

Annual Report to Parliament 2021-2022 – Access to Information Act



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Annual Report to Parliament 2021-2022 – Access to Information Act

► [Table of contents](#)

Introduction

The National Research Council of Canada (NRC) is pleased to present to Parliament its annual report on the administration of the *Access to Information Act* (ATIA) for the 2021-2022 reporting period. This is done in accordance with section 94 of the ATIA, which requires the head of every government institution to submit an annual report to Parliament on the administration of the Act during the period beginning on April 1 of the preceding year and ending on March 31 of the current year.

The purpose of the ATIA is to enhance the accountability and transparency of federal institutions in order to promote an open and democratic society and to enable public debate on the conduct of those institutions. In furtherance of that purpose, Part 1 of the Act 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 principles 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 of the Act sets out requirements for the proactive publication of information.

This 38th annual report on the administration of the ATIA at the NRC provides an overview of the activities by the Council undertaken during the 2021-2022 reporting period.

Mandate of the National Research Council of Canada

The NRC supports industrial innovation, the advancement of knowledge, technology development, and public policy mandates. The NRC plays a unique role in Canada, undertaking large-scale mission-oriented research and development programs. With a presence in every province, the NRC combines its strong national foundation with international linkages to help Canada grow in productivity and remain globally competitive. The NRC works in collaboration with industry, governments, and academia to maximize Canada's overall research and development (R&D) investment.

I. Organizational structure and delegation of authority

From April 1, 2021, to March 31, 2022, the NRC's President delegated full authority for the application and administration of the ATIA to the Vice-President, Business and Professional Services, to the Chief Information Officer & Director General of Knowledge, Information and Technology Services, and to the Director, Library and

Information Management Services. Partial authority was delegated to the Access to Information and Privacy (ATIP) Coordinator.

A copy of the signed Delegation Order is included as [Annex A](#).

During the 2021-2022 reporting period, the NRC's ATIP Office was part of the Library and Information Management Services Directorate within the Knowledge, Information and Technology Services Branch.

The ATIP Office has 4 full-time positions: 1 ATIP Coordinator, 2 Senior ATIP Officers, and 1 Junior ATIP Officer. During this reporting period, the NRC experienced challenges in staffing a full complement of ATIP Officers. As noted by other institutions subject to the Act, as well as by the Information Commissioner of Canada, a shortage of experienced ATIP personnel presents a challenge for staffing in both short and long term capacities.

The ATIP Office works closely with the NRC's Information Management team, the Industrial Research Assistance Program (NRC IRAP) ATIP Liaison Officer, Executive Advisors, the Communications Branch, and senior management across the organization.

The ATIP Office is responsible for the coordination and implementation of policies, guidelines, and procedures to ensure the organization's compliance with the ATIA. To this end, the Office provides the following services:

- Promotes awareness of the ATIA within the organization
- Processes and manages access to information requests and complaints
- Manages the ATIP electronic case management system
- Processes consultations received from other institutions
- Provides professional advice and guidance to senior management and all departmental staff on the Act
- Prepares the annual report to Parliament and the annual statistical report
- Maintains the NRC's Info Source chapter
- Reviews departmental documents (such as audit and evaluation reports prior to their proactive disclosure on the organization's website), Parliamentary Questions and Harassment Reports for access-related considerations
- Develops internal procedures
- Participates in forums for the ATIP community, such as the Treasury Board of Canada Secretariat (TBS) ATIP Community meetings and working groups

The NRC also offers facilities where members of the public may obtain and read information on the Council, including the inspection of manuals used by employees to administer or carry out programs or activities that affect the public. These facilities are located in Building M-55 of the NRC Montreal Road Campus, Ottawa, Ontario. Other arrangements can be offered if requested.

During the period covered by this report, the NRC was not party to any service agreements under section 96 of the ATIA.

