



**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**

**2012–2013**

**Canada**

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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 2012-2013, 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 that are not of a personal nature. It complements but does not replace other procedures for obtaining government information. It is not intended to limit in any way the access to government information that is normally available to the public upon request.

### IDRC MANDATE

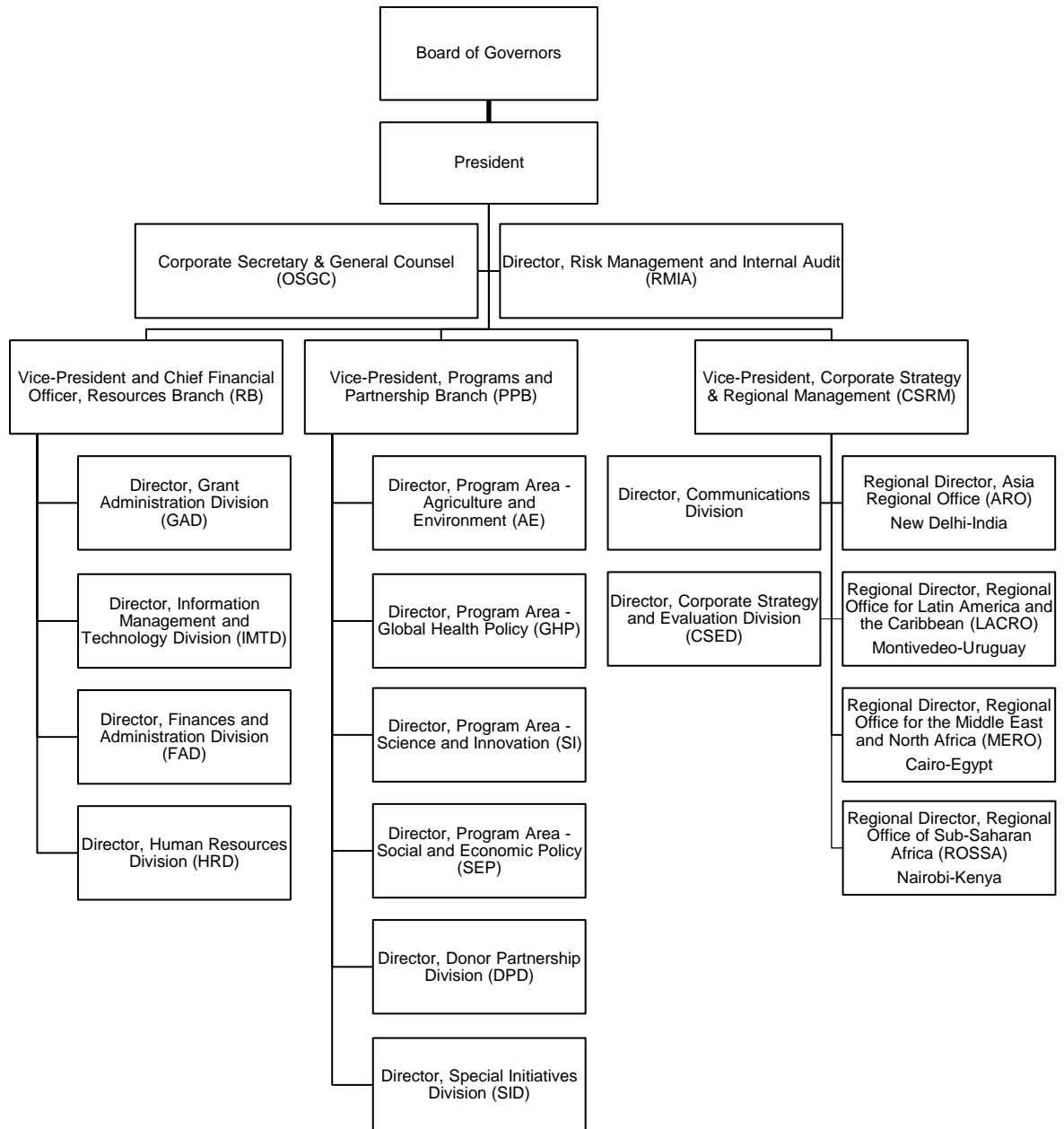
IDRC is a Crown corporation that was established in 1970. It is guided by a Board of Governors. IDRC reports to Canada's Parliament through the Minister of Foreign Affairs.

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."

