

Annual Report to Parliament

Access to Information Act

International Development Research Centre

2020-2021

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1. INTRODUCTION

The International Development Research Centre (IDRC or Centre) is pleased to present its Annual Report on the administration of the *Access to Information Act* (ATIA or Act) for fiscal year 2020-2021, as required under subsection 94 of the Act.

PURPOSE OF THE ACCESS TO INFORMATION ACT

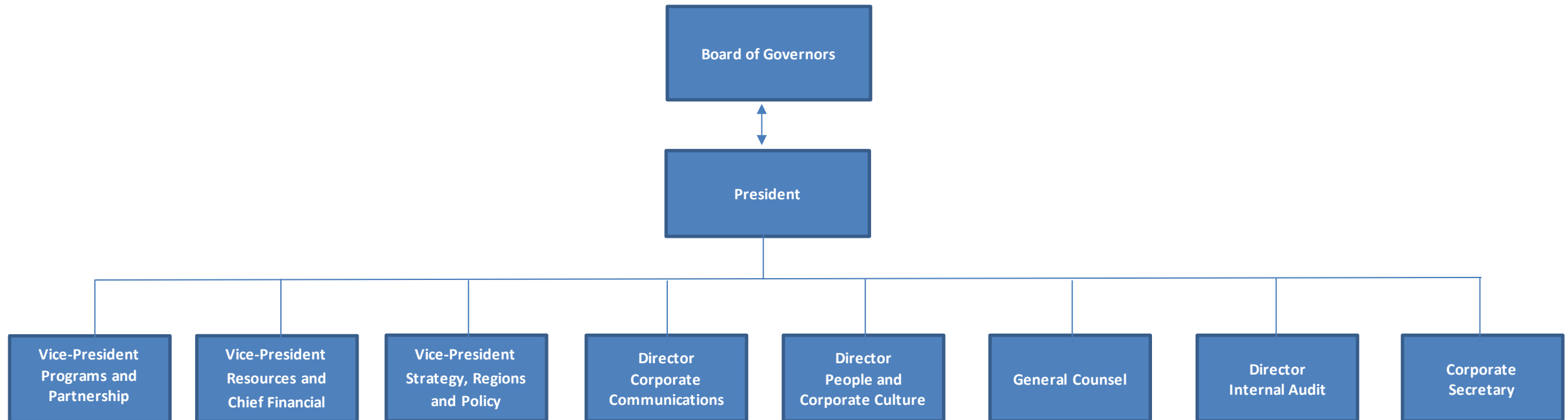
The *Access to Information Act* (R.S.C., 1985, c. A-1) was proclaimed on July 1, 1983. The Act gives Canadian citizens, permanent residents, and individuals present in Canada the right to have access to federal government records.

IDRC'S MANDATE

IDRC is a Crown corporation that was established in 1970. It is guided by a Board of Governors, appointed by the Governor in Council. IDRC reports to Canada's Parliament through the Minister for International Development.

The [*International Development Research Centre Act*](#) (R.S.C., 1985, c. I-19) mandates IDRC, 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."

2. ORGANIZATIONAL STRUCTURE



IDRC'S STRUCTURE

During the reporting period, IDRC employed approximately 377 employees, located at the head office in Ottawa and in five international regional offices located in: Montevideo, Uruguay; Nairobi, Kenya; Dakar, Senegal; Amman, Jordan; and New Delhi, India.

IDRC's President is the Chief Executive Officer and a member of the Board of Governors. The President leads the Centre in fulfilling its mandate to help developing countries use science and knowledge to find practical, long-term solutions to the social, economic, and environmental problems they face. By investing in high-quality research and innovation, sharing knowledge with researchers and policymakers to inform local and global action, and mobilizing global alliances for impact, IDRC supports a more sustainable and inclusive world. As part of Canada's foreign affairs and international development efforts, IDRC's programming is supported by the Centre's regional presence in West and Central Africa, East and Southern Africa, Asia, Latin America and the Caribbean, and the Middle East and North Africa.