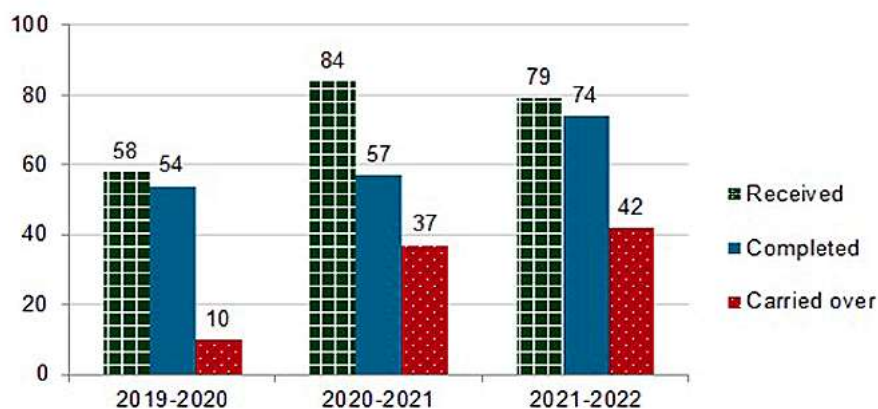
II. Interpretation of statistical report

The complete statistical report on the administration of the ATIA by the NRC from April 1, 2021, to March 31, 2022, is included as [Annex B](#). This section provides an interpretation of the statistics presented in that report.

During the 2021-2022 reporting period, the NRC received 79 new access to information requests. 37 requests were outstanding from the previous period. Of the 116 requests processed during this period, 74 were completed, and 42 were carried over to the next reporting period.

The figures, as reflected in the chart below, indicate the number of requests received and processed over the past 3 years. These figures do not include requests processed informally or other types of queries (e.g., requests transferred from the NRC call centre, other branches, and from NRC IRAP) that were also addressed by the ATIP Office.

Chart 1: Volume of access to information requests

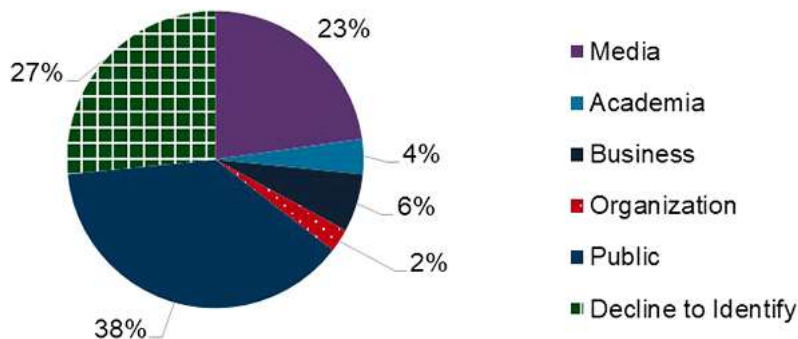


► Chart 1: Volume of access to information requests – Text version

Of the 74 requests completed within the reporting period 18% of records were "all disclosed" and 41% were "disclosed in part".

Of the 79 requests received, 18 were filed by the media, 3 by academia, 5 by businesses, 2 by organizations, 30 by members of the public and 21 by requestors who declined to identify.

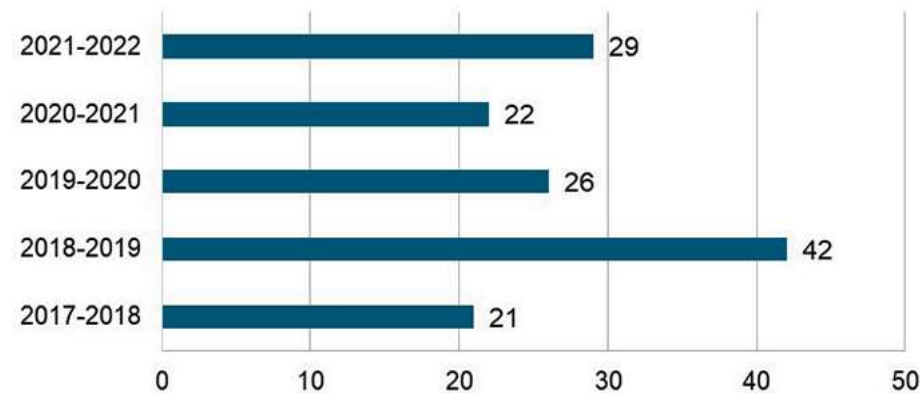
Chart 2: Access to information requests received by source



► Chart 2: Access to information requests received by source – Text version

As a result of the posted summaries of completed access to information requests, the NRC received additional informal requests for previously released information. The ATIP Office processed 29 informal requests (not subject to the ATIA) in this reporting period. This was an increase of 32%, as compared to 22 informal requests received in the 2020-2021 reporting period.

