



**IDRC | CRDI**

International Development Research Centre  
Centre de recherches pour le développement international

## **Annual Report to Parliament**

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

**International Development Research Centre**

**2018-2019**

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## **1. INTRODUCTION**

The International Development Research Centre (IDRC) is pleased to table its Annual Report to Parliament on the administration of the *Access to Information Act* (ATIA or Act) for fiscal year 2018-2019, as required under subsections 72(1) and 72(2) of the Act.

### ***PURPOSE OF THE ACCESS TO INFORMATION ACT***

The [Access to Information Act](#) (R.S.C., 1985, c. A-1) was proclaimed on July 1, 1983. It was amended as a result of the [Federal Accountability Act](#) (S.C. 2006, c. 9).

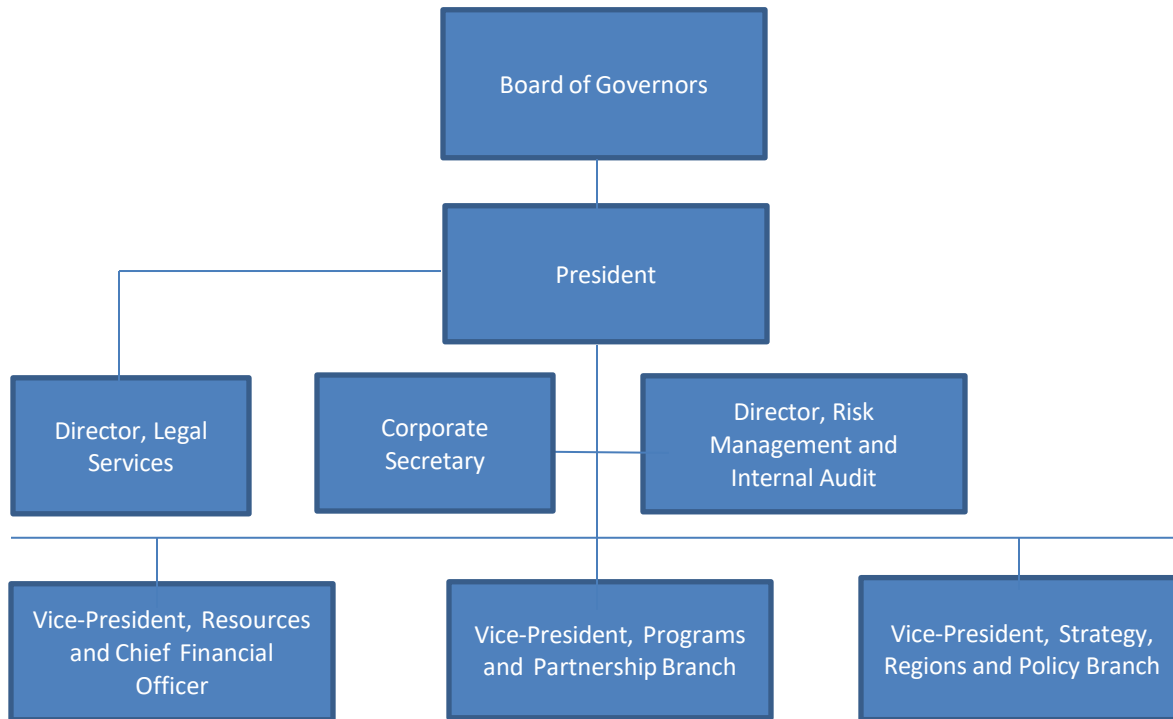
The Act gives Canadian citizens and permanent residents the right to have access to federal government records.

### ***IDRC'S MANDATE***

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

The [IDRC 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 377 employees, located at the head office in Ottawa, and in four regional offices around the world.

IDRC's President is the Chief Executive Officer and a member of the Board of Governors. The President ensures that the Centre is an integral part of Canada's foreign affairs and development efforts by investing in knowledge, innovation, and solutions to improve lives and livelihoods in the developing world. Bringing together the right partners around opportunities for impact, IDRC builds leaders for today and tomorrow and helps drive large-scale positive change for those who need it most. IDRC's programming is supported by the Centre's regional presence in Sub-Saharan Africa, Asia, Latin America and the Caribbean, and the Middle East and North-Africa.

The Programs and Partnership Branch (PPB) leads the development and implementation of the Centre's research support work as articulated in the Board approved Strategic Plan (2015-2020). PPB program staff work closely with partners to support researchers exploring new and innovative fields of research in developing countries, to contribute new ideas, practices and policies and to strengthen networks. Led by a Vice-President, PPB focuses its programming on helping Canada meet its foreign affairs and development goals under three areas of focus: Agriculture and Environment; Inclusive Economies; and Technology and Innovation. PPB funds research under the three thematic areas supported by the Centre, aligned with the Government of Canada's priorities. The responsibility for the donor partnership function is now also integrated

into Programs. Directors of Program Areas assume responsibility for partnerships, with coordination and oversight by the Vice-President, PPB.

