

Natural Sciences and Engineering Research Council of Canada (NSERC) 2012–2013 Annual Report *Access to Information Act*

Introduction

Additional Copies

Part I — General Information on the Natural Sciences and Engineering Research Council of Canada (NSERC)

- 1.1 Mission, Vision and Mandate
 - 1.1.1 Mission
 - 1.1.2 Vision
 - 1.1.3 Mandate
- 1.2 Values Guiding the Natural Sciences and Engineering Research Council of Canada's Actions
 - 1.2.1 Values
 - 1.2.2 Strategic Objectives
- 1.3 Responsibilities
- 1.4 NSERC's Strategic Outcome and Program Activity Architecture (PAA)
 - 1.4.1 Strategic Outcome
 - 1.4.2 Program Activity Architecture (PAA)

Part II — Report on the Access to Information Act

1. Organization of Delegation and Activities

- 1.1 Delegation Order
- 1.2 The Access to Information and Privacy Coordinator
- 1.3 The Access to Information and Privacy Management Structure
 - 1.3.1 Working Environment

2. Summary of Access to Information and Privacy Office Activities

- 2.1 Access to Information Considerations
 - 2.1.1 Processing Files
 - 2.1.2 Assisting Requesters
 - 2.1.3 Advising, Educating Staff and Clients
 - 2.1.4 Reporting
- 2.2 NSERC and the Management of Information

- 2.3 NSERC ATIP Best Practices on Processes and Procedures
- 2.4 Challenges and Accomplishments
 - 2.4.1 Backlog of Cases
 - 2.4.2 Resources – Human and Financial

3. Strategies and Initiatives to Increase Performance and Compliance

- 3.1 Business Practices in Compliance with the TBS Policies and Guidelines
 - 3.1.1 Fees
 - 3.1.2 Informal Practices
 - 3.1.3 Publicly Accessible Information, Website and Enquiry Points
 - 3.1.4 Reporting
 - 3.1.5 Reading Room
- 3.2 ATI Operational Activities: Internal Advice and Training
 - 3.2.1 Internal Advice
 - 3.2.2 Training
 - 3.2.3 Tracking System and Managing Requests

4. Statistical Report: Interpretation

- 4.1 Requests under the Access to Information Act
- 4.2 Nature of Requests
- 4.3 Inter-Organizational Consultations
- 4.4 Informal Review of Information
- 4.5 Disposition of Requests Completed
 - 4.5.1 All Disclosed
 - 4.5.2 Disclosed in Part
 - 4.5.3 Nothing Disclosed (Exempted or Excluded)
 - 4.5.4 Unable to Process
 - 4.5.5 Abandoned by the Applicant
 - 4.5.6 Transferred
 - 4.5.7 Treated Informally
- 4.6 Exemptions Invoked
- 4.7 Exclusions Invoked
- 4.8 Extension of Time Limits
- 4.9 Completion Time
- 4.10 Translations
- 4.11 Method of Access
- 4.12 Fees
- 4.13 Costs

5. Complaints

- 5.1 Number and Nature of Complaints

Appendix A — Delegation Instrument

Appendix B — 2012-2013 Annual Access to Information Act Statistical Report

INTRODUCTION:

The *Access to Information Act* (Revised Statutes of Canada, Chapter A-1, 1985) (the "Act") was proclaimed on July 1, 1983. It has been amended as a result of the royal assessment of the *Federal Accountability Act* on December 12, 2006. Certain provisions came into force on December 12, 2006 and others took effect on April 1, 2007 and September 1, 2007.

The *Access to Information Act* (ATIA) gives Canadian citizens and individuals present in Canada a broad right of access to information contained in government records, subject to certain specific and limited exceptions.

Section 72 of the *Act* requires that the head of every federal government institution prepare an Annual Report, for submission to Parliament, on the administration of the *Act* within the institution during each fiscal year.

This Annual Report provides a summary of the management and administration of the *Act* within the Natural Sciences and Engineering Research Council of Canada (NSERC) for the fiscal year 2012-2013.

Additional Copies

Additional copies of this report can be obtained by writing to:

Access to Information and Privacy Coordinator
Natural Sciences and Engineering Research Council of Canada
350 Albert Street, 13th Floor
Ottawa, Ontario K1A 1H5

Or by communicating with us via e-mail:

SECTR@nserc-crsng.gc.ca

Or by calling:

Telephone: 613-995-6214

Facsimile: 613-943-1222

Part I — General Information on the Natural Sciences and Engineering Research Council of Canada (NSERC)

1.1. Mission, Vision and Mandate

1.1.1 Mission:

NSERC invests in *People, Discovery* and *Innovation* through partnerships and programs that support post-secondary research in the natural sciences and engineering on the basis of national, peer-reviewed competitions.

1.1.2 Vision:

NSERC helps make Canada a country of discoverers and innovators for the benefit of all Canadians.

1.1.3 Mandate:

NSERC promotes and assists research in the natural sciences and engineering, and advises the Minister on research matters.

1.2 Values Guiding the Natural Sciences and Engineering Research Council of Canada's Actions

1.2.1 Values:

NSERC values its contribution to Canada and is proud of its organization's reputation for excellence – **excellence** in the research it supports, the programs it manages and the quality of service it offers to its clients internally and externally.

NSERC is committed to continuous improvement through **leadership, teamwork and open communication**. It conducts its business with **integrity, transparency, flexibility and accountability** because these values are important to NSERC and to the people with whom it interacts. The ethical and performance standards that are applied to itself are as high as those that are required of researchers.

We are people who respect and value the contributions of others. We are enriched by the diversity of people with whom we work and interact, and continuously learn and grow through these interactions.

1.2.2 Strategic Objectives:

- **People:** Attract and retain the best students and researchers in Canada.
- **Discovery:** Enable Canadian scientists and engineers to become global leaders in their fields.
- **Innovation:** Increase Canada's prosperity by building connections and supporting the application of research.
- **Impact:** Promote the accomplishments of Canadian researchers and strengthen our business excellence.

1.3 Responsibilities

The Natural Sciences and Engineering Research Council (NSERC) is the primary federal agency investing in post-secondary research and training in the natural sciences and engineering. NSERC was established on May 1, 1978, as a federal agency defined as a “separate employer” by the *Public Service Staff Relations Act*. It is funded directly by Parliament and reports to it through the Minister of Industry, with responsibility for promoting and assisting research in the natural sciences and engineering, other than the health sciences.

1.4 NSERC's Strategic Outcome and Program Activity Architecture (PAA)

1.4.1 Strategic Outcome:

Canada is a world leader in advancing, connecting and applying new knowledge in the natural sciences and engineering.