Chart 3: Volume of informal access to information requests



► Chart 3: Volume of access to information requests – Text version

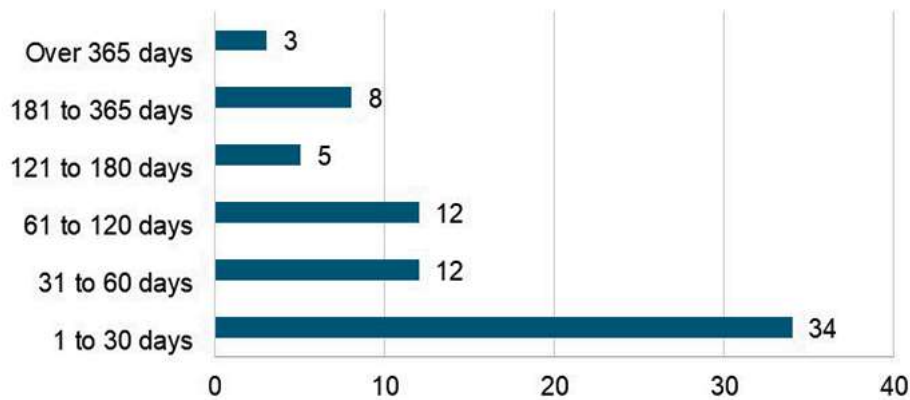
In terms of topics, the subject matter of the 79 requests received during this reporting period related to various activities across the organization including:

- Grants and contributions, primarily related to NRC IRAP;
- Contracting, including call-ups and purchase orders;
- Program research;
- Other (including management correspondence and other specific requests).

With regard to completion times, out of the 74 requests completed during this reporting period, 34 were completed within 30 days, 12 were completed within 31 to 60 days, 12 were completed between 61 and 120 days, 5 were completed in 121 to 180 days, 8 were completed between 181 and 365 days, and 3 were completed in excess of 365 days. All levels of the NRC worked diligently to ensure that statutory deadlines were met to the greatest extent possible, with 66% of requests responded to within legislated timelines.

During the 2020-2021 and 2021-2022 reporting periods, the NRC played a key role in relation to the coronavirus pandemic by hosting the secretariat for the COVID-19 Vaccine Task Force (VTF). As a result, the volume of records and the complexity of the information needing to be reviewed significantly increased, which contributed to a delay in the processing of requests and consultations, as well as other activities that support ATIP program administration. Nevertheless, the ATIP Office made considerable efforts to maintain service delivery despite these operational challenges.

Chart 4: Timelines and extensions – completed requests



► Chart 4: Timelines and extensions - completed requests – Text version

During the 2021-2022 reporting period, the NRC had 25 requests that were closed past the projected timelines, which accounted for 34% of the total requests.

Section 9 of the ATIA allows institutions to extend the time limit for the processing of requests if:

- a. The request is for a large number of records or necessitates a search through a large number of records and meeting the original time limit would unreasonably interfere with the operations of the government institution.
- b. Consultations are necessary to comply with the request that cannot reasonably be completed within the original time limit; or
- c. As a result of the third party notice process carried out under section 27 of the Act.

