



## **Annual Report to Parliament**

### ***Access to Information Act***

**International Development Research Centre**

**2023-2024**

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## 1. INTRODUCTION

The International Development Research Centre (IDRC or the Centre) is pleased to present its Annual Report on the administration of the *Access to Information Act* (ATIA or Act) for fiscal year 2023-2024, as required under section 94 of the Act.

### PURPOSE OF THE ACCESS TO INFORMATION ACT

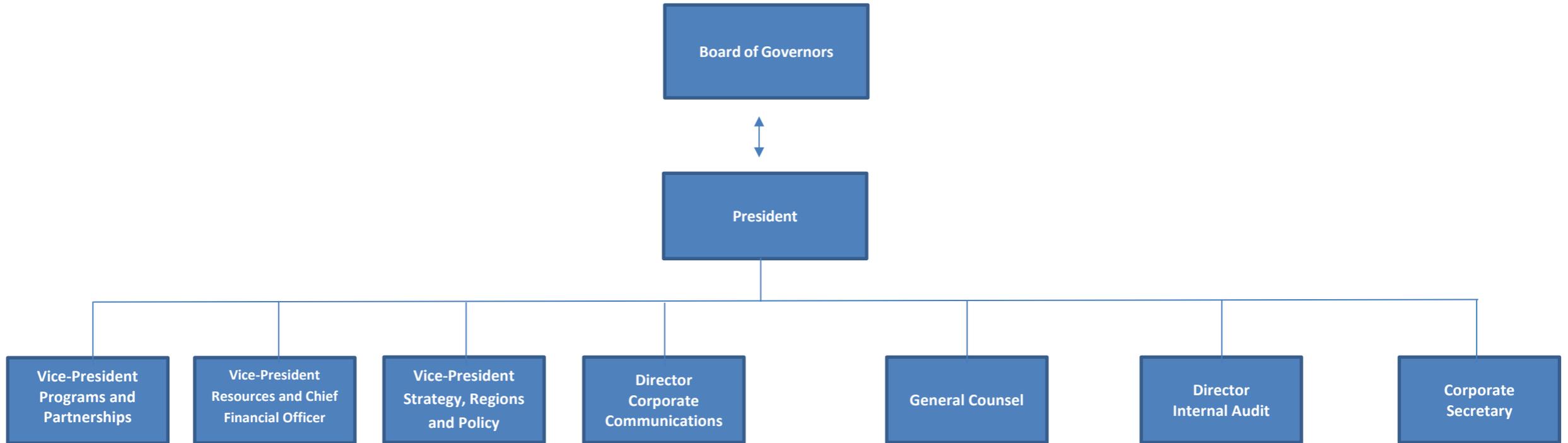
The *Access to Information Act* (R.S.C., 1985, c. A-1) came into force on July 1, 1983. The Act gives Canadian citizens and permanent residents the right to have access to federal government records.

### IDRC'S MANDATE

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

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

## 2. ORGANIZATIONAL STRUCTURE



## **IDRC'S STRUCTURE**

During the reporting period, IDRC employed approximately 370 employees, located at the head office in Ottawa and in five regional offices located in Amman, Jordan; Dakar, Senegal; Montevideo, Uruguay; Nairobi, Kenya; and New Delhi, India.

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

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

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

The Resources Branch (RB) is a full partner in the work of the Centre. It provides leadership in resources management issues, delivers services while ensuring the integrity of the Centre's operations, and facilitates the achievement of Centre goals in a manner that reflects expectations

of Canadians. It is led by a Vice-President who is also IDRC's Chief Financial Officer and is responsible for the management of the financial affairs of IDRC.

### **STRUCTURE OF THE ACCESS TO INFORMATION AND PRIVACY OFFICE**

The responsibility for the development, coordination, and implementation of effective policies, guidelines, systems, and procedures to enable efficient processing of requests under the *Act* rests with the Access to Information and Privacy (ATIP) Coordinator. The ATIP Coordinator is the incumbent in the Legal Coordinator position, reporting to General Counsel, who reports to the President.

The ATIP Coordinator oversees the implementation of the *Access to Information Act* within IDRC and ensures compliance with the *Act*. The Office of Legal Services provides legal advice on the *Act* and requests as needed. The ATIP Coordinator works with IDRC's Digital Solutions and Information Governance staff to ensure that access to Centre information in all forms respects the requirements of the *Act*.

