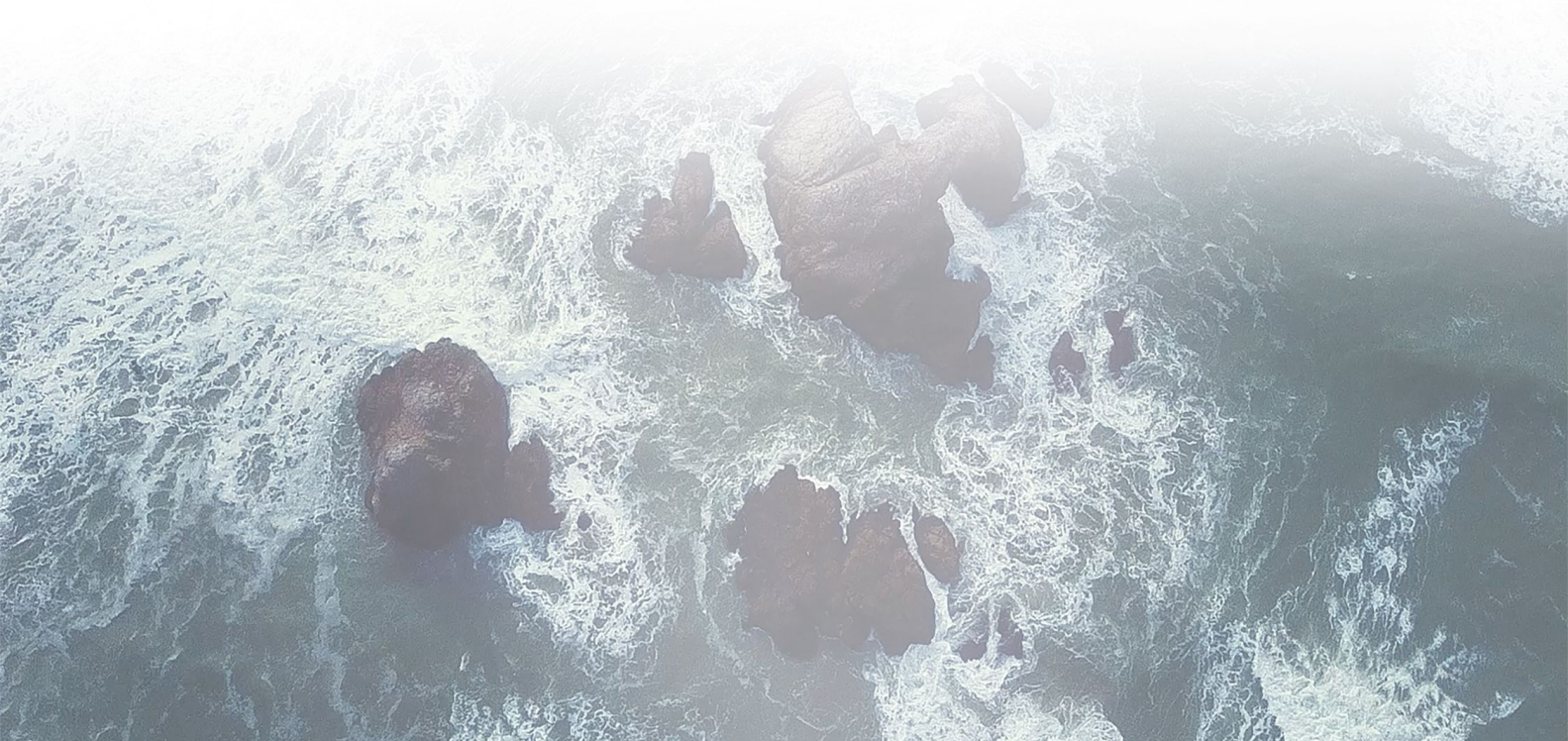


**Office of the Administrator of the  
Ship-source Oil Pollution Fund**

**Annual Report to Parliament  
on the *Access to Information Act***

**2019-2020**



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# 1. INTRODUCTION

The Office of the Administrator of the Ship-source Oil Pollution Fund is pleased to submit to Parliament its annual report on the administration of the *Access to Information Act* (ATIA) for the fiscal year commencing on April 1, 2019, and ending March 31, 2020. This report is submitted in accordance with section 94 of the Act. The report is tabled in Parliament through the Minister of Transport.

The *Access to Information Act* came into force on July 1, 1983. The ATIA gives Canadian citizens, permanent residents, and any person and corporation present in Canada a right of access to information contained in government records, subject to certain specific and limited exceptions.

