

# Sample Thesaurus

Designed for use by an internal project at the House of Commons

## About the *sample* Thesaurus

The *sample* Thesaurus has been developed to support the classification of information resources with terms from the *sample* taxonomy. Proper terms are displayed in **bold print**. For each proper term, the following information is provided:

**SN – Scope Note** – A brief definition of the term. May also provide guidance on the method of its application.

**BT – Broader Term** – A term that, within the taxonomy hierarchy, is larger than and encompasses the proper term.

**NT – Narrower Term** – A term that, within the taxonomy hierarchy, is more specific than and is encompassed by the proper term.

**RT – Related Term** – A term that is not a synonym or sibling (part of same hierarchical grouping), but shares topical relevance with the proper term.

**UF – Used For** – A synonym of the proper term, or an unrepresented specific term that should be classified using the proper (larger) term.

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## A

### Access

**SN:** The ability to enter organization premises and use facilities present.

**BT:** Security

**NT:** -

**RT:** -

**UF:** Building Access, Foyer Security, Parking Access, Visitor Access

Accessibility, *use* **Workplace Accommodations**

Accidents, *use* **Occupational Health & Safety**

### Accommodations

**SN:** Space available on organization premises for the performance of occupational activities.

**BT:** Facilities

**NT:** -

**RT:** -

**UF:** Boardrooms, Meeting Rooms, Offices

Accounts, *use* **Public Accounts**

Acquisitions, *use* **Procurement & Materiel Management**

**Administration & Governance**

**SN:** The management of the House of Commons as an organization.  
**BT:** -  
**NT:** Business Planning; By-laws; Corporate Reports; Standing Orders  
**RT:** -  
**UF:** Corporate Management, Departmental Management

### **Agreements**

**SN:** An arrangement between parties regarding a course of action.  
**BT:** Legal Matters  
**NT:** -  
**RT:** Labour Relations  
**UF:** Contracts, Memorandum of Understanding, MOUs

### **Air Travel**

**SN:** The use of aircraft for transportation.  
**BT:** Travel  
**NT:** -  
**RT:** -  
**UF:** Flights

Allowances, *use* **Benefits**

Annual Reports, *use* **Corporate Reports**

Arbitration Decisions, *use* **Labour Relations**

Audio Recorders, *use* **Broadcasting Equipment**

### **Audits**

**SN:** An examination of records and activities to ensure fiscal responsibility.  
**BT:** Finance  
**NT:** -  
**RT:** Corporate Reports, Public Accounts  
**UF:** Financial Reviews

### **Authorized Travellers**

**SN:** Persons permitted to accompany Members and when travelling. May include dependents, designated travelers, employees, Parliamentary Interns and Spouses.  
**BT:** Travel  
**NT:** -  
**RT:** -  
**UF:** Travel Companions

Automobiles, *use* **Motor Vehicles**

## **B**

Barbers, *use* **Personal Services**

### **Benefits**

**SN:** A payment made or an entitlement available in accordance with a wage agreement.

**BT:** Human Resources

**NT:** -

**RT:** Salaries

**UF:** Allowances, Death Benefits, Dental Benefits, Entitlements, Health Benefits, Insurance, Pensions

Bilingualism, *use* **Language Training**

Blackberries, *use* **Telecommunication Devices**

Blogs, *use* **Online Services**

Boardrooms, *use* **Accommodations**

### **Broadcasting Equipment**

**SN:** Equipment and technology used in the broadcasting process.

**BT:** Technology

**NT:** -

**RT:** Broadcasting Services

**UF:** Audio Recorders, Sound Equipment, Television Cameras, Video Cameras

### **Broadcasting Services**

**SN:** Assistance provided to support radio, television and web communications.

**BT:** Services

**NT:** -

**RT:** Broadcasting Equipment

**UF:** Radio, Streaming Video, Television, TV, Web Casts

### **Budgets**

**SN:** An itemized summary of estimated or intended expenditures for a given period of time. May include proposed methods for financing.