1.4.2 Program Activity Architecture (PAA):

The chart below presents NSERC's Program Activity Architecture (PAA) in effect in the reporting period 2012-2013.

Strategic Outcome		
1.0 Canada is a world leader in advancing, connecting and applying new knowledge in the natural sciences and engineering		
Programs		
1.1 People Research Talent	1.2 Discovery Advancement of Knowledge	1.3 Innovation Research Partnerships
Sub-Programs	Sub-Programs	Sub-Programs
1.1.1 Science and Engineering Promotion 1.1.2 Scholarships and Fellowships	1.2.1 Discovery Research 1.2.2 Research Equipment and Infrastructure	1.3.1 Research in Strategic Areas 1.3.2 Industry-driven Collaborative Research and Development
1.1.3 Alexander Graham Bell Canada Graduate Scholarships 1.1.4 Vanier Canada Graduate Scholarships 1.1.5 Banting Postdoctoral Fellowships 1.1.6 Canada Research Chairs 1.1.7 Canada Excellence Research Chairs		1.3.3 Networks of Centres of Excellence 1.3.4 Training in Industry 1.3.5 Commercialization of Research 1.3.6 College and Community Innovation
The following program activity supports NSERC's strategic outcome		
1.4 Internal Services		
Governance and Management Support Resource Management Services Asset Management Services		

For additional information on the definition of each program activity, you can consult the NSERC *Info Source* chapter at the following Internet Website:
<http://www.infosource.gc.ca/inst/1523/1523-fedemp00-eng.asp>

Part II — Report on the *Access to Information Act*

1. Organization of Delegation and Activities

1.1 Delegation order:

Under section 3 of the *Access to Information Act* (the "*Act*"), the President of the Natural Sciences and Engineering Research Council of Canada (NSERC) is designated as the head of the government institution for purposes of the administration of the *Act*.

Pursuant to section 73 of the *Act*, deputy heads may delegate any of their powers, duties or functions under the *Act* by signing an order authorizing one or more officers or employees of the institution, who are at the appropriate level, to exercise or perform the powers, duties or functions of the head specified in the order.

The NSERC Access to Information and Privacy (ATIP) Coordinator has been given full delegation authority under the *Act*. An excerpt of the Delegation of Authority approved by the President is enclosed in Appendix A.

1.2 The Access to Information and Privacy Coordinator:

The Access to Information and Privacy (ATIP) Office coordinates responses to requests submitted to NSERC under the *Access to Information Act* and the *Privacy Act*. It also provides interpretation, advice and recommendations to NSERC staff on the implication of the ATIP laws on their activities and delivers training, education and awareness sessions to staff.

- NSERC has one ATIP Coordinator responsible for all aspects of the application, interpretation and administration of the *Access to Information Act* (ATI) and the *Privacy Act* (PA) within NSERC, and for ensuring NSERC compliance with these laws, including reporting requirements.
- The ATIP Coordinator coordinates all activities relating to the operation for the *Acts* and related regulations, directives and guidelines.

- The ATIP Coordinator coordinates responses to formal requests; conducts research and analysis; provides advice, recommendations, and value-added solutions to NSERC managers and staff; ensures ATIP is factored into the planning of NSERC programs and activities; and develops and implements policies, procedures and training sessions.
- The ATIP Coordinator represents NSERC externally, manages the ATIP office and supervises staff.

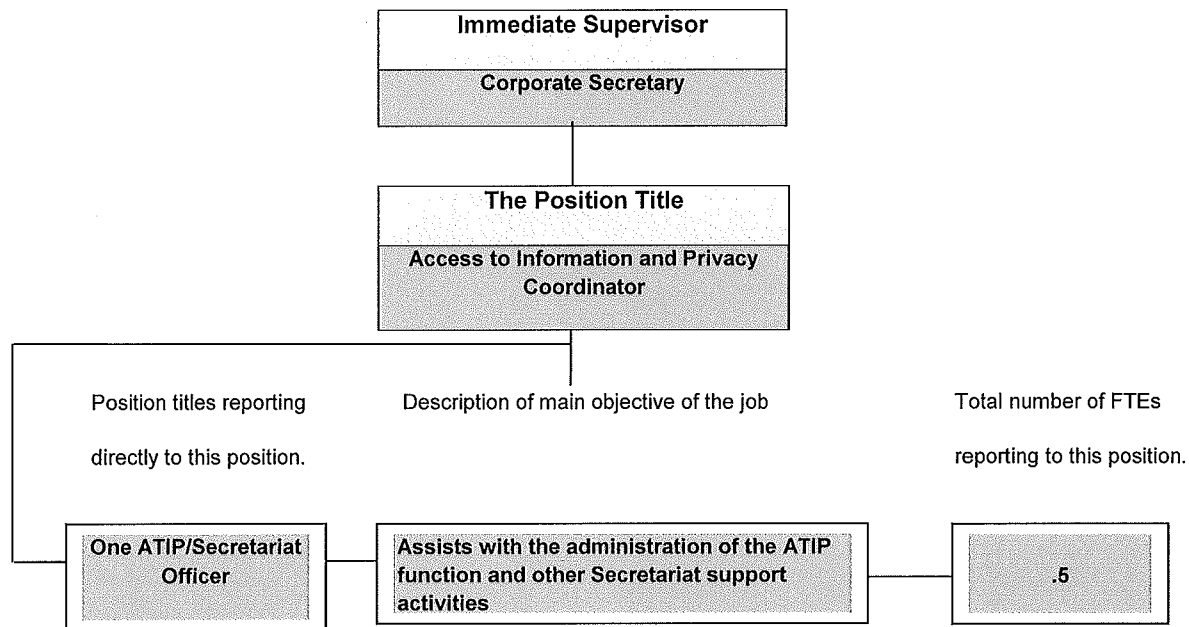
1.3 The Access to Information and Privacy Management Structure

The *Access to Information and Privacy* (ATIP) office resides in NSERC Secretariat under the directorship of the Corporate Secretary.

The ATIP office consists of a full-time ATIP Coordinator and a part-time officer. In 2012-2013, four different employees were in these positions and several consultants and Agency personnel assisted in the administration, application and processing of all the ATIP requests received by NSERC. The group was overseen by the Corporate Secretary.

In this current reporting, the Coordinator's and Officer's positions were vacant for part of the year. Further to an extensive external staffing process to find a qualified Coordinator, a new ATIP Coordinator was found and an offer accepted for April 15, 2013. The ATIP Officer position was staffed internally.

