
2022-23 Annual Report on the Access to Information Act

April 1, 2022 –
March 31, 2023

Natural Sciences and
Engineering Research Council
of Canada

Aussi disponible en français sous le titre :

Rapport annuel de 2022-2023 concernant la Loi sur l'accès à l'information

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1. Introduction

The Natural Sciences and Engineering Research Council of Canada (NSERC) is pleased to present to Parliament its annual report on the administration of the *Access to Information Act* for 2022-23 (April 1, 2022, to March 31, 2023).

This report is prepared and tabled in accordance with the following:

- section 94 of the *Access to Information Act*, which requires that the head of every federal institution prepare and submit an annual report to Parliament on the administration of the *Act* within the institution during the fiscal year.
- section 20 of the *Service Fees Act*, which requires that a responsible authority report annually to Parliament on the fees collected by institutions.

1.1 Purpose of the Access to Information Act

The purpose of the *Access to Information Act* is to enhance the accountability and transparency of federal institutions to promote an open and democratic society and to enable public debate on the conduct of those institutions. To further that purpose:

- Part 1 extends the present laws of Canada to provide a right of access to information in records under the control of a government institution in accordance with the principle that government information should be available to the public, that necessary exceptions to the right of access should be limited and specific, and that decisions on the disclosure of government information should be reviewed independently of government.
- Part 2 sets out requirements for the proactive publication of information.

For more information:

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1.2 Mandate of the Natural Sciences and Engineering Research Council

NSERC is a separate agency of the Government of Canada created in 1978. It is funded directly by Parliament and reports to it through the Minister of Innovation, Science and Industry.

The functions of NSERC, based on the authority and responsibility assigned to it under the Natural Sciences and Engineering Research Council Act (1976-1977, c.24), are to:

- promote and assist research in the natural sciences and engineering, other than the health sciences; and
- advise the Minister in respect of such matters relating to such research as the Minister may refer to the Council for its consideration.

NSERC's Council is composed of a President and up to 18 other distinguished members selected from the private and public sectors. NSERC's President is the Chief Executive Officer. The elected Vice-President is the Chair of the Council and of its Executive Committee. NSERC's Council is advised on policy matters by various standing committees. Funding decisions are made by the President, or designate, on the basis of recommendations made by peer review committees.

2. Organizational Structure

The Access to Information and Privacy (ATIP) office resides in NSERC's Governance, Risk & Compliance (GRC) Division under the Strategic, Corporate and Public Affairs (SCPA) Directorate.

The ATIP office is responsible for:

- implementing and managing programs and services to Canadians relating to NSERC's administration of the *Access to Information Act* and the *Privacy Act*
- providing interpretation, advice and recommendations to NSERC employees as they fulfill their obligations under both *Acts*
- delivering training to NSERC employees on both *Acts* to ensure compliance

The ATIP office is led by the ATIP Manager (who is also the ATIP Coordinator) who reports to the Executive Director, Governance, Risk and Compliance. The Manager is supported by an ATIP Analyst and two ATIP & Secretariat Officers. The ATIP office staff work together closely to process ATIP requests and to support NSERC employees on privacy-related matters. In total, four full-time employees at various levels administered the *Access to Information Act* and the *Privacy Act* in 2022–23.

This year's focus was on developing capacity and building ATIP expertise within the ATIP office, eliminating the need for ATIP consultants. NSERC's ATIP office addressed the backlog of access to information and privacy requests. Several were dated, large and complex requests requiring cross reference of files and external consultations.

NSERC was not party to any service agreements under section 96 of the *Access to Information Act* during this reporting period.

3. Delegation Order

Pursuant to subsection 95(1) of the *Access to Information Act*, the President of NSERC has delegated the powers, duties, and functions for the administration of the *Access to Information Act* to the following NSERC officials:

- Vice-President, Strategic, Corporate and Public Affairs
- Executive Director, Governance, Risk and Compliance
- Manager, ATIP & Governance

This Delegation of Authority was signed on August 15, 2022, and can be found in Appendix A.

4. Statistical Report

Statistical reports prepared by government institutions provide aggregate data on the application of the *Access to Information Act* and the *Privacy Act*. This information is made public annually in a statistical report that is included with the annual reports on access to information and privacy tabled in Parliament by each institution. NSERC's statistical report on the *Access to Information Act* for 2022-23 is provided in Appendix B.

This year, institutions were required to report on the following additional criteria outlined below:

- their capacity to receive requests and process records
- open requests from previous reporting periods
- open complaints from previous reporting periods
- the impact of COVID-19-related measures on their ability to fulfill *Access to Information Act* and *Privacy Act* responsibilities, and any mitigation measures that were implemented.
- new authorities to collect or use Social Insurance Numbers and Universal Access

This information is included in the 2022-23 Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act* and can be found in Appendix C.

5. Interpretation of the Statistical Report for the Access to Information Act

This section provides an overview of key data on NSERC's performance for the year, as reflected in the Statistical Report for 2022-23. ("Requests" here refers to formal requests under the *Access to Information Act*.)

5.1 Requests Received and Carried Forward

In 2022-23, NSERC received a total of twenty (20) requests under the *Access to Information Act* which represents a 54% increase compared to the total of 13 requests in 2021-22. This trend is anticipated to continue in future years due to increased interest in

the *National Security Guidelines for Research Partnerships* which involve a high volume of records.

The number of active requests carried forward increased from eight in 2021-22 to ten in 2022-23. This increase is partially attributed to the ATIP office's capacity and covid related issues from previous years, which consumed a portion of the ATIP office resources.

5.2 Requests Completed

A total of nine active requests were carried forward to 2023-24; eight are within legislated timelines and one is beyond the legislated timeline.

Twenty-one (21) Access to Information requests were completed during the 2022-23 reporting period. This is ten more than in the previous fiscal year (11 in 2021-22). In total, NSERC processed 4752 pages of which 2386 were disclosed in the 2022-23 reporting period. This is a significant increase compared to the previous year as in 2021-22, NSERC processed 353 pages of which 352 were disclosed.

Of the Access to Information requests completed in 2022-23, one was disclosed in full and 12 were disclosed in part. For six requests no records existed, and two requests were abandoned by the requestors.

