

Annual Report to Parliament 2023-2024 – Access to Information Act



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Catalogue Number: NR1-21E-PDF, ISSN 3111-2986

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Aussi disponible en français sous le titre : Rapport annuel au Parlement 2023-2024 – Loi sur l'accès à l'information



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Annual Report to Parliament 2023-2024 - Access to Information Act

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Introduction

The National Research Council of Canada's (NRC) annual report to Parliament on the administration of the *Access to Information Act* (ATIA) is submitted in accordance with section 94 of the ATIA and section 20 of the *Service Fees Act*. This 40th annual report provides an overview of the activities undertaken by the NRC during the reporting period of April 1, 2023 to March 31, 2024. During this time, the NRC did not have any non-operational subsidiaries.

The purpose of the ATIA 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 support that purpose, Part 1 of the ATIA extends the present laws of Canada to provide a right of access to information in records under the control of a government institution. The right of access is provided 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 ATIA sets out requirements for the proactive publication of information.

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 R&D investment.

1. Organizational structure and delegation of authority

From April 1, 2023 to July 23, 2023, 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 and 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.

From July 24, 2023 to March 31, 2024, the NRC's President delegated full authority for the application and administration of the ATIA to the Vice-President, Corporate Services and Chief Financial Officer, 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.

Copies of the signed Delegation Orders are included as Annex A.

During this 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 Office had 6 full-time positions: 1 ATIP coordinator, 3 senior ATIP officers, 1 junior ATIP officer and 1 ATIP clerk.

The ATIP Office works closely with the Information Management team, the Industrial Research Assistance Program (IRAP) ATIP liaison officers, executive advisors, the Communications Branch and senior management across the NRC.

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 ATIA
- 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
- Works collaboratively with departmental officials to fulfill the proactive publication requirements under Part 2 of the ATIA and oversees its compliance
- 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 NRC, 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's Montreal Road Campus in 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.

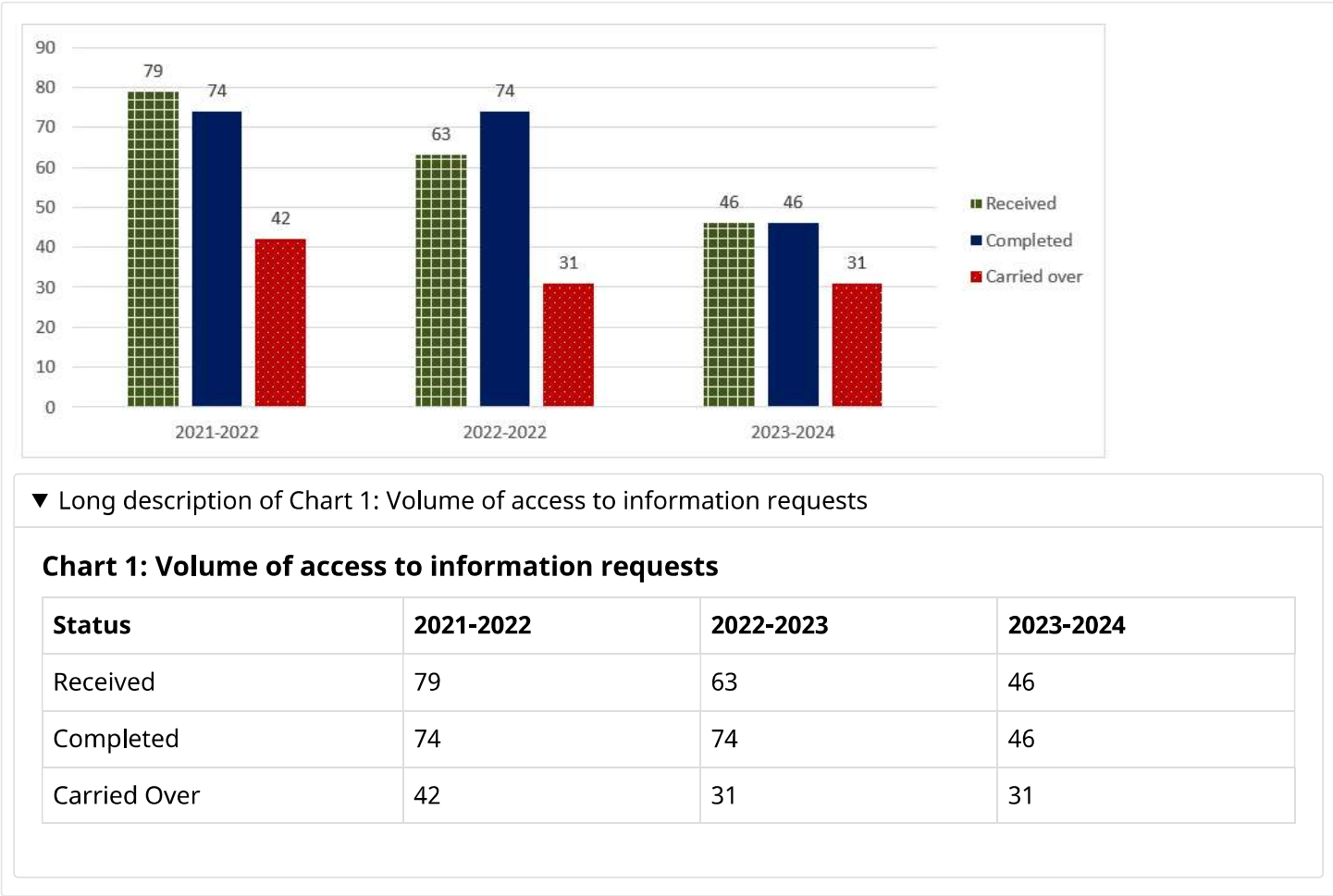
2. Interpretation of the statistical report and the supplementary statistical report