1.3.1 Working Environment



2. Summary of Access to Information and Privacy Office Activities

2.1 Access to Information Considerations

Appropriate mechanisms are in place to ensure compliance with ATIP legislation in responding to formal requests in accordance with Designation Orders through the followings actions and procedures:

2.1.1 Processing Files:

Processing and managing the ATIP requests by using the NSERC ATIP requests tracking tools while complying with the Access to Information and the Privacy provisions of the *Acts* and their respective regulations, policies and guidelines.

2.1.2 Assisting Requesters:

-Promoting the ATIP principle of “duty to assist” in order to help the requesters to present their requests, in compliance with the *Acts*.

-Maintaining an ongoing discussion with the requesters in order to fully respond to the requesters' needs and then provide a sound response to their requests.

2.1.3 Advising, Educating Staff and Clients:

-Guiding management on access and privacy policies as it affects regular business operations.

-Informing NSERC staff of obligations and responsibilities in the administration of requests under the *Access to Information Act* and *Privacy Act* through regular ATIP learning sessions and day to day inquiries.

-Informing and providing informal advice to the research community on NSERC's ATIP legislative obligations through its applications and peer review processes.

2.1.4 Reporting:

-Updating of the ATIP internal Access to information and Privacy procedures to assist NSERC in the administration of and compliance with the *Access to Information Act* and *Privacy Act*.

2.2 NSERC and the Management of Information

NSERC recognizes that information is a critically valuable resource that must be managed properly in accordance with the Treasury Board Secretariat of Canada (TBS) policies and guidelines and Library and Archives Canada (LAC) proposed methodologies and authorised dispositions of information.

NSERC relies on the Information and Innovative Solutions Division, guided by its Information Management Policy and the Treasury Board Secretariat of Canada (TBS) June 2009 *Directive on Recordkeeping* requirements to obtain overall direction on how to manage the information within NSERC.

2.3 NSERC ATIP Best Practices on Processes and Procedures

NSERC takes the following approaches to better assist and respond to ATIP applicants and NSERC official needs:

- The applicant's identity is not taken into consideration during the processing of a request, nor is it revealed to departmental officials, unless there is a need to enable the retrieval of information and/or if consent is provided by the applicant;
- Regular communication is established with applicants to clarify and narrow requests, provide updates and explain the ATI process and rights pursuant to the *Act*;
- Accurate, timely and complete responses are compiled in good faith. Alternate solutions may be suggested, such as previously released or publicly accessible information, and, if applicable, referrals to other organizations involved;
- Records are provided in the format requested. NSERC has provided processed documents on CD-ROM or by electronic mail at no cost to the applicant; Facilitating discussions and/or meetings with program officials in order to help at every level the processing of the ATIP request they receive;
- Providing interim responses to the requester when possible and limiting fees charged to the applicant;
- An area of the NSERC premises has been designated as a public reading room in order to give requesters alternative access to documents:

Constitution Square
Access to Information and Privacy Office
350 Albert Street, 13th Floor
Ottawa, Ontario K1A 1H5

- Posting on the NSERC Internet website the summaries of the completed access to Information requests (http://www.nserc-crsng.gc.ca/ATI-AIP/index_eng.asp) in order to give easy access to records that had been previously processed and which the requesters can easily access through informal requests;
- Annual updating of the NSERC *Info Source* chapter and the Privacy Information Banks (PIBs) as per Treasury Board Secretariat Canada (TBS) requirements.

- NSERC is renewing its *Info Source* chapter to align the classes of records and personal information banks to reflect NSERC's updated PAA. The *Info Source publication* provides the public with information about the functions, programs, activities and related information holdings of government institutions subject to the Access to Information Act and the Privacy Act.

2.4 Challenges and Accomplishments

2.4.1 Backlog of Cases

NSERC hired a consultant to work on the ATI A-2010-009 request file which consisted of more than 4,000 pages. One interim release was provided to the requester in this fiscal year (2012-2013). The request is expected to be completed in the next reporting year (2013-2014).

In this fiscal year (2012-2013), NSERC received two complaints from the Office of the Information Commissioner (OIC). These complaints are still under investigation as well as some old complaints from 2009, due to their complexities.

To address the backlog of ATI requests and complaints, the ATIP office reviewed and established operational priorities in relation to the staffing challenges.

2.4.2 Resources — Human and Financial

In year 2012-2013, NSERC faced challenges in managing and hiring staff to perform its daily operations and meet its legal compliance requirements. During that period a new ATIP Coordinator and ATIP Officer had to be recruited and there were vacancies for several months for both positions.

NSERC allocated the necessary financial resources to secure contract and agency personnel and to purchase ATIP software.

NSERC supports ATIP employees' career objectives by providing training opportunities.

3. Strategies and Initiatives to Increase Performance and Compliance

3.1 Business Practices in Compliance with the TBS Policies and Guidelines

3.1.1 Fees: The *Access to Information Act* permits the waiving of fees when a request is deemed to be in the public interest. The Council routinely waives fees under \$25 in accordance with Treasury Board policy and guidelines.

3.1.2 Informal Practices: Consistent with the principle that the *Act* is intended to complement, rather than replace, existing procedures for access to government information, informal requests may be addressed directly to branches within NSERC. The ATIP office routinely directs requesters to the relevant sectors, such as public sites.

3.1.3 Publicly Accessible Information, Website and Enquiry Points: The Natural Sciences and Engineering Research Council of Canada has a comprehensive website and provides enquiry points where the public may submit a query and obtain information on an informal basis on all the activities and programs at www.nserc-crsng.gc.ca.

NSERC's ATIP office also has its own web page accessible at the following address:
http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/atip-airpr_eng.asp.

3.1.4 Reporting: NSERC meets TBS' statutory and regulatory requirements by submitting its Access to Information Annual Report on time.

NSERC reviews its *Info Source* chapter on an ongoing basis and makes up-to-date information available to the public regarding its records and personal information banks under its control. NSERC updated its *Info Source* Chapter in 2012-2013 and improvements are ongoing. The NSERC chapter can be viewed online at:
<http://www.infosource.gc.ca/inst/1523/1523-fedemp00-eng.asp>.

3.1.5 Reading Room: A reading room is available at NSERC. Current departmental manuals and processed ATI requests are available for review by the public upon request. The manuals may also be provided electronically.

Constitution Square
Access to Information and Privacy Office
350 Albert Street, 13th Floor
Ottawa, Ontario K1A 1H5

3.2 ATI Operational Activities: Internal Advice and Training

3.2.1 Internal Advice

In addition to processing *Access to Information Act* requests, the ATIP office provides general advice to NSERC managers and employees regarding a variety of issues and questions related to the *Act*, and guidance on the processing of ATI requests.