In carrying out this mandate, IDRC helps developing countries find solutions to their problems by encouraging, supporting and conducting research. The focus is to reduce poverty, improve health, support innovation and safeguard the environment. IDRC encourages the sharing of knowledge with policymakers, other researchers and communities around the world. The result is innovative, lasting solutions that aim to bring choice and change to those who need it most.

In doing so, IDRC makes an important contribution to Canada’s foreign policy, complementing the work of the Department of Foreign Affairs and International Trade, the Canadian International Development Agency, and other government departments and agencies. This helps promote Canadian values such as political and intellectual pluralism and intellectual diversity, evidence-based policy-making, and democratic dialogue.

## 2. ORGANIZATIONAL STRUCTURE



## IDRC STRUCTURE

During the reporting period, IDRC employed about 400 people at its Ottawa and four regional offices around the world.

The Program and Partnership Branch is the research programming arm of IDRC which houses the subject specific research teams. The teams work closely with partners to support Southern researchers exploring new and innovative fields in developing countries. Proposals are developed with research partners through existing contacts made during monitoring visits, conferences and meetings with local officials and/or researchers. The goal is to fund policy relevant research under the thematic areas supported by IDRC using the "grants plus approach" where program staff engage with partners in framing research problems, improving research designs and choosing methodologies. This requires the expertise and involvement of program staff working with partners to contribute new ideas and theories, influence practice and policy and strengthen research networks.

The Corporate Strategy and Regional Management Branch has three roles. First, it provides leadership and support in developing and implementing IDRC's strategic planning, evaluation, and corporate reporting functions. Secondly, it is accountable for leading the development and implementation of relationship management strategies with a view to ensuring that IDRC's programs continue to be well understood. Thirdly, the Branch supports IDRC's programming through its regional presence. Regional offices in Africa, Asia, Latin America and the Caribbean, and the Middle East ensure operational coordination, consistency, follow-through, and the provision of timely and responsive service and advice.

Resources Branch's mandate spans four resource management areas including human resources, finance and administration, grant administration, and information. All four areas of activity are managed and administered at headquarters and, to various degrees, in regional offices. The Vice-President of the Branch 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 ATIP Coordinator oversees the implementation of the *Access to Information Act* within IDRC, and ensures compliance with the *Act*. The Office of the Secretary and General Counsel provides legal advice on the *Act* and handles requests of a sensitive nature, as needed. The ATIP Coordinator works with IDRC's Information Management Technology Division staff to ensure that access to IDRC information in all forms respects the requirements of the *Act*.

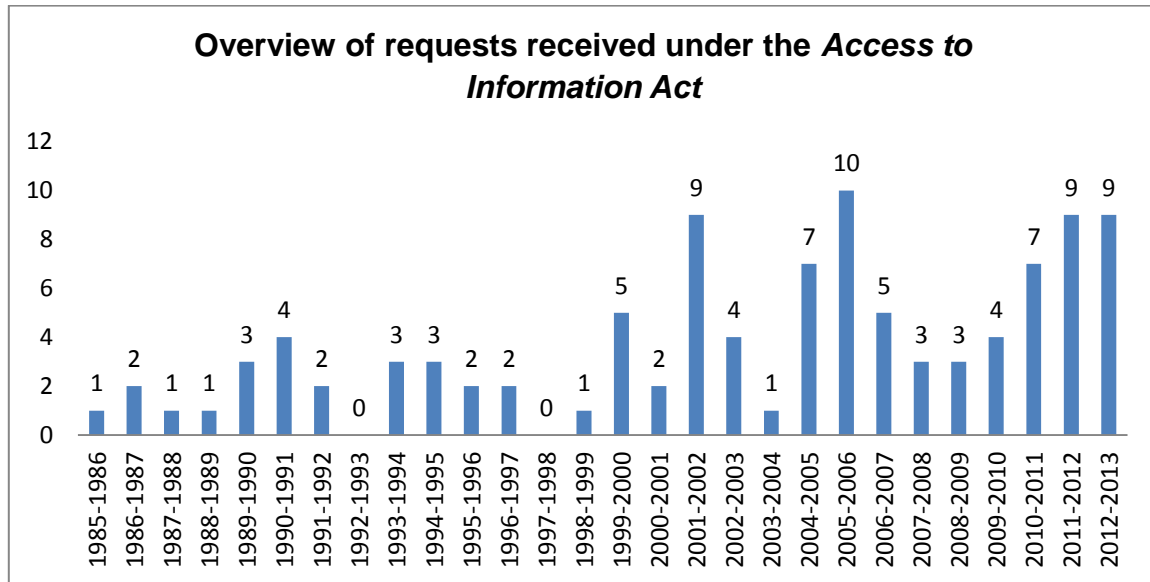
As required under section 71 of the *Act*, a reading room is provided in the IDRC library. Its public website, [www.idrc.ca](http://www.idrc.ca), provides considerable information on IDRC's work, including project highlights (by country) and basic information on projects including, but not limited to, funding, partner organizations and project results. IDRC publications, including those that result from IDRC 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 [amazon.com](http://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 April 18, 2013(Appendix A), pursuant to section 73 of the *Act*, the President has designated the ATIP 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 STATISTICAL REPORT