As required under the *Act*, a reading room is provided and located on the 5th Floor at 45 O'Connor Street, Ottawa, ON, K1P 1A4. IDRC's public website, [www.idrc.ca](http://www.idrc.ca), provides considerable information on the Centre's work, including project highlights (by country) and information on projects including, but not limited to, funding, partner organizations, and project results. [IDRC publications](#), including those that result from Centre-funded projects, are available online for free. Printed copies may be ordered online from the co-publisher or from one of IDRC's stock-holding distributors. Printed copies of IDRC publications are also available for consultation at many libraries around the world. The IDRC Digital Library, <https://idl-bnc-idrc.dspacedirect.org/>, is a repository containing research outputs from projects funded by IDRC.

### **3. DELEGATION OF AUTHORITY**

As indicated in the Delegation Order of 22 August, 2023, (Appendix A), pursuant to sub-section 95(1) of the *Act*, the President has designated the incumbent Legal Coordinator as the person designated at IDRC to exercise the powers and perform the duties and functions of the President, as the head of a government institution, under the *Act*.

### **4. INTERPRETATION OF THE 2023-2024 STATISTICAL REPORT**

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

## **PART 1: REQUESTS UNDER THE ACCESS TO INFORMATION ACT**

### *1.1 Requests*

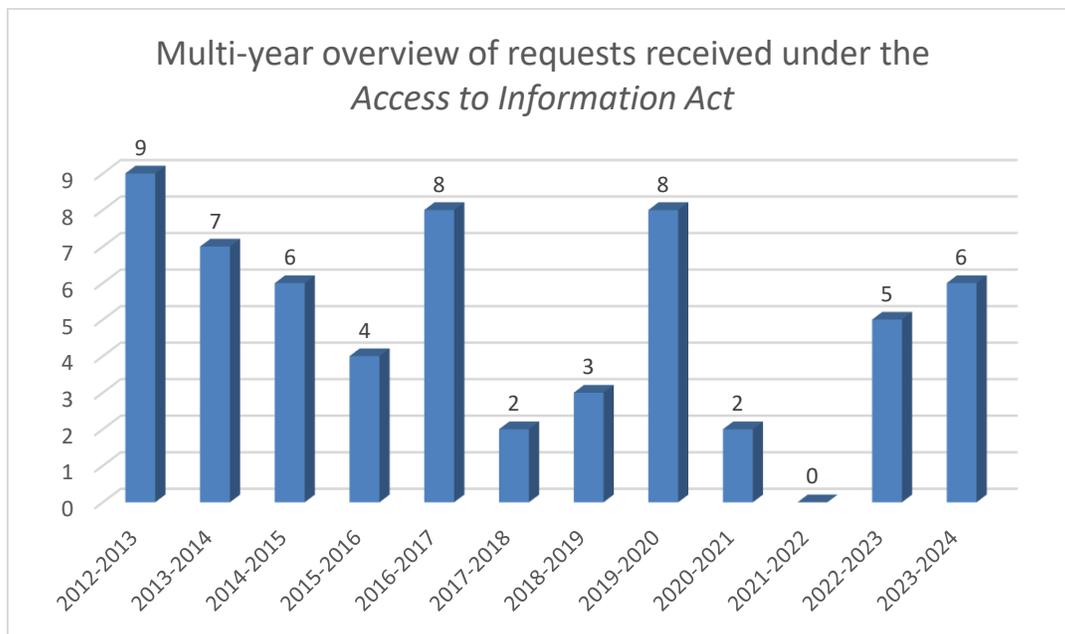
Between April 1, 2023, and March 31, 2024, the Centre received six (6) requests for information under the Act.

### *1.2 Sources of requests*

Of the six requests received, three came from organizations and three came from members of the public.

### *1.3 Multi-year trend*

The number of requests received in 2023-2024 is higher than the number of requests received in 2015-2016, 2017-2018, 2018-2019, 2020-2021, 2021-2022 and 2022-2023. It is lower than the number of requests received in 2012-2013, 2013-2014, 2016-2017 and 2019-2020. It is the same as the number of requests received in 2014-2015.



## **PART 2: REQUESTS CLOSED DURING THE REPORTING PERIOD**

### *2.1 Disposition and completion time*

The Centre closed five of the six requests received during the reporting period within the legislated timelines. One request will be carried over to the 2024-2025 reporting period.