**Domain:** Finance

**BT:** -

**NT:** Advertising, Allowable Expenses, Budget Adjustments

**RT:** -

**UF:** Financial Plans

Building Access, *use* **Access**

Buildings, *use* **Facilities**

Business Cards, *use* **Printing Services**

**Business Planning**

**SN:** Development of long-term strategies.

**BT:** Administration & Governance

**NT:** -

**RT:** -

**UF:** Operational Strategies

**By-laws**

**SN:** Rules governing the internal affairs of the organization.

**BT:** Administration & Governance

**NT:** -

**RT:** -

**UF:** Rules

**C**

Cafeterias, *use* **Food Services**

Cards, Business *use* **Printing Services**

Cards, Greeting *use* **Printing Services**

Cars, *use* **Motor Vehicles**

Catalogues, *use* **Procurement & Materiel Management**

Catering, *use* **Food Services**

Cell Phones, *use* **Telecommunication Devices**

Ceremonies, *use* **Protocols**

Chiropractors, *use* **Personal Services**

Circulars, *use* **Printing Services**

Coats of Arms, *use* **Protocols**

Collective Bargaining, *use* **Labour Relations**

Committees, Parliamentary, *use* **Parliamentary Committees**

Computer Programs, *use* **Software**

Computers, *use* **Hardware**

Contracting, *use* **Procurement & Materiel Management**

Contracts, *use* **Agreements**

Corporate Management, *use* **Administration & Governance**

### **Corporate Reports**

**SN:** Formal accounts of proceedings or transactions of the organization.

**BT:** Administration & Governance

**NT:** -

**RT:** Audits, Public Accounts

**UF:** Annual Reports

Couriers, *use* **Postal Services**

Court, *use* **Litigations**

Customer Loyalty Programs, *use* **Travel Rewards Programs**

## **D**

Death, *use* **Departures**

Death Benefits, *use* **Benefits**

Defeated Member, *use* **Member Not Re-elected**

Delegations, *use* **International & Interparliamentary Affairs**

Dental Benefits, *use* **Benefits**

Departmental Management, *use* **Administration & Governance**

### **Departures**

**SN:** The end of a period of employment or election term.

**BT:** Human Resources

**NT:**

**RT:** Member Not Re-Elected, Member Not Seeking Re-election

**UF:** Death, Firings, Quitting, Release, Resignation, Retirement, Termination

Diplomacy, *use* **Protocols**

Diplomacy, Visits of, *use* **International & Interparliamentary Affairs**

Disabilities, *use* **Workplace Accommodations**

Disclosure Reports, *use* **Public Accounts**

### **Dissolution of Parliament**

**SN:** The termination of Parliament upon the order of the Governor General, necessitating a new election.

**BT:** Elections

**NT:** -

**RT:** Protocols

**UF:** Prorogation of Parliament

Domain Names, *use* **Online Services**

## **E**

### **Election Readiness**

**SN:** The state of preparedness prior to an election.

**BT:** Elections

**NT:** -

**RT:** -

**UF:** -

### **Elections**

**SN:** The preparations, processes and follow-on activities for the selection of representatives to the House of Commons through public voting.

**BT:** -

**NT:** Dissolution of Parliament, Election Readiness, Member New Elected, Member Not Re-elected, Member Not Seeking Re-election, Member Re-elected

**RT:** -

**UF:** General Elections

Emblems, *use* **Protocols**

Emergencies, *use* **Security Planning**

Employee Relations, *use* **Labour Relations**

Employment, *use* **Human Resources**

English Training, *use* **Language Training**

Entitlements, *use* **Benefits**

Environmental Safety, *use* **Occupational Health & Safety**

Equipment, *use* **Technology**

**Estimates**

**SN:** Budgetary expectations identified through financial planning.

**BT:** Finance

**NT:** Main Estimates, Supplementary Estimates

**RT:** -

**UF:** -

**Event Planning Services**

**SN:** Assistance provided for the preparation and execution of an event or group activity.

**BT:** Services

**NT:** -

**RT:** Food Services, Protocols

**UF:** -

Expense Accounts, *use* **Public Accounts**

**F**

**Facilities**

**SN:** The buildings, grounds and related facilities (such as parking) for property currently under organization management.