The complete statistical report on the administration of the ATIA by the NRC from April 1, 2023 to March 31, 2024, is included as Annex B. This section provides an interpretation of the statistics presented in that report.

During the reporting period, the NRC received 46 new access to information requests. There were 31 requests outstanding from previous reporting periods. Of the 77 requests processed during this period, 46 were completed and 31 were carried over to the next reporting period.

The statistical figures, as reflected in chart 1, 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, from other branches, from IRAP) that were also addressed by the ATIP Office.

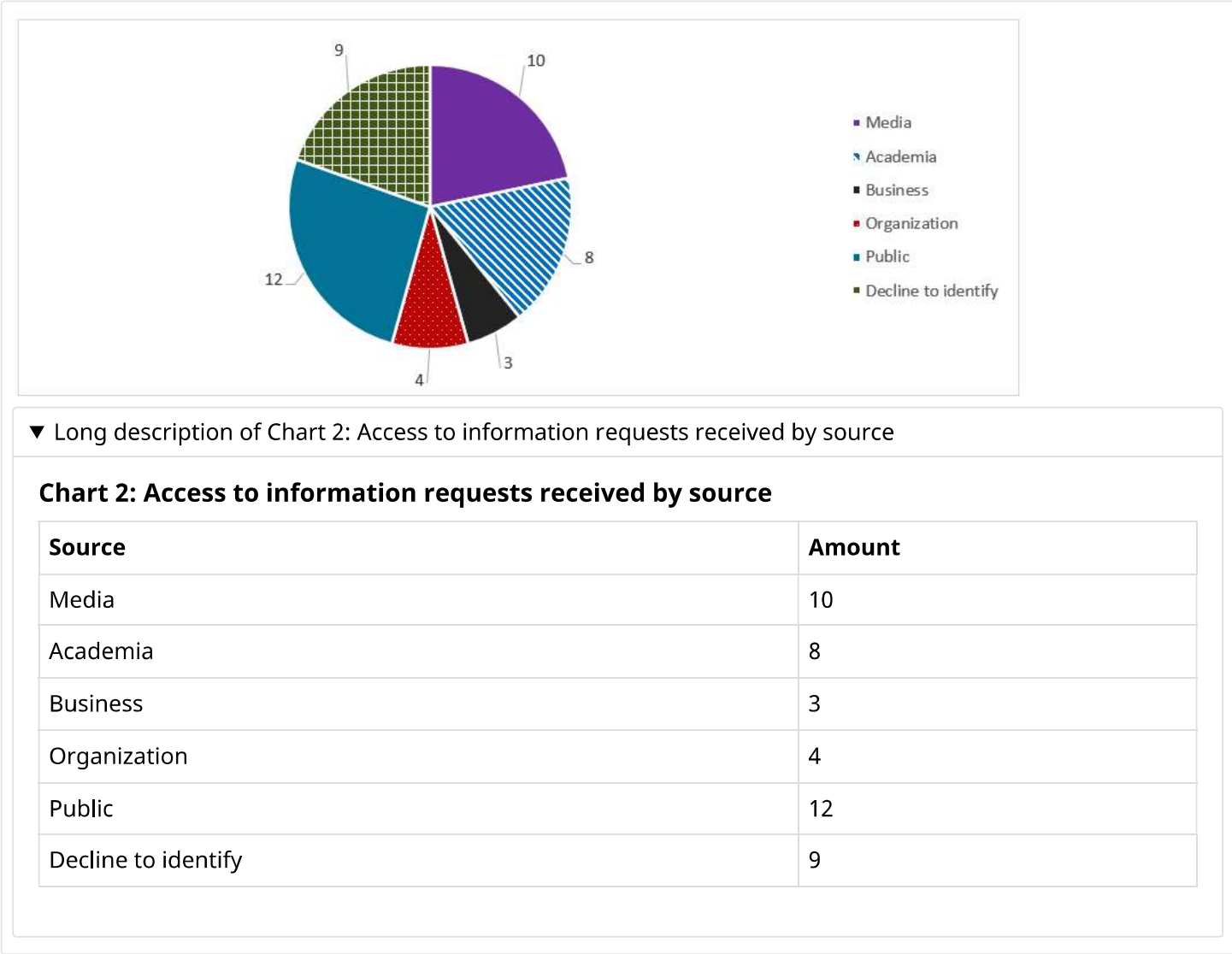
Chart 1: Volume of access to information requests



Of the 46 requests completed within the reporting period, 22% of records were all disclosed, 46% were disclosed in part, 30% had no existing records and 2% were closed as abandoned.