The percentage of completed requests for which records were "all disclosed" is 5%, for which records were "disclosed in part" is 57%, for which "no records existed" is 29% and for which the "requests were abandoned" is 9%.

Figure 1 shows the number of Access to Information requests that NSERC received each year, as well as the number of requests carried forward and closed for 2018-19 to 2022-23. Figure 2 shows the number of pages NSERC processed and disclosed for 2018-19 to 2022-23.

Figure 1: Access to Information requests received, carried over and closed annually, 2018-19 to 2022-23

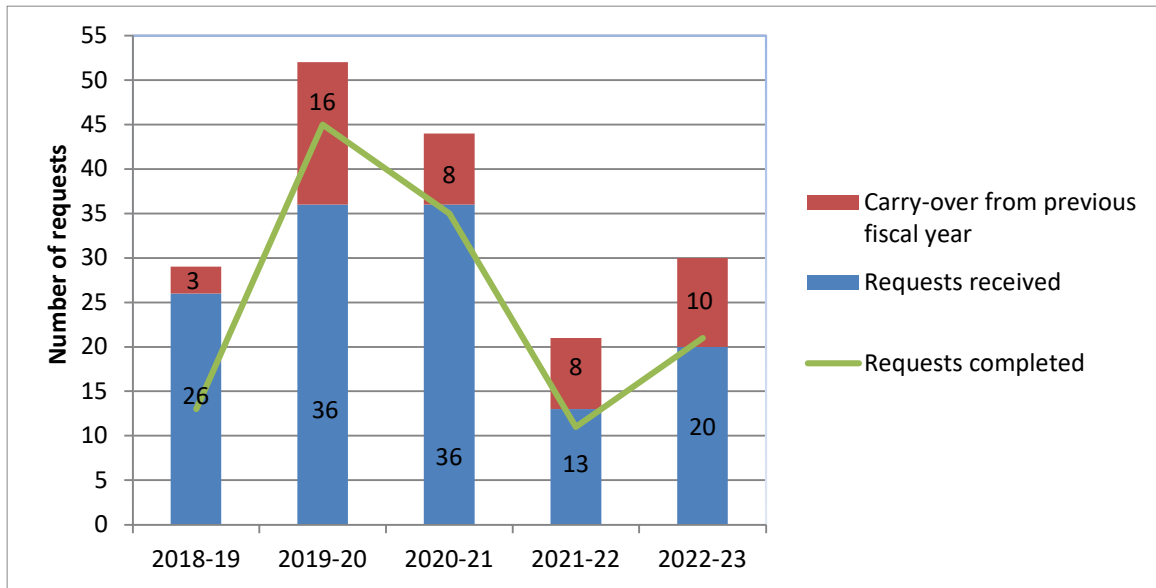


Figure 2 shows the number of pages NSERC processed and disclosed, 2018-19 to 2022-23.

Figure 2: Number of pages processed, and pages disclosed, 2018-19 to 2022-23

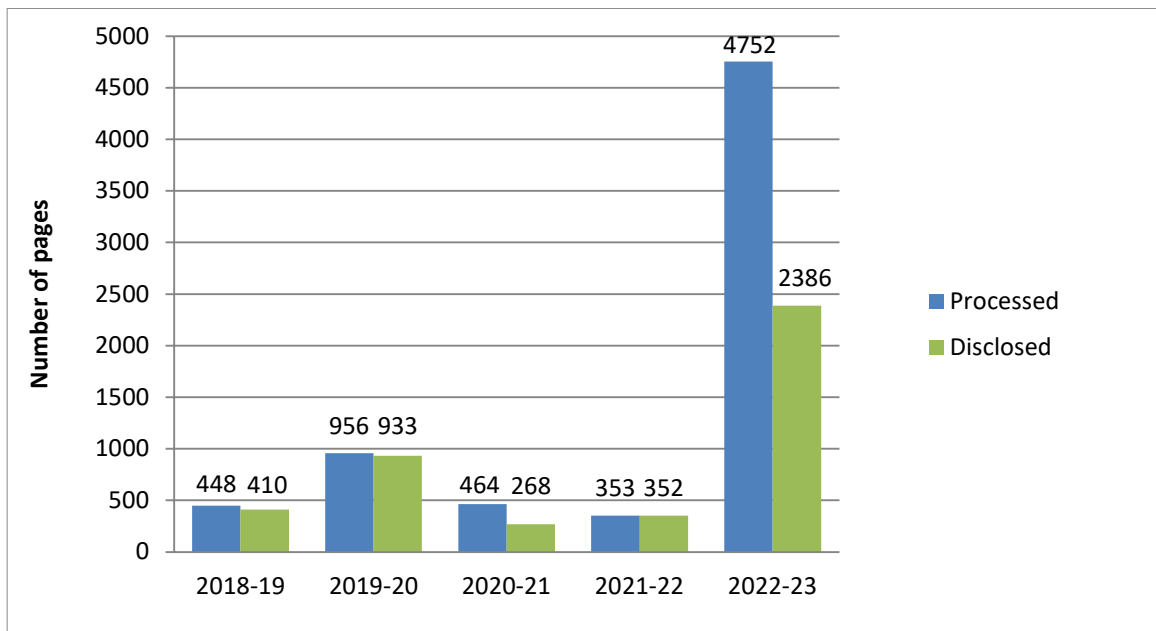
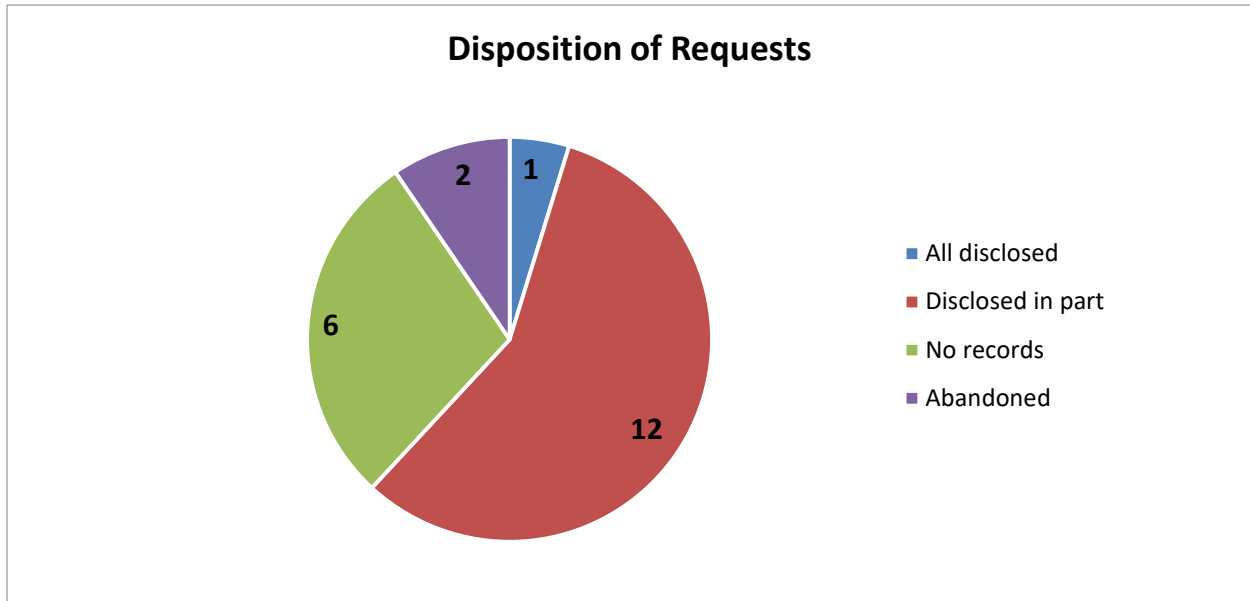