The Programs and Partnership Branch (PPB) leads the development and implementation of the Centre's research support work as articulated in the IDRC's Board of Governors approved *Strategy 2030*. PPB program staff work closely with partners to support researchers exploring new and innovative fields of research in developing countries, to contribute new ideas, practices and policies and to strengthen networks. Led by a Vice-President, five areas of focus shape IDRC's work in developing countries, contributing to achievement of the United Nations' Sustainable Development Goals: Climate-Resilient Food Systems; Global Health; Education and Science; Democratic and Inclusive Governance; and Sustainable Inclusive Economies. PPB funds research under these areas of focus and develops opportunities for IDRC to collaborate with other funders that support research for development to increase the Centre's impact.

The Strategy, Regions and Policy Branch (SRP) encompasses the Policy and Evaluation Division and the five Regional Offices. SRP provides leadership in developing and implementing the strategic planning, evaluation, learning, policy, risk management and corporate reporting functions of IDRC, and helps coordinate the work of the Centre's regional offices. Led by a Vice-President, SRP leads and encourages strategic thinking, environmental scanning, and trend analysis in order to inform IDRC's programming and particularly its efforts to increase the uptake and use of IDRC-supported research in driving solutions and influencing national, regional, and global development agendas. SRP leads IDRC's efforts in developing relationships with the private sector to expand the reach of the research it supports, and it works closely with Corporate Communications and PPB in developing and implementing key relationship engagement and outreach strategies in Canada and internationally - with a view to ensuring that IDRC's programs continue to be well understood, regarded, and resourced.

The Resources Branch (RB) is a full partner in the work of the Centre. It provides leadership in resources management issues, delivers services while ensuring the integrity of the Centre's operations, and facilitates the achievement of Centre goals in a manner that reflects expectations of Canadians. It is led by a Vice-President who 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 efficient processing of requests under the *Act* rests with the Access to Information and Privacy (ATIP) Coordinator. The ATIP Coordinator is the incumbent in the Legal Coordinator position, reporting to 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 Legal Services provides legal advice on the *Act* and requests as needed. The ATIP Coordinator works with IDRC's Digital Solutions and Information Governance staff to ensure that access to Centre information in all forms respects the requirements of the *Act*.

As required under the *Act*, a reading room is provided at IDRC. Its public website, www.idrc.ca, provides considerable information on the Centre's work, including project highlights (by country) and information on projects including, but not limited to, funding, partner organizations, and project results. [IDRC publications](#), including those that result from Centre-funded projects, are available online for free. Printed copies may be ordered online from the co-publisher or from one of IDRC's stock-holding distributors. Printed copies of IDRC publications are also available for consultation at many libraries around the world. The IDRC Digital Library, <https://idl-bnc-idrc.dspacedirect.org/>, is a repository containing research outputs from projects funded by IDRC.

3. DELEGATION OF AUTHORITY

As indicated in the Delegation Order of 18 August 2021 (Appendix A), pursuant to section 95(1) of the *Act*, the President has designated the incumbent Legal Coordinator as the person designated at 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 2020-2021 STATISTICAL REPORT