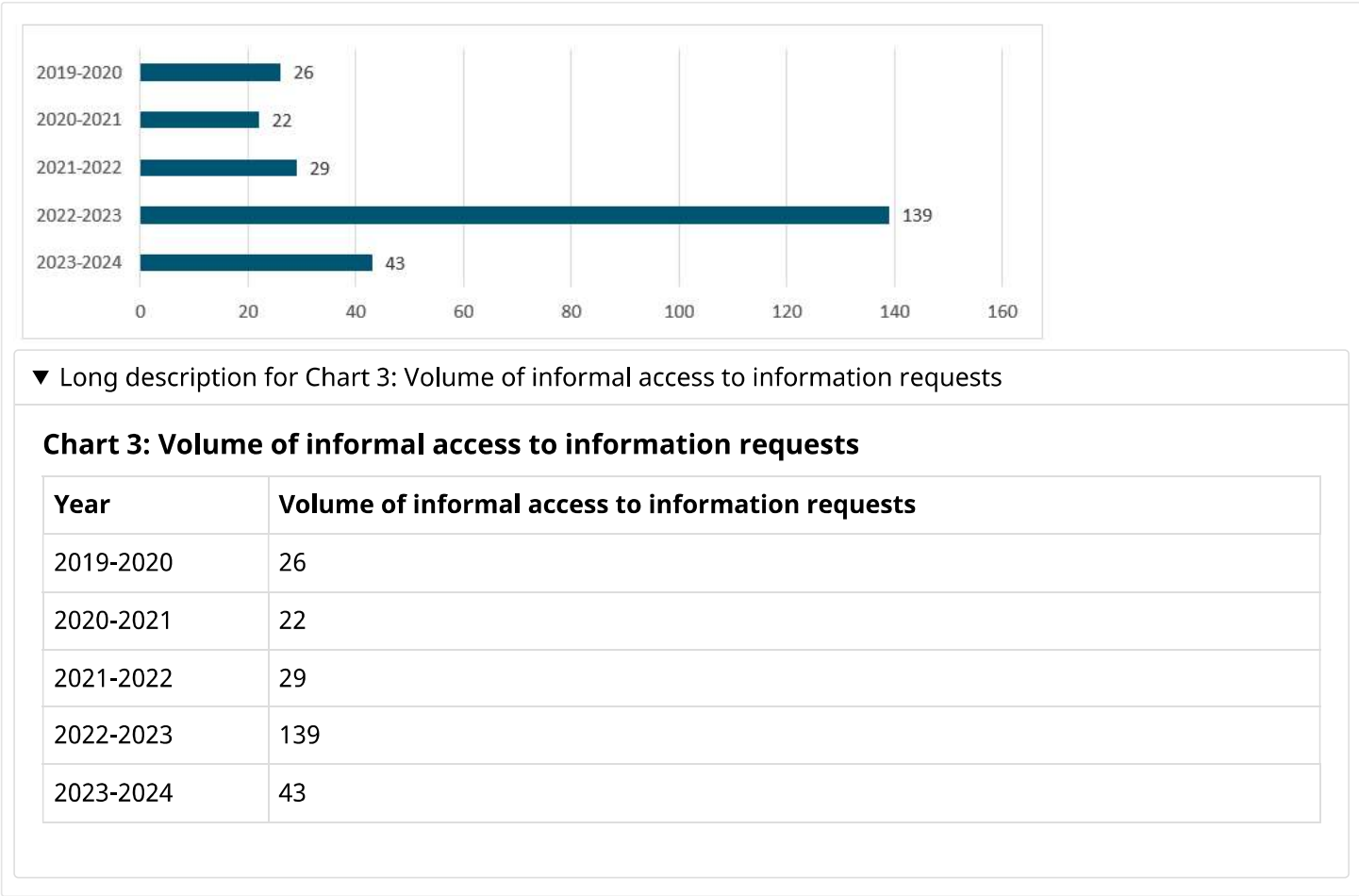
Of the 46 requests received, 10 were filed by the media, 8 by academia, 3 by businesses, 4 by organizations, 12 by members of the public and 9 by requestors who declined to identify.