Figure 3 shows the disposition of Access to Information requests completed in 2022-23.

Figure 3: Number of Access to Information Requests by Disposition, 2022-23

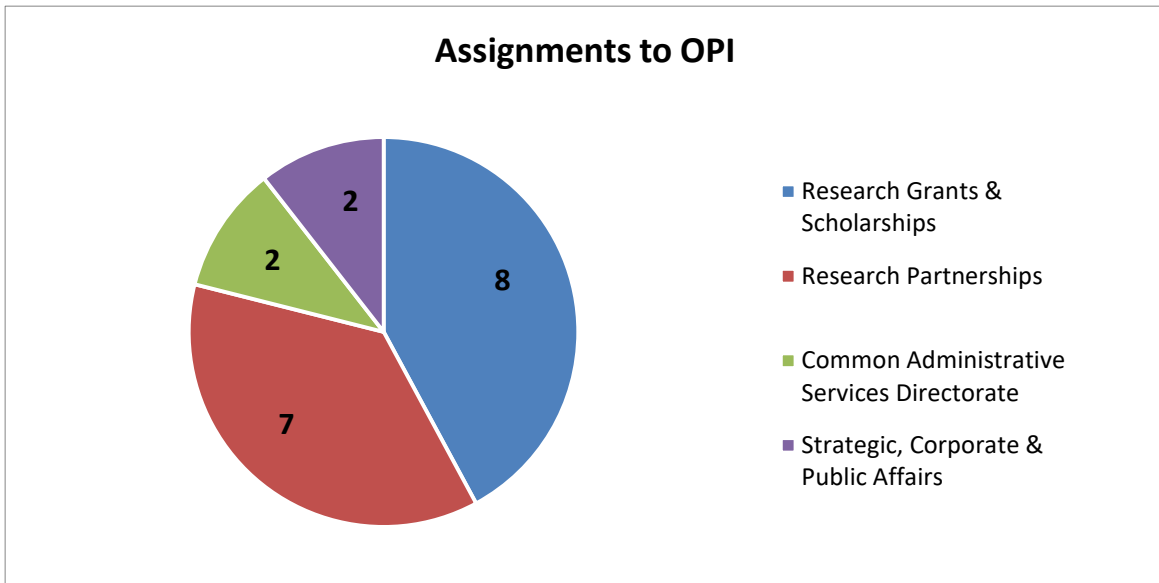


Note: No requests were transferred or neither confirmed, denied, or exempted. As a result, those dispositions are not found in the figure.

5.3 Nature of Requests

Access to Information requests can target multiple programs and activities. The 20 new requests received during this reporting period were distributed across Offices of Primary Interest (OPIs) within NSERC. In total, the ATIP office initiated 19 taskings across the different divisions and directorates of NSERC. The distribution of tasking to OPIs can be found in Figure 4.

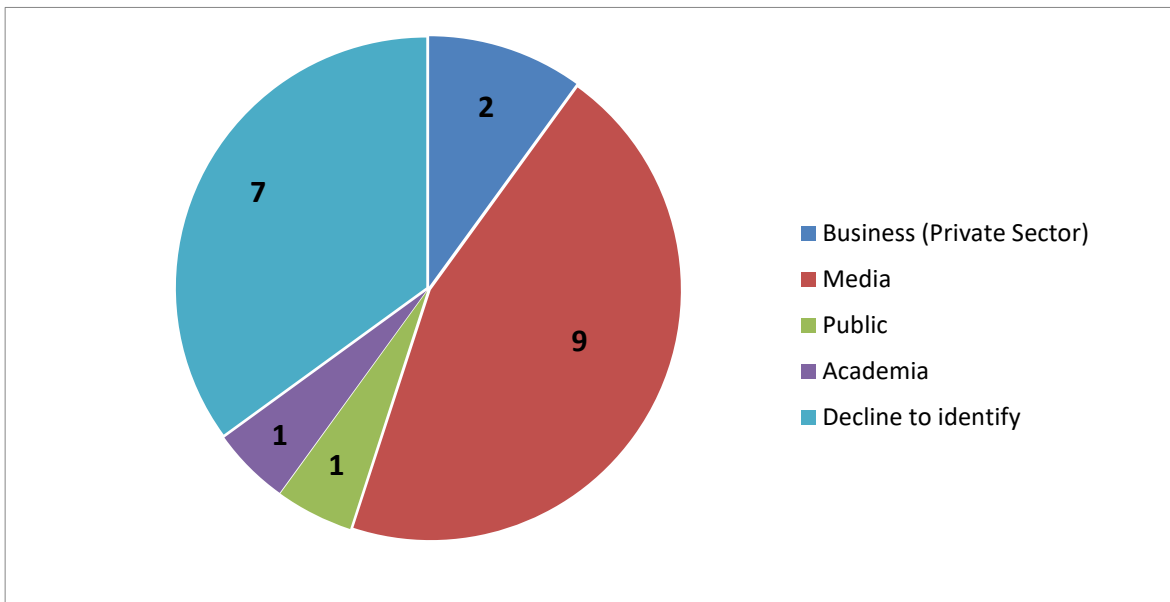
Figure 4: Access to Information requests assigned to Office of Primary Interest, 2022-23