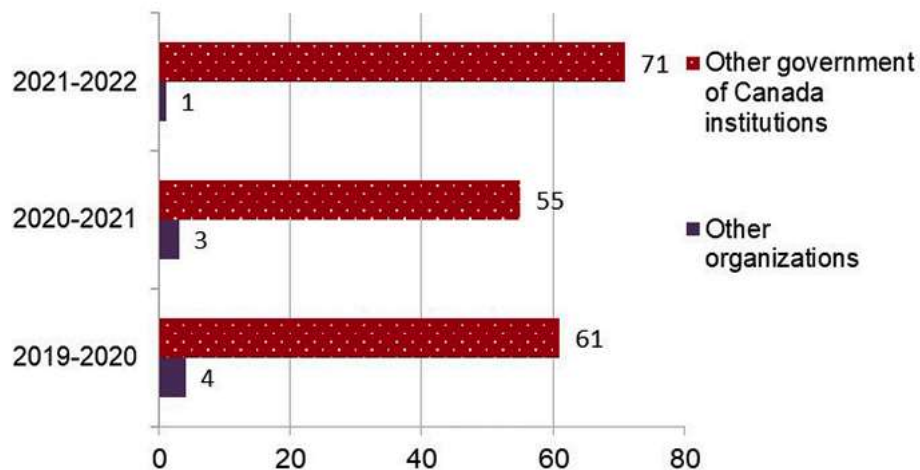
The NRC invoked an extension in the case of 39 requests. The extensions involved records containing confidential information which necessitated consultations with other institutions, organizations and third parties; as well as in cases for which meeting the original time limit of 30 days would have unreasonably interfered with the operations of the NRC.

Sections 4.2 and 4.3 of the Statistical Report focus on the application of exemptions and exclusions under the ATIA. During this reporting period, the most commonly invoked exemptions by the NRC were as follows:

- Section 19 (Personal information)
- Section 20 (Third party information)
- Section 21 (Advice, etc.)

As a government agency, the NRC is asked by other Government of Canada institutions, as well as other organizations (such as universities and provincial governments) for its input regarding disclosure of information about or originating with the NRC. During this reporting year, the NRC received 71 consultation requests from other Government of Canada institutions, and 1 consultation request from another organization. This compares with 55 from other Government of Canada institutions and 3 from other organizations received in 2020-2021, and 61 from other Government of Canada institutions and 4 from other organizations received in 2019-2020. Providing timely responses to consultations represents a significant portion of the ATIP Office workload.

Chart 5: Consultation requests received by source

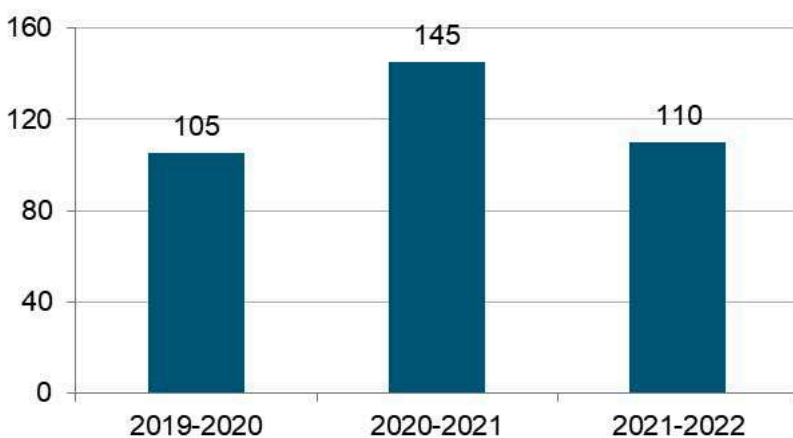


► Chart 5: Consultation requests received by source – Text version

The ATIP Office works closely with the offices of primary interest at the NRC to respond effectively to these requests.

With regard to the provisions of the ATIA, the NRC's ATIP Office reviewed a total of 110 parliamentary questions received during this reporting period, 145 reviewed in 2020-2021 and 105 reviewed in 2019-2020.

Chart 6: Parliamentary questions



► Chart 6: Parliamentary questions – Text version

For the 2021-2022 reporting period, the NRC was asked to complete a supplemental report. This supplemental statistical report is included as [Annex C](#).

III. Reporting on access to information fees for the purposes of the *Service Fees Act*

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 ATIA, the information below is reported in accordance with the requirements of section 20 of the *Service Fees Act*.

- Enabling authority: *Access to Information Act*;
- Fee amount: \$5 application fee;
- Total revenue: \$350;
- In accordance with the *Interim Directive on the Administration of the Access to Information Act*, issued on May 5, 2016, and the changes to the ATIA that came into force on June 21, 2019, the NRC waives all fees prescribed by the Act and Regulations, other than the \$5 application fee set out in paragraph 7(1)(a) of the Regulations;
- Fees waived: the application fee for nine requests was waived during this reporting period;
- Cost of operating the program: \$343,027.