Chart 2: Access to information requests received by source



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 43 informal requests (not subject to the ATIA) in this reporting period. This was a decrease of 69%, as compared to 139 informal requests received in the 2022-2023 reporting period.

Chart 3: Volume of informal access to information requests



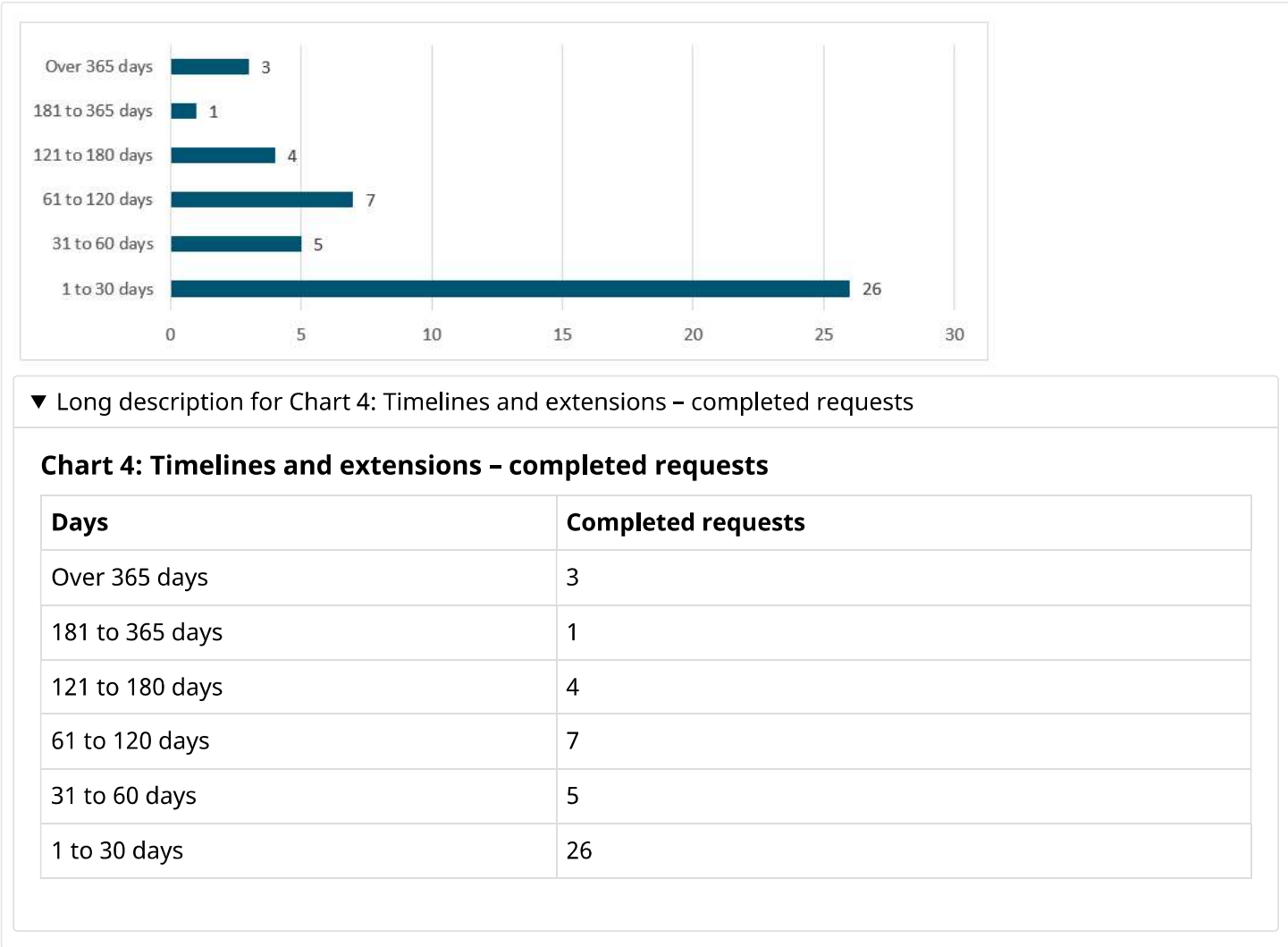
In terms of topics, the subject matter of the 46 access to information requests received during this reporting period related to various activities across the organization including:

- Grants and contributions, primarily related to 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 46 requests completed during this reporting period, 26 were completed within 30 days, 5 were completed within 31 to 60 days, 7 were completed between 61 and 120 days, 4 were completed in 121 to 180 days, 1 was 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, resulting in a 93% compliance within legislated timelines.

Chart 4: Timelines and extensions – completed requests



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. The ATIP Office made considerable efforts in 2023 and 2024 to close backlog requests and succeeded in closing an additional 3 requests from the outstanding 22 backlog files at the beginning of the reporting period.