### *2.2 Exemptions*

For one request, certain records or portions thereof were redacted or withheld entirely under subsection 19(1) of the *Act* which prohibits disclosure of any record requested under this Part that contains personal information unless the individual consents to the release of the information.

For one request, certain records or portions thereof were redacted or withheld entirely under section 16.5 of the *Act* which requires institutions to refuse to disclose information created to make a disclosure under the *Public Servants Disclosure Protection Act* or during an investigation under that *Act*.

For one request, certain records or portions thereof were redacted or withheld entirely under paragraph 21(1)(a) which allows institutions to refuse to disclose advice or recommendations developed by or for a government institution or a minister.

### *2.3 Exclusions*

No exclusions were applied to any requests during the reporting period.

### *2.4 Format of information released*

All of the records released as part of the six (6) requests for information received were released in electronic format.

### *2.5 Complexity*

Legal advice was sought for one request.

### *2.6 Deemed refusals*

IDRC did not have any deemed refusals for the reporting period.

### *2.7 Requests for translation*

No translation was sought during the reporting period.

## **PART 3: EXTENSIONS**

No extensions were required during the reporting period.

## **PART 4: FEES**

The Centre collected \$10 in fees from two (2) requests it received.

## **PART 5: CONSULTATIONS RECEIVED FROM OTHER INSTITUTIONS AND ORGANIZATIONS**

During this reporting period, the Centre received three (3) consultation requests from other Government of Canada institutions. As part of the consultations, 18 pages were received and reviewed. IDRC responded to the consultations within 30 days.

## **PART 6: COMPLETION TIME OF CONSULTATIONS ON CABINET CONFIDENCES**

The Centre did not receive any requests requiring consultations on Cabinet confidences during the reporting period.

## **PART 7: RESOURCES RELATED TO THE ACCESS TO INFORMATION ACT**

The Centre has one person dedicated part-time to Access to Information activities. Using the guidelines set out in the Guide for the 2023-2024 Form for the Statistical Report on the *Access to Information Act*, the Centre estimates the person spent approximately 20 per cent of their time on activities related to the administration of the *Access to Information Act* at a cost of approximately \$15,803.

## **5. TRAINING AND AWARENESS**

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

## **6. INSTITUTIONAL POLICIES AND PROCEDURES**

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

## **7. COMPLAINTS AND INVESTIGATIONS**

No complaints were made during the reporting period.

## **8. MONITORING COMPLIANCE**

IDRC did not monitor the amount of time spent compiling and responding to requests.

**Appendix A: *Access to Information Act* Delegation Order**



**IDRC • CRDI**

International Development Research Centre  
Centre de recherches pour le développement international

**JULIE DELAHANTY**  
President/Présidente

22 August 2023

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

**Access to Information Act Delegation Order**

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

Julie Delahanty  
President

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

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**Canada**

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



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

Name of institution: International Development Research Centre

Reporting period: 2023-04-01 to 2024-03-31

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

#### 1.1 Number of requests

|   |   | Number of Requests |
|---|---|--------------------|
| Received during reporting period                  |   | 6                  |
| Outstanding from previous reporting periods       |   | 0                  |
| • Outstanding from previous reporting period      | 0 |                    |
| • Outstanding from more than one reporting period | 0 |                    |
| <b>Total</b>                                      |   | <b>6</b>           |
| Closed during reporting period                    |   | 5                  |
| Carried over to next reporting period             |   | 1                  |
| • Carried over within legislated timeline         | 0 |                    |
| • Carried over beyond legislated timeline         | 1 |                    |

#### 1.2 Sources of requests

| Source                    | Number of Requests |
|---------------------------|--------------------|
| Media                     | 0                  |
| Academia                  | 0                  |
| Business (private sector) | 0                  |
| Organization              | 3                  |
| Public                    | 3                  |
| Decline to Identify       | 0                  |
| <b>Total</b>              | <b>6</b>           |

#### 1.3 Channels of requests

| Source       | Number of Requests |
|--------------|--------------------|
| Online       | 0                  |
| E-mail       | 4                  |
| Mail         | 2                  |
| In person    | 0                  |
| Phone        | 0                  |
| Fax          | 0                  |
| <b>Total</b> | <b>6</b>           |

### Section 2: Informal Requests

#### 2.1 Number of informal requests

|  |   | Number of Requests |
|--|---|--------------------|
| Received during reporting period             |   | 1                  |
| Outstanding from previous reporting periods  |   | 0                  |
| • Outstanding from previous reporting period | 0 |                    |