IV. Access to information-related training and education

To increase the knowledge and understanding of the ATIA across the NRC, training and awareness sessions are delivered to NRC employees. These sessions provide basic information on the purpose and provisions of the Act, roles and responsibilities, and general best practices for information management. All training sessions include information on the identification and management of personal information and the *Privacy Act*. During this reporting period, the ATIP Office delivered one training session to 37 employees located in the National Capital Region and in regional offices. The ATIP Office also delivered, upon request, training to small groups throughout the reporting period.

In support of ATIP activity across the Council, tools and guidance are updated regularly and are made available on the NRC's external and internal websites.

The ATIP Office continually works to sensitize and educate employees, third parties, and requesters on the requirements of the ATIA through ongoing dialogue and bilateral discussions. During the reporting period, the ATIP Coordinator and Officers responded to numerous enquiries from colleagues (e.g., NRC IRAP, management), providing advice and guidance on various access-related matters.

Throughout this reporting period, the ATIP Coordinator and Officers attended ATIP community meetings and various training sessions offered by the TBS.

V. Procedures, guidelines and directives

The NRC did not implement any new or revised access to information policies, guidelines or procedures during the reporting period.

VI. Complaints, investigations and audits

Two complaints against the NRC were filed with the Office of the Information Commissioner (OIC) during the period covered by this report. In support of the OIC's investigative process, the ATIP Office transferred all necessary records for their review. At the end of the reporting period, 4 complaints were unresolved.

There were no court cases and no audits of the NRC under the ATIA during this reporting period.

VII. Monitoring of access to information requests

In keeping with TBS policies and directives, the ATIP Office has established internal ATIP procedures and business practices to ensure the efficient and timely processing of access requests, while making every effort to assist applicants in the most expeditious manner without regard for their identity.

The ATIP Office uses a case management system that tracks both active and closed requests. This system is designed to follow the legislative deadlines.

The ATIP Office holds weekly meetings to discuss request-related activities, determine timelines, and ensure that all team members are informed of the status of files. Weekly meetings also take place with the Director, Library and Information Management Services.

A report of active ATIP files (which maintains the privacy of the requesters' identities) is shared with the NRC senior management team every week and a more detailed report is provided to delegated authorities. A weekly report is also shared with the Minister of Innovation, Science and Economic Development Canada.

Annex A: Delegation order

Access to Information and Privacy Act Delegation Order

The President of the National Research Council of Canada, pursuant to section 95 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the person occupying on an acting basis those position, to exercise the powers, duties and functions of the President as the head of the NRC, under the sections of the Acts and related regulations set out in the schedule opposite each position. This designation replaces all previous designation orders.

Schedule

Position	<i>Access to Information Act</i> and Regulations	<i>Privacy Act</i> and Regulations
Vice-President, Business and Professional Services	Full authority	Full authority
Chief Information Officer and Director General, Knowledge, Information and Technology Services	Full authority	Full authority
Director, Library and Information Management Services	Full authority	Full authority

Position	<i>Access to Information Act</i> and Regulations	<i>Privacy Act</i> and Regulations
Access to Information and Privacy Coordinator	Sections: • 7(a) • 8(1) • 9 • 11(2) • 12(2) and (3) • 26 • 27(1) and (4) • 28(1), (2) and (4) • 33 • 37(4) • 43(2) • 44(2)	Sections: • 8(2)(j) • 8(4) and (5) • 9(1) and (4) • 10 • 14 • 15 • 17(2)(b) • 18(2) • 31 • 35(1) and (4) • 36(3) • 37(3) • 51(2)(b)

Dated at the City of Ottawa

4 May 2021

Iain Stewart

President of the National Research Council of Canada

Annex B: Statistical report

Statistical Report on the *Access to Information Act*

Name of institution: National Research Council Canada

Reporting period: April 1, 2021 to March 31, 2022

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

1.1 Number of requests

Source	Number of requests
Received during reporting period	79
Outstanding from previous reporting periods • Outstanding from previous reporting periods: 35 • Outstanding from more than one previous reporting periods: 2	37
Total	116
Closed during reporting period	74
Carried over to next reporting period • Carried over within legislated timeline: 9 • Carried over beyond legislated timeline: 33	42