5.4 Sources of Requests

Of the 20 Access to Information requests received in 2022-23, 80% were submitted by applicants who self-identified as members of the media (9) and individuals who declined to identify themselves (7). The remaining requests were submitted by applicants who self-identified as belonging to the following categories: business (2), academia (1) and public (1). Figure 5 shows the number of Access to Information requests by source for 2022-23.

Figure 5: Number of Access to Information requests by source, 2022-23



5.5. Compliance Rate, Completion Times and Extensions

Of the 21 Access to Information requests completed in 2022-23; three were closed within the initial 30-day period, ten with extensions taken were closed within the legislated timelines and eight with extensions taken were closed beyond the legislated timelines. NSERC processed two requests within 15 days, one request in 16 to 30 days, five requests in 61 to 120 days, four requests in 121 to 180 days, two requests in 181 to 365 days and seven requests in more than 365 days. In 2022-23, NSERC closed 14% of requests within the first 30 calendar days and 62% of requests within their legislated timelines with or without extensions.

Of these requests, NSERC invoked legislative extensions for 18 requests for the following reasons:

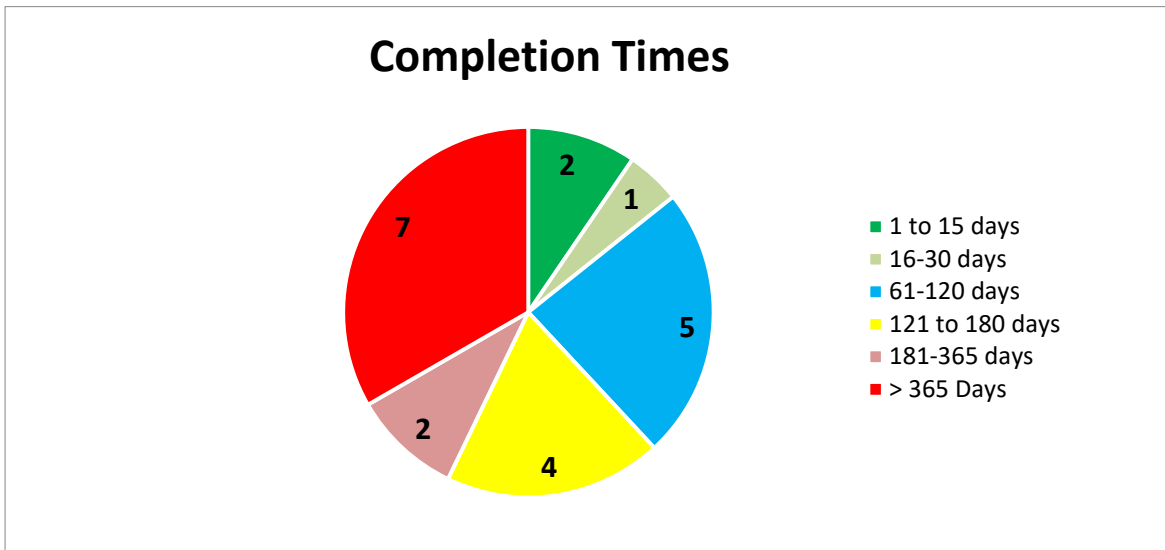
- 9(1)(a) interference with operations, the requirement to conduct a large search and based on the high volume of records (16 applications)
- 9(1)(b), consultations (10 applications)

In 2022-23, NSERC closed eight requests that exceeded the legislated deadline and were in deemed refusal. This represents a 167% increase compared to the three requests that were in deemed refusal and that were closed in 2021-22. When extensions are factored in, NSERC responded to 62% of closed requests within the legislative timeline. This figure compares to 73% in 2021-22 and 31% in 2020-21.

Sustained focus on closing older requests and requests under complaint with the Office of the Information Commissioner of Canada (OIC) had an impact on the overall compliance rate in 2022-23. These efforts, however, have resulted in a significant reduction in the number of requests that have been carried forward, and in resolving complaints filed with the OIC.

In addition to processing older requests, both the elevated average number of pages for requests and the high frequency of complex records are factors that had an impact on the overall compliance rate. Figure 6 shows the completion times for the access to information requests processed in 2022-23.

Figure 6: Access to Information requests completion times, 2022-23



5.6 Exemptions

The *Access to Information Act* exempts certain information from being disclosed. In 2022-23, twelve requests contained information that was subject to exemptions under the *Act* and this information was not disclosed. As the same request can be the subject of several exceptions, the number of times exceptions were applied is greater than the number of requests. Most requests were subject to exemptions because the records requested contained the following information:

Section	Description	Number of Applications
13(1)(c)	institution or government of a province	2
14(a)	federal-provincial consultations or deliberations	1
15(1)	international affairs and defense	3
16(2)(c)	methods employed to protect buildings, structures, or systems	3
19(1)	personal information	11
20(1)	third party information	2
20(1)(a)	trade secrets of a third party	1
20(1)(b)	financial, commercial, scientific, or technical information	10
20(1)(c)	information that could result in a financial loss	9
20(1)(d)	contractual details or negotiations	3
21(1)(a)	advice or recommendation	7
21(1)(b)	consultations or deliberations	9
21(1)(c)	plans or positions	2
21(1)(d)	plans relating to the management of personnel or the administration of a government institution that have not yet been put into operation	1