### STATISTICAL OVERVIEW

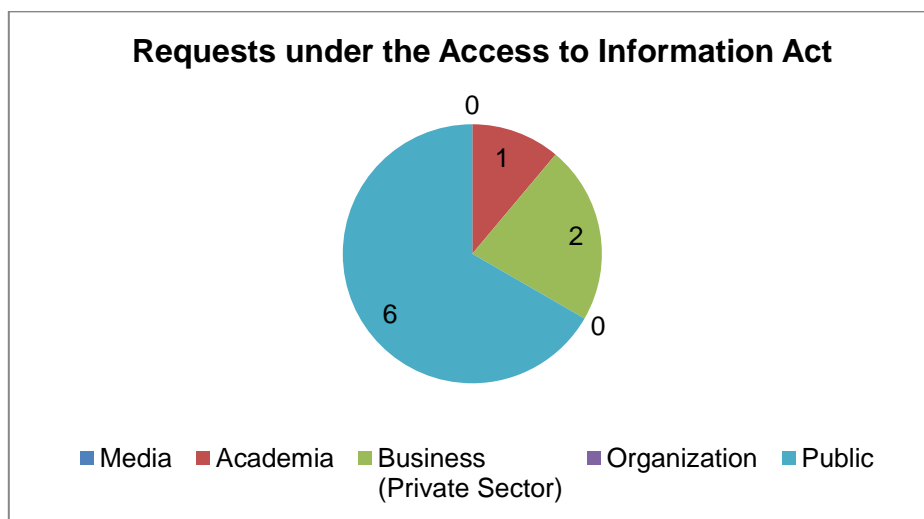


### STATISTICAL REPORT 2012-2013

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

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

##### 1.1 Requests



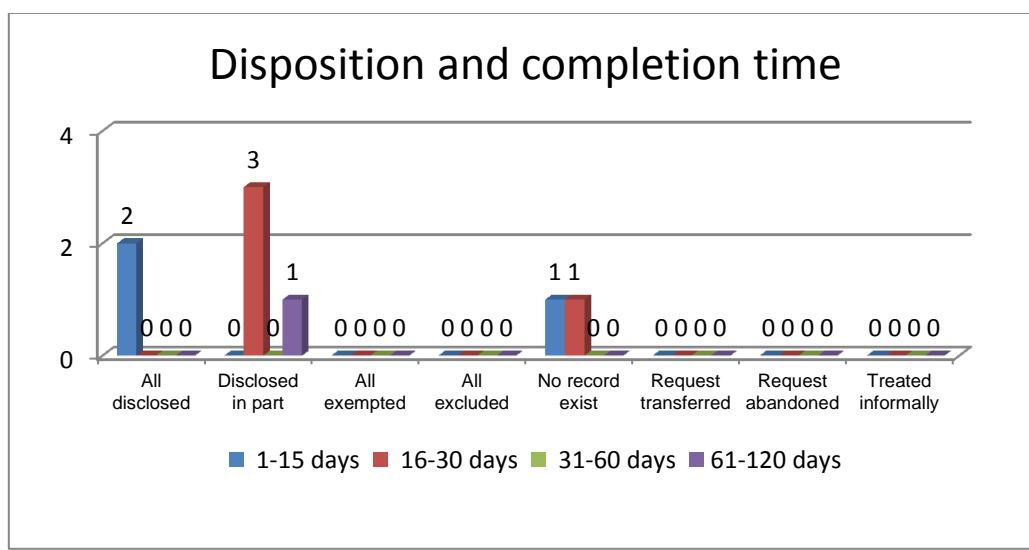
Between April 1, 2012 and March 31, 2013, IDRC received nine requests for information under the *Act*. During the reporting period, eight requests were closed and one was carried over to the next reporting period.

