



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**

2013–2014

Canada

TABLE OF CONTENTS

	Page
1. INTRODUCTION	1
PURPOSE OF THE <i>ACCESS TO INFORMATION ACT</i>	1
IDRC MANDATE	1
2. ORGANIZATIONAL STRUCTURE	2
IDRC STRUCTURE	2
STRUCTURE OF THE ACCESS TO INFORMATION AND PRIVACY OFFICE	3
3. DELEGATION OF AUTHORITY	4
4. INTERPRETATION OF THE STATISTICAL REPORT	4
STATISTICAL OVERVIEW	
STATISTICAL REPORT 2013-2014	4
Part 1: Requests under the Access to Information Act	4
Part 2: Requests closed during the reporting period.....	4
Part 3: Extensions	6
Part 4: Fees	6
Part 5: Consultations received from other institutions and organizations	6
Part 6: Completion time of consultations on Cabinet confidences	7
Part 7: Resources related to the Access to Information Act.....	7
5. TRAINING	7
6. INSTITUTIONAL POLICIES AND PROCEDURES.....	7
7. COMPLAINTS AND INVESTIGATIONS.....	7

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 2013-2014, 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).

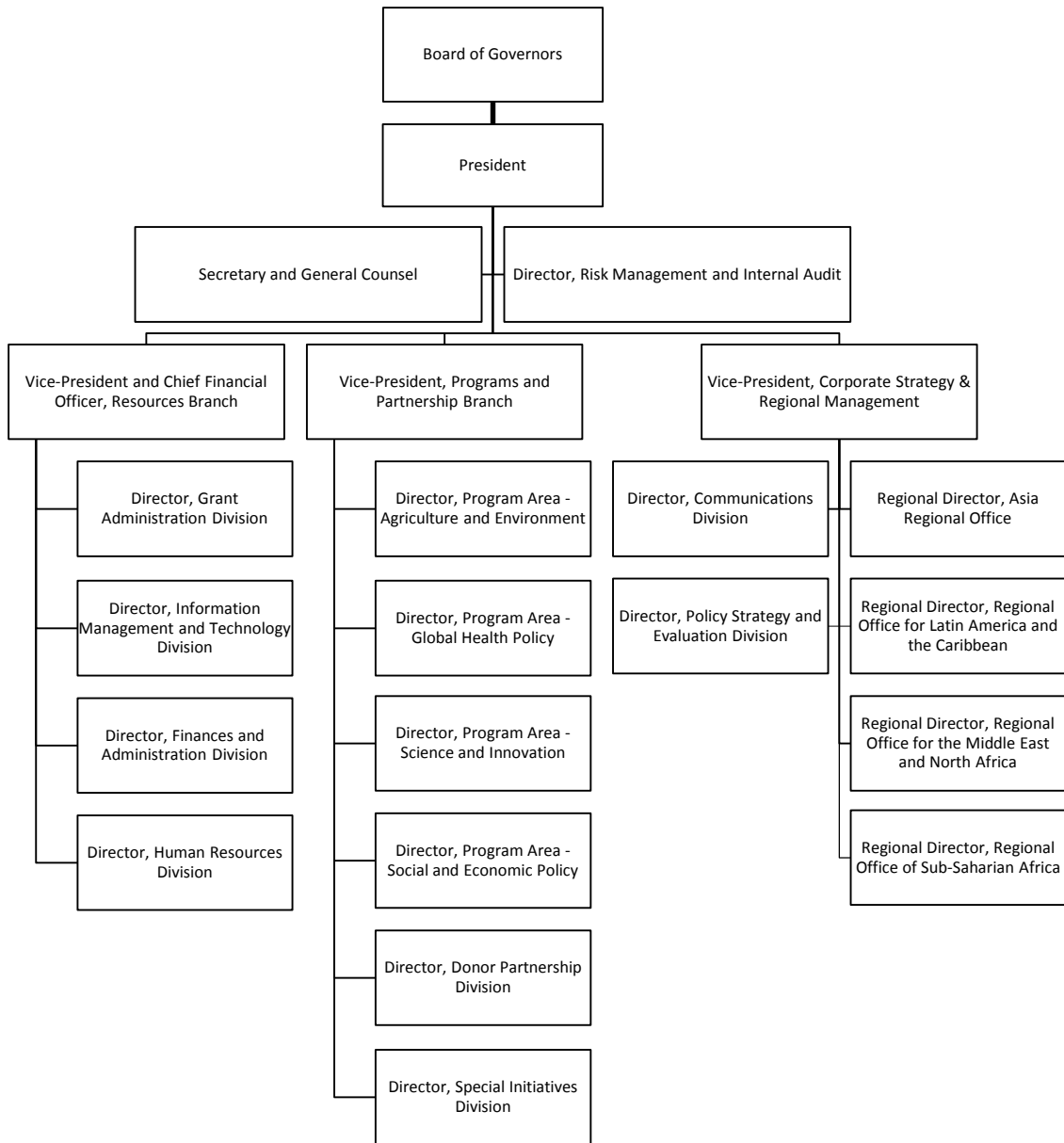
The Act gives Canadian citizens and permanent residents the right to have access to federal government records.

IDRC 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 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.”

2. ORGANIZATIONAL STRUCTURE



IDRC STRUCTURE

During the reporting period, IDRC employed around 400 employees, located at the head office in Ottawa, and in 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 and through competitive grant-making processes. The goal is to fund policy relevant and results-driven research under the thematic areas supported by the Centre and aligned with the Government of Canada's priorities. Program staff work with partners to contribute new ideas, practices and policies and to strengthen 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, risk management, audit, 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 the Centre's regional presence. Regional offices in Sub-Saharan Africa, Asia, Latin America and the Caribbean, and the Middle East and North Africa 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 responsibility and accountability for the development, coordination and implementation of effective policies, guidelines, systems and procedures to enable to efficient processing of requests under the *Act* rests with the Access to Information and Privacy (ATIP) Coordinator. The ATIP Coordinator is the incumbent to the Legal Coordinator position, reporting to the Secretary and General Counsel, who reports to the President.