Section 9 of the ATIA allows institutions to extend the time limit for the processing of requests in the following cases:

- 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
- Consultations are necessary to comply with the request that cannot reasonably be completed within the original time limit
- As a result of the third party notice process carried out under section 27 of the ATIA

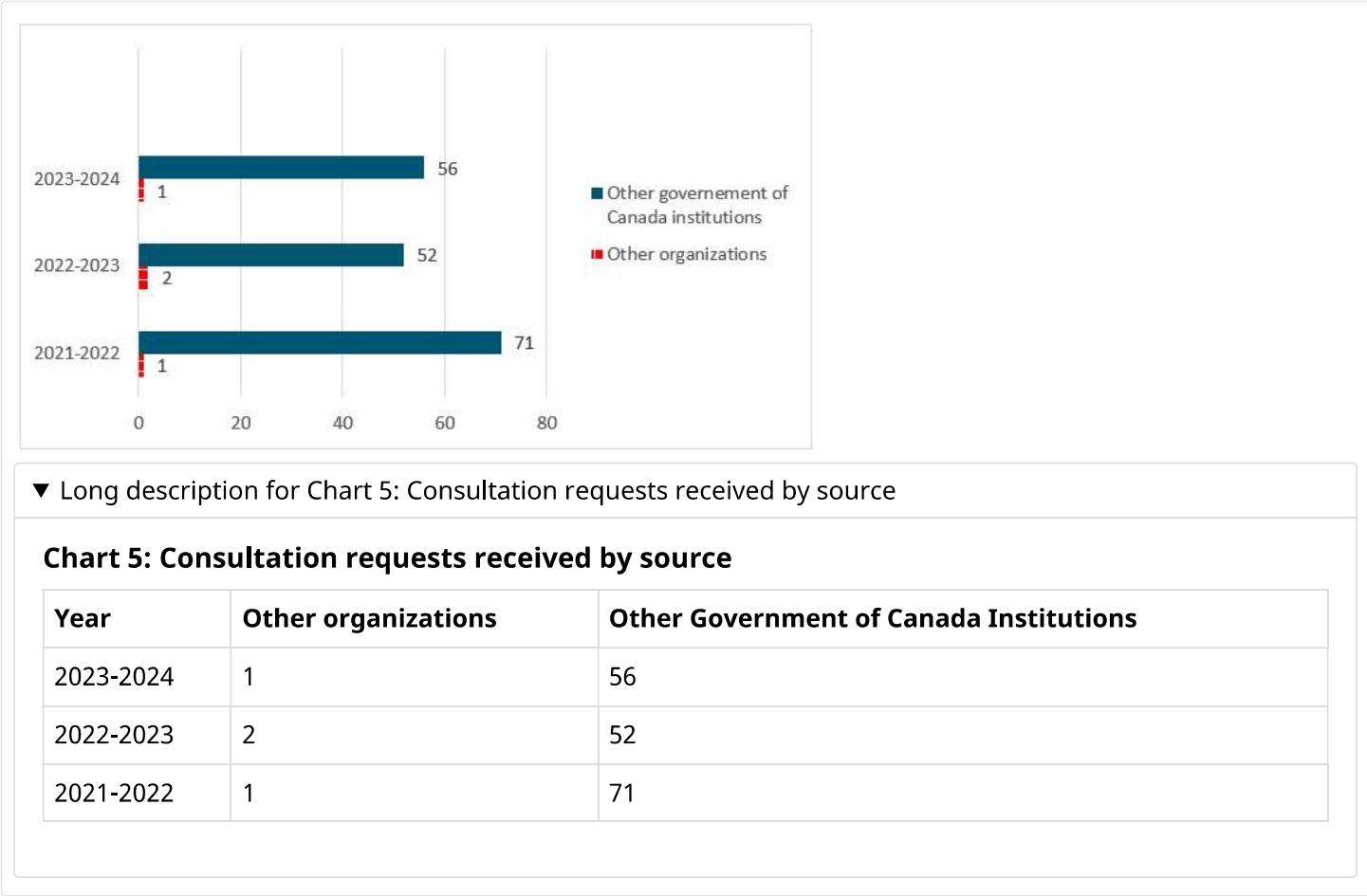
The NRC invoked an extension in the case of 37 requests. The extensions involved records containing confidential information which necessitated consultations with other institutions, organizations and third parties; as well as in cases for which meeting the original time limit of 30 days would have unreasonably 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)
- Section20 (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 56 consultation requests from other Government of Canada institutions, and 1 consultation request from another organization. This compares with 52 from other Government of Canada institutions and 2 from other organizations received in reporting year 2022-2023, as well as 71 from other Government of Canada institutions and 1 from other organizations received in reporting year 2021-2022. Providing timely responses to consultations represents a significant portion of the ATIP Office workload.