## 1.2 Sources of requests

Of the nine requests received, six came from the general public; two came from private sector businesses and one from academia. One request pertained to all records related to IDRC's decision to terminate funding of all research grants related to the Arab Centre for Applied Social Research, Mada al-Carmel. One request pertained to information on anti-smoking and anti-tobacco programs funded by IDRC, and four requests pertained to contribution agreements, contracts, audits and correspondence with Tides Canada/SageCentre/Sage Foundation, Equiterre, the Sierra Club/ASEED (Action pour la solidarité, l'équité, l'environnement et le développement) and the Pembina Institute. Another requester wanted information on how IDRC prioritizes themes and projects and whether they were in keeping with Canadian Foreign Policy objectives. One request pertained to funding agreements with Westwind Sea Labs (for which there were no records), and one request was for records relating to World Fisheries Trust (WFT). A 60 day extension was required in order to consult with a third party and consequently the latter request was brought forward to the following fiscal year (2013-2014).

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

### 2.1 Disposition and completion time





Of the nine requests received:

- One request was brought forward to the next fiscal year (2013-2014) as the request required third party consultation and therefore a 60 day extension was claimed.
- Three requests were processed within 1 to 15 days. Of these, two were processed with information fully disclosed while no records existed for the third.
- Four requests were processed within 16 to 30 days. Information was disclosed in part for three of the requests and a response to a request for which no records existed was completed as per the prescribed 30 days under the *Act* in which to respond.
- One request was disclosed in part following on a request for an extension involving third party consultation and was completed within 61-120 days.

## 2.2 Exemptions

In the disposition of the eight requests responded to in fiscal 2012-2013, the following sections have been invoked:

- 15(1) - International affairs and defence for one request;
- 19(1) - Personal information for three requests;
- 20(1) (a) Third party Information for one request;
- 20 (1) (a)(b)(c)(d) - Third party information for two requests;
- 21(1) (a)(b)(c)(d) - Operations of Government for two requests and;
- 23 - Solicitor client privilege for one request.

## 2.3 Exclusions

No exclusions were applied.

## 2.4 Format of information released

Of six requests processed, whether information was all disclosed or disclosed in part, 5 were released in paper format and one request linked requester to relevant pages on the IDRC website.

## 2.5 Complexity

With respect to the two requests that were fully disclosed, 86 relevant pages were processed and 86 disclosed in total. For the four requests disclosed in part, 3525 pages were processed and 1052 pages were disclosed in total.

The following is a breakdown of the relevant pages processed and disclosed by size of requests:

- Less than 100 pages processed: four requests for a total of 206 pages disclosed.
- 101-500 pages processed: one request for a total of 349 pages disclosed.
- 501-1,000 pages processed: n/a.
- 1,001-5,000 pages processed: one request for a total of pages 583 disclosed.
- More than 5,000 pages processed: n/a.

In processing the requests, IDRC did not encounter any other complexities as no external consultation and assessment of fees were required nor legal advice sought.

## 2.6 Deemed refusals

None of the requests were incomplete beyond the extended time limit.

## 2.7 Requests for translation

No translation was sought on account of any of the requests received.

### ***PART 3: EXTENSIONS***

A 60 day extension was taken for one request under section 9 (1) (a) and (c) of the Act, the primary reason being for third party consultation.

### ***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 fees of \$45 were the only fees collected. Under subsection 11(6) of the *Act*, the head of a government institution may waive the requirement to pay ancillary fees, which is the approach that IDRC has opted to follow to date.

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

During this reporting period, IDRC received ten consultations from other government institutions. One consultation was brought forward to the following fiscal year (2013-2014). Of the remaining nine consultations, 157 pages were processed and 126 were released. IDRC responded to eight consultations within one to fifteen days; seven disclosed entirely and one disclosed in part. One consultation was responded to within 31 to 60 days and disclosed in part.

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

IDRC did not receive any requests requiring consultations on Cabinet confidences.

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

Since IDRC has only one person dedicated part-time to ATI activities and in order to protect that individual's personal information, IDRC applied the formula for salary associated with the program delivery provided in the Treasury Board ATI Business Rules and Guide 2013 to note a total cost of \$10,750.00.

**5. TRAINING**

During the reporting period, IDRC did not offer any formal training activities to its employees on the *Act*, however informal briefings and information sessions took place throughout the year in preparation for responding to requests.