3.2.2 Training

The ATIP office provided general training on the provisions of the *Access to Information Act* and its impact on NSERC programs and initiatives.

The ATIP office also participated in two awareness sessions where information was provided to 22 NSERC employees regarding obligations under the *Act*.

Now that adequate ATIP resources are in place, the NSERC ATIP office is planning more regular training with the employees and managers in the upcoming year. These training sessions will be reported in the year 2013-2014.

3.2.3 Tracking System and Managing Requests

In recent years the NSERC ATIP office has administered and processed its requests with the limited redaction and tracking tool systems: ADOBE Professional, Excel and manual tools.

In order to facilitate the tracking of ATIP requests, NSERC bought the Access Pro Case Management System software (APCM AccessPro Case Management and AccessPro

Redaction). During the reporting period, the ATIP staff were trained on AccessPro Case Management System software, the newest version available from the supplier. The implementation took place in early 2013-2014. This software application and data resides on a more stable server.

The system will improve efficiencies in meeting the Treasury Board Secretariat of Canada requirements on ATIP reporting activities (Annual Access to Information statistics, processing requests, etc.).

4. Statistical Report: Interpretation

4.1 Requests under the *Access to Information Act*

From April 1, 2012 to March 31, 2013, NSERC received 15 new requests (this was two requests higher than the 13 requests received in the previous reporting period (2011-2012) and two requests were outstanding from the previous reporting period (2011-2012).

NSERC has completed 14 requests during the reporting period and carried forward three requests into the following reporting period (2013-2014).

As in the previous reporting period, the preferred method of access requested by NSERC's applicants was to receive copies of government records as opposed to simply viewing them.

4.2 Nature of Requests

This year, 14 requests were completed. In addition, case A-2010-09 was partially released (465 pages). As in previous years, the requests completed covered the entire spectrum of the following NSERC programs and activities:

- **Corporate Planning and Policy – one request / 7 percent**

- **Research Grants and Scholarships – seven requests / 50 percent**
- **Research Partnerships Programs – four requests / 29 percent**
- **Network Centers of Excellence – one request / 7 percent**
- **Common Administrative Services – one request / 7 percent**

The sources of the requests received during the reporting period are as follows:

Source	Number of requests
Media	4
Academia	0
Business (Private Sector)	1
Organization	3
Public	7

4.3 Inter-Organizational Consultations

NSERC received and processed 21 requests for access consultations from other government departments and agencies, compared to six from the previous year (2011-2012), a 350% increase. The requests amounted to a review of over 200 pages of information.

No access consultation requests were carried into the 2013-2014 reporting period. Of the 21 consultations closed, NSERC recommended full disclosure in 15 of the 21 files (71 percent), recommended four (19 percent) be disclosed in part, while for the remaining two consultations (10 percent), NSERC recommended to exempt in full.

NSERC did not have to consult any other government departments and/or agencies during the processing of its *Access to Information Act* requests.

4.4 Informal Review of Information

The ATIP office responded to eight informal requests (including requests related to the proactive disclosure of the completed access requests available on the Internet website or review of NSERC records over the course of the reporting period). These requests are **not** reflected in the statistical report in Appendix B.

4.5 Disposition of Requests Completed

Of the 14 cases where NSERC completed the request, information was released either in total or in part in nine requests (65 percent).

4.5.1 All Disclosed

In five of the 14 completed cases (36 percent), the applicants were provided with full access to the relevant records.

4.5.2 Disclosed in Part

In four of the 14 completed cases (29 percent), the relevant records were exempted and/or excluded in part from the applicants.

4.5.3 Nothing Disclosed (*Exempted or Excluded*)

There was one instance (seven percent) in which NSERC used the exemption provision of the *Act* to not release information.

There were no instances in which NSERC used the exclusion provision of the *Act* to not release information.

4.5.4 Unable to Process

After review, NSERC was unable to process one request (seven percent). In this instance, NSERC did not have any records relating to the request.

4.5.5 Abandoned by the Applicant

Of the 14 completed requests, two (14 percent) were considered to be abandoned by the applicant.

4.5.6 Transferred

Of the 14 requests, there have been no requests transferred to another government institution.

4.5.7 Treated Informally

There was one (seven percent) request which was treated informally during the reporting period.

4.6 Exemptions Invoked

An individual's right of access to information under the *Act* is limited by a number of exemptions specified in sections 13 through 24 of the legislation. Sections 13 through 24 of the *Act* set out the exemptions intended to protect information pertaining to a particular public or private interest and section 26 of the *Act* is an administrative exception relating to the publication of information.

During the reporting period, NSERC's most frequently invoked exemptions for the 14 completed requests were sections 19 (personal information) - **two requests / 14%**; 20 (third party information) - **three requests / 22%**, 21 (government operations) - **two requests / 14%** and 26 (published material) - **one request / 7 %** of the *Act*. The remaining **six requests / 43 %** had no exemptions for disclosure.

Exemptions & Exclusions of the Access to Information Act	Definition
Section 19	<p>Personal Information</p> <p>(1) Subject to subsection (2), the head of a government institution shall refuse to disclose any record requested under this <i>Act</i> that contains personal information as defined in section 3 of the <u>Privacy Act</u>.</p> <p>Marginal note: Where disclosure authorized</p> <p>(2) The head of a government institution may disclose any record requested under this <i>Act</i> that contains personal information if</p> <p>(a) the individual to whom it relates consents to the disclosure;</p> <p>(b) the information is publicly available; or</p> <p>(c) the disclosure is in accordance with section 8 of the <u>Privacy Act</u></p>
Section 20 20(1)(a) 20(1)(b) 20(1)(c) 20(1)(d)	<p>Third Party Information</p> <p>(1) Subject to this section, the head of a government institution shall refuse to disclose any record requested under this <i>Act</i> that contains</p> <p>(a) trade secrets of a third party;</p> <p>(b) financial, commercial, scientific or technical information that is confidential information supplied to a government institution by a third party and is treated consistently in a confidential manner by the third party;</p> <p>(b.1) information that is supplied in confidence to a government institution by a third party for the preparation, maintenance, testing or implementation by the government institution of emergency management plans within the meaning of section 2 of the <u>Emergency Management Act</u> and that concerns the vulnerability of the third party's buildings or other structures, its networks or systems, including its computer or communications networks or systems, or the methods used to protect any of those</p>