# 2. OUR MANDATE

The Ship-source Oil Pollution Fund (the Fund) compensates victims of oil pollution for damages caused by any type of oil, from any ship or boat, anywhere in Canadian waters. The Administrator then takes all reasonable steps to recover costs from polluters.

The Fund is managed by an independent Administrator, who reports to Parliament through the Minister of Transport. The Administrator, appointed by the Governor-in-Council:

- Offers compensation to claimants for whatever portion of the claim the Administrator finds to be established and, where a claimant accepts an offer, the Administrator directs payment to the claimant out of the Fund;
- As an independent authority, must investigate and assess all claims submitted to the Fund, subject to appeal to the Federal Court of Canada;
- Has the powers of a Commissioner under Part 1 of the *Inquiries Act*;
- Must take recourse action against third parties to recover the amount paid out of the Fund to a claimant and may also take action to obtain security, either prior to or after receiving a claim;
- Prepares an annual report on the operations of the Fund, which is laid before Parliament by the Minister of Transport;
- Becomes a party by statute to any proceedings commenced by a claimant against the owner of a ship, its insurer, or the International Oil Pollution Compensation (IOPC) Funds, as the case may be after having been served with the document commencing the proceedings;

- Directs payments out of the Fund for all Canadian contributions to the IOPC Funds (such contributions are based on oil receipts in Canada reported by the Administrator to the Director of the IOPC Funds);
- Participates with the Canadian delegation at meetings of the Executive Committee and the Assembly of the IOPC Funds;
- Is consulted by the Minister of Transport with regard to the release of necessary emergency funding of up to \$10 million per fiscal year (or additional funds to a maximum of \$50 million per fiscal year, if required) to the Minister of Fisheries and Oceans (DFO), to respond to a significant incident involving the discharge of oil from a ship;
- Has inspection and inquiry powers with respect to oil shippers' data reporting obligations, infringement of which may cause Administrative Monetary Penalties (AMPs).

The Fund is governed by Part 7 of the *Marine Liability Act* (MLA), and all the amendments thereto.

### **3. ORGANIZATIONAL STRUCTURE FOR ACCESS TO INFORMATION ACTIVITIES**

The Administrator is the designated head of the Office of the Administrator of the Fund for the *Access to Information Act*. Due to the very small size of the organization, the Information Management Officer has been designated the Access to Information and Privacy (ATIP) Coordinator and retains all authorities in relation to the Act. An ATIP Consultant is hired to address any ATIP requests or related issues. There are no regional ATIP staff.

The ATIP Coordinator is accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures. This will ensure responsibilities under the *Access to Information Act* are met at the Office of the Administrator of the Fund, and there is appropriate processing and proper disclosure of information. The Coordinator is also responsible for related policies, systems and procedures emanating from the Act.

The main activities of the ATIP Coordinator include:

- Processing requests under the Act;
- Developing and maintaining policies, procedures and guidelines to ensure the Act is respected by the Office of the Administrator of the Fund;

- Promoting awareness of the Act to ensure the responsiveness of the Office of the Administrator of the Fund to the obligations imposed on the government;
- Monitoring compliance of the Office of the Administrator of the Fund with the Act, regulations and relevant procedures and policies;
- Preparing annual reports to Parliament and other statutory reports, as well as other material that may be required by central agencies;
- Representing the Office of the Administrator of the Fund in dealings with the Treasury Board Secretariat (TBS), the Information Commissioner and other government funds and agencies regarding the application of the Act as they relate to the Office of the Administrator of the Fund;
- Supporting the Office of the Administrator of the Fund in meeting its commitments in relation to greater openness and transparency through proactive disclosure of information and the disclosure of information through informal avenues.

The delegation order for the administration of the *Access to Information Act* is attached in Appendix A.

For 2019-2020, the costs directly associated with the administration of the *Access to Information Act* are estimated at \$2,145.

Salaries: \$2,060  
Consultant Fees: \$85

The associated human resources for 2019-2020 are estimated at 0.03 person years for administering the *Access to Information Act*.

## **4. ACCESS TO INFORMATION ACTIVITIES**

### **4.1 REQUESTS, CONSULTATIONS, AUDITS, AND COMPLAINTS**

During the reporting period, no requests were received. There were no outstanding requests from the previous period. This is consistent with previous years. No consultations were received during the reporting period.

The Office of the Administrator of the Fund did not receive any *Access to Information Act* complaints during the reporting period.

There was no monitoring of compliance of the time taken to process access to information requests required.

The complete statistical report on the Act for 2019-2020 is attached in Appendix B.

