

Annual Report to Parliament

Access to Information Act

**International Development
Research Centre**

2010–2011

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INTRODUCTION

The *Access to Information Act* (R.S.C., 1985, c. A-1) (the “Act”) was proclaimed on July 1, 1983. It has been amended as a result of the *Federal Accountability Act* (S.C. 2006, c. 9).

The *Access to Information Act* gives Canadian citizens, permanent residents or any individual or corporations present in Canada the right to have access to federal government records that are not of a personal nature. The *Act* complements but does not replace other procedures for obtaining government information. It is not intended to limit in any way the access to government information that is normally available to the public upon request.

The Annual Report is prepared and tabled in Parliament in accordance to section 72 of the *Access to Information Act*.

The Annual Report provides a summary of the management and administration of the Act within the International Development Research Centre for the fiscal year 2010-2011.

IDRC’S ORGANIZATION AND MANDATE

The International Development Research Centre (IDRC or the “Centre”) is a Crown corporation that was established in 1970. It is guided by an international Board of Governors. IDRC reports to Canada’s Parliament through the Minister of Foreign Affairs.

The *IDRC Act* (R.S.C., 1985, c. I-19) directs the Centre, in subsection 4(1) “to initiate, encourage, support and conduct research into the problems of the developing regions of the world and into the means for applying and adapting scientific, technical and other knowledge to the economic and social advancement of those regions.”

In carrying out this mandate, the Centre helps developing countries use science and knowledge to find innovative, practical, long-term solutions to the social, economic, technological, and environmental problems they face. The Centre focuses its research and intellectual support across five broad areas: (1) Agriculture and the Environment; (2) Information and Communication Technologies for Development; (3) Innovation, Policy and Science; (4) Research for Health Equity; and (5) Social and Economic Policy.

IDRC remains engaged in local and regional contexts by maintaining regional offices across the developing world – in Africa, Asia, Latin America and the Caribbean, and the Middle East.

STRUCTURE OF THE ATIP OFFICE

The responsibility and accountability for the development, coordination and implementation of effective policies, guidelines, systems and procedures to enable the efficient processing of requests under the *Access to Information Act* rests with the Access to Information and Privacy (ATIP) Coordinator who is also the Legal Coordinator. The Legal and ATIP Coordinator reports to the Secretary and General Counsel who reports to the President.

The Access to Information and Privacy Coordinator oversees the implementation of the *Access to Information Act* within the International Development Research Centre, and ensures compliance with the legislation. The Office of the Secretary and General Counsel provides legal advice on access to information and handles requests of a sensitive nature, as needed. The ATIP Coordinator works with the Centre's Information Management Technology Division staff to ensure that access to Centre information in all forms respects the requirements of the *Access to Information Act* and the *Privacy Act*.

As required under section 71 of the *Act*, a reading room is provided in the IDRC library. The Centre's public website, www.idrc.ca, provides considerable information on the organization and its work, including project highlights (by country) and basic information on projects (abstract, IDRC, contact name, funding, partner organizations, etc.). You can obtain free online [IDRC publications](#), including those that result from Centre-funded projects. Printed copies may be ordered online from the co-publisher, from one of IDRC's stock-holding distributors, or from amazon.com. Printed copies of IDRC publications are also available for consultation at many libraries around the world.

STATISTICS

Requests under the *Access to Information Act*

As indicated in the Report on the *Access to Information Act* (Annex A), seven requests for information under the *Access to Information Act* were received during the reporting period of April 1, 2010 to March 31, 2011 compared to four requests received during the previous year (2009-2010). One request was outstanding from the previous period. In addition to the seven requests, five consultations were received from various government departments.

Interpretation of the Statistical Report

The seven requests came from different sources: two from the media, three from academia and two from the public.

Of the seven requests received, two were processed with information fully disclosed, four partly disclosed, and one was abandoned by applicant. Four of the seven requests were in respect to three grants, another was in relation to funding for programs and projects in the Middle East, one pertained to contracts and contractual documents for insurance and risk management, and one requiring a list or summary of training taken by IDRC staff. All seven requests were completed within 30 days or less.

In the six requests processed, subsection 19(1), paragraphs 20(1)(a) and 20(1)(d), paragraph 21(1)(a) and section 23 were invoked with respect to some of the information. However, no exclusions were cited. Under the Additional Reporting Requirements (Annex B), no exemptions were invoked or exclusions cited.

All requesters received copies of the information. It should be noted that this data reflects only requests for which information was disclosed, not for the one that was abandoned by the applicant.