	<p>buildings, structures, networks or systems;</p> <p>(c) information the disclosure of which could reasonably be expected to result in material financial loss or gain to, or could reasonably be expected to prejudice the competitive position of, a third party; or</p> <p>(d) information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations of a third party.</p>
<p>Section 21 21(1)(a) 21(1)(b) 21(1)(c)</p>	<p>Operation of the Government (Advice, etc.)</p> <p>(1) The head of a government institution may refuse to disclose any record requested under this <i>Act</i> that contains</p> <p>(a) advice or recommendations developed by or for a government institution or a minister of the Crown,</p> <p>(b) an account of consultations or deliberations in which directors, officers or employees of a government institution, a minister of the Crown or the staff of a minister participate,</p> <p>(c) positions or plans developed for the purpose of negotiations carried on or to be carried on by or on behalf of the Government of Canada and considerations relating thereto, or</p> <p>(d) plans relating to the management of personnel or the administration of a government institution that have not yet been put into operation,</p> <p>if the record came into existence less than twenty years prior to the request.</p>
<p>Section 26</p>	<p>Refusal of Access Where Information is to be Published</p> <p>The head of a government institution may refuse to disclose any record requested under this <i>Act</i> or any part thereof if the head of the institution believes on reasonable grounds that the material in the record or part thereof will be published by a government institution, agent of the Government of Canada or minister of the Crown within ninety days after the request is made or within such further period of time as may be necessary for printing or translating the material for the purpose of printing it.</p>

4.7 Exclusions Invoked

Pursuant to section 68, the *Act* does not apply to material that is published or available for purchase, library or museum material preserved solely for public record, material deposited with Library and Archives Canada, as well as records considered to be confidences of the Queen's Privy Council of Canada pursuant to section 69 of the *Act*.

No exclusions were invoked by NSERC during the processing of requests in the reporting period.

4.8 Extension of Time Limits

Of the 14 requests completed during the reporting period, one request (seven percent) needed to be extended for 31 to 60 days, in accordance with section 9 of the *Act* for interference with operations of the government institution.

Of the 14 requests completed (and in accordance with section 9 of the *Act*), two requests (14 percent) needed to be extended for 61 days or over. In both cases, requests for extensions were related to a need to consult with third parties.

4.9 Completion Time

Of the 14 requests completed, eight requests (57 percent) were completed within the first thirty days following the receipt date, while four requests (29 percent) were completed within 31 to 60 days and two requests (14 percent) were completed within 61 to 181 days. These two requests were complex in nature and required consultations with third parties.

4.10 Translations

In this reporting period, NSERC received no requests for translation from French to English and/or from English to French.

4.11 Method of Access

Of the seven requests (50 percent) in which information was released, all were disclosed or disclosed in part. Other requests were abandoned or no records existed.

4.12 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*.

No fees are imposed for reviewing records or for overhead or shipping. Moreover, in accordance with section 11 of the Act, no fees are charged for the first five hours required to search for a record or to prepare any part of it for disclosure.

The fees collected during this reporting period for 16 requests totaled \$80.00. NSERC waived the application fee in one instance in accordance with subsection 11(6) of the Act.

Fees collected for this reporting period are estimated to represent less than one percent of NSERC's total cost of administering the Access to Information program.

4.13 Costs

The total salary costs associated with the program were \$95,096.00.

The operations and maintenance costs amounted to \$61,080.00 for professional services and contract consultants, as well as \$20,979.00 for the Access Pro software. The total cost for the program expenditures is \$156,176.00 compared to \$95,095.00 from the last reporting period (2011-2012) (an increase of 61 percent).

The associated full-time resources utilized for this reporting period were estimated at 3.75 which are higher resources utilized than the 2.00 reported in the last period (2011-2012).

5. Complaints

5.1 Number and Nature of Complaints

The Office of the Information Commissioner (OIC) received two complaints regarding *Access to Information Act* requests processed by NSERC during the 2012-2013 reporting period.

The complaints were about NSERC's application of subsection 19 (1) (personal information) of the *Act* and refusal to either confirm or deny the existence of records. The investigations are ongoing with the OIC.

Appendix A — Delegation Instrument

Appendix B — 2012-2013 Annual Access to Information Act Statistical Report

Appendix A – Delegation Instrument

OFFICIAL DOCUMENT

**NATURAL SCIENCES AND
ENGINEERING RESEARCH
COUNCIL OF CANADA**

DELEGATION OF AUTHORITY

**ACCESS TO INFORMATION ACT
AND PRIVACY ACT**

I, the President of Natural Sciences and Engineering Research Council of Canada, pursuant to Section 73 of the *Access to Information Act* and the *Privacy Act*, hereby authorize the officer and employee of Natural Sciences and Engineering Research Council of Canada, whose position or classification is set out in the attached Schedule to carry out those of my powers, duties or functions under the Acts that are set in the Schedule in relation to that officer and employee.

Dated at Ottawa

This ____ day of _____

DOCUMENT OFFICIEL

**CONSEIL DE RECHERCHES EN
SCIENCE NATURELLES ET EN
GÉNIE DU CANADA**

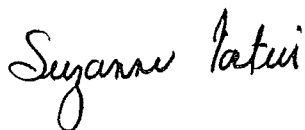
DÉLÉGATION DE POUVOIRS

**LOI SUR L'ACCÈS À
L'INFORMATION ET LOI SUR LA
PROTECTION DES
RENSEIGNEMENTS
PERSONNELS**

En ma qualité de présidente du conseil de recherches en science naturelles et en génie du Canada et conformément à l'article 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, j'autorise par la présente l'agent(e) et employé(e) de conseil de recherches en science naturelles et en génie du Canada dont le poste ou la classification est énoncé dans l'annexe ci-jointe à exécuter ces fonctions, pouvoirs ou attributions en vertu des lois précisées dans l'annexe visant cet(te) agent(e) et employé(e).

