# User Guide

Exploring and discovering the information contained in *Hansard* and *Committee Evidence*

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**Introduction**

The features available with the online versions of the *Hansard* and *Committee Evidence* allow users to explore, discover and access information from a publication.

For example:

- The Table of Contents is easily accessible at any time.
- You can easily and quickly find anything said by a certain Member or anything that has been said about a particular topic.
- You can subscribe to two different RSS feeds: Subscribe to a specific Member’s Activity Feed to receive the content of his/her latest interventions in the *Hansard* and committees, or subscribe to the RSS feed for a topic you are interested in and receive the latest interventions of all those (Members, Committees Members and Witnesses) who discussed the topic in the House or committees.
- Links to Facebook, Twitter and other social networking sites allow you to share points of interest.
- Each intervention provides links to the Member’s profile, their votes, the audio and/or video and lists the topics discussed during the intervention.
- There is also a link that allows users to access an XML version of an intervention or the publication which can be re-used and re-purposed on other Web sites or in other capacities.
Overview of Options

1) The **Publication Explorer** offers three modes for exploring the publication. The modes available in the Hansard are:
   - Table of Contents
   - Members
   - Discussed Topics

The modes available in committees are:
   - Committee Members
   - Witnesses
   - Discussed Topics

The **Publication Explorer** is always available, no matter which part of the publication is in use. It can be collapsed or expanded by clicking on the X (to collapse it) or the tab at the upper right corner of the screen (to expand it again).

2) The **Filter by...** option allows you to search for information in the mode chosen.

3) The **Back to top** icon takes you back to the beginning of the publication.
4) **Social Networking**: The Share this page icon offers links to Facebook, Twitter and others which allow you to share the publication with your social network via your profile.

5) **XML**: Click on the XML icon to get the XML version of the intervention which can be re-used and re-purposed on other Web sites or in other capacities.

6) **Bill Cards**: Get information about a bill mentioned in the text by clicking on the link. You will find information about the bill’s sponsor and the last stage completed. The links to votes and bill take you to Parliament of Canada’s LEGISinfo website, which provides votes results and additional information about the bill.
7) **Intervention Cards**: By clicking on an intervention link, you will have access to the following information and options:

a. **Information about the Member**: This section includes the Member’s name, caucus, constituency and province or territory. To get more information about the Member, click on “MP Profile” and “MP Votes”. (Note: this information is not available in a witness intervention card.)

b. **View this Video/Audio**: By clicking on this link, you will be directed to the specific time at which the intervention took place. The video player features standard online video controls, choice of audio streams (Floor language, English or French) and closed captioning (where applicable).

c. **Subscribe to this MP’s Activity Feed**: Click on this link to subscribe to a specific Member’s RSS feed and receive the Member’s latest interventions in the House or committees. (Note: this option is not available in a witness intervention card.)

d. **Share**: Option to share the intervention using different social network via your profile.

e. **XML**: Click on the XML icon to get the XML version of the intervention which can be re-used and re-purposed on other Web sites or in other capacities.

f. **Discussed Topics**: This section lists the topics discussed during the Member’s intervention. (Note: the names of organizations, documents and the topics regarding the House procedure are not available.)

The **Expand/Collapse** tab above the intervention also allows you to access the information or close it.
Using the Table of Contents to Explore (Hansard only)

If necessary, click on the drop-down arrow and choose Table of Contents.

Click on the Order of Business you want to search, then choose the Subject of Business and the Member’s intervention.
Using the Lists of Interventions to Explore

For Committee Evidence, click on the drop-down arrow and choose Committee Members or Witnesses.

For the Hansard, click on the drop-down arrow and choose Members.

Use the filter or the scroll bar to find the name you are looking for.
Click on the name, then on Show All Interventions, then choose the intervention you wish to look at. Note that in the Hansard, you can see in which Order of Business the intervention was made.

-OR-

Mr. Speaker, that is an excellent question. That is exactly what Yukoners want. They want this done as quickly as possible. I think there is unbelievable consensus. This is what can happen when we start at the beginning, co-developing legislation, and then having the buy-in, as we have now, even with the chamber of mines. There is no reason to hold this back. I would entertain any collaboration that we could have, from all parties, to move this through as quickly as possible with the consensus of the House.
Begin by clicking on the name you are looking for, then click one of the Discussed Topics and choose the intervention you wish to consult. Note that in the Hansard, you can see which Order of Business the intervention was part of.
Using the Discussed Topics List to Explore

*Click* on the drop-down arrow and *choose Discussed Topics*.