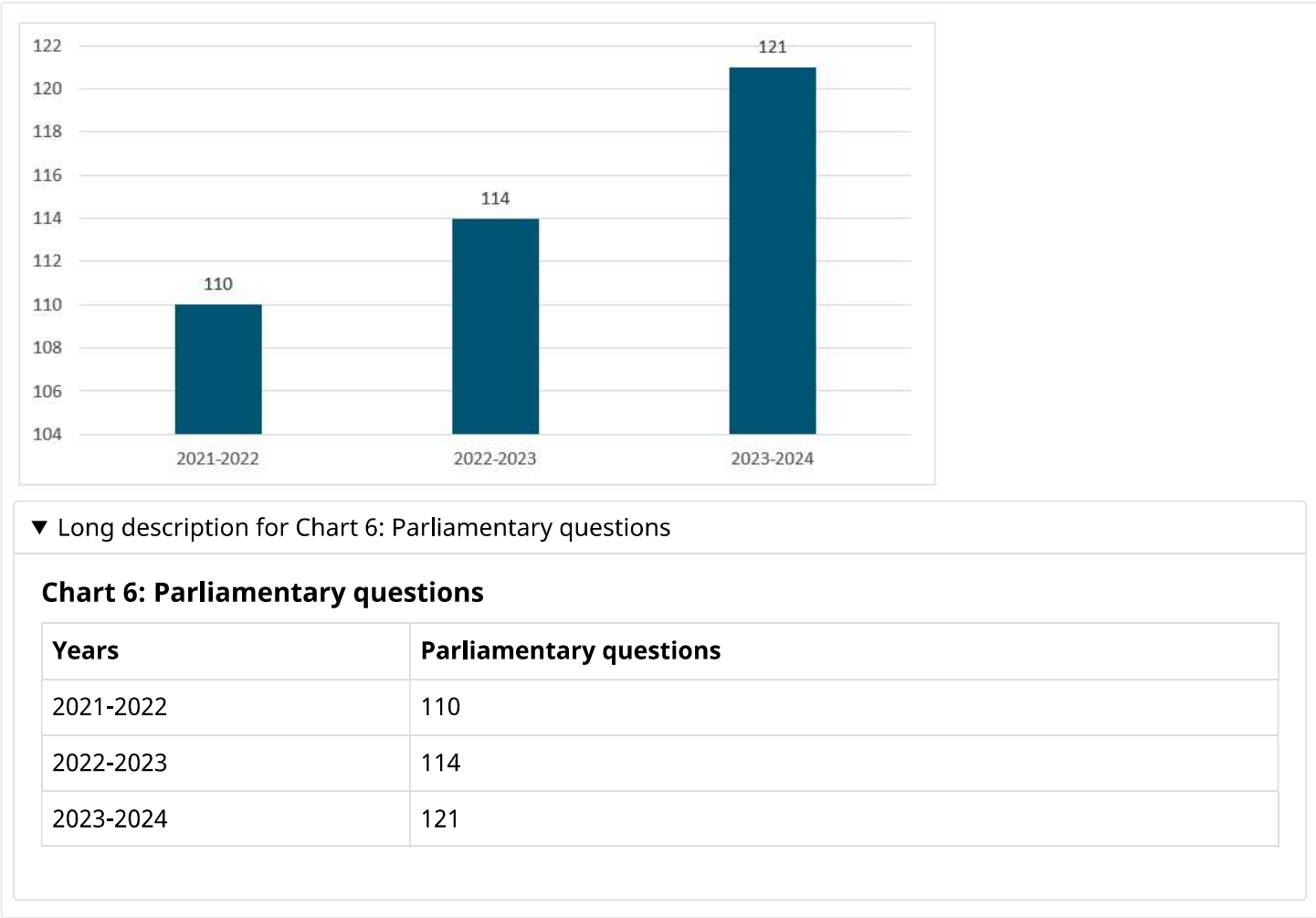
Chart 5: Consultation requests received by source



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

With regard for the provisions of the ATIA, and within the framework of its responsibilities and general roles, the NRC's ATIP Office reviewed a total of 121 parliamentary questions received during this reporting period, compared to 114 reviewed in 2022-2023 and 110 reviewed in 2021-2022.

Chart 6: Parliamentary questions



For the 2023-2024 reporting period, the NRC was asked to complete a supplementary statistical report, which is included as Annex C.

3. 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 *Access to Information Act*, 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: \$185
- 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 9 requests was waived during this reporting period
- Cost of operating the program: \$354,693

4. 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 ATIA, roles and responsibilities, as well as 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 8 training sessions to a total of 192 employees located in the National Capital Region and in regional offices. This increase in training compared to previous years contributed to the NRC achieving a 100% compliance rate.

In support of ATIP activity across the NRC, 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., 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.

5. Procedures, guidelines and directives

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

6. Complaints, investigations and audits

Three complaints against the NRC were filed with the Office of the Information Commissioner (OIC) during the period covered by this report. These complaints were in relation to extensions sought or exemptions invoked by the NRC. 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, 3 complaints were unresolved.