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                               | 3                 | 0                         | 0                 | 0                          | 0                 | 0                           | 0                 | 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                  |
| <b>Total</b>   | 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 |
|---|-----------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
|   | 0 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               | 3             | 0             | 0              | 0               | 0               | 0                  | 3     |
| Disclosed in part   | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0     |
| All exempted  | 0               | 2             | 0             | 0              | 0               | 0               | 0                  | 2     |
| All excluded  | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0     |
| No records exist  | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0     |
| Request transferred   | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0     |
| Request abandoned   | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0     |
| Neither confirmed nor denied                                      | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0     |
| Declined to act with the approval of the Information Commissioner | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0     |
| <b>Total</b>  | 0               | 5             | 0             | 0              | 0               | 0               | 0                  | 5     |

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

## 4.5 Complexity

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

| Number of Pages Processed | Number of Pages Disclosed | Number of Requests |
|---------------------------|---------------------------|--------------------|
| 21                        | 18                        | 5                  |

**4.5.2 Relevant pages processed per request disposition for paper, e-record and dataset formats by size of requests**

| Disposition   | Less 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 Processed | Number of Requests      | Pages Processed | Number of Requests       | Pages Processed | Number of Requests        | Pages Processed | Number of Requests             | Pages Processed |
| All disclosed   | 3                             | 18              | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| Disclosed in part   | 0                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| All exempted  | 2                             | 3               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| All excluded  | 0                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| Request abandoned   | 0                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| Neither confirmed nor denied                                      | 0                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| Declined to act with the approval of the Information Commissioner | 0                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| <b>Total</b>  | 5                             | 21              | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |

**4.5.3 Relevant minutes processed and disclosed for audio formats**

| Number of Minutes Processed | Number of Minutes Disclosed | Number of Requests |
|-----------------------------|-----------------------------|--------------------|
| 0                           | 0                           | 0                  |

**4.5.4 Relevant minutes processed per request disposition for audio 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                 |
| <b>Total</b>  | 0                              | 0                 | 0                          | 0                 | 0                               | 0                 |

**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                 |
| <b>Total</b>  | 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   | 0                     | 0                   | 0     | 0     |
| All exempted  | 0                     | 1                   | 0     | 1     |
| 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     |
| <b>Total</b>  | 0                     | 1                   | 0     | 1     |

## 4.6 Closed requests

### 4.6.1 Requests closed within legislated timelines

|   |     |
|---|-----|
| Number of requests closed within legislated timelines         | 5   |
| Percentage of requests closed within legislated timelines (%) | 100 |

## 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 |
| 0   | 0                                      | 0                     | 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  | 0  | 0     |
| 31 to 60 days                            | 0  | 0  | 0     |
| 61 to 120 days                           | 0  | 0  | 0     |
| 121 to 180 days                          | 0  | 0  | 0     |
| 181 to 365 days                          | 0  | 0  | 0     |
| More than 365 days                       | 0  | 0  | 0     |
| <b>Total</b>                             | 0  | 0  | 0     |

## 4.8 Requests for translation

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

## Section 5: Extensions

### 5.1 Reasons for extensions and disposition of requests

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

### 5.2 Length of extensions

| Length of Extensions | 9(1)(a)<br>Interference With<br>Operations/ Workload | 9(1)(b)<br>Consultation |       | 9(1)(c)<br>Third-Party Notice |
|----------------------|--|-------------------------|-------|-------------------------------|
|                      |  | Section 69              | Other |                               |
| 30 days or less      | 0  | 0                       | 0     | 0                             |
| 31 to 60 days        | 0  | 0                       | 0     | 0                             |
| 61 to 120 days       | 0  | 0                       | 0     | 0                             |
| 121 to 180 days      | 0  | 0                       | 0     | 0                             |
| 181 to 365 days      | 0  | 0                       | 0     | 0                             |
| 365 days or more     | 0  | 0                       | 0     | 0                             |
| <b>Total</b>         | 0  | 0                       | 0     | 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  | 2                  | \$10.00 | 0                  | \$0.00 | 0                  | \$0.00 |
| Other fees   | 0                  | \$0.00  | 0                  | \$0.00 | 0                  | \$0.00 |
| <b>Total</b> | 2                  | \$10.00 | 0                  | \$0.00 | 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               |
| <b>Total</b>   | 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               |
| <b>Total</b>   | 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 |
|---|--|-----------------------------------|
| 0   | 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 an intent to issue an order by the Information Commissioner | Received                    | Containing recommendations issued by the Information Commissioner | Containing orders issued by the Information Commissioner |
| 0                             | 0   | 0  | 0                           | 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                          |     | \$15,803        |
| Overtime                          |     | \$0             |
| Goods and Services                |     | \$0             |
| • Professional services contracts | \$0 |                 |
| • Other                           | \$0 |                 |
| <b>Total</b>                      |     | <b>\$15,803</b> |