## **4.2 TRAINING AND AWARENESS**

All new staff are provided with a one-on-one introduction to ATIP by the ATIP Coordinator when they start their position at the Office of the Administrator of the Fund. Throughout the year, optional monthly training sessions were offered on various information management topics, including information protection. The goal is to encourage and facilitate adoption of information management practices, which improves efficiency and ease of retrieving information from the institution's records. These sessions were attended by an average of eight staff members (about half of the complement) per month.

Additional advice and recommendations were provided by a consultant on an as required basis to Management and staff.

## **4.3 POLICIES, GUIDELINES AND PROCEDURES**

As a result of amendments to the *Access to Information Act*, following the enactment of *An Act to amend the Access to Information Act and the Privacy Act and to make consequential amendments to other Acts* (Bill C-58) in June 2019, the Office of the Administrator of the Fund reviewed and made adjustments to practices surrounding proactive disclosure. The updated practices ensure compliance with new statutory requirements to publish hospitality and travel expenses on a monthly basis. Practices surrounding proactive disclosure of reports tabled in Parliament and summaries of completed Access to information requests did not require updating, and remain in effect.

A new filing structure for incident claims files was implemented during the reporting period. This new way of organizing records related to incident claims allows for greater efficiency in responding to access to information requests.

Also, new filing procedures were implemented to ensure the timely, complete and adequate capture of the information resources of business value of the Office of the Administrator. Ensuring official files are up-to-date improves retrieval of records if requested.

## **4.4 IMPACT OF COVID-19 RELATED MEASURES**

The Office of the Administrator of the Fund had no new or outstanding requests in the time COVID-19 related measures were in place during the reporting period.

Other *Access to Information Act* responsibilities, notably proactive disclosure requirements, were not hindered or impacted by the COVID-19 related measures.

The supplemental statistical report on the impact of COVID-19 related measures on the administration of the Act for 2019-2020 is attached in Appendix C.



**APPENDIX A:  
DELEGATION ORDER**

Ship-source Oil Pollution Fund

Access to Information Act  
Delegation Order


The Administrator of the Ship-source Oil Pollution Fund, pursuant to section 94 of the *Access to Information Act* (the *Act*) hereby designates the persons holding the positions set out herein or the persons occupying those positions on an acting basis, to exercise the powers, duties or functions of the Administrator as the head of a government institution, under the section or sections of the *Act* set out hereunder opposite each position.


Position	<i>Access to Information Act</i>	
ATIP Coordinator	4(2.1)	Responsibility of government institutions
ATIP Coordinator	7(a)	Notice where access requested
ATIP Coordinator	7(b)	Giving access to record
ATIP Coordinator	8(1)	Transfer of request to another government institution
ATIP Coordinator	9	Extension of time limits
ATIP Coordinator	11(2)	Additional fees
ATIP Coordinator	12(2)(b)	Language of access
ATIP Coordinator	12(3)(b)	Access in an alternative format
ATIP Coordinator	13	Exemption - Information obtained in confidence
ATIP Coordinator	14	Exemption - Federal-provincial affairs
ATIP Coordinator	15	Exemption - International affairs and defence
ATIP Coordinator	16	Exemption - Law enforcement and investigations
ATIP Coordinator	16.5	Exemption - <i>Public Servants Disclosure Protection Act</i>
ATIP Coordinator	17	Exemption - Safety of individuals
ATIP Coordinator	18	Exemption - Economic interests of Canada
ATIP Coordinator	18.1	Exemption—Economic interest of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc.
ATIP Coordinator	19	Exemption—Personal information
ATIP Coordinator	20	Exemption—Third party information
ATIP Coordinator	21	Exemption—Operations of Government
ATIP Coordinator	22	Exemption—Testing procedures, tests and audits

Position	<i>Access to Information Act</i>	
ATIP Coordinator	22.1	Exemption—Audit working papers and draft audit reports
ATIP Coordinator	23	Exemption—Solicitor-client privilege
ATIP Coordinator	24	Exemption—Statutory prohibitions
ATIP Coordinator	25	Severability
ATIP Coordinator	26	Exception—Information to be published
ATIP Coordinator	27(1), (4)	Third-party notification
ATIP Coordinator	28(1)(b), (2), (4)	Third-party notification
ATIP Coordinator	33	Advising Information Commissioner of third-party involvement
ATIP Coordinator	35(2)(b)	Right to make representations
ATIP Coordinator	37(4)	Access to be given to complainant
ATIP Coordinator	43(1)	Notice to third party (application to Federal Court for review)
ATIP Coordinator	44(2)	Notice to applicant (application to Federal Court by third party)
ATIP Coordinator	52(2)(b), (3)	Special rules for hearings
ATIP Coordinator	71(1)	Facilities for inspection of manuals
ATIP Coordinator	94	Annual report to Parliament