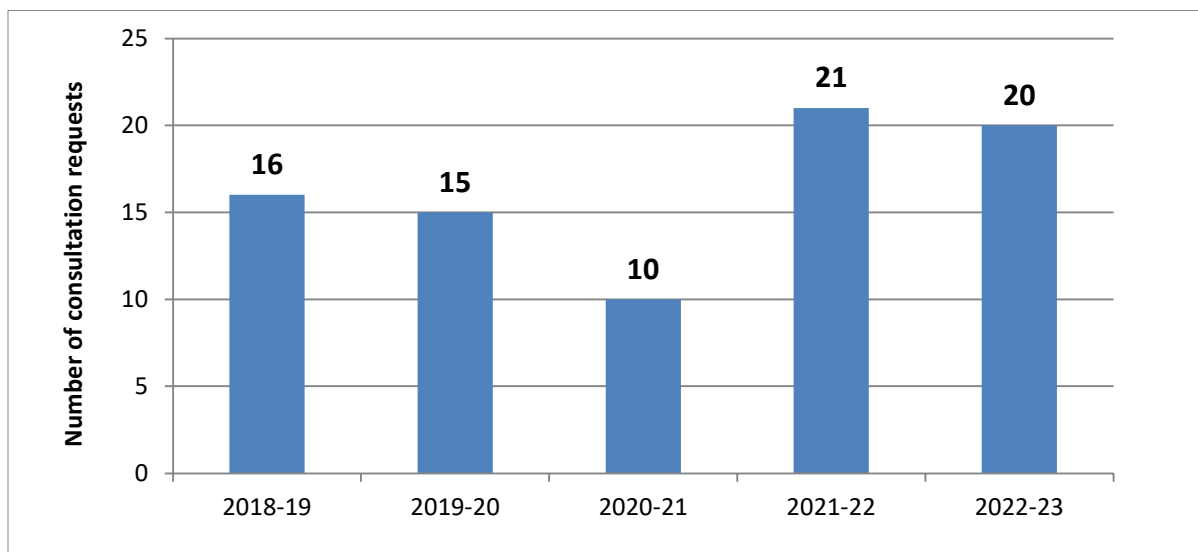
5.7 Exclusions

The *Access to Information Act* does not apply to or exclude Cabinet confidences. In 2022-23, NSERC had zero exclusions invoked under section 69 of the *Act* (Cabinet confidences).

5.8 Consultations from other Government Institutions and Organizations

NSERC received 20 consultation requests from other government institutions in 2022-23. This represents a slight decrease in the number of consultation requests received compared to the 21 received in 2021-22, and a significant increase from the 10 received in 2020-21 as shown in Figure 7.

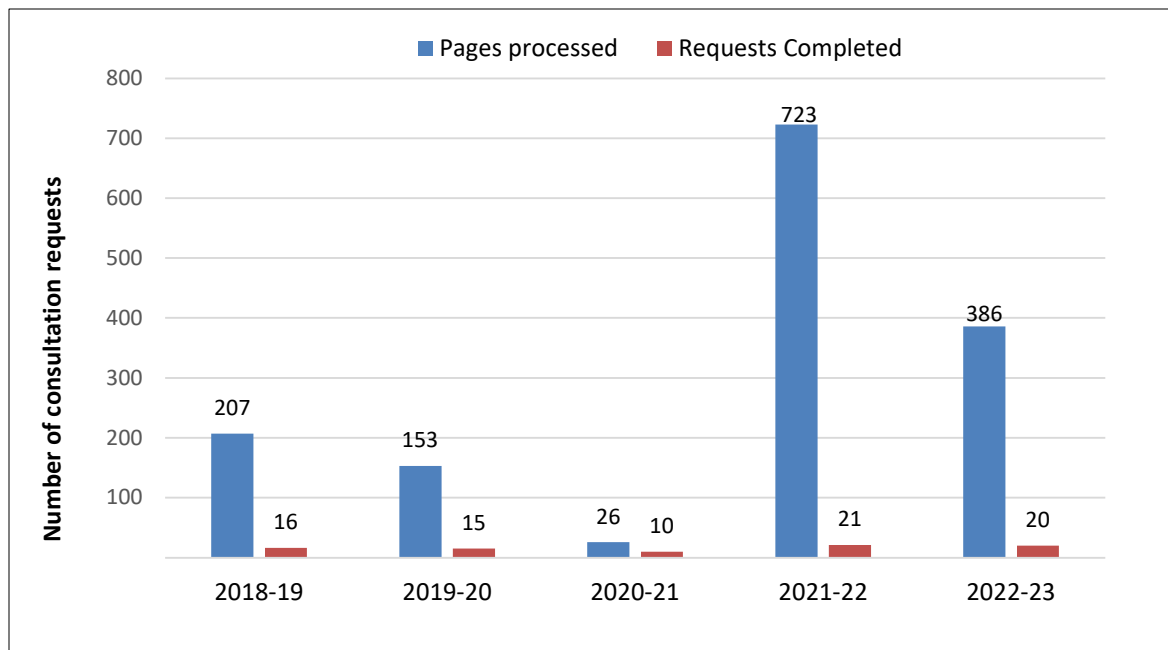
Figure 7: Consultation requests received annually, 2018-19 to 2022-23



5.9 Consultation Requests Completed and Pages Processed

NSERC completed 20 consultation requests in 2022-23 and processed 386 pages for these requests. The number of pages represents a decrease compared to the 723 pages processed in 2021-22. Figure 8 shows, for 2018-19 to 2022-23, the number of consultation requests NSERC completed each year and the number of pages processed.

Figure 8: Consultation requests completed, and pages processed annually, 2018-19 to 2022-23



5.10 Impact of COVID-19-related Measures

In response to the public health measures implemented to minimize the effects of the COVID-19 pandemic, NSERC primarily operated remotely since 2021-22. From April 1, 2022, to March 31, 2023, NSERC's ATIP office was at full operational capacity.

