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International Development Research Centre
Centre de recherches pour le développement international

Annual Report to Parliament
Access to Information Act

**International Development
Research Centre**

2011–2012

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1. INTRODUCTION

The International Development Research Centre (IDRC or the Centre) is pleased to table its Annual Report to Parliament on the administration of the *Access to Information Act* (ATIA or Act) for fiscal year 2011-2012, as required under subsections 72(1) and 72(2) of the Act.

PURPOSE OF THE *ACCESS TO INFORMATION ACT*

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

The Act gives Canadian citizens and permanent residents the right to have access to federal government records that are not of a personal nature. It 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.

IDRC MANDATE

IDRC is a Crown corporation that was established in 1970. It is guided by a Board of Governors. IDRC reports to Canada's Parliament through the Minister of Foreign Affairs.

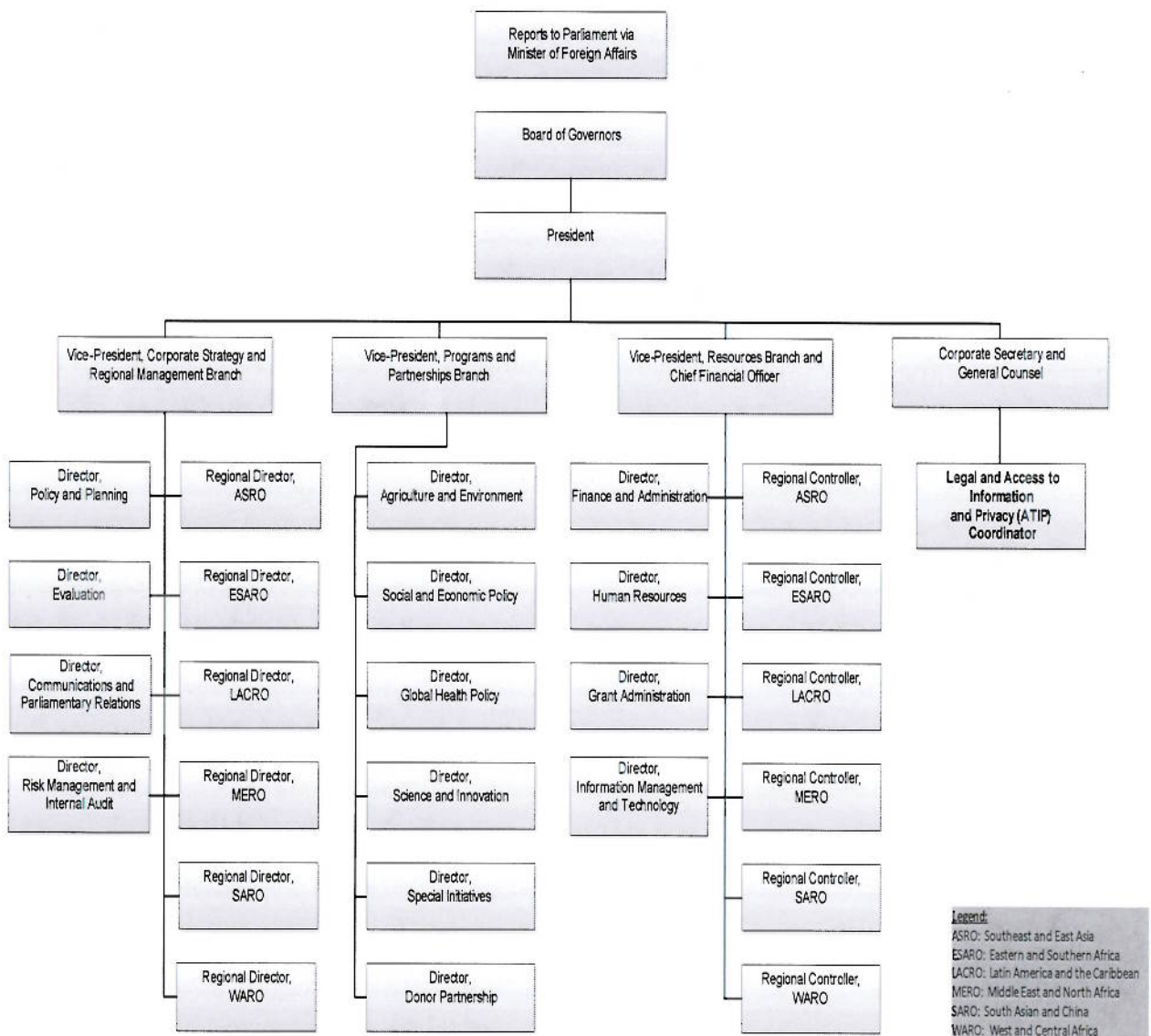
The [*IDRC Act*](#) (R.S.C., 1985, c. I-19) mandates the Centre, in subsection 4(1), "to initiate, encourage, support and conduct research into the problems of the developing regions of the world and into the means for applying and adapting scientific, technical and other knowledge to the economic and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