**BT:** -

**NT:** Accommodations, Facilities Management, Maintenance, Renovations

**RT:** -

**UF:** Buildings, Office Buildings, Parking Lots, Parliamentary Precinct

**Facilities Management**

**SN:** Activities associated with the management of facilities, their usage, and the co-ordination of on-site services.

**BT:** Facilities

**NT:** -

**RT:** -

**UF:** -

**Finance**

**SN:** The management of monetary resources.

**BT:** -

**NT:** Audits, Budgets, Estimates, Procurement & Materiel Management, Public Accounts

**RT:** -

**UF:** Funding, Money Management, Resource Allocation

Financial Plans, *use* **Budgets**

Financial Reviews, *use* **Audits**

Firings, *use* **Departures**

Flights, *use* **Air Travel**

### **Food Services**

**SN:** The provision of food and beverages at House of Commons facilities and events.

**Domain:**

**BT:** Services

**NT:** -

**RT:** Event Planning Services

**UF:** Cafeterias, Catering

Foyer Security, *use* **Access**

Franking, *use* **Postal Services**

French Training, *use* **Language Training**

Frequent Flyer Points, *use* **Travel Rewards Programs**

Funding, *use* **Finance**

Furniture, *use* **Procurement & Materiel Management**

## **G**

Gas Allowance, *use* **Travel Rates**

General Elections, *use* **Elections**

Governance, *use* **Administration & Governance**

Greeting Cards, *use* **Printing Services**

Gymnasiums, *use* **Personal Services**

## H

### **Hardware**

**SN:** Computers, peripherals and other physical items associated with electronic equipment.

**Domain:** Technology

**BT:** -

**NT:** -

**RT:** -

**UF:** Computers, Laptops

Hazardous Substances, *use* **Occupational Health & Safety**

Health, *use* **Occupational Health & Safety**

Health Benefits, *use* **Benefits**

Help, *use* **Services**

### **Human Resources**

**SN:** The coordination, management and support of the organization's employees.

**BT:** -

**NT:** Benefits, Departures, Labour Relations, Occupational Health & Safety, Salaries, Workplace Accommodations

**RT:** -

**UF:** Employment, Personnel, Staffing

## I

IIA, *use* **International & Interparliamentary Affairs**

Information Technology, *use* **Technology**

Injuries, *use* **Occupational Health & Safety**

Insurance, *use* **Benefits**

### **International & Interparliamentary Affairs**

**SN:** External relations and activities of the Parliament of Canada.

**BT:** Parliamentary & Procedural Matters

**NT:** -

**RT:** -

**UF:** Delegations, IIA, Visits of Diplomacy

Internet, *use* **Online Services**

Interparliamentary Affairs, *use* **International & Interparliamentary Affairs**

IT, *use* **Technology**

## **J**

Justice, *use* **Legal Matters**

## **K**

Kilometre Rate, *use* **Travel Rates**

## **L**

### **Labour Relations**

**SN:** The administration of relations between employees and management.

**BT:** Human Resources

**NT:** -

**RT:** Agreements

**UF:** Arbitration Decisions, Collective Bargaining, Employee Relations, Unions

### **Language Training**

**SN:** The development of an employee's skills in either official language.

**Domain:** Training

**BT:** -

**NT:** -

**RT:** -

**UF:** Bilingualism, English Training, French Training

Laptops, *use* **Hardware**

Law Suits, *use* **Litigations**

### **Legal Matters**

**SN:** Involving rules of law and judicial proceedings.

**BT:** -

**NT:** Agreements, Litigations

**RT:** -

**UF:** Justice

### **Litigations**

**SN:** The procedure of a lawsuit.

**BT:** Legal Matters

**NT:** -

**RT:** -

**UF:** Court, Law Suits

Long Distance Calls, *use* **Telecommunications Services**

### **M**

Mail, *use* **Postal Services**

### **Maintenance**

**SN:** Ensuring facilities are properly equipped and remain in a good state of repair.

**BT:** Facilities

**NT:** -

**RT:** -

**UF:** Repairs

Massage Therapy, *use* **Personal Services**

Material Management, *use* **Procurement & Material Management**