Fait à Ottawa

Ce 13 jour décembre 2011



Dr. Suzanne Fortier

President, Natural Sciences and Engineering Research Council
Présidente, Conseil de recherches en science naturelles et en génie du Canada

Délégation		Titre de position		
		Vice-présidente directrice	Secrétaire du Conseil	Coordonnateur AIPRP
Descriptions	Disposition	1	2	3
<i>Loi sur l'accès à l'information</i>				
Notification lorsqu'il y a communication	7	oui	oui	oui
Transmission de la demande	8(1)	oui	oui	oui
Prorogation du délai	9(1)	oui	oui	oui
Avis au Commissaire concernant la prorogation	9(2)	oui	oui	oui
Refus de communication	10(1) & (2)	oui	oui	oui
Versement de frais supplémentaires	11(2)	oui	oui	oui
Versement de frais pour document informatisé	11(3)	oui	oui	oui
Acompte	11(4)	oui	oui	oui
Avis concernant le versement	11(5)	oui	oui	oui
Dispense ou remboursement de frais	11(6)	oui	oui	oui
Traduction	12(2)	oui	oui	oui*
Transfert sur un support de substitution	12(3)	oui	oui	oui*
Renseignements confidentiels	13	oui	oui	oui*
Refus de divulgation – affaires fédérales-provinciales	14	oui	oui	oui*
Refus de divulgation – affaires internationales et défense	15(1)	oui	oui	oui*
Refus de divulgation – application de la loi et enquête	16(1)	oui	oui	oui*
Refus de divulgation – méthodes de protection	16(2)	oui	oui	oui*
Refus de divulgation – fonctions de police provinciale ou municipales	16(3)	oui	oui	oui*
Refus de divulgation – sécurité des individus	17	oui	oui	oui*
Refus de divulgation – intérêts économiques du Canada	18	oui	oui	oui

Refus de divulgation – renseignements personnels d’un tiers	19(1)	oui	oui	oui
Divulgation de renseignements personnels	19(2)	oui	oui	oui
Refus de divulgation – renseignements de tiers	20(1)	oui	oui	oui
Divulgation des méthodes pour les essais	20(2) & (3)	oui	oui	oui
Divulgation des renseignements d’un tiers	20(5)	oui	oui	oui
Divulgation dans l’intérêt public	20(6)	oui	oui	oui
Refus de divulgation – avis, etc.	21	oui	oui	oui*
Refus de divulgation – examens et vérifications	22	oui	oui	oui
Refus de divulgation – secret professionnel des avocats	23	oui	oui	oui
Refus de divulgation – renseignements interdits	24(1)	oui	oui	oui
Divulgation de prélèvements	25	oui	oui	oui
Refus de divulgation – pour publication	26	oui	oui	oui
Avis aux tiers	27(1)	oui	oui	oui
Prorogation du délai	27(4)	oui	oui	oui
Avis concernant la divulgation des renseignements de tiers	28(1)	oui	oui	oui
Observations écrites	28(2)	oui	oui	oui
Divulgation du document	28(4)	oui	oui	oui
Divulgation sur recommandation du Commissaire	29(1)	oui	oui	oui
Avis d’enquête	32	oui	oui	oui
Avis au tiers	33	oui	oui	oui
Droit de présenter des observations	35(2)	oui	oui	oui
Conclusions et recommandations du Commissaire	37(1)(b)	oui	oui	oui
Divulgation accordée	37(4)	oui	oui	oui
Avis au tiers concernant le recours à la Cour	43(1)	oui	oui	oui
Avis à la personne qui a fait la demande	44(2)	oui	oui	oui
Règles spéciales pour l’audition	52(2)	oui	oui	oui

Présentation d'arguments en l'absence d'une partie	52(3)	oui	oui	oui
Exclusion des renseignements protégés	71(2)	oui	oui	oui
Règlement sur l'accès à l'information				
Transmission de la demande	6	oui	oui	oui
Consultation des documents	8	oui	oui	oui

* Indique que le coordonnateur a l'accès à l'information et à la protection des renseignements personnels peuvent signer des documents en vertu de ces dispositions, avec l'approbation de la présidente ou d'autres cadres désignés

Delegation		Position Title		
		Executive Vice-President	Corporate Secretary	ATIP Coordinator
Descriptions	Section	1	2	3
Access to Information Act				
Notice where access granted	7	yes	yes	yes
Transfer of request	8(1)	yes	yes	yes
Extension of time limits	9(1)	yes	yes	yes
Notice of extension to Commissioner	9(2)	yes	yes	yes
Notice where access refused	10(1) & (2)	yes	yes	yes
Payment of additional fees	11(2)	yes	yes	yes
Payment of fees for EDP record	11(3)	yes	yes	yes
Deposit	11(4)	yes	yes	yes
Notice of fee payment	11(5)	yes	yes	yes
Waiver or refund of fees	11(6)	yes	yes	yes
Translation	12(2)	yes	yes	yes*
Conversion to alternate format	12(3)	yes	yes	yes*
Information obtained in confidence	13	yes	yes	yes*
Refuse access – federal-provincial affairs	14	yes	yes	yes*
Refuse access – international affairs, defense	15(1)	yes	yes	yes*
Refuse access – law enforcement and investigation	16(1)	yes	yes	yes*
Refuse access – security information	16(2)	yes	yes	yes*
Refuse access – policing services for provinces or municipalities	16(3)	yes	yes	yes*
Refuse access – safety of individuals	17	yes	yes	yes*
Refuse access – economic interests of Canada	18	yes	yes	yes*
Refuse access – another person's information	19(1)	yes	yes	yes
Disclose personal information	19(2)	yes	yes	yes
Refuse access – third party information	20(1)	yes	yes	yes
Disclose testing methods	20(2) & (3)	yes	yes	yes

Disclose third party information	20(5)	yes	yes	yes
Disclose in public interest	20(6)	yes	yes	
Refuse access – advice, etc.	21	yes	yes	yes*
Refuse access – tests and audits	22	yes	yes	yes
Refuse access – solicitor-client privilege	23	yes	yes	yes
Refuse access – prohibited information	24(1)	yes	yes	yes
Disclose severed information	25	yes	yes	yes
Refuse access – information to be published	26	yes	yes	yes
Notice to third parties	27(1)	yes	yes	yes
Extension of time limit	27(4)	yes	yes	yes
Notice of third party disclosure	28(1)	yes	yes	yes
Representation to be made in writing	28(2)	yes	yes	yes
Disclosure of record	28(4)	yes	yes	yes
Disclosure on Commissioner's recommendation	29(1)	yes	yes	yes
Notice of intention to investigate	32	yes	yes	yes
Notice to third party	33	yes	yes	yes
Right to make representations	35(2)	yes	yes	yes
Findings and recommendations of the Information Commissioner	37(1)(b)	yes	yes	yes
Access given to complainant	37(4)	yes	yes	yes
Notice to third party of court action	43(1)	yes	yes	yes
Notice to person who requested record	44(2)	yes	yes	yes
Special rules for hearings	52(2)	yes	yes	yes
Ex parte representations	52(3)	yes	yes	yes
Exempt information may be excluded	71(2)	yes	yes	yes
Access to Information Regulations				
Transfer of requests	6	yes	yes	yes
Examination of records	8	yes	yes	yes