In carrying out this mandate, the Centre helps developing countries find solutions to their problems by encouraging, supporting and conducting research. The focus is to reduce poverty, improve health, support innovation and safeguard the environment. IDRC encourages the sharing of knowledge with policymakers, other researchers and communities around the world. The result is innovative, lasting solutions that aim to bring choice and change to those who need it most.

In doing so, the Centre makes an important contribution to Canada's foreign policy, complementing the work of the Department of Foreign Affairs and International Trade, the Canadian International Development Agency, and other government departments and agencies. This helps promote Canadian values such as political and intellectual pluralism and intellectual diversity, evidence-based policy-making, and democratic dialogue.

2. ORGANIZATIONAL STRUCTURE

IDRC Organizational Structure



IDRC STRUCTURE

During the reporting period, IDRC employed about 480 people at its Ottawa head office and at six regional offices around the world. These people come from more than 60 countries, and many are themselves researchers.

The Program and Partnership Branch is the research programming arm of IDRC which houses the subject specific research teams. The teams work closely with partners to support Southern researchers exploring new and innovative fields in developing countries. Proposals are developed with research partners through existing contacts made during monitoring visits, conferences and meetings with local officials and/or researchers. The goal is to fund policy relevant research under the thematic areas supported by the Centre using the "grants plus approach" where program staff engage with partners in framing research problems, improving research designs and choosing methodologies. This requires the expertise and involvement of program staff working with partners to contribute new ideas and theories, influence practice and policy and strengthen research networks.

The Corporate Strategy and Regional Management Branch has three roles. First, it provides leadership and support in developing and implementing IDRC's strategic planning, risk management, audit, evaluation, and corporate reporting functions. Secondly, it is accountable for leading the development and implementation of relationship management strategies with a view to ensuring that IDRC's programs continue to be well understood. Thirdly, the Branch supports IDRC's programming through the Centre's regional presence. Regional offices in Africa, Asia, Latin America and the Caribbean, and the Middle East ensure operational coordination, consistency, follow-through, and the provision of timely and responsive service and advice.

Resources Branch's mandate spans four resource management areas including human resources, finance and administration, grant administration, and information. All four areas of activity are managed and administered at headquarters and, to various degrees, in regional offices. The Vice-President of the Branch is also IDRC's Chief Financial Officer and is responsible for the management of the financial affairs of IDRC.

STRUCTURE OF THE ACCESS TO INFORMATION AND PRIVACY 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 *Act* rests with the ATIP Coordinator who is also the Legal Coordinator. The ATIP Coordinator reports to the Secretary and General Counsel, who reports to the President.

The ATIP Coordinator oversees the implementation of the *Access to Information Act* within IDRC, and ensures compliance with the *Act*. The Office of the Secretary and General Counsel provides legal advice on the *Act* 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 *Act*.