Position	<i>Access to Information Regulations</i>	
ATIP Coordinator	6(1)	Transfer of request
ATIP Coordinator	7(2)	Search and preparation fees
ATIP Coordinator	7(3)	Production and programming fees
ATIP Coordinator	8	Providing access to record(s)
ATIP Coordinator	8.1	Limitations in respect of format

Dated at Ottawa on September 2, 2020

  
\_\_\_\_\_  
Anne Legars, LLM/CAE  
Administrator



## **APPENDIX B: STATISTICAL REPORT**



## Statistical Report on the *Access to Information Act*

Name of institution: Ship-source Oil Pollution Fund

Reporting period: 2019-04-01 to 2020-03-31

### Section 1: Requests Under the *Access to Information Act*

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting period	0
<b>Total</b>	0
Closed during reporting period	0
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	0
Public	0
Decline to Identify	0
<b>Total</b>	0

#### 1.3 Informal 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	
0	0	0	0	0	0	0	0

**Note:** All requests previously recorded as “treated informally” will now be accounted for in this section only.

**Section 2: Decline to act on vexatious, made in bad faith or abuse of right requests**

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
<b>Total</b>	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Carried over to next reporting period	0

**Section 3: Requests Closed During the Reporting Period**

**3.1 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	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0

**3.2 Exemptions**

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	0	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	0	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				
16(1)(c)	0	17	0				
16(1)(d)	0						

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

### 3.3 Exclusions

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

### 3.4 Format of information released

Paper	Electronic	Other
0	0	0

### 3.5 Complexity

#### 3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

#### 3.5.2 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	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	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
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

### 3.5.3 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
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
<b>Total</b>	0	0	0	0	0

### 3.6 Closed requests

#### 3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	0
Percentage of requests closed within legislated timelines (%)	0

### 3.7 Deemed refusals

#### 3.7.1 Reasons for not meeting legislated timelines

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

### 3.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timeline Where No Extension Was Taken	Number of Requests Past Legislated Timeline Where an Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
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
<b>Total</b>	0	0	0

### 3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	0	0	0

## Section 4: Extensions

### 4.1 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
<b>Total</b>	0	0	0	0

### 4.2 Length of extensions

	9(1)(a)	9(1)(b) Consultation	9(1)(c)
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Length of Extensions	Interference With Operations	Section 69	Other	Third-Party Notice
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
<b>Total</b>	0	0	0	0

### Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	0	\$0	0	\$0
Other fees	0	\$0	0	\$0
<b>Total</b>	0	\$0	0	\$0

### Section 6: Consultations Received From Other Institutions and Organizations

#### 6.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over to next reporting period	0	0	0	0

#### 6.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Number of Days Required to Complete Consultation Requests
---

Recommendation	1 to 15	16 to 30	31 to 60	61 to 120	121 to 180	181 to 365	More Than 365	Total
	Days	Days	Days	Days	Days	Days	Days	
Disclose entirely	0	0	0	0	0	0	0	0
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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							
	1 to 15	16 to 30	31 to 60	61 to 120	121 to 180	181 to 365	More Than 365	Total
	Days	Days	Days	Days	Days	Days	Days	
Disclose entirely	0	0	0	0	0	0	0	0
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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Section 7: Completion Time of Consultations on Cabinet Confidences

### 7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Request	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Section 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
0	0	0	0	0	0

## Section 9: Court Action

### 9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0

### 9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

## Section 10: Resources Related to the Access to Information Act

### 10.1 Costs

Expenditures		Amount
Salaries		\$2,060
Overtime		\$0
Goods and Services		\$85
• Professional services contracts	\$85	
• Other	\$0	
<b>Total</b>		<b>\$2,145</b>

## 10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.02
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.01
Students	0.00
<b>Total</b>	<b>0.03</b>

**Note:** Enter values to two decimal places.

**APPENDIX C:  
SUPPLEMENTAL STATISTICAL REPORT**

**2019-2020 Supplemental Statistical Report on the *Access to Information Act* –  
Requests affected by COVID-19 measures**

<b>Table 1 – Requests Received</b>	
	<b>Number of requests</b>
Received from 2019-04-01 to 2020-03-13	0
Received from 2020-03-14 to 2020-03-31	0
<b>Total</b>	0

<b>Table 2 – Requests Closed</b>		
	<b>Number of requests closed within the legislated timelines</b>	<b>Number of requests closed past the legislated timelines</b>
Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods	0	0
Received from 2020-03-14 to 2020-03-31	0	0
<b>Total</b>	0	0

<b>Table 3 – Requests Carried Over</b>	
	<b>Number of requests</b>
Requests received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting period that were carried over to the 2020-2021 reporting period	0
Requests received from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period	0
<b>Total</b>	0