### **Media Training**

**SN:** Education on how to interact with the media.

**BT:** Training

**NT:** -

**RT:** -

**UF:** -

Meeting Rooms, *use* **Accommodations**

### **Member Newly Elected**

**SN:** Relating to the first time a person is elected as a Member of Parliament.

**BT:** Elections

**NT:** -

**RT:** -

**UF:** New Member

### **Member Not Re-elected**

**SN:** Relating to a Member failing to be re-elected to Parliament.

**BT:** Elections

**NT:** -

**RT:** Departures

**UF:** Defeated Member

**Member Not Seeking Re-election**

**SN:** Relating to a Member not pursuing re-election to Parliament.

**BT:** Elections

**NT:** -

**RT:** Departures

**UF:** -

**Member Re-elected**

**SN:** Relating to a Member successfully being re-elected to Parliament.

**BT:** Elections

**NT:** -

**RT:** -

**UF:** Returning Member

Memorandum of Understanding, *use* **Agreements**

Messengers, *use* **Postal Services**

Mobile Phones, *use* **Telecommunication Devices**

Mobile Service Contracts, *use* **Telecommunications Services**

Money Management, *use* **Finance**

**Motor Vehicles**

**SN:** Personal, motorized methods of road transportation. (Does not include mass transit.)

**BT:** Travel

**NT:** -

**RT:** -

**UF:** Automobiles, Cars, Trucks, Vans, Vehicles

MOUs, *use* **Agreements**

**N**

New Member, *use* **Member Newly Elected**

Not Re-elected, *use* **Member Not Re-elected**

Not Seeking Re-election, *use* **Member Not Seeking Re-election**

## Q

### **Occupational Health & Safety**

**SN:** Protecting the health and welfare of people in the workplace.

**BT:** Human Resources

**NT:** -

**RT:** Security Planning

**UF:** Accidents, Environmental Safety, Hazardous Substances, Injuries, Smoking, Work Environment

Office Buildings, *use* **Facilities**

Office Supplies, *use* **Procurement & Materiel Management**

Offices, *use* **Accommodations**

Official Events, *use* **Protocols**

### **Online Services**

**SN:** Assistance provided to support the web presence of Parliament and its members.

**BT:** Services

**NT:** -

**RT:** Web Tools

**UF:** Blogs, Domain Names, Internet, Web Sites

Operational Strategies, *use* **Business Planning**

Orders, Standing, *use* **Standing Orders**

## P

Pagers, *use* **Telecommunication Devices**

Parking Access, *use* **Access**

Parking Lots, *use* **Facilities**

Parliament, Dissolution of, *use* **Dissolution of Parliament**

### **Parliamentary & Procedural Matters**

**SN:** Relating to the activities, responsibilities and daily business of Parliament.

**BT:** -

**NT:** International & Interparliamentary Affairs, Parliamentary Committees, Protocols

**RT:** -  
**UF:** -

**Parliamentary Committees**

**SN:** Groups formed to deal with assigned matters of Parliamentary business.  
**BT:** Parliamentary & Procedural Matters  
**NT:** -  
**RT:** -  
**UF:** -

Parliamentary Precinct, *use* **Facilities**

PDAs, *use* **Telecommunication Devices**

Pensions, *use* **Benefits**

Per Diem Rate, *use* **Travel Rates**

**Personal Services**

**SN:** Services of a personal nature provided to Members.  
**BT:** Services  
**NT:** -  
**RT:** -  
**UF:** Barbers, Chiropractors, Gymnasiums, Massage Therapy, Photographers, Tailors

Personnel, *use* **Human Resources**

Persons with Disabilities, *use* **Workplace Accommodations**

Phones, *use* **Telecommunication Devices**

Photographers, *use* **Personal Services**

Planning, *use* **Business Planning, Event Planning, Security Planning**

**Postal Services**

**SN:** Assistance provided to support the distribution of information and materials.  
**BT:** Services  
**NT:** -  
**RT:** -  
**UF:** Couriers, Franking, Mail, Messengers

Price Lists, *use* **Procurement & Materiel Management**

**Printing Equipment**

**SN:** Machinery, peripherals and tools used in the creation of print materials.  
**BT:** Technology  
**NT:** -  
**RT:** Printing Services  
**UF:** -