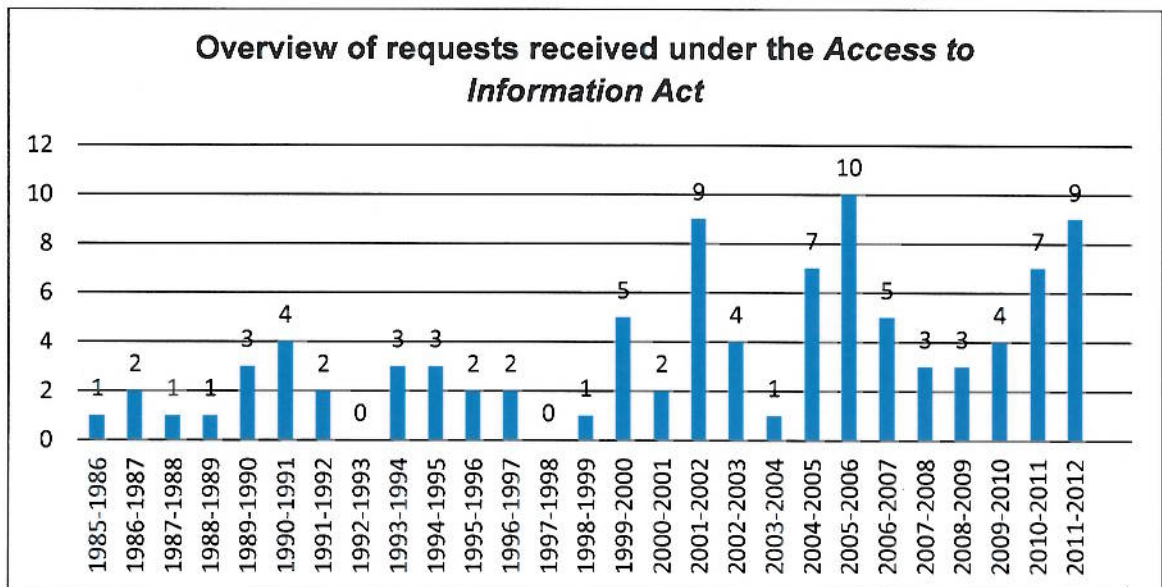
As required under section 71 of the *Act*, a reading room is provided in the IDRC library. Its public website, www.idrc.ca, provides considerable information on the Centre's work, including project highlights (by country) and basic information on projects (abstract, IDRC, contact name, funding, partner 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.

3. DELEGATION OF AUTHORITY

As indicated in the Designation Order of May 10, 2010 (Annex A), pursuant to section 73 of the *Act*, the President has designated the person holding the position of Legal and ATIP Coordinator in IDRC to exercise the powers and perform the duties and functions of the President, as the head of a government institution, under the *Act*.

4. INTERPRETATION OF THE STATISTICAL REPORT

STATISTICAL OVERVIEW



STATISTICAL REPORT 2011-2012

The following section explains in more detail the Statistical Report on the *Act* as provided in Annex B.