By default, the list of topics is sorted by number of occurrences.

*Use* the filter, alphabetical order and/or the scroll bar to discover the discussed topics or to find the topic you are looking for. In the *Hansard*, regrouping the topics by Order of Business can also help you find a specific topic.
Begin by *clicking* on the topic that you are looking for and then on the intervention.

ALSO...

Mr. Romeo Saganash (Abitibi—Baie-James—Nunavik—Eeyou, NDP):

Romeo Saganash  
Caucus: NDP  
Constituency: Abitibi—Baie-James—Nunavik—Eeyou  
Province/Territory: Quebec

Mr. Speaker, I am kind of intrigued by the presentation.

I come from a region where there is an environmental assessment and review process that is pretty complex under the James Bay and northern Quebec agreement. A lot of people have argued in the past that this process is an impediment to development in the territory.

After 40 years with that process in place, if there is one place in our country where development is going well, it is in the James Bay northern Quebec area. That is the objective of an environmental assessment process. When developers arrive in a territory and they know the rules of the game, they know the rules under legislation in environmental assessment, that is what helps development in any given territory. That is what forges partnerships with indigenous peoples.

I wonder if my friend could comment on this.
Continue to explore *by clicking* on a topic shown in the intervention card.

Then, *click* on another intervention where the subject has been discussed as well.
Accessing the Search Tool

The names of organizations, documents and the topics regarding the House procedure are not shown in the Discussed Topics List of the Explorer, nor in the Intervention Cards. To find information regarding these items or to extend your search about a topic beyond the Publication, click on the Publication Search link.

For more information on the search tool, click on the Help tab.
Accessing the Video/Audio

Click on the intervention link from which you wish to access the video/audio.

Click on the View this Video link.

Click on the Audio icon. Then, choose the audio stream.

The video player features standard online video controls and closed captioning (where applicable).
Subscribing to an MP’s Activity Feed

For Committee Evidence, click on the drop-down arrow of the Explorer and choose Committee Members.

For the Hansard, click on the drop-down arrow of the Explorer and choose Members.

Use the filter or the scroll bar to find the MP’s name you are looking for. Then, click on the MP’s name.
When the MP’s name you are looking for is shown on top of the Explorer, click on the **Subscribe to this MP’s Activity Feed** icon. Then, follow the instruction.

-OR-

*Click* on one of the intervention links of the MP of your choice, in the text area. *Click* on the **Subscribe to this MP’s Activity Feed** link. Then, follow the instruction.

**Subscribing to a Topic Activity Feed**

*Click* on the drop-down arrow of the Explorer and choose **Discussed Topics**.
By default, the list of topics is sorted by number of occurrences.

*Use* the filter, alphabetical order and/or the scroll bar to find the topic you are looking for. Then, *click* on the topic.

When the topic you are looking for is shown on top of the Explorer, *click* on the **Subscribe to this Topic Activity Feed** icon. Then, *follow* the instruction.

-OR-
If the topic you are looking for is shown on an MP’s intervention card, *click* on the topic.

When the topic you are looking for is shown on top of the Explorer, *click* on the **Subscribe to this Topic Activity Feed** icon. Then, *follow* the instruction.

**Sharing a Publication on Facebook, Twitter or other**

*Click* on the **Share this page** icon then Facebook, Twitter or one of the other choices on top of the publication that you wish to share with your social network via your profile. Then, *follow* the instructions.
Sharing an Intervention on Facebook or Twitter

*Click* on the link of the intervention that you wish to share with your social network via your profile.

*Click* on the **Share** icon on top of the Intervention Card then one of the choices of social networks. Then, *follow* the instructions.

For Assistance

The Information Analysis and Discovery Unit, the team responsible for the creation of the indexes of parliamentary publications, also provides reference assistance to persons seeking information regarding publications.

Telephone: (1) 613-992-8976
E-mail: indref@parl.gc.ca