### **Printing Services**

**SN:** Assistance provided to support the creation of print materials.  
**BT:** Services  
**NT:** -  
**RT:** Printing Equipment  
**UF:** Business Cards, Greeting Cards, Stationary

Procedural Matters, *use* **Parliamentary & Procedural Matters**

Procedure (ongoing), *use* **Standing Orders**

### **Procurement & Materiel Management**

**SN:** The acquisition of supplies and services, and their subsequent life cycle management.  
**BT:** Finance  
**NT:** -  
**RT:** -  
**UF:** Acquisitions, Catalogues, Contracting, Furniture, Office Supplies, Price Lists, Purchasing, Requisitions, Services (contracting of)

Professional Development, *use* **Training**

Prorogation of Parliament, *use* **Dissolution of Parliament**

### **Protocols**

**SN:** The customs and regulations dealing with diplomatic formality, precedence and etiquette.  
**BT:** Parliamentary & Procedural Matters  
**NT:** -  
**RT:** Dissolution of Parliament, Event Planning Services  
**UF:** Ceremonies, Coats of Arms, Diplomacy, Emblems, Official Events, Special Occasions

### **Public Accounts**

**SN:** The financial statements of the House of Commons.  
**BT:** Finance  
**NT:** -  
**RT:** Audits, Corporate Reports  
**UF:** Disclosure Reports, Expense Accounts

Purchasing, *use* **Procurement & Materiel Management**

## **Q**

Quitting, *use* **Departures**

## **R**

Radio, *use* **Broadcasting Services**

### **Rail Travel**

**SN:** Transportation using railway services.

**BT:** Travel

**NT:** -

**RT:** -

**UF:** Train

Raises in Pay, *use* **Salaries**

Rates, *use* **Travel Rates**

Re-elected Member, *use* **Member Re-elected**

Release, *use* **Departures**

Remuneration, *use* **Salaries**

### **Renovations**

**SN:** The improvement, upgrade or modernization of facilities.

**BT:** Facilities

**NT:** -

**RT:** -

**UF:** -

Repairs, *use* **Maintenance**

Reports, *use* **Corporate Reports**

Requisitions, *use* **Procurement & Materiel Management**

Resignation, *use* **Departures**

Resource Allocation, *use* **Finance**

Retirement, *use* **Departures**

Returning Member, *use* **Member Re-elected**

Rewards Program, *use* **Travel Rewards Program**

Rules, *use* **By-laws**

## S

Safety, *use* **Occupational Health & Safety**

### **Salaries**

**SN:** Payment made to employees or Members at regular intervals, in accordance with the terms and conditions of their employment.

**BT:** Human Resources

**NT:** -

**RT:** Benefits

**UF:** Raises in Pay, Remuneration, Wages

### **Services**

**SN:** Engaged in the assistance of others in the performance of their duties.

**BT:** Services

**NT:** Broadcasting Services, Event Planning Services, Food Services, Online Services, Personal Services, Postal Services, Printing Services, Technology Support Services, Telecommunications Services, Travel Services

**RT:** -

**UF:** Help

Services (contracting of), *use* **Procurement & Materiel Management**

### **Security**

**SN:** Measures taken to guard against espionage, theft or other danger.

**BT:** -

**NT:** Access, Security Planning

**RT:** -

**UF:** -

### **Security Planning**

**SN:** Advance preparations for occasions of natural or man-made emergencies.

**BT:** Security

**NT:** -

**RT:** Occupational Health & Safety

**UF:** Emergencies, Threats

Smoking, *use* **Occupational Health & Safety**

**Software**

**SN:** Computer programs and their associated procedures and documentation.

**BT:** Technology

**NT:** -

**RT:** -

**UF:** Computer Programs

Sound Equipment, *use* **Broadcasting Equipment**

Special Occasions, *use* **Protocols**

Special Needs, *use* **Workplace Accommodations**

Staffing, *use* **Human Resources**

**Standing Orders**

**SN:** Rules for the guidance and governance of parliamentary procedure that endure through successive sessions until vacated or repealed.