PART 1: REQUESTS UNDER THE ACCESS TO INFORMATION ACT

1.1 Requests

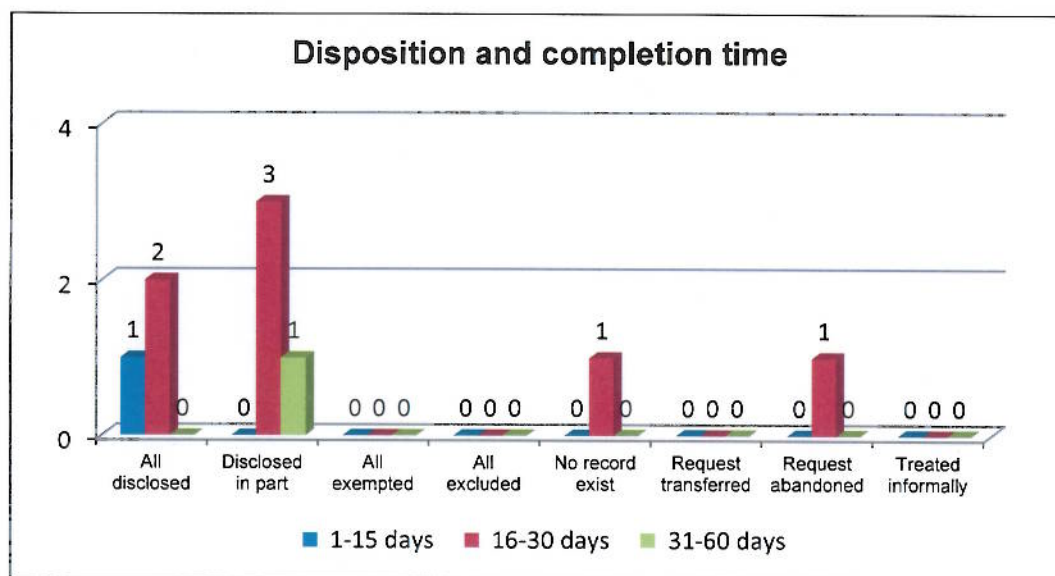
Between April 1, 2011 and March 31, 2012, the Centre received nine requests for information under the *Act* compared to seven requests received during the previous year. During the reporting period, all requests were closed, therefore, no files were carried over to the next reporting period.

1.2 Sources of requests

Of the nine requests received, seven came from the public, and two came from an organization. Seven of the requests came from the same requester with respect to one specific subject, the Think Tank Initiative. The two remaining requests came from the same organization which initially abandoned its request, only to resubmit it at a later date. The organization was looking for information on project funding applications submitted by the Communauté Togolaise au Canada (CTC).

PART 2: REQUESTS CLOSED DURING THE REPORTING PERIOD

2.1 Disposition and completion time



Of the nine requests received:

- One request was processed with information fully disclosed within 1 to 15 days.
- Seven requests were processed within 16 to 30 days. Of these, two were processed with information fully disclosed while three received partial disclosure, one was abandoned, and for one request, there was no record that matched the description.
- One request was processed, with information partly disclosed, within 31 to 60 days. The requester received, however, a partial release of the information requested by the prescribed 30 days under the Act.

No requests were completed past 60 days.

2.2 Exemptions

In the disposition of the nine requests received, the following sections have been invoked:

- 15(1) - International affairs and defence for one request;
- 19(1) - Personal information for one request;
- 20(1)(b) - Third party information for four requests; and
- 21(1)(a) - Operations of Government for two requests.

2.3 Exclusions

No exclusions were applied.

2.4 Format of information released

All seven requests that required to be processed, whether information was all disclosed or disclosed in part, were released in paper format.

2.5 Complexity

With respect to the three requests that were fully disclosed, 181 relevant pages were processed and disclosed in total. For the four requests disclosed in part, 1,929 pages were processed and 927 pages were disclosed in total.

The following is a breakdown of the relevant pages processed and disclosed by size of requests:

- Less than 100 pages processed: three requests for a total of 60 pages disclosed.
- 101-500 pages processed: four requests for a total of 287 pages disclosed.
- 501-1,000 pages processed: n/a.
- 1,001-5,000 pages processed: one request for a total of 761 pages disclosed.
- More than 5,000 pages processed: n/a.

In processing the requests, the Centre did not encounter any other complexities as no external consultation and assessment of fees were required nor legal advice sought.

2.6 Deemed refusals

The Centre had only one request where no extension was taken and which was addressed by the 30 day period required. The request was, however, closed between 16 to 30 days past deadline. The delay was due to official travel of those in the responsible program area. A partial release was provided to the requester by the statutory deadline.

2.7 Requests for translation

No translation was sought on account of any of the requests received.

PART 3: EXTENSIONS

Even though an extension should have been taken for the request referred to under item 2.6, the Centre has not processed any request where an extension was taken.