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

7. Monitoring of access to information requests

In keeping with TBS policies and directives, the ATIP Office has established internal procedures and business practices to ensure the efficient and timely processing of access to information requests, while making every effort to assist applicants in the most expeditious manner without regard for their identity. The Office continues to collaborate with program officials to streamline the need for consultations both within the NRC and with other government departments.

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.

8. Proactive publication under Part 2 of the ATIA

The NRC is a government institution listed in Schedule II of the *Financial Administration Act*. As such, the NRC is subject to sections 82 to 84 and 86 to 88 of Part 2 of the ATIA which stipulates that government entities are required to publish proactively travel expenses, hospitality expenses, reports tabled in parliament, contracts, grants and contributions and briefing materials.

The ATIP Office works in collaboration with groups responsible for each proactive publication requirement to fulfill these legislative obligations. These groups have established processes to ensure accurate, complete and timely publishing.

In the 2023-2024 fiscal year, the NRC met the proactive publication requirements at a compliance rate of 100%.

The following table lists the sections of Part 2 of the ATIA that the NRC is subject to:

Legislative requirement	Section	Publication timeline	Responsible groups
All Government Institutions as defined in section 3 of the <i>Access to Information Act</i>			
<u>Travel expenses</u>	82	Within 30 days after the end of the month of reimbursement	Finance
<u>Hospitality expenses</u>	83	Within 30 days after the end of the month of reimbursement	Finance
<u>Reports tabled in Parliament</u>	84	Within 30 days after tabling	Parliamentary Affairs
Government entities or departments, agencies and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i>			
<u>Contracts over \$10,000</u>	86	Q1 to 3: Within 30 days after the quarter Q4: Within 60 days after the quarter	Finance
<u>Grants and contributions over \$25,000</u>	87	Within 30 days after the quarter	IRAP
<u>Packages of briefing materials prepared for new or incoming deputy heads or equivalent</u>	88(a)	Within 120 days after appointment	Secretary General
<u>Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office</u>	88(b)	Within 30 days after the end of the month received	ATIP
<u>Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament</u>	88(c)	Within 120 days after appearance	Parliamentary Affairs

Annex A: Delegation order

Access to Information and Privacy Act Delegation Order

The President of the National Research Council of Canada (NRC), 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 persons occupying on an acting basis those positions, 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
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

Schedule

Position	<i>Access to Information Act</i> and Regulations	<i>Privacy Act</i> and Regulations
Vice-President, Corporate Services and Chief Financial Officer	Full authority	Full authority

Position	<i>Access to Information Act</i> and Regulations	<i>Privacy Act</i> and Regulations
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
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

24 July 2023

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, 2023 to March 31, 2024

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

1.1 Number of requests

Source	Number of requests
Received during reporting period	46
Outstanding from previous reporting periods • Outstanding from previous reporting periods: 7 • Outstanding from more than one previous reporting periods: 24	31
Total	77

Source	Number of requests
Closed during reporting period	46
Carried over to next reporting period - Carried over within legislated timeline: 10 - Carried over beyond legislated timeline: 21	31

1.2 Sources of requests

Source	Number of requests
Media	10
Academia	8
Business (private sector)	3
Organization	4
Public	12
Decline to identify	9
Total	46

1.3 Channels of requests

Source	Number of requests
Online	43
E-mail	0
Mail	3
In person	0
Phone	0
Fax	0
Total	46

Section 2 – Informal requests

2.1 Number of informal requests

Source	Number of requests
Received during reporting period	43

Source	Number of requests
Outstanding from previous reporting periods - Outstanding from previous reporting periods: 0 - Outstanding from more than one previous reporting periods: 0	0
Total	43
Closed during reporting period	43
Carried over to next reporting period	0

2.2 Channels of informal requests

Source	Number of requests
Online	43
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	43

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
43	0	0	0	0	0	0	43

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
34	705	8	2261	1	561	0	0	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							
	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	Total
All disclosed	1	7	2	0	0	0	0	10
Disclosed in part	0	4	2	7	4	1	3	21
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	10	3	1	0	0	0	0	14
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	12	14	5	7	4	1	3	46

Disposition of requests	Completion time							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365	Total
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	12	14	5	7	4	1	3	46

4.2 Exemptions

Section	Number of requests
13(1)(a)	0
13(1)(b)	1
13(1)(c)	0
13(1)(d)	0
13(1)(e)	0
14	0
14(a)	1
14(b)	0
15(1)	0
15(1) - I.A. ¹	1
15(1) - Def. ²	1
15(1) - S.A. ³	0
16(1)(a)(i)	0
16(1)(a)(ii)	0
16(1)(a)(iii)	0
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)	8