Fees

Under the Act, fees for certain activities related to the processing of formal requests can be levied. In addition to the \$5 application fee, other charges may also apply for search, preparation, and reproduction of the various records, as specified in the Access to Information Regulations.

The application fees of \$5 for one of the request had to be returned to the applicant as the cheque was made payable to the Receiver General of Canada instead of to the IDRC. In the meantime, the applicant wrote saying he wished to abandon his request. This explains the discrepancy in the application fees collected (\$30 instead of \$35).

IDRC did not impose fees for reviewing records, for overhead, or for shipping. Under subsection 11(6) of the Act, the head of a government institution may waive the requirement to pay fees.

Costs

Since IDRC only has one person devoted not entirely to the access to information function and in order to protect her personal information, IDRC came up with a formula for the costs associated with the program delivery that was rounded to \$8,000.

INSTITUTIONAL POLICIES AND PROCEDURES

The Centre did not implement any new or revised access to information policies, guidelines, or procedures during the reporting period.

DELEGATION OF AUTHORITY

As indicated in the Designation Order of May 10, 2010 (Annex C), pursuant to section 73 of the *Access to Information Act*, the President has designated the person holding the position of Legal and Access to Information and Privacy Coordinator in the International Development Research Centre to exercise the powers and perform the duties and functions of the President as the head of a government institution under the *Act*.

EDUCATION AND TRAINING

The Centre did not offer any training activity to employees on the *Access to Information Act* during the reporting period. However, the Centre now has an ATIP internet webpage on which IDRC Access to Information Request Form can be found.

The Access to Information and Privacy Coordinator participates in the regular Access to Information and Privacy Community meetings and attends access to information training sessions in order to keep abreast of new developments, updates, and general information in the application of the *Act*. Furthermore, the ATIP Coordinator regularly reviews access to information documents provided by the Treasury Board Secretariat and other sources. The ATIP Coordinator is a member of the Canadian Association of Professional Access and Privacy Administrators (CAPAPA).

COMPLAINTS AND INVESTIGATIONS

For this reporting period, IDRC did not receive any complaints under the administration of the *Access to Information Act*. Therefore, no investigations were required.

REPORT ON THE ACCESS TO INFORMATION ACT
RAPPORT CONCERNANT LA LOI SUR L'ACCÈS À L'INFORMATION

Institution International Development Research Centre				Reporting period / Période visée par le rapport April 1, 2010 to March 31, 2011	
Source	Media / Médias 1	Academia / Secteur universitaire 3	Business / Secteur commercial 0	Organization / Organisme 0	Public 2

**I Requests under the Access to Information Act /
Demandes en vertu de la Loi sur l'accès à l'information**

Received during reporting period / Reçues pendant la période visée par le rapport	6
Outstanding from previous period / En suspens depuis la période antérieure	1
TOTAL	7
Completed during reporting period / Traitées pendant la période visées par le rapport	7
Carried forward / Reportées	0

**II Disposition of requests completed /
Disposition à l'égard des demandes traitées**

1. All disclosed / Communication totale	2	6. Unable to process / Traitement impossible	0
2. Disclosed in part / Communication partielle	4	7. Abandoned by applicant / Abandon de la demande	1
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	0	8. Treated informally / Traitement non officiel	0
4. Nothing disclosed (exempt) / Aucune communication (exemption)	0	TOTAL	7
5. Transferred / Transmission	0		

**III Exemptions invoked /
Exceptions invoquées**

S. Art. 13(1)(a)	0	S. Art. 16(1)(a)	0	S. Art. 18(b)	0	S. Art. 21(1)(a)	1
(b)	0	(b)	0	(c)	0	(b)	0
(c)	0	(c)	0	(d)	0	(c)	0
(d)	0	(d)	0	S. Art. 19(1)	4	(d)	0
S. Art. 14	0	S. Art. 16(2)	0	S. Art. 20(1)(a)	0	S. Art. 22	0
S. 15(1) International rel. / Relations intern.	0	S. Art. 16(3)	0	(b)	1	S. Art. 23	1
Defence / Défense	0	S. Art. 17	0	(c)	0	S. Art. 24	0
Subversive activities / Activités subversives	0	S. Art. 18(a)	0	(d)	2	S. Art. 26	0