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

PART 1: REQUESTS UNDER THE ACCESS TO INFORMATION ACT

1.1 Requests

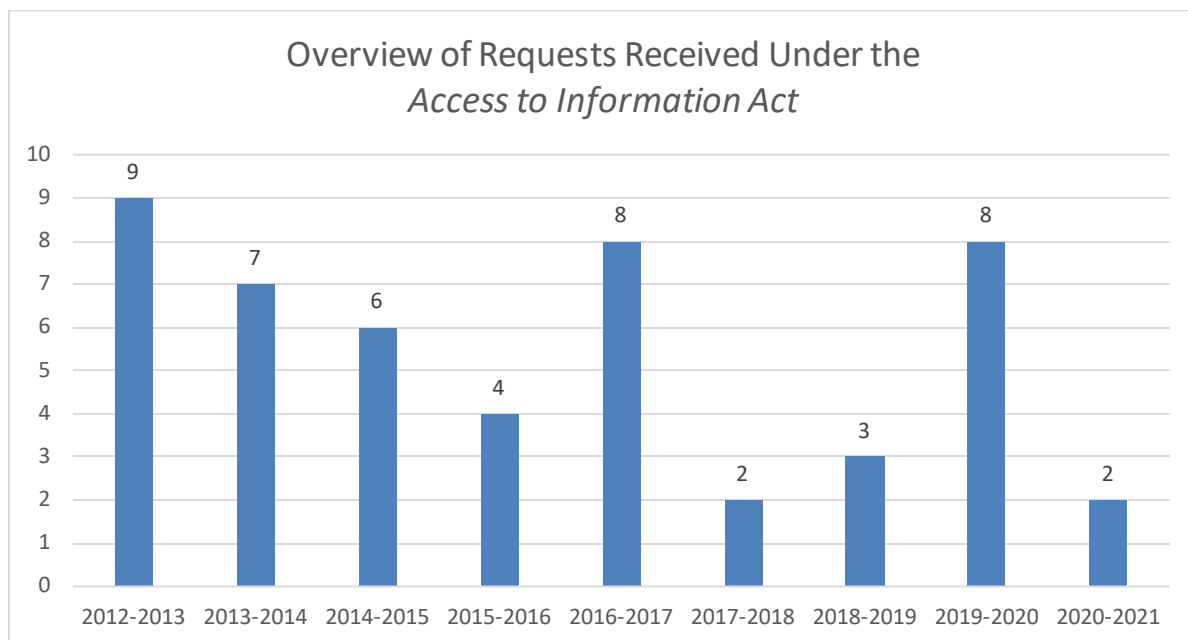
Between April 1, 2020 and March 31, 2021, the Centre received two requests for information under the Act. The Centre processed the requests in the reporting period.

1.2 Sources of requests

The two requests received in the reporting period came from members of the public.

1.3 Multi-year trend

The number of requests received in 2020-2021 is lower than the number of requests for information received in the previous reporting years of 2012-2013, 2013-2014, 2014-2015, 2015-2016, 2016-2017, and 2019-2020. The number of requests received in 2018-2019 is only slightly higher than those received in 2020-2021. The number of requests received in 2017-2018 is the same as the number of requests received in 2020-2021.



PART 2: REQUESTS CLOSED DURING THE REPORTING PERIOD

2.1 Disposition and completion time

The two requests were processed within 16-30 days and partially disclosed.

2.2 *Exemptions*

One exemption was involved in the disposition of the requests responded to in fiscal year 2020-2021. Section 26 of the *Privacy Act* was invoked to have personal information redacted from the documents disclosed as part of the requests.

2.3 *Exclusions*

No exclusions were applied.

2.4 *Format of information released*

The requests were partially disclosed and released in electronic format.

2.5 *Complexity*

Forty-two (42) relevant pages were processed, and 42 pages were partially disclosed.

In processing the requests, the Centre did not need to undertake any form of external consultation, as such, no assessment of fees was required or completed.

Advice was not sought for any of the requests.

2.6 *Deemed refusals*

IDRC did not have any deemed refusals for the reporting period of 2020-2021.

2.7 *Requests for translation*

No translation was sought because of the requests received.

PART 3: EXTENSIONS

No extensions were taken for these requests. All requests were processed within 30 days.

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 CAD 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*.

A total of \$10 CAD was collected.