6. Services and Related Activities

Throughout the year, the ATIP office provided advice and recommendations to NSERC employees by reviewing various documents such as answers to Parliamentary Questions, ATI Protocols, ATI Attestations, Memoranda of Understanding, audits, evaluations, and security reports. The ATIP office provided training on an as needed basis on the provisions of the *Access to Information Act* and its implications on NSERC programs and initiatives. The ATIP office distributed a weekly status report on access to information requests to NSERC senior management.

6.1 Proactive Publication of Information

Info Source: Sources of Federal Government and Employee Information provides information about the functions, programs, activities and related information holdings of government institutions subject to the *Access to Information Act*

NSERC's funding policies, program descriptions, organizational structure and contact information can be found on its website. In accordance with the federal government's policy on proactive disclosure, evaluation, audit reports are also posted on [NSERC's website](#). The NSERC website's [ATIP page](#) provides background information on the *Access to Information Act*, and useful information about services provided.

NSERC also proactively discloses information on the federal government's Open Government website, such as: ATIP monthly summaries, information on awarded grants, contracts as well as travel, hospitality, and conference expenses.

6.2 Initiatives and Projects (completed or ongoing)

This year's ATIP office focus was on developing capacity and building ATIP expertise to eliminate the need for ATIP consultants. NSERC's ATIP office addressed a backlog of access to information and privacy requests, several of which were dated, large and complex requests requiring cross reference of files and external consultations.

Focus was also on ensuring that the posting of proactively disclosed documents conformed with accessibility standards.

6.3 Fees and Expenditures

The *Service Fees Act* requires a responsible authority to report annually to Parliament on the fees collected by the institution.

With respect to fees collected under the *Access to Information Act*, the information below is reported in accordance with the requirements of section 20 of the *Service Fees Act*. The department collects \$5 for each formal ATI request: total revenue collected in 2022-23 was \$95. The \$5 application fee is the only fee charged for an ATI request. In 2022-23, NSERC waived \$5.00 in application fees.

In this year's reporting period, the total salary, goods, and professional services cost for the ATI program was \$195,344. This figure represents a decrease of over 17% compared to 2021-22 cost of \$236,714 and is lower than the \$219,448 in costs for 2020-21.

6.4 Challenges

NSERC started 2022-23 with a carry-over of ten ATI files from previous fiscal years. This situation, in addition to twenty (20) new ATI requests to process, added pressure on NSERC's ATIP office in the first half of the year. This required the ATIP team to establish operational priorities and to claim appropriate extensions of time. NSERC remained committed to assisting requestors in refining their requests and focused on prioritizing the processing of requests based on legislative timeline and analysis required.

The ATI human resources utilized for this reporting period were estimated at 2.100 FTE, which 7.69% less than 2.275 FTE reported for the 2021-22 fiscal year.

For 2022-23, NSERC committed to build its internal ATIP team and expertise to increase stability and improve ATIP service delivery.

6.5 Education and Training

Throughout the year, staff and management are reminded and encouraged to consult the ATIP office on any issues that might affect the implementation of the *Act* when and where appropriate, and in the initial stages of developing new initiatives and programs.

The ATIP team provides training to agency staff on the principles of the access to information legislation, key concepts, and definitions, NSERC's procedures for processing both formal and informal access to information requests, and employee's responsibilities with respect to the *Act*.

6.6 NSERC's New or Revised Policies, Guidelines and Procedures Related to Access to Information

No new or revised access to information policies or guidelines were formally implemented during 2022-23. ATIP processing and procedures are entirely digital. Previously, processes such as document submissions by offices of primary interest and communications and document releases to requesters were often paper based.

NSERC's ATIP office continued to work with staff in the Programs directorates to develop text about access to information in several memorandums of understanding, especially in relation to joint-funding initiatives.

6.7 Proactive Publication under Part 2 of the *Access to Information Act*

NSERC is a government institution listed in Schedule II of the *Financial Administration Act* for the purposes of **Part 2 of the *Access to Information Act***.

As such, NSERC is subject to the following proactive publication requirements under the *Access to Information Act*:

- section 82 travel expenses
- section 83 hospitality expenses
- section 84 reports tabled in parliament
- section 86 contracts over \$10,000
- section 87 grants and contributions over \$25,000
- section 88(a) packages of briefing materials prepared for new or in-coming deputy heads or equivalent
- section 88(b) titles and reference numbers of memoranda prepared for a deputy head or equivalent that is received by their office, and
- section 88(c) packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament.

NSERC publishes information as required for proactive publication requirements on open.canada.ca and NSERC's website under **Transparency**. The responsible divisions

within NSERC have established processes to ensure timely publishing, including monthly updating of reports and quarterly reminders.

NSERC published 100% of proactive publication requirements due during the reporting period within the legislative timelines.

6.8 Monitoring

The ATIP office produces a variety of regular and ad hoc reports to monitor NSERC's compliance with the *Access to Information Act* and the *Privacy Act*. In 2022-23 the ATIP office increased its emphasis on creating and updating procedural guides to meet compliance with ATIP obligations. Reporting also occurs through weekly ATIP reports and through the ATIP software.

The Executive Director, Governance, Risk & Compliance, was kept apprised by the Manager, ATIP and Governance, of all matters and developments pertaining to the requests, including processing times, consultations undertaken and any necessary extensions.

Prior to posting documents for proactive disclosure, they are reviewed for accuracy, completeness and approved for publishing on NSERC and Open Government websites.

7. Complaints and Audits

7.1 Complaints

Requesters have the right to register a complaint with the *Office of the Information Commissioner of Canada* (OIC) regarding the processing of a request.

A supplementary release was provided for a complaint that was carried over from the 2017-18 reporting period which resulted in this complaint being resolved and closed during the current reporting period.

A complaint carried over from the 2019-20 reporting period remained outstanding at the end of the reporting period.

NSERC further received notice that two complaints pertaining to NSERC requests were filed with the OIC during 2022-23. One of those complaints relating to an incomplete search was considered resolved and closed in the current reporting period. The other complaint relating to exemptions remains outstanding at the end of the reporting period.

NSERC experienced no court challenges related to access to information during the reporting period.

7.2 Audits

NSERC experienced no audits relating to the administration of ATIP legislation during the reporting period.