Strategy, Regions and Policy Branch (SRP) encompasses the Policy and Evaluation Division, the Director of Strategic Development and Regional Directors. SRP provides leadership in developing and implementing the strategic planning, evaluation, learning, policy and corporate reporting functions of IDRC, and helps coordinate the work of the Centre's regional offices. Led by a Vice-President, SRP will lead and encourage strategic thinking, environmental scanning and trend analysis in order to inform IDRC's programming. It is also accountable for leading the development and implementation of key relationship management strategies designed to favorably position and profile the accomplishments, contributions, and values of IDRC at the highest levels of government and in the broader Canadian public context – 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 and accountability 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 the Director of Legal Services, 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 Legal Services unit provides legal advice on the *Act* and requests as needed. The ATIP Coordinator works with IDRC's Information Management and Technology Division staff to ensure that access to Centre information in all forms respects the requirements of the *Act*.

As required under section 71 of the *Act*, a reading room is provided at IDRC. Its 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, from one of IDRC's stock-holding distributors, or from [www.amazon.com](http://www.amazon.com). Printed copies of IDRC publications are also available for consultation at many libraries around the world.

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

As indicated in the Designation Order of 10 January 2019 (Appendix A), pursuant to section 73 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 2018-2019 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*

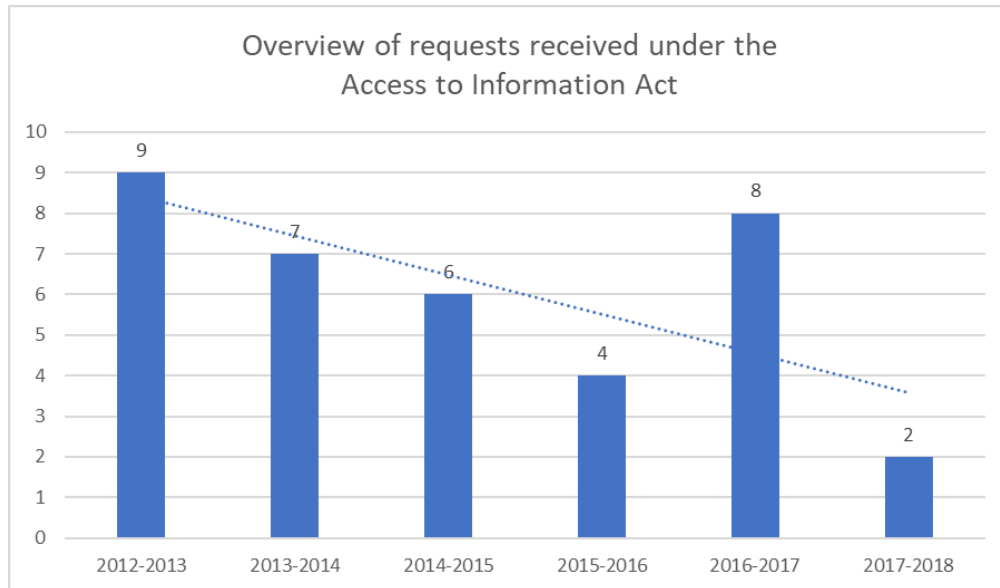
Between April 1, 2018, and March 31, 2019, the Centre received three requests for information under the *Act*. The Centre processed the requests in the reporting period.

##### *1.2 Sources of requests*

The three requests received in the reporting period came from organizations .

### 1.3 Multi-year trend

The number of requests received in 2018-2019 is lower than the number of requests for information received in the previous reporting years of 2016-2017, 2015-2016, 2014-2015, 2013-2014 and 2012-2013. The number of requests received in 2018-2019 is only slightly higher than those received in 2017-2018.



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

### 2.1 Disposition and completion time

The three requests were processed within 16-30 days and were fully disclosed.

### 2.2 Exemptions

One exemption was involved in the disposition of the requests responded to in fiscal year 2018-2019. Section 19 (1) (c) of the *Privacy Act* was invoked to have the personal information redacted from one document.

### 2.3 Exclusions

No exclusions were applied.

### 2.4 Format of information released

The requests released were fully disclosed and released in electronic format.

## 2.5 Complexity

Eighty-five (85) relevant pages were processed, and 85 pages were disclosed in total.

In processing the requests, the Centre did not need to undertake any form of external consultation. IDRC does not do assessment of fees for the request and so none were required. Legal advice was not sought for any of the requests.

## 2.6 Deemed refusals

IDRC did not have any deemed refusals for the reporting period of 2018-2019.