### 11.2 Human Resources

| Resources                        | Person Years Dedicated to Access to Information Activities |
|----------------------------------|--|
| Full-time employees              | 0.200  |
| Part-time and casual employees   | 0.000  |
| Regional staff                   | 0.000  |
| Consultants and agency personnel | 0.000  |
| Students                         | 0.000  |
| <b>Total</b>                     | <b>0.200</b>   |

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

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

Name of institution: International Development Research Centre

Reporting period: 2023-04-01 to 2024-03-31

**Section 1: Open Requests and Complaints Under the Access to Information Act**

1.1 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, 2024 | Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024 | Total    |
|---|--|--|----------|
| Received in 2023-24                     | 0  | 1  | 1        |
| Received in 2022-23                     | 0  | 0  | 0        |
| Received in 2021-22                     | 0  | 0  | 0        |
| Received in 2020-21                     | 0  | 0  | 0        |
| Received in 2019-20                     | 0  | 0  | 0        |
| Received in 2018-19                     | 0  | 0  | 0        |
| Received in 2017-18                     | 0  | 0  | 0        |
| Received in 2016-17                     | 0  | 0  | 0        |
| Received in 2015-16                     | 0  | 0  | 0        |
| Received in 2014-15 or earlier          | 0  | 0  | 0        |
| <b>Total</b>                            | <b>0</b>   | <b>1</b>   | <b>1</b> |

Row 11, Col. 3 of Section 1.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the Access to Information Act

1.2 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 2023-24                                      | 0                         |
| Received in 2022-23                                      | 0                         |
| Received in 2021-22                                      | 0                         |
| Received in 2020-21                                      | 0                         |
| Received in 2019-20                                      | 0                         |
| Received in 2018-19                                      | 0                         |
| Received in 2017-18                                      | 0                         |
| Received in 2016-17                                      | 0                         |
| Received in 2015-16                                      | 0                         |
| Received in 2014-15 or earlier                           | 0                         |
| <b>Total</b>   | <b>0</b>                  |

**Section 2: Open Requests and Complaints Under the Privacy Act**

2.1 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, 2024 | Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024 | Total |
|---|--|--|-------|
| Received in 2023-24                     | 0  | 0  | 0     |
| Received in 2022-23                     | 0  | 0  | 0     |
| Received in 2021-22                     | 0  | 0  | 0     |
| Received in 2020-21                     | 0  | 0  | 0     |
| Received in 2019-20                     | 0  | 0  | 0     |
| Received in 2018-19                     | 0  | 0  | 0     |

|                                |          |          |          |
|--------------------------------|----------|----------|----------|
| Received in 2017-18            | 0        | 0        | 0        |
| Received in 2016-17            | 0        | 0        | 0        |
| Received in 2015-16            | 0        | 0        | 0        |
| Received in 2014-15 or earlier | 0        | 0        | 0        |
| <b>Total</b>                   | <b>0</b> | <b>0</b> | <b>0</b> |

Row 11, Col. 3 of Section 2.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*

2.2 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 2023-24                                      | 0                         |
| Received in 2022-23                                      | 0                         |
| Received in 2021-22                                      | 0                         |
| Received in 2020-21                                      | 0                         |
| Received in 2019-20                                      | 0                         |
| Received in 2018-19                                      | 0                         |
| Received in 2017-18                                      | 0                         |
| Received in 2016-17                                      | 0                         |
| Received in 2015-16                                      | 0                         |
| Received in 2014-15 or earlier                           | 0                         |
| <b>Total</b>   | <b>0</b>                  |

**Section 3: Social Insurance Number**

|  |    |
|--|----|
| Has your institution begun a new collection or a new consistent use of the SIN in 2023-24? | No |
|--|----|

**Section 4: Universal Access under the Privacy Act**

|  |   |
|--|---|
| How many requests were received from foreign nationals outside of Canada in 2023-24? | 0 |
|--|---|

Row 1, Col. 1 of Section 4 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*