PART 5: CONSULTATIONS RECEIVED FROM OTHER INSTITUTIONS AND ORGANIZATIONS

During this reporting period, the Centre received two (2) consultation requests from other government institutions. Of the two consultations, four (4) pages were reviewed. IDRC responded to the consultations within 30 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

The Centre has one person dedicated part-time to the Access to Information activities. Using the guidelines set out in the Guide for the 2020-2021 Form for the Statistical Report on the *Access to Information Act*, the Centre estimates the person spent approximately 10 per cent of their time on activities related to the administration of the *Access to Information Act* at a cost of approximately \$6,800.

5. TRAINING AND AWARENESS

During the reporting period, the Centre did not offer any tailored training activities to its employees on the *Act*. However, as part of a wider orientation and onboarding, all employees are familiarized with the *Act* and IDRC's processes regarding the *Act*. Further training activities are being contemplated and developed and will be rolled out in due course.

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

During the reporting period, the Centre did not receive any complaints nor investigations.

8. MONITORING COMPLIANCE

In 2020-2021, IDRC did not monitor the amount of time spent by staff in compiling and responding to requests.

Appendix A: *Access to Information Act* Delegation Order



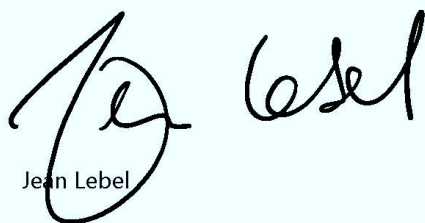
Jean Lebel
President/ Président du Centre

18 August 2021

**Access to Information Act, s. 95
Delegation by Position
(One Officer or Employee)**

Access to Information Act Delegation Order

The President of the International Development Research Centre (IDRC), pursuant to section 95 of the Access to Information Act, hereby delegates the person holding the position of Legal Coordinator at IDRC to exercise the powers and perform the duties and functions of the President as the head of a government institution under the Act. The person holding the position of Legal Coordinator at IDRC shall exercise such powers and perform such duties under the supervision of General Counsel at IDRC.



Jean Lebel

OTTAWA ○ AMMAN ○ DAKAR • MONTEVIDEO ○ NAIROBI ○ NEW DELHI

HEAD OFFICE / SIÈGE: 150 Kent Street / 150, rue Kent ○ PO Box / CP 8500 Ottawa ON ○ Canada K1G 3H9
Phone / Téléphone : +1 613 236 6163 ○ Email / Courriel : info@idrc.ca / info@crdi.ca
idrc.ca / crdi.ca

Canada

Appendix B: Statistical Report on the *Access to Information Act*

Statistical Report on the *Access to Information Act*

Name of institution: International Development Research Centre

Reporting period: 2020-04-01 to 2021-03-31

Part 1: Requests Under the *Access to Information Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	2
Outstanding from previous reporting period	0
Total	2
Closed during reporting period	2
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	2
Decline to Identify	0
Total	2

1.3 Informal requests

Completion Time							
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	Total
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.

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	0	0	0	0	0	0	0	0
Disclosed in part	0	2	0	0	0	0	0	2
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
Total	0	2	0	0	0	0	0	2

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)	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	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	2
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	0				

16(1)(b)	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)	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

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	0	0	0
Disclosed in part	0	2	0
Total	0	2	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	0	0	0
Disclosed in part	42	42	2
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0

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	
	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	2	42	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
Total	2	42	0	0	0	0	0	0	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
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	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
0	0	0	0	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	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
Total	0	0	0

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	
	Number of Requests	Amount	Number of Requests	Amount
Application	2	\$10	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	2	\$10	0	\$0

Part 5: Consultations Received From Other Institutions and Organizations

5.1 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	2	4	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	2	4	0	0
Closed during the reporting period	2	4	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 of Canada 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	More Than 365 Days	
Disclose entirely	0	2	0	0	0	0	0	2
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	0	2	0	0	0	0	0	2

6.2 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 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
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	0	0	0

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

Part 9: Resources Related to the Access to Information Act

9.1 Cost

Expenditures		Amount
Salaries		\$6,800
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$6,800

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.10
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.10

Note: Enter values to two decimal places.