



**Canadian Air Transport
Security Authority**

**Annual Report on the Administration of the
*Access to Information Act***

2011- 2012

I - INTRODUCTION

The purpose of the *Access to Information Act* is to provide a right of access to information in records under the control of federal departments and agencies of government. The Act responds to the principle that government information should be available to the public with limited exceptions to the right of access and that the disclosure of government information should be evaluated independently of the executive arm of government.

This Annual Report on the Canadian Air Transport Security Authority's administration of the *Access to Information Act* has been prepared in accordance with Section 72(1) and is hereby submitted for tabling in Parliament under Section 72(2) of the *Access to Information Act*.

Established as a federal Crown Corporation on April 1, 2002, the Canadian Air Transport Security Authority (CATSA) is charged with protecting the public through the effective and efficient screening of air travellers and their baggage. CATSA's goal is to provide a professional, effective and consistent level of security service across the country, at or above the standards set by Transport Canada. It is also responsible for air transport security functions that the Minister may assign to it, subject to any terms and conditions that the Minister may establish.

CATSA is responsible for the provision of security in four areas of aviation security: Pre-Board Screening (PBS); Hold-Baggage Screening (HBS), Non-Passenger Screening (NPS) and Restricted Area Identity Card (RAIC).

While CATSA currently contracts security screening to third-party contractors, it is also responsible for the following activities:

- Purchase, deployment and maintenance of PBS and HBS equipment at 89 designated airports across the country;
- Oversight of screening operations at PBS, HBS and NPS screening checkpoints
- Training, testing and certification of Screening Officers; and
- Deploying and maintaining the RAIC program.

II - DELEGATION OF SIGNING AUTHORITY

Responsibility for processing requests received under the *Access to Information Act* rests with the Manager, Program Coordination, who is also the organization's Access to Information and Privacy (ATIP) Coordinator. The ATIP Unit is comprised of two positions: one ATIP Coordinator as described above in the Human Resources and Corporate Affairs Branch and the Senior Advisor – ATIP. The ATIP Coordinator reports directly to the Chief Privacy Officer (CPO) who reports to the President and Chief Executive Officer.

The signed and dated Delegation Order is attached to this report as Annex A.

This is the ninth annual report on the administration of the *Access to Information Act* that CATSA has tabled in Parliament. The previous such reports are available at the "Corporate Publications" section of the CATSA Web site: www.catsa.gc.ca.

III- Statistical Report Interpretation

In 2011/12, CATSA received 68 *Access to Information Act* requests; fewer than the 73 of the previous year but still reflecting an upward trend from three years ago when only 39 requests were submitted. When combined with the 9 requests carried over from 2010/11, CATSA was, therefore, responsible for the processing of 77 requests during this reporting period.

Sixty-nine requests were completed by March 31, 2012, and eight were carried forward into fiscal year 2012/13.

Forty-three requests were from the media, seven were from business, one was from an organization and 17 were from the public.

Of the 69 requests that were completed, full disclosure was provided in 19 cases, partial disclosure was provided in 29 cases and nothing was disclosed in four cases. In all cases where disclosure was made, copies were provided. Besides this, CATSA was unable to process 17 requests for various reasons, mainly cases where there were no records and some requests were abandoned.

Where access was denied, these reasons were cited:

<u>Reason</u>	<u>Number of Cases</u>
• international relations/defence	5
• investigations	5
• security	21
• economic interests of Canada	5
• personal information	14
• third- party commercial information	10
• operations of government	32
• testing/auditing procedures	1
• solicitor/client privilege	4
• statutory prohibitions	15
• cabinet confidences	1

For the 69 requests completed in 2011/12, it was necessary to extend the time frame of 16 requests in order to conduct internal consultations; on four occasions, the length of those extensions was for more than 30 days. It was also necessary to extend the time frame of seven requests in order to conduct external consultations; on four of those occasions, the length of those extensions exceeded 30 days. An extension of more than 30 days was needed for three third- party consultations.

Forty-one requests were completed in 30 days or less; thirteen took between 31 and 60 days; eleven took between 61 and 120 days and four requests were completed after 121 days. During 2011/12, we received 15 consultations from other government departments with one file carried over from the previous fiscal year. Of these 16 requests, 14 were completed within 15 days, one was completed within 30 days and one was closed within 60 days. All consultation files were completed within fiscal year 2011/12.

The full Statistical Report on the Administration of the *Access to Information Act* is attached as Annex B.

IV- TRAINING

Over the course of the year, the Senior ATIP Advisor has consistently provided one on one support to employees in order to clarify the Corporation's expectations with regard to Access to Information and support them in their implementation of the Act. The Senior Advisor has also participated in several of the Treasury Board Secretariat training sessions for ATIP practitioners offered on an annual basis.

V- POLICIES, GUIDELINES, PROCEDURES

While no new CATSA guidelines, policies or procedures were initiated in 2010/11, CATSA's Senior ATIP Advisor has maintained his focus on the improvement of CATSA's treatment of Access to Information files and on the reduction of its processing time.

VI- COMPLAINTS

In last year's report, it was noted that one requester had lodged 39 complaints in 2010/11 with the Information Commissioner about various aspects of the processing of his requests. The same requester has submitted four further complaints on the same files and CATSA is working with the Information Commissioner to complete the processing of those complaints.

ANNEXES

A: Delegation Order

B: Statistical Report on the Administration of the *Access to Information Act*