Section	Number of requests
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	8
18(a)	3
18(b)	5
18(c)	2
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)	15
20(1)(a)	0
20(1)(b)	9
20(1)(b.1)	0
20(1)(c)	10
20(1)(d)	4
20.1	0
20.2	0
20.4	0
21(1)(a)	4
21(1)(b)	2

Section	Number of requests
21(1)(c)	2
21(1)(d)	1
22	0
22.1(1)	0
23	1
23.1	0
24(1)	0
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)	1
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)	2
69(1)(d)	0
69(1)(e)	0
69(1)(f)	0

Section	Number of requests
69(1)(g) re(a)	1
69(1)(g) re(b)	0
69(1)(g) re(c)	1
69(1)(g) re(d)	1
69(1)(g) re(e)	1
69(1)(g) re(f)	0
69.1(1)	0

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	31	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
3840	2945	32

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

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
All disclosed	10	216	0	0	0	0	0	0	0
Disclosed in part	12	680	8	2412	1	532	0	0	0
All exempted	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0
Total	23	896	8	2412	1	532	0	0	0

Disposition	Less than 100 pages processed		100-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More page
	Number of requests	Pages processed	Number of requests	Pages processed	Number of requests	Pages processed	Number of requests	Pages processed	Num of requ
Request abandoned	1	0	0	0	0	0	0	0	0
Neither confirmed or denied	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
Total	23	896	8	2412	1	532	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 or denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

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
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
Total	0	0	0	0

Disposition	Consultation required	Legal advice sought	Other	Total
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
Neither confirmed or denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	0	0	0	0

4.6 Closed requests

4.6.1 Requests closed within legislative timelines

Number of requests closed within legislative timelines: 43

Percentage of requests closed within legislative timelines: 93.47826087%

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
3	0	0	0	3

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
Total	1	2	3

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
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	1	2	3
Total	1	2	3

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	0	0	1	1
Disclosed in part	8	3	4	9
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	1	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	9	3	5	10

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	1	0	1
31 to 60 days	1	2	1	0
61 to 120 days	4	0	1	7
121 to 180 days	3	0	2	2
181 to 365 days	1	0	1	0
More than 365 days	0	0	0	0
Total	9	3	5	10

Section 6 – Fees

Fee type	Fee collected		Fee waived		Fee refunded	
	Number of requests	Amount	Number of requests	Amount	Number of requests	Amount
Application	37	\$185	9	\$45	0	\$0
Other fees	0	\$0	0	\$0	0	\$0
Total	37	\$185	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	56	2701	1	22
Outstanding from the previous reporting period	0	0	0	0
Total	56	2701	1	22
Closed during the reporting period	54	2670	0	0
Carried over with negotiated timelines	2	31	1	22
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							
	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
Disclose entirely	28	3	0	0	0	0	0	31
Disclose in part	15	6	1	1	0	0	0	23
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	43	9	1	1	0	0	0	54

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							
	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
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

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	2	3	0	0	0	0	0	0	0	0
31 to 60	1	11	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	1	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	3	14	0	0	0	0	0	0	0	0

8.2 Requests with Privy Council Office

[illegible]

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
3	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	1	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	\$354,693
Overtime	\$44
Total	\$360,823

Expenditures	Amount
Goods and services, including: - Professional services contracts (\$0) - Others (\$6,086)	\$6,086
Total	\$360,823

11.2 Human resources

Resources	Person years dedicated to access to information activities
Full-time employees	4.500
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	4.500

Annex C: Supplemental statistical report

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

Name of institution: National Research Council Canada

Reporting period: April 1, 2023 to March 31, 2024

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

1.1 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, 2024	Open requests that are <i>beyond</i> legislated timelines as of March 31, 2024	Total
Received in 2023-2024	10	0	10
Received in 2022-2023	0	2	2
Received in 2021-2022	0	6	6
Received in 2020-2021	0	12	12
Received in 2019-2020	0	0	0
Total	10	21	31

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 2018-2019	0	1	1
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 or earlier	0	0	0
Total	10	21	31

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 2023-2024	2
Received in 2022-2023	1
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 or earlier	0
Total	3

Section 2: Open request and complaints under the *Privacy Act*

2.1 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, 2024	Open requests that are beyond legislated timelines as of March 31, 2024	Total
Total	0	0	0

Fiscal year open requests were received	Open requests that are within legislated timelines as of March 31, 2024	Open requests that are beyond legislated timelines as of March 31, 2024	Total
Received in 2023-2024	0	0	0
Received in 2022-2023	0	0	0
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 or earlier	0	0	0
Total	0	0	0

2.2 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 2023-2024	1
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 or earlier	0
Total	1

Section 3: Social insurance number (SIN)

Has your institution begun a new collection or a new consistent use of the SIN in 2023-2024? No

Section 4: Universal Access under the *Privacy Act*

How many requests were received from confirmed foreign nationals outside of Canada in 2023-2024? 0

Date modified:

2024-11-05