**IV Exclusions cited /
Exclusions citées**

S. Art. 68(a)	0	S. Art. 69(1)(c)	0
(b)	0	(d)	0
(c)	0	(e)	0
S. Art. 69(1)(a)	0	(f)	0
(b)	0	(g)	0

**V Completion time /
Délai de traitement**

30 days or under / 30 jours ou moins	7
31 to 60 days / De 31 à 60 jours	0
61 to 120 days / De 61 à 120 jours	0
121 days or over / 121 jours ou plus	0

**VI Extensions /
Prorogations des délais**

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Searching / Recherche	0	0
Consultation	0	0
Third party / Tiers	0	0
TOTAL	0	0

**VII Translations /
Traduction**

Translations requested / Traductions demandées	0
Translations prepared / Traductions préparées	0
English to French / De l'anglais au français	0
French to English / Du français à l'anglais	0

**VIII Method of access /
Méthode de consultation**

Copies given / Copies de l'original	6
Examination / Examen de l'original	0
Copies and examination / Copies et examen	0

**IX Fees /
Frais**

Net fees collected / Frais net perçus			
Application fees / Frais de la demande	\$30.	Preparation / Préparation	0
Reproduction	0	Computer processing / Traitement informatique	0
Searching / Recherche	0	TOTAL	\$30.
Fees waived / Dispense de frais		No. of times / Nombre de fois	\$
\$25.00 or under / 25 \$ ou moins		0	\$ 0
Over \$25.00 / De plus de 25 \$		0	\$ 0

**X Costs
Coûts**

Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 8,000
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 0
TOTAL	\$ 8,000
Person year utilization (all reasons) / Années-personnes utilisées (raison)	
Person year (decimal format) / Années-personnes (nombre décimal)	0.144

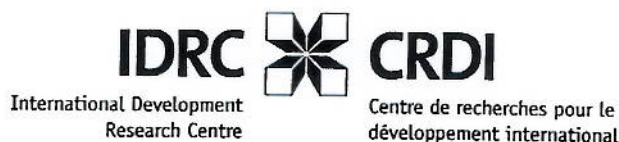


Appendix B**Annexe B****Additional Reporting
Requirements****Exigences additionnelles en matière
d'établissement de rapports*****Access to Information Act******Loi sur l'accès à l'information*****Part III – Exemptions invoked****Partie III – Exceptions invoquées**

Paragraph 13(1)(e)	0	Alinéa 13(1)e	0
Paragraph 16.1(1)(a)	0	Alinéa 16.1(1)a	0
Paragraph 16.1(1)(b)	0	Alinéa 16.1(1)b	0
Paragraph 16.1(1)(c)	0	Alinéa 16.1(1)c	0
Paragraph 16.1(1)(d)	0	Alinéa 16.1(1)d	0
Subsection 16.2(1)	0	Paragraphe 16.2(1)	0
Section 16.3	0	Article 16.3	0
Paragraph 16.4(1)(a)	0	Alinéa 16.4(1)a	0
Paragraph 16.4(1)(b)	0	Alinéa 16.4(1)b	0
Section 16.5	0	Article 16.5	0
Paragraph 18.1(1)(a)	0	Alinéa 18.1(1)a	0
Paragraph 18.1(1)(b)	0	Alinéa 18.1(1)b	0
Paragraph 18.1(1)(c)	0	Alinéa 18.1(1)c	0
Paragraph 18.1(1)(d)	0	Alinéa 18.1(1)d	0
Paragraph 20(1)(b.1)	0	Alinéa 20(1)b.1	0
Section 20.1	0	Article 20.1	0
Section 20.2	0	Article 20.2	0
Section 20.4	0	Article 20.4	0
Subsection 22.1(1)	0	Paragraphe 22.1(1)	0

Part IV – Exclusions cited**Partie IV – Exclusions citées**

Section 68.1	0	Article 68.1	0
Paragraph 68.2(a)	0	Alinéa 68.2a)	0
Paragraph 68.2(b)		Alinéa 68.2b)	
Subsection 69.1(1)	0	Paragraphe 69.1(1)	0



May 10, 2010

Access to Information Act, s. 73
Designation by Position
(One Officer or Employee)

Access to Information Act Designation Order

The President of the International Development Research Centre, pursuant to section 73 of the *Access to Information Act*, hereby designates the person holding the position of Legal and Access to Information and Privacy (ATIP) Coordinator in the International Development Research Centre to exercise the powers and perform the duties and functions of the President as the head of a government institution under the *Act*.

A handwritten signature in black ink, which appears to read 'David Malone', is written over a horizontal line.

David M. Malone
President