OFFICIAL DOCUMENT

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

DELEGATION OF AUTHORITY

**ACCESS TO INFORMATION ACT AND
PRIVACY ACT**

I, the President of the Natural Sciences and Engineering Research Council of Canada, pursuant to Section 95(1) of the *Access to Information Act* and section 73(1) of the *Privacy Act*, hereby authorize employees of the Natural Sciences and Engineering Research Council of Canada, whose positions are 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 those positions.

Dated at Ottawa

This 15 day of August, 2022

DOCUMENT OFFICIEL

**CONSEIL DE RECHERCHES EN
SCIENCES 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 président du Conseil de recherches en sciences naturelles et en génie du Canada et conformément à l'article 95(1) de la *Loi sur l'accès à l'information* et à l'article 73(1) de la *Loi sur la protection des renseignements personnels*, j'autorise par la présente les employés du Conseil de recherches en sciences naturelles et en génie du Canada dont les postes sont indiqués dans l'annexe ci-jointe à exécuter ces attributions en vertu des lois précisées dans l'annexe visant ces postes.

Fait à Ottawa

Ce 15 jour de août, 2022



Alejandro Adem
(President/Président)

Natural Sciences and Engineering Research Council of Canada/
Conseil de recherche en sciences naturelles et génie du Canada

Delegation		Position Title			
		President	VP-SCPA	ED-GRC	Manager ATIP & Governance
Description	Section	1	2	3	4
Access to Information Act					
Responsibility of government institutions	4(2.1)	yes	yes	yes	yes
Notice where access granted	7	yes	yes	yes	yes
Transfer of request	8(1)	yes	yes	yes	yes
Extension of time limits	9(1)	yes	yes	yes	yes
Notice of extension to Commissioner	9(2)	yes	yes	yes	yes
Payment of additional fees	11(2)	yes	yes	yes	yes
Payment of fees for EDP record	11(3)	yes	yes	yes	yes
Deposit	11(4)	yes	yes	yes	yes
Notice of fee payment	11(5)	yes	yes	yes	yes
Waiver or refund of fees	11(6)	yes	yes	yes	yes
Translation	12(2)(b)	yes	yes	yes	yes
Conversion to alternate format	12(3)(b)	yes	yes	yes	yes
Information obtained in confidence	13	yes	yes	yes	no
Refuse access – federal-provincial affairs	14	yes	yes	yes	no
Refuse access – international affairs, defense	15(1)	yes	yes	yes	no
Refuse access – law enforcement and investigation	16(1)	yes	yes	yes	no
Refuse access –	16(2)	yes	yes	yes	no

Delegation		Position Title			
		President	VP-SCPA	ED-GRC	Manager ATIP & Governance
Description	Section	1	2	3	4
security information					
Refuse access – policing services for provinces or municipalities	16(3)	yes	yes	yes	no
Refuse access – <i>Public Service Disclosure Protection Act</i>	16.5	yes	yes	yes	no
Refuse access – safety of individuals	17	yes	yes	yes	no
Refuse access – economic interests of Canada	18	yes	yes	yes	no
Refuse access – another person’s information	19(1)	yes	yes	yes	yes
Disclose personal information	19(2)	yes	yes	yes	yes
Refuse access – third party information	20(1)	yes	yes	yes	yes
Disclose testing methods	20(2) & (3)	yes	yes	yes	yes
Disclose third party information	20(5)	yes	yes	yes	yes
Disclose in public interest	20(6)	yes	yes	yes	no
Refuse access – advice, etc.	21	yes	yes	yes	no
Refuse access – tests and audits	22	yes	yes	yes	yes
Refuse access – internal audits	22.1	yes	yes	yes	no
Refuse access – solicitor-client	23	yes	yes	yes	yes

Delegation		Position Title			
		President	VP-SCPA	ED-GRC	Manager ATIP & Governance
Description	Section	1	2	3	4
privilege					
Refuse access – prohibited information	24(1)	yes	yes	yes	yes
Disclose severed information	25	yes	yes	yes	yes
Refuse access – information to be published	26	yes	yes	yes	yes
Notice to third parties	27(1)	yes	yes	yes	yes
Extension of time limit	27(4)	yes	yes	yes	yes
Notice of third party disclosure	28(1)	yes	yes	yes	yes
Representation to be made in writing	28(2)	yes	yes	yes	yes
Disclosure of record	28(4)	yes	yes	yes	yes
Notice to third party	33	yes	yes	yes	yes
Right to make representations	35(2)	yes	yes	yes	yes
Access given to complainant	37(4)	yes	yes	yes	yes
Notice to third party of court action	43(1)	yes	yes	yes	yes
Notice to person who requested record	44(2)	yes	yes	yes	yes
Special rules for hearings	52(2)(b)	yes	yes	yes	yes
Ex parte representations	52(3)	yes	yes	yes	yes
Annual report –	94	yes	yes	yes	no

Delegation		Position Title			
		President	VP-SCPA	ED-GRC	Manager ATIP & Governance
Description	Section	1	2	3	4
government institutions					
<i>Access to Information Regulations</i>					
Search and preparation fees	7(2)	yes	yes	yes	yes
Production and programming fees	7(3)	yes	yes	yes	yes
Providing access to record(s)	8	yes	yes	yes	yes
Limitations in respect of format	8.1	yes	yes	yes	yes

Delegation		Position Title			
		President	VP-SCPA	ED-GRC & Secretary to Council	Manager ATIP & Governance
Descriptions	Section	1	2	3	4
Privacy Act					
Disclosure for research and statistics	8(2)(j)	yes	yes	yes	no
Disclosure in public interest clearly outweighs any invasion of privacy	8(2)(m)(i)	yes	yes	yes	no
Disclosure in public interest, benefit of individual	8(2)(m)(ii)	yes	yes	yes	no
Record of disclosure for investigations	8(4)	yes	yes	yes	no
Notify Privacy Commissioner of 8(2)(m)	8(5)	yes	yes	yes	no
Record of consistent uses	9(1)	yes	yes	yes	no
Notify Privacy Commissioner of consistent uses	9(4)	yes	yes	yes	no
Personal information in banks	10(1)	yes	yes	yes	yes
Notice where access is granted	14	yes	yes	yes	yes
Extension of time limits	15	yes	yes	yes	yes
Decision regarding translation	17(2)(b)	yes	yes	yes	yes
Conversion to alternate format	17(3)(b)	yes	yes	yes	yes
Refuse access – exempt bank	18(2)	yes	yes	yes	yes
Refuse access – confidential information	19(1)	yes	yes	yes	no

