to match the in-confidence block, or customised to something different as specified on the Document Options tab.

Creating an exposure draft

7   To run the macro, ensure the Bill document is the active document, then:

(a)   click on the Exposure draft button ⬛ in the OPC Bill group on the OPC tab of the Ribbon; or

(b)   click on OPC Macros, then choose Finalising, Exposure Drafts; or

(c)   use the Version Maker macro and choose a version type of Exposure Draft.

8   When the macro is run the dialog box below will appear with the Exposure Draft tab selected. The preview area at the bottom right of the dialog shows how the in-confidence block will look in the document.

9   If this is a public exposure draft, select Yes in the Exposure Draft Type section to record this exposure draft in IBIS. The information in IBIS is used to generate the annual report statistics on public exposure drafts.

10   In the Exposure Draft Options section, use the In-Confidence Block Heading drop down to change what appears in the in-confidence block. This drop down contains options such as "Exposure Draft", "PCC-In-Confidence" etc. There are 2 special cases:

(a)   if you do not want any heading in the in-confidence block, select [None] from the In-Confidence Block Heading drop down;

(b)   if you want a custom heading in the in-confidence block, select [Custom] from the In-Confidence Block Heading drop down and type the custom text in the box to the right of the drop down.

11   If it is a limited exposure draft, tick the "Limited exposure draft" option. This will insert the standard limited exposure draft text in the "Customise in-confidence block" box at the bottom left of the dialog. This text can be modified if needed.

12   If it is an exposure draft for comment, tick the "Exposure draft for comment" option. This will insert the standard text in the "Customise in-confidence block" box. This text can also be modified if needed.

13   To change the date shown in the in-confidence block, click the down arrow next to the date in the dialog. If you want the date in the long format, which includes the month name, tick the option after the date. If a date is not required at all, un-tick the "Insert the following date..." option.

14   If any further modifications are required to the text in the In-Confidence block on the cover page, these can be done in the Customise in-confidence block area at the bottom left of the dialog.

15   Ordinarily the security markings in the header and footer are changed to match your choice in the In-Confidence Block Heading. A preview of the security markings is shown below the In-Confidence Block Heading. If different security markings are required in the header/footer, click on the Document Options tab and choose from the Set Security Markings drop down.

16   Staff should review the options set on the Document Options tab and then tick the "I have reviewed the options set in the Document Options tab" before clicking OK.

17   The document options tab will have the options pre-selected based on the requirements of exposure draft. The preselected options will be to remove the following: Drafters notes, @, ^, { }, [ ], blank section, document name from footers. If staff want to customise these options, just unselect or select them in the Document Options tab.

18   Clicking on OK will create the exposure draft version with the options selected.

Note: Any change in the In Confidence Block Heading will change the header/footer security markings. So if you set custom header/footer security markings in the Document Options tab and then change the In Confidence Block Heading, the header/footer markings will change to match the new Drafters Block Heading. If you still want custom header/footer security markings in this instance, you will need to specify them again in the Document Options tab.

Arranging copies

Electronic copies

19   If the instructing agency is on Fedlink (see Word Note 33), then the exposure draft may be sent via email. With the exposure draft version of the Bill open, click on the OPC Email button and then select the document from the list and click OK. An email will be created with the version attached as a Word document, a PDF document or both, depending on your choice when running the OPC email macro.

Printed copies

20   Generally, the instructing agency will arrange for the printing of any necessary copies. To do this, you will need to provide the agency with an electronic copy.

21   The Bills Officer can provide contact details for CanPrint to appropriate staff from the agency.

22   If OPC is requested to arrange printing through CanPrint, the total cost of the printing will be billed to the instructing agency. If this approach is intended, you should speak to the Bills Officer as early as possible.

Other assistance

23   If you require any other assistance or guidance, you should contact the IT staff or the Bills Officer.

Andrew Newbery
IT Director

Document History		
Release number	**Release date**	**Document number**
1.0	16 March 2005	s05pu391.v02.doc
2.0	23 March 2005	s05pu391.v03.doc
3.0	06 October 2005	s05pu391.v04.doc
4.0	24 October 2005	s05pu391.v05.doc
5.0	25 October 2005	s05pu391.v06.doc
6.0	03 November 2005	s05pu391.v07.doc
7.0	15 February 2007	s05pu391.v10.doc
8.0	28 July 2010	s05pu391.v13.docx
8.1	22 March 2012	s05pu391.v19.docx

Attachment A—Exposure draft blocks

Basic exposure draft

1   The following is an example of a basic exposure draft block:

> ### EXPOSURE DRAFT

2   The following is an example of a basic exposure draft block that includes a date:

> ### EXPOSURE DRAFT (15/02/2007)

Limited exposure draft

3   The following is an example of a limited exposure draft block:

> **EXPOSURE DRAFT**
> **This is a limited circulation exposure draft. It is supplied in confidence and should be given appropriate protection.**

4   The following is an example of a limited exposure draft block that includes a date:

> **EXPOSURE DRAFT (15/02/2007)**
> **This is a limited circulation exposure draft. It is supplied in confidence and should be given appropriate protection.**

Exposure draft for comment

5   The following is an example of an exposure draft for comment block:

> **EXPOSURE DRAFT**
> **If you have any comments on this exposure draft, they should be sent to [name] at [agency/contact address] by [date]**

6   The following is an example of an exposure draft for comment block that includes a date:

> **EXPOSURE DRAFT (15/02/2007)**
> **If you have any comments on this exposure draft, they should be sent to [name] at [agency/contact address] by [date]**

Exposure draft for Parliamentary Counsel's Committee

7   The following is an example of a PCC exposure draft block:

PCC-IN-CONFIDENCE

This is a limited circulation draft. It is supplied in confidence and should be given appropriate protection.

8   The following is an example of a PCC exposure draft block that includes a date:

PCC-IN-CONFIDENCE (27/07/2010)

This is a limited circulation draft. It is supplied in confidence and should be given appropriate protection.