## 2.7 Requests for translation

No translation was sought because of the requests received.

### **PART 3: EXTENSIONS**

No extensions were taken for these requests. The requests were processed within 30 days.

### **PART 4: FEES**

Under the *Act*, fees for certain activities related to the processing of formal requests can be levied. In addition to the \$5 application fee, other charges may also apply for search, production, programming, preparation, alternative formation, and reproduction of the various records, as specified in the *Access to Information Regulations*.

The application fee of \$5 was the only fee collected. Under subsection 11(6) of the *Act*, the head of a government institution may waive the requirement to pay fees, which is the approach that the Centre has opted to follow.

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

During this reporting period, the Centre received three consultations from other government institutions. Of the three consultations, 85 pages were reviewed. IDRC responded to the consultations within 1 to 15 days.

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

The Centre did not receive any requests requiring consultations on Cabinet confidences.



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

Since the Centre only has one person dedicated part-time to ATI activities and to protect that individual's personal information, the Centre applied the formula for salary associated with the program delivery provided in the Treasury Board ATI Business Rules and Guide 2014 to note a total cost of \$10,000.00 covering both this and the *Privacy Act* functions.

### **5. TRAINING AND AWARENESS**

During the reporting period, the Centre did not offer any tailored training activities to its employees on the *Act*. However, as part of a wider orientation and onboarding, all employees are familiarized with the *Act* and IDRC's process regarding the *Act*.

### **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**

During the reporting period, the Centre did not receive any complaints nor investigations.

### **8. MONITORING COMPLIANCE**

In 2018-2019, IDRC did not monitor the amount of time spent by staff in compiling and responding to requests.

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



International Development Research Centre  
Centre de recherches pour le développement international

**JEAN LABEL**  
President/Président du Centre

10 January 2019

*Access to Information Act, s. 73*  
Designation by Position  
(One Officer or Employee)

*Access to Information Act* Designation Order

The President of the International Development Research Centre (IDRC), pursuant to section 73 of the *Access to Information Act*, hereby designates 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.

A handwritten signature in black ink, appearing to read "Jean Label". The signature is fluid and cursive.

Jean Label

OTTAWA • AMMAN • MONTEVIDEO • NAIROBI • NEW DELHI

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The word "Canada" in a bold, serif font, with a small red maple leaf icon above the letter 'a'.

**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:** 2018-04-01 to 2019-03-31

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

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	3
Outstanding from previous reporting period	0
<b>Total</b>	<b>3</b>
Closed during reporting period	3
Carried over to next reporting period	0

#### 1.2 Sources of requests

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

#### 1.3 Informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
1	0	0	0	0	0	0	1

**Note:** All requests previously recorded as “treated informally” will now be accounted for in this section only.



TBS/SCT 350-63 (Rev.  
2011/03)

**Part 2: Requests Closed During the Reporting Period**

**2.1 Disposition and completion time**

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	3	0	0	0	0	0	0	3
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
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
Total	3	0	0	0	0	0	0	3

**2.2 Exemptions**

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	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)	0
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	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						

16(1)(c)	0
16(1)(d)	0

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

## 2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	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

## 2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	0	3	0
Disclosed in part	0	0	0
<b>Total</b>	0	3	0

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	85	85	3
Disclosed in part	0	0	0
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0

**2.5.2 Relevant pages processed and disclosed by size of requests**

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	3	85	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	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
<b>Total</b>	3	85	0	0	0	0	0	0	0	0

**2.5.3 Other complexities**

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
<b>Total</b>	0	0	0	0	0



## 2.6 Deemed refusals

### 2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

### 2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	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

## 2.7 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

## Part 3: Extensions

### 3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0

Request abandoned	0	0	0	0
<b>Total</b>	0	0	0	0

### 3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	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

## Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	3	\$15	0	\$0
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
<b>Total</b>	3	\$15	0	\$0

## Part 5: Consultations Received From Other Institutions and Organizations

### 5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	3	85	0	0
Outstanding from the previous reporting period	0	0	0	0

<b>Total</b>	3	85	0	0
Closed during the reporting period	3	85	0	0
Pending at the end of the reporting period	0	0	0	0

**5.2 Recommendations and completion time for consultations received from other Government 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	3		0	0	0	0	0	3
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
<b>Total</b>	3	0	0	0	0	0	0	3

**5.3 Recommendations and completion time for consultations received from other organizations**

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0

**Part 6: Completion Time of Consultations on Cabinet Confidences**

**6.1 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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## 6.2 Requests with Privy Council Office

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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	0	0	0

## Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

## Part 9: Resources Related to the Access to Information Act

### 9.1 Costs

Expenditures		Amount
Salaries		\$10,000
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$10,000</b>

### 9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.50
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
<b>Total</b>	<b>0.50</b>

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