*Indicates that the Access to Information & Privacy Coordinator may sign under this provision with approval of the President or other senior designates

Délégation		Titre de position		
		Vice-présidente directrice	Secrétaire du Conseil	Coordonnateur AIPRP
Descriptions	Disposition	1	2	3
Loi sur la protection des renseignements personnels				
Communication à des organismes d'enquête	8(2)(e)	oui		
Communication pour des travaux de recherche ou de statistique	8(2)(j)	oui	oui	oui
Communication dans des cas où des raisons d'intérêt public justifieraient nettement une éventuelle violation de la vie privée	8(2)(m)(i)	oui		
Communication pour des raisons d'intérêt public lorsque l'individu concerné en tirerait un avantage certain	8(2)(m)(ii)	oui		
Communication pour la tenue d'enquêtes licites	8(4)	oui	oui	oui
Préavis écrit au Commissaire à la protection de la vie privée, dans le cas prévu à l'alinéa 8(2)m)	8(5)	oui	oui	oui
Relevé des cas d'usage	9(1)	oui	oui	oui
Avis au Commissaire à la protection de la vie privée, dans des cas où des renseignements personnels sont destinés à un usage compatible	9(4)	oui	oui	oui
Renseignements personnels portés dans des fichiers de renseignements personnels	10(1)	oui	oui	oui
Notification lorsqu'il y a communication	14	oui	oui	oui
Prorogation du délai	15	oui	oui	oui
Avis en cas de refus de communication	16	oui	oui	oui
Décision concernant la traduction	17(2)(b)	oui	oui	oui*
Communication sur support de substitution	17(3)(b)	oui	oui	oui*
Refus de communication – renseignements personnels versés dans des fichiers Inconsultables	18(2)	oui	oui	oui

Refus de communication – renseignements obtenus à titre confidentiel	19(1)	oui	oui	oui*
Divulgence de renseignements personnels obtenus à titre confidentiel autorisée	19(2)	oui	oui	oui
Refus de communication – affaires fédérales-provinciales	20	oui	oui	oui*
Refus de communication – affaires internationales, défense	21	oui	oui	oui*
Refus de communication – activités destinées à faire respecter les lois et enquêtes licites	22	oui	oui	oui*
Refus de communication – enquêtes de sécurité	23	oui	oui	oui
Refus de communication – individus condamnés pour une infraction	24	oui	oui	oui
Refus de communication – sécurité des individus	25	oui	oui	oui*
Refus de communication – renseignements personnels concernant un autre individu	26	oui	oui	oui
Refus de communication – secret professionnel des avocats	27	oui	oui	oui
Refus de communication – dossiers médicaux	28	oui	oui	oui*
Avis d'enquête	31	oui	oui	oui
Présentation d'observations au Commissaire à la protection de la vie privée	33(2)	oui	oui	oui
Avis en réponse aux conclusions et aux recommandations du Commissaire à la protection de la vie privée dans un délai déterminé	35(1)(b)	oui	oui	oui
Compte rendu au plaignant	35(4)	oui	oui	oui
Réponse aux enquêtes sur les fichiers consultables	36(3)(b)	oui	oui	oui
Réponse aux enquêtes concernant l'application de la loi	37(3)	oui	oui	oui
Demande d'audition dans la région de la capitale nationale	51(2)(b)	oui	oui	oui
Présentation d'arguments en l'absence d'une partie	51(3)	oui	oui	oui

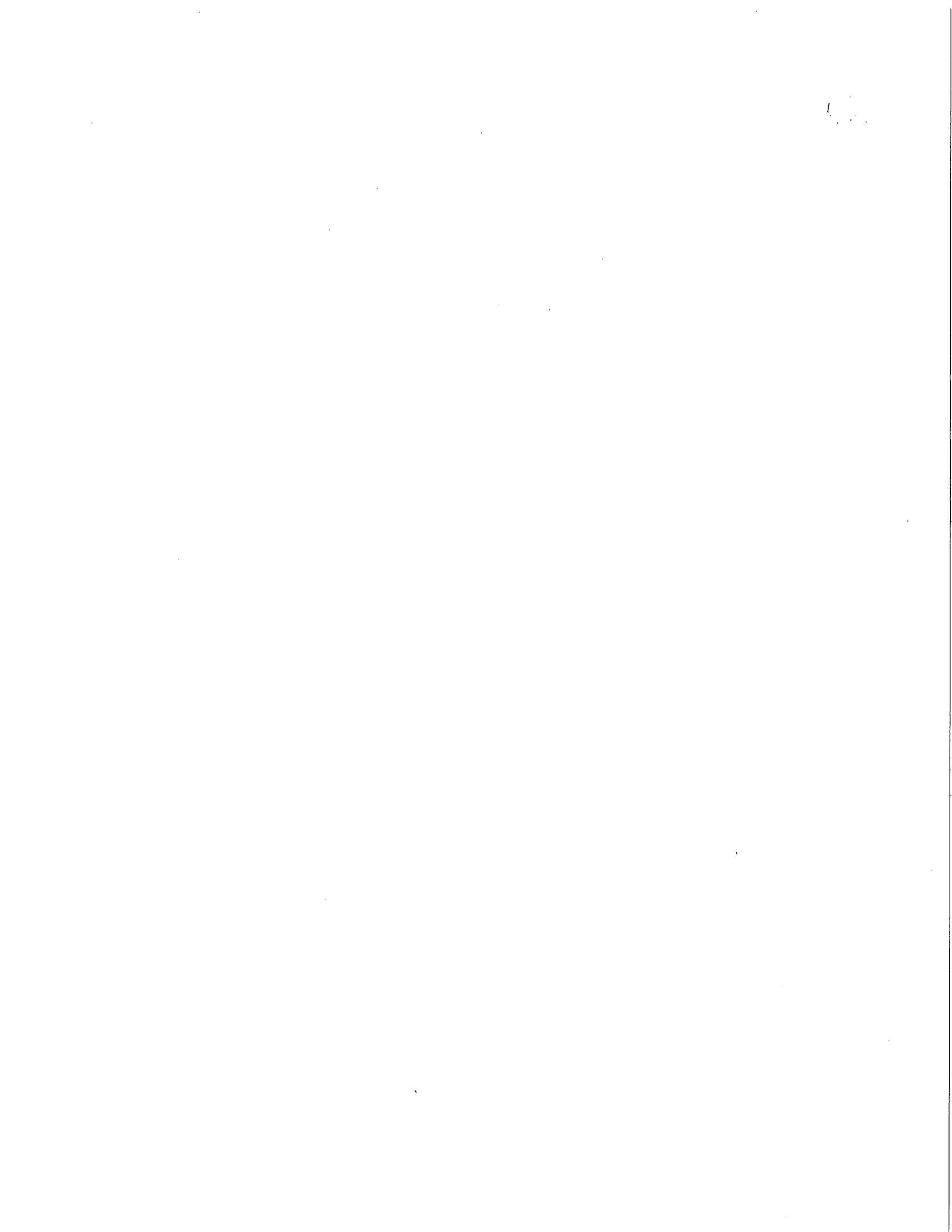
Règlement sur la protection des renseignements personnels				
Consultation des dossiers	9	oui	oui	oui
Correction de renseignements personnels	11(2)	oui	oui	oui
Notification du refus de corriger des renseignements personnels	11(4)	oui	oui	oui
Communication – dossiers médicaux	13(1)	oui		
Communication – dossiers médicaux – consultation directe, en présence d'un médecin	14	oui		