PART 4: 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, production, programming, preparation, alternative formation, and reproduction of the various records, as specified in the *Access to Information Regulations*.

The application fees of \$5 were the only fees collected. Under subsection 11(6) of the *Act*, the head of a government institution may waive the requirement to pay fees, which is the approach that the Centre has opted to follow to date.

PART 5: CONSULTATIONS RECEIVED FROM OTHER INSTITUTIONS AND ORGANIZATIONS

During this reporting period, the Centre has received five consultations from other government institutions. The 31 pages processed were all disclosed entirely within one to fifteen days.

PART 6: COMPLETION TIME OF CONSULTATIONS ON CABINET CONFIDENCES

The Centre did not receive any requests requiring consultations on Cabinet confidences.

PART 7: RESOURCES RELATED TO THE ACCESS TO INFORMATION ACT

Since the Centre only has one person dedicated part-time to ATI activities and in order to protect that individual's personal information, the Centre adopted a formula for the costs associated with the program delivery that was rounded to \$7,000.

5. TRAINING

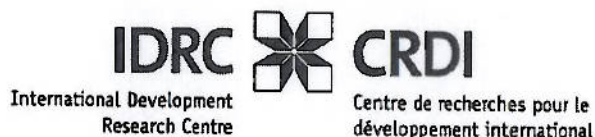
The Centre did not offer any formal training activities to its employees on the *Act* during the reporting period, but informal briefings and awareness sessions have taken place throughout the year when requests were received.

6. INSTITUTIONAL POLICIES AND PROCEDURES

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

7. COMPLAINTS AND INVESTIGATIONS

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



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.

David M. Malone
President



Statistical Report on the Access to Information Act

Name of institution: International Development Research Centre

Reporting period: 01/04/2011 to 31/03/2012

PART 1 – Requests under the Access to Information Act

1.1 Requests

	Number of Requests
Received during reporting period	9
Outstanding from previous reporting period	0
Total	9
Closed during reporting period	9
Carried over to next reporting period	0

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (Private Sector)	0
Organization	2
Public	7
Total	9

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	1	2	0	0	0	0	0	3
Disclosed in part	0	3	1	0	0	0	0	4
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	1	0	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	1	0	0	0	0	0	1
Treated informally	0	0	0	0	0	0	0	0
Total	1	7	1	0	0	0	0	9

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	0	16(2)(a)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(c)	0	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	2
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	0
15(1) - I.A.*	1	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	0	16.2(1)	0	19(1)	1	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	0	23	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	4	24(1)	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	0
16(1)(a)(iii)	0	16.5	0	20(1)(c)	0		
16(1)(b)	0	17	0	20(1)(d)	0		
16(1)(c)	0						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	0	69(1)(a)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	0
68.1	0	69(1)(d)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	0
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	3	0	0
Disclosed in part	4	0	0
Total	7	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	181	181	3
Disclosed in part	1929	927	4
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	1

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed
All disclosed	1	6	2	175	0	0	0	0	0	0
Disclosed in part	1	54	2	112	0	0	1	761	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	1	0	0	0	0	0	0	0	0	0
Total	3	60	4	287	0	0	1	761	0	0

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	0	0	0	0	0

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
1	0	0	1	0

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	1	0	1
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	1	0	1

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

PART 3 – Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	0	0

3.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	0	0	0	0

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	# of Requests	Amount	# of Requests	Amount
Application	9	\$45	0	\$0
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	9	\$45	0	\$0

PART 5 – Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	5	31	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	5	31	0	0
Closed during the reporting period	5	31	0	0
Pending at the end of the reporting period	0	0	0	0

5.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	
Disclose entirely	5	0	0	0	0	0	0	5
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	5	0	0	0	0	0	0	5

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0		0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

PART 6 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		\$7,000
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$7,000

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	0	1	1
Part-time and casual employees	0	0	0
Regional staff	0	0	0
Consultants and agency personnel	0	0	0
Students	0	0	0
Total	0	1	1