Delegation		Position Title			
		President	VP-SCPA	ED-GRC & Secretary to Council	Manager ATIP & Governance
Descriptions	Section	1	2	3	4
Disclose confidential information	19(2)	yes	yes	yes	no
Refuse access – federal-provincial affairs	20	yes	yes	yes	no
Refuse access – international affairs, defence	21	yes	yes	yes	no
Refuse access – law enforcement and investigation	22	yes	yes	yes	no
Refuse access – <i>Public Service Disclosure Protection Act</i>	22.3	yes	yes	yes	no
Refuse access – security clearance	23	yes	yes	yes	yes
Refuse access – person under sentence	24	yes	yes	yes	yes
Refuse access – safety of individuals	25	yes	yes	yes	no
Refuse access – another person’s information	26	yes	yes	yes	yes
Refuse access – solicitor-client privilege	27	yes	yes	yes	yes
Refuse access – medical record	28	yes	yes	yes	no
Receive notice of investigation	31	yes	yes	yes	yes
Representation to Privacy Commissioner	33(2)	yes	yes	yes	yes
Findings and recommendations of Privacy Commissioner	35(1)	yes	yes	yes	yes
Access given to complainant	35(4)	yes	yes	yes	yes
Report of findings and recommendations (exempt banks)	36(3)	yes	yes	yes	yes

Delegation		Position Title			
		President	VP-SCPA	ED-GRC & Secretary to Council	Manager ATIP & Governance
Descriptions	Section	1	2	3	4
Response to review of compliance	37(3)	yes	yes	yes	yes
Request of court hearing in the National Capital Region	51(2)(b)	yes	yes	yes	yes
Ex parte representation to court	51(3)	yes	yes	yes	yes
Annual report – government institutions	72(1)	yes	yes	yes	no
Privacy Regulations					
Reasonable facilities and time provided to examine personal information	9	yes	yes	yes	yes
Notification that correction to personal information has been made	11(2)	yes	yes	yes	yes
Notification that correction to personal information has been refused	11(4)	yes	yes	yes	yes
Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor	13(1)	yes	yes	yes	no
Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist	14	yes	yes	yes	no

**Statistical Report on the Access to Information Act****Name of institution:** Natural Sciences and Engineering Research Council of Canada**Reporting period:** 2022-04-01 to 2023-03-31**Section 1: Requests Under the Access to Information Act****1.1 Number of requests**

		Number of Requests
Received during reporting period		20
Outstanding from previous reporting periods		10
• Outstanding from previous reporting period	3	
• Outstanding from more than one reporting period	7	
Total		30
Closed during reporting period		21
Carried over to next reporting period		9
• Carried over within legislated timeline	8	
• Carried over beyond legislated timeline	1	

1.2 Sources of requests

Source	Number of Requests
Media	9
Academia	1
Business (private sector)	2
Organization	0
Public	1
Decline to Identify	7
Total	20

1.3 Channels of requests

Source	Number of Requests
Online	19
E-mail	0
Mail	1
In person	0
Phone	0
Fax	0
Total	20

Section 2: Informal Requests**2.1 Number of informal requests**

		Number of Requests
Received during reporting period		8
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		8
Closed during reporting period		8

2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released
1	0	4	792	1	556	1	1339	0	0

Section 3: Applications to the Information Commissioner on Declining to Act on Requests

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

Section 4: Requests Closed During the Reporting Period

4.1 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	1	1
Disclosed in part	1	0	0	4	4	2	1	12
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	1	0	0	4	6
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	1	0	0	0	0	1	2
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	2	1	0	5	4	2	7	21

4.2 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	2
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	2	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	3	18(d)	0	21(1)(a)	7
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	9
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	2
14(a)	1	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	3	16.1(1)(d)	0	19(1)	11	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	1	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	10	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	9	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	3		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

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

4.3 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

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	13	0	0	0	0

4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
4752	2386	15

4.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0
Disclosed in part	2	0	0	2
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	2	0	0	2

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	13
Percentage of requests closed within legislated timelines (%)	61.9047619

4.7 Deemed refusals

4.7.1 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
8	7	1	0	0

4.7.2 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	1	1
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	7	7
Total	0	8	8

4.8 Requests for translation

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

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	1	0	0	0
Disclosed in part	9	0	9	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	1	0	0	0
No records exist	5	0	1	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	16	0	10	0

5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	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	3	0	3	0
61 to 120 days	10	0	7	0
121 to 180 days	3	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	16	0	10	0

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	19	\$95.00	1	\$5.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	19	\$95.00	1	\$5.00	0	\$0.00

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 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

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 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

Section 9: Investigations and Reports of finding

9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
2	0	0

9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	2	0	0

Section 10: Court Action

10.1 Court actions on complaints

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

10.2 Court actions on third party notifications under paragraph 28(1)(b)

Section 44 - under paragraph 28(1)(b)
0

Section 11: Resources Related to the Access to Information Act

11.1 Allocated Costs

Expenditures		Amount
Salaries		\$190,382
Overtime		\$0
Goods and Services		\$4,962
• Professional services contracts	\$0	
• Other	\$4,962	
Total		\$195,344

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	2.100
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	2.100

Note: Enter values to three decimal places.

Supplemental Statistical Report on the Access to Information Act and the Privacy Act

Name of institution: Natural Sciences and Engineering Research Council

Reporting period: 2022-04-01 to 2023-03-31

Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

Section 2: Capacity to Process Records under the Access to Information Act and the Privacy Act

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	0	52	52

Section 3: Open Requests and Complaints Under the Access to Information Act

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	8	1	9
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	8	1	9

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the Access to Information Act

3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	1
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	1

Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	2

Section 4: Open Requests and Complaints Under the Privacy Act

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	1	0	1
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	1	0	1

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*

4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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Section 6: Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
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Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*