**6. INSTITUTIONAL POLICIES AND PROCEDURES**

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

**7. COMPLAINTS AND INVESTIGATIONS**

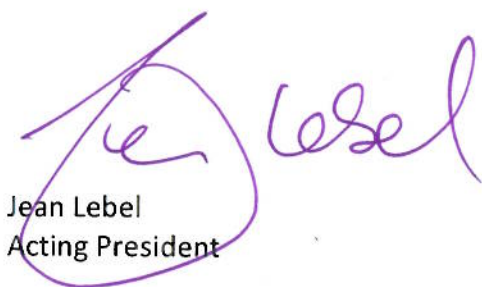
During the reporting period, IDRC was notified in October 2012 by the Office of the Information Commissioner (OIC) of a complaint regarding one of its requests. Requested records were provided to the OIC. The investigation is ongoing.

April 18, 2013

*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 Executive Assistant, President's Office 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* until June 30, 2013. The person holding the position of Executive Assistant, President's Office at IDRC shall exercise such powers and perform such duties under the supervision of the Secretary and General Counsel at IDRC.



Jean Lebel  
Acting President



## Statistical Report on the Access to Information Act

Name of institution: International Development Research Centre

Reporting period: 01/04/2012 to 31-Mar-13

### PART 1 – Requests under the Access to Information Act

#### 1.1 Requests

	Number of Requests
Received during reporting period	9
Outstanding from previous reporting period	0
<b>Total</b>	<b>9</b>
Closed during reporting period	8
Carried over to next reporting period	1

#### 1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	1
Business (Private Sector)	2
Organization	0
Public	6
<b>Total</b>	<b>9</b>

### 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	2	0	0	0	0	0	0	2
Disclosed in part	0	3	0	1	0	0	0	4
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	1	0	0	0	0	0	2
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Treated informally	0	0	0	0	0	0	0	0
<b>Total</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>

## 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)(a)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(c)	0	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	2
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	2
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	2
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	2
15(1) - I.A.*	1	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	0	16.2(1)	0	19(1)	4	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	1	23	1
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	2	24(1)	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	0
16(1)(a)(iii)	0	16.5	0	20(1)(c)	2		
16(1)(b)	0	17	0	20(1)(d)	2		
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)(a)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	0
68.1	0	69(1)(d)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	0
				69.1(1)	0

## 2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	1	0	1
Disclosed in part	4	0	0
<b>Total</b>	<b>5</b>	<b>0</b>	<b>1</b>

## 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	86	86	2
Disclosed in part	3525	1052	4
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	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	
	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed
All disclosed	2	86	0	0	0	0	0	0	0	0
Disclosed in part	2	120	1	349	0	0	1	583	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
Abandoned	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>4</b>	<b>206</b>	<b>1</b>	<b>349</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>583</b>	<b>0</b>	<b>0</b>

## 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	1	0	0	0	1
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

## 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>	<b>0</b>	<b>0</b>	<b>0</b>

## 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	1
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	1

### 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	1
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	1



## PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	# of Requests	Amount	# of Requests	Amount
Application	9	\$45	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>	9	\$45	0	\$0

## PART 5 – Consultations received from other institutions and organizations

### 5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	10	157	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	10	157	0	0
Closed during the reporting period	9	126	0	0
Pending at the end of the reporting period	1	31	0	0

### 5.2 Recommendations and completion time for consultations received from other government 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	than 365 days	
Disclose entirely	7	0	0	0	0	0	0	7
Disclose in part	1	0	1	0	0	0	0	2
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>	8	0	1	0	0	0	0	9

### 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	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

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
<b>Total</b>	0	0

### PART 7 – Resources related to the Access to Information Act

#### 7.1 Costs

Expenditures	Amount
Salaries	\$10,750
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
<b>Total</b>	<b>\$10,750</b>

## 7.2 Human Resources

<b>Resources</b>	<b>Dedicated full-time to ATI activities</b>	<b>Dedicated part-time to ATI activities</b>	<b>Total</b>
Full-time employees	0	1	1
Part-time and casual employees	0	0	0
Regional staff	0	0	0
Consultants and agency personnel	0	0	0
Students	0	0	0
<b>Total</b>	0	1	1

## Appendix C

### Previously released ATI package released informally

<b>Institution</b>	<b>Number of informal releases of previously released ATI packages</b>
International Development Research Centre	One