**BT:** Administration & Governance

**NT:** -

**RT:** -

**UF:** Procedure (ongoing)

Stationary, *use* **Printing Services**

Streaming Video, *use* **Broadcasting Services**

Supplies, *use* **Procurement & Materiel Management**

**T**

Tailors, *use* **Personal Services**

**Technology**

**SN:** Equipment, systems and tools used to produce, store or disseminate information.

**BT:** -

**NT:** Broadcasting Equipment, Hardware, Printing Equipment, Software, Telecommunication Devices, Web Tools

**RT:** Technology Support Services

**UF:** Equipment, Information Technology, IT

**Technology Support Services**

**SN:** Assistance in the use of information technology equipment, systems and tools.

**BT:** Services

**NT:** -

**RT:** Technology

**UF:** -

### **Telecommunication Devices**

**SN:** Equipment and tools used for the purpose of voice-based and digital communications.

**BT:** Technology

**NT:** -

**RT:** Telecommunications Services

**UF:** Blackberries, Cell Phones, Mobile Phones, Pagers, PDAs, Phones, Telephones

### **Telecommunications Services**

**SN:** Assistance in the subscription to and usage of voice-based and digital communications systems.

**BT:** Services

**NT:** -

**RT:** Telecommunication Devices

**UF:** Long Distance Calls, Mobile Service Contracts

Telephones, *use* **Telecommunication Devices**

Television, *use* **Broadcasting Services**

Television Cameras, *use* **Broadcasting Equipment**

Termination, *use* **Departures**

Threats, *use* **Security Planning**

Train, *use* **Rail Travel**

### **Training**

**SN:** Educating Members or employees in new work-related skills and activities.

**BT:** -

**NT:** Language Training, Media Training

**RT:** -

**UF:** Professional Development

### **Travel**

**SN:** Official visits and business-related trips of members or employees to locations other than their home office.

**BT:** -

**NT:** Air Travel, Authorized Travellers, Motor Vehicles, Rail Travel, Travel Insurance, Travel Rates, Travel Rewards Program

**RT:** Travel Services

**UF:** Trips

Travel Companions, *use* **Authorized Travellers**

#### **Travel Insurance**

**SN:** Supplementary protection against loss, damage, injury or illness provided to Members or employees while travelling.

**BT:** Travel

**NT:** -

**RT:** -

**UF:** -

#### **Travel Rates**

**SN:** Rates used to calculate allowable expenses incurred while traveling.

**BT:** Travel

**NT:** -

**RT:**

**UF:** Gas Allowance, Kilometre Rate, Per Diem Rates

#### **Travel Rewards Programs**

**SN:** Programs that award points to frequent travellers, which can be claimed for discounts or perks, to encourage customer loyalty.

**BT:** Travel

**NT:** -

**RT:** -

**UF:** Customer Loyalty Programs, Frequent Flyer Points

#### **Travel Services**

**SN:** Assistance provided for making travel arrangements.

**BT:** Services

**NT:** -

**RT:** Travel

**UF:** -

Travellers, *use* **Authorized Travellers**

Trips, *use* **Travel**

Trucks, *use* **Motor Vehicles**

TV, *use* **Broadcasting Services**

## U

Uniform Resource Locator, *use* **Online Services**

Unions, *use* **Labour Relations**

URL, *use* **Online Services**

## V

Vans, *use* **Motor Vehicles**

Vehicles, *use* **Motor Vehicles**

Video Cameras, *use* **Broadcasting Equipment**

Video Streaming, *use* **Broadcasting Services**

Visitor Access, *use* **Access**

Visits of Diplomacy, *use* **International & Interparliamentary Affairs**

## W

Wages, *use* **Salaries**

Web Casts, *use* **Broadcasting Services**

Web Services, *use* **Online Services**

Web Sites, *use* **Online Services**

### **Web Tools**

**SN:** Software and applications that aid in the development of web sites and the posting of information to the internet and intranet.

**BT:** Technology

**NT:** -

**RT:** Online Services

**UF:** -

Work Environment, *use* **Occupational Health & Safety**

**Workplace Accommodations**

**SN:** The removal of barriers in the workplace to accommodate the special needs of an employee or job applicant.

**BT:** Human Resources

**NT:** -

**RT:** -

**UF:** Accessibility, Disabilities, Persons with Disabilities, Special Needs