1.2 Sources of requests

Source	Number of requests
Media	18
Academia	3
Business (private sector)	5
Organization	2
Public	30
Decline to identify	21
Total	79

1.3 Channels of requests

Source	Number of requests
Online	77
E-mail	1
Mail	1
In person	0
Phone	0
Fax	0
Total	79

Section 2 – Informal requests

2.1 Number of informal requests

Source	Number of requests
Received during reporting period	29
Outstanding from previous reporting periods - Outstanding from previous reporting periods: 1 - Outstanding from more than one previous reporting periods: 0	1
Total	30
Closed during reporting period	30
Carried over to next reporting period	0

2.2 Channels of informal requests

Source	Number of requests
Online	29

Source	Number of requests
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	29

2.3 Completion time of informal requests

1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
22	8	0	0	0	0	0	30

2.4 Pages released informally

Less than 100 pages released		100-500 pages released		501-1000 pages released		1001-5000 pages released		More than 5000 pages released	
Number of requests	Pages released	Number of requests	Pages released	Number of requests	Pages released	Number of requests	Pages released	Number of requests	Pages released
0	0	0	0	0	0	0	0	0	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
23	398	3	677	3	2,271	1	1,445	0	0

Section 3 – Applications to the Information Commissioner on declining to act on requests

Source	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 report 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	
All disclosed	3	7	2	1	0	0	0	13
Disclosed in part	1	5	9	11	5	8	2	41
All exempted	0	1	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	9	3	1	0	0	0	0	13
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	3	1	0	0	0	0	1	5
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	17	17	12	12	5	8	3	74

4.2 Exemptions

Section	Number of requests
13(1)(a)	1
13(1)(b)	0
13(1)(c)	0
13(1)(d)	0
13(1)(e)	0
14	0
14(a)	0
14(b)	0
15(1)	0
15(1) - I.A. ¹	4
15(1) - Def. ²	0
15(1) - S.A. ³	0
16(1)(a)(i)	0
16(1)(a)(ii)	0
16(1)(a)(iii)	0

Section	Number of requests
16(1)(b)	0
16(1)(c)	0
16(1)(d)	0
16(2)	0
16(2)(a)	0
16(2)(b)	0
16(2)(c)	12
16(3)	0
16.1(1)(a)	0
16.1(1)(b)	0
16.1(1)(c)	0
16.1(1)(d)	0
16.2(1)	0
16.3	0
16.4(1)(a)	0
16.4(1)(b)	0
16.5	0
16.6	0
17	2
18(a)	4
18(b)	13
18(c)	1
18(d)	1
18.1(1)(a)	0
18.1(1)(b)	0
18.1(1)(c)	0
18.1(1)(d)	0
19(1)	20
20(1)(a)	0
20(1)(b)	9
20(1)(b.1)	0
20(1)(c)	14
20(1)(d)	9

Section	Number of requests
20.1	0
20.2	0
20.4	0
21(1)(a)	20
21(1)(b)	9
21(1)(c)	12
21(1)(d)	6
22	0
22.1(1)	0
23	3
23.1	0
24(1)	1
26	0

4.2 Footnotes

- ¹ I.A.: Internal Affairs
- ² Def.: Defense of Canada
- ³ SA.: Subversive Activities

4.3 Exclusions

Section	Number of requests
68(a)	0
68(b)	0
68(c)	0
68.1	0
68.2(a)	0
68.2(b)	0
69(1)	0
69(1)(a)	0
69(1)(b)	0
69(1)(c)	0
69(1)(d)	0

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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	54	947	2	336	2	1,363	1	2,527	1	6,040

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 or 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

4.5.5 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 or 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	1	0	0	1
Disclosed in part	1	0	1	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	1	3

4.6 Closed requests

4.6.1 Requests closed within legislative timelines

Number of requests closed within legislative timelines: 49

Percentage of requests closed within legislative timelines: 66.21621622%

4.7 Deemed refusals

4.7.1 Reasons for not meeting legislative timelines

Number of requests closed past the legislative timelines	Principal reason			
	Interference with operations / workload	External consultation	Internal consultation	Other