* Indique que le coordonnateur a l'accès à l'information et à la protection des renseignements personnels peuvent signer des documents en vertu de ces dispositions, avec l'approbation de la présidente ou d'autres cadres désignés

Delegation		Position Title		
		Executive Vice-President	Corporate Secretary	ATIP Coordinator
Descriptions	Section	1	2	3
Privacy Act				
Disclosure to investigative bodies	8(2)(e)	yes		
Disclosure for research and statistics	8(2)(j)	yes	yes	yes
Disclosure in public interest clearly outweighs any invasion of privacy	8(2)(m)(i)	yes		
Disclosure in public interest, benefit of individual	8(2)(m)(ii)	yes		
Record of disclosure for investigations	8(4)	yes	yes	yes
Notify Privacy Commissioner of 8(2)(m)	8(5)	yes	yes	yes
Record of consistent uses	9(1)	yes	yes	yes
Notify Privacy Commissioner of consistent uses	9(4)	yes	yes	yes
Personal information in banks	10(1)	yes	yes	yes
Notice where access is granted	14	yes	yes	yes
Extension of time limits	15	yes	yes	yes
Notice where access is refused	16	yes	yes	yes
Decision regarding translation	17(2)(b)	yes	yes	yes*
Conversion to alternate format	17(3)(b)	yes	yes	yes*
Refuse access – exempt bank	18(2)	yes	yes	yes
Refuse access – confidential information	19(1)	yes	yes	yes*
Disclose confidential information	19(2)	yes	yes	yes
Refuse access – federal-provincial affairs	20	yes	yes	yes*
Refuse access – international affairs, defence	21	yes	yes	yes*
Refuse access – law enforcement and investigation	22	yes	yes	yes*
Refuse access – security clearance	23	yes	yes	yes
Refuse access – person under sentence	24	yes	yes	yes
Refuse access – safety of individuals	25	yes	yes	yes*

Refuse access – another person's Information	26	yes	yes	yes
Refuse access – solicitor-client privilege	27	yes	yes	yes
Refuse access – medical record	28	yes	yes	yes*
Receive notice of investigation	31	yes	yes	yes
Representation to Privacy Commissioner	33(2)	yes	yes	yes
Response to findings and recommendations of the Privacy Commissioner within a specified time	35(1)(b)	yes	yes	yes
Access given to complainant	35(4)	yes	yes	yes
Response to review of exempt banks	36(3)(b)	yes	yes	yes
Response to review of compliance	37(3)	yes	yes	yes
Request of court hearing in the National Capital Region	51(2)(b)	yes	yes	yes
Ex parte representation to court	51(3)	yes	yes	yes
Privacy Regulations				
Examination of records	9	yes	yes	yes
Correction of personal information	11(2)	yes	yes	yes
Notification of refusal to correct personal information	11(4)	yes	yes	yes
Disclosure – medical information	13(1)	yes		
Disclosure – medical information – examine in person, in the presence of a duly qualified medical practitioner	14	yes		

*Indicates that the Access to Information & Privacy Coordinator may sign under this provision with approval of the President or other senior designates



Appendix B – 2012-2013 Annual
Access to Information Act Statistical
Report



Statistical Report on the *Access to Information Act*

Name of institution: Natural Sciences and Engineering Research Council

Reporting period: 2012/04/01 to 2013/03/31

PART 1 – Requests under the *Access to Information Act*

1.1 Number of Requests

	Number of Requests
Received during reporting period	15
Outstanding from previous reporting period	2
Total	17
Closed during reporting period	14
Carried over to next reporting period	3

1.2 Sources of requests

Source	Number of Requests
Media	4
Academia	0
Business (Private Sector)	1
Organization	3
Public	9
Total	17

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	2	2	1	0	0	0	5
Disclosed in part	1	2	0	0	0	1	0	4
All exempted	0	0	1	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	1	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	2	0	0	0	0	0	0	2
Treated informally	1	0	0	0	0	0	0	1
Total	4	4	4	1	0	1	0	14

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)	1
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)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	0
15(1) - I.A.*	0	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	0	16.2(1)	0	19(1)	2	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)	2	24(1)	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	1
16(1)(a)(iii)	0	16.5	0	20(1)(c)	1		
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	4	1	0
Disclosed in part	3	1	0
Total	7	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	152	152	5
Disclosed in part	118	118	4
All exempted	0	0	1
All excluded	0	0	0
Request abandoned	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	5	152	0	0	0	0	0	0	0	0
Disclosed in part	4	118	0	0	0	0	0	0	0	0
All exempted	1	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	0	0	0	0	0	0	0	0	0	0
Total	10	270	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	1	0	0	0	1
Disclosed in part	1	0	0	0	1
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	2	0	0	0	2

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
4	3	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	4	0	4
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	4	0	4

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	1
Disclosed in part	0	0	0	1
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	2

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	1	0	0	0
61 to 120 days	0	0	0	1
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	1
365 days or more	0	0	0	0
Total	1	0	0	2

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	16	\$80	1	\$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	16	\$80	1	\$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	21	242	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	21	242	0	0
Closed during the reporting period	21	242	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							
	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	Total
Disclose entirely	8	2	4	1	0	0	0	15
Disclose in part	3	3	0	0	0	0	0	6
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	11	5	4	1	0	0	0	21

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	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		\$95,096
Overtime		\$0
Goods and Services		\$61,080
• Professional services contracts	\$61,080	
• Other	\$0	
Total		\$156,176

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	0.00	3.75	3.75
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	4.50	4.50
Students	0.00	0.00	0.00
Total	0.00	8.25	8.25