Number of requests closed past the legislative timelines	Principal reason			
	Interference with operations / workload	External consultation	Internal consultation	Other
25	2	10	7	6

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	3	3	6
16 to 30 days	2	1	3
31 to 60 days	0	0	0
61 to 120 days	4	2	6
121 to 180 days	1	3	4
181 to 365 days	1	4	5
More than 365 days	0	1	1
Total	11	14	25

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	2	0
Disclosed in part	7	0	21	6
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	1	1
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0

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	
Total	8	0	24	7

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	3	0	8	0
31 to 60 days	0	0	2	1
61 to 120 days	2	0	11	3
121 to 180 days	1	0	1	1
181 to 365 days	2	0	2	2
365 days or more	0	0	0	0
Total	8	0	24	7

Section 6 – Fees

Fee type	Fee collected		Fee waived		Fee refunded	
	Number of requests	Amount	Number of requests	Amount	Number of requests	Amount
Application	70	\$350	9	\$45	0	\$0
Other fees	0	\$0	0	\$0	0	\$0
Total	70	\$350	9	\$45	0	\$0

Section 7 – Consultations received from other institutions and organizations

7.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	71	2,667	1	253
Outstanding from the previous reporting period	7	635	0	0
Total	78	3,302	1	253
Closed during the reporting period	78	3,302	1	253
Carried over with negotiated timelines	0	0	0	0

Consultations	Other Government of Canada institutions	Number of pages to review	Other organizations	Number of pages to review
Carried over beyond negotiated timelines	0	0	0	0

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

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
Disclose entirely	36	9	0	1	0	0	0	46
Disclose in part	8	9	10	2	0	0	1	30
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	2	0	0	0	0	0	0	2
Other	0	0	0	0	0	0	0	0
Total	46	18	10	3	0	0	1	78

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	1	0	0	0	0	1
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	1	0	0	0	0	1

Section 8 – Completion time of consultations on cabinet confidences

8.1 Requests with legal services

Number of days	Fewer Than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
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 page 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	0	0	0

Section 10 – Court action

10.1 Court action on complaints - Section 41

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

10.2 Court action 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	\$329,810
Overtime	\$0
Goods and services, including: - Professional services contracts (\$6,704) - Others (\$5,513)	\$13,217
Total	\$343,027

11.2 Human resources

Resources	Person years dedicated to access to information activities
Full-time employees	2.218
Part-time and casual employees	0.107
Regional staff	0.000
Consultants and agency personnel	0.082
Students	0.000
Total	2.407

Annex C: 2021-2022 Supplemental statistical report

Supplemental statistical report on the *Access to Information Act* and the *Privacy Act*

Name of institution: National Research Council of Canada

Reporting period: April 1, 2021 to March 31, 2022

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 request 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	52	0	0	52

Section 3: Open request and complaints under the *Access to Information Act*

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

Fiscal year open requests were received	Open requests that are <i>within</i> legislated timelines as of March 31, 2022	Open requests that are <i>beyond</i> legislated timelines as of March 31, 2022	Total
Received in 2021-2022	9	10	19
Received in 2020-2021	0	22	22
Received in 2019-2020	0	0	0

Fiscal year open requests were received	Open requests that are <i>within</i> legislated timelines as of March 31, 2022	Open requests that are <i>beyond</i> legislated timelines as of March 31, 2022	Total
Received in 2018-2019	0	1	1
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Total	9	33	42

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 2021-2022	2
Received in 2020-2021	0
Received in 2019-2020	1
Received in 2018-2019	1
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	4

Section 4: Open request and complaints under the *Privacy Act*

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

Fiscal year open requests were received	Open requests that are within legislated timelines as of March 31, 2022	Open requests that are beyond legislated timelines as of March 31, 2022	Total
Received in 2021-2022	1	0	1
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 or earlier	0	0	0
Total	1	0	1

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

Fiscal year open complaints were received by institution	Number of open complaints
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 or earlier	0
Total	0

Section 5: Social insurance number (SIN)

Did your institution receive authority for a new collection or new consistent use of the SIN in 2021-2022? No

Date modified:

2022-11-07