The ATIP Coordinator oversees the implementation of the *Access to Information Act* within IDRC, and ensures compliance with the *Act*. The Office of 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 Centre 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, provides considerable information on the Centre'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 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 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 25th, 2014 (Annex A), pursuant to section 73 of the *Act*, the President has designated the 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 STATISTICAL REPORT

STATISTICAL REPORT 2013-2014

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, 2013 and March 31, 2014, the Centre received six requests for information under the *Act*. During the reporting period, one request had been carried over from the previous fiscal year, 2012-2013. The Centre processed seven requests in the reporting period.

1.2 Sources of requests

Of the six requests received in the reporting period, one came from the general public; two came from private sector businesses; one came from an organization and two from academia.

PART 2: REQUESTS CLOSED DURING THE REPORTING PERIOD

2.1 Disposition and completion time

Of the seven requests processed:

- One request was carried over from the previous reporting period.

- Two requests were processed within 1 to 15 days. They were informal requests and information was fully disclosed.
- Three requests were processed within 16 to 30 days. Information was disclosed in part for one of the formal requests; for the other formal request, information was fully disclosed. For the remaining informal request, information was fully disclosed.
- For one request, information was disclosed in part and processing was completed in 31 to 60 days.
- For one request, information was disclosed in part and was released in 61 to 120 days.

2.2 Exemptions

In the disposition of the seven requests responded to in fiscal 2013-2014, the following sections have been invoked:

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

2.3 Exclusions

No exclusions were applied.

2.4 Format of information released

Of seven requests processed, whether information was fully disclosed or disclosed in part, three were released in paper format and four were released electronically.

2.5 Complexity

With respect to the formal request for which information was fully disclosed, 36 relevant pages were processed and 36 disclosed in total. For the three formal requests disclosed in part, 3214 pages were processed and 3052 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: one formal request for a total of 36 pages

- 101-500 pages processed: two formal requests for a total of 480 pages disclosed.
- 501-1,000 pages processed: n/a.
- 1,001-5,000 pages processed: one formal request for a total of 2572 pages disclosed.
- More than 5,000 pages processed: n/a.

In processing the requests, the Centre sent two of the requests for consultation and no assessment of fees was required. Legal advice was sought for three of the formal requests.

2.6 Deemed refusals

For one request, we did not provide the requested documents within the 60 day claimed extension. The documents were released approximately 12 days after the extended deadline.

2.7 Requests for translation

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

PART 3: EXTENSIONS

Extensions were taken for two requests under section 9 (1) (b) of the *Act*.

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 \$5 were the only fees 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 to.

PART 5: CONSULTATIONS RECEIVED FROM OTHER INSTITUTIONS AND ORGANIZATIONS

During this reporting period, the Centre received seven consultations from other government institutions. One consultation was carried over from the previous reporting period. Of the eight consultations, 115 pages were processed. IDRC responded to six consultations within one to fifteen days, and responded to two consultations within 31 to 60 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 in order 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 2013 to note a total cost of \$10,750.00.

5. TRAINING

During the reporting period, the Centre 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

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 previous reporting period, the Centre 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. In March 2014, the OIC confirmed that the complaint was resolved.

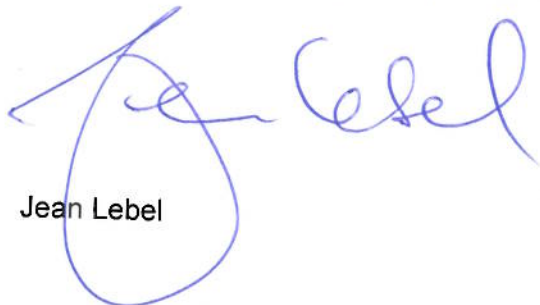


April 25, 2014

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 Secretary and General Counsel at IDRC.



Jean Label



Statistical Report on the Access to Information Act

Name of institution: International Development Research Centre

Reporting period: 01/04/2013 to 31/03/2014

PART 1 – Requests under the Access to Information Act

1.1 Number of Requests

	Number of Requests
Received during reporting period	6
Outstanding from previous reporting period	1
Total	7
Closed during reporting period	7
Carried over to next reporting period	0

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	2
Business (Private Sector)	2
Organization	1
Public	1
Total	6

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	0	1	0	0	0	0	0	1
Disclosed in part	0	1	1	1	0	0	0	3
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
Treated informally	2	1	0	0	0	0	0	3
Total	2	3	1	1	0	0	0	7

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)	1
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	0
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)	0	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	1	0
Disclosed in part	2	3	0
Total	3	4	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	36	36	1
Disclosed in part	3214	3052	3
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	
	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	1	36	0	0	0	0	0	0	0	0
Disclosed in part	0	0	2	480	0	0	1	2572	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
Total	1	36	2	480	0	0	1	2572	0	0

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	0	0		0	0
Disclosed in part	2	0	3	0	5
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	2	0	3	0	5

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
1	0	1	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	1	1
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
Total	0	1	1

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	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	2	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
Total	0	0	2	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	1	0
31 to 60 days	0	0	1	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
Total	0	0	2	0

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	4	\$20	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
Total	4	\$20	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	7	84	0	0
Outstanding from the previous reporting period	1	31	0	0
Total	8	115	0	0
Closed during the reporting period	8	115	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 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	5	2	0	0	0	0	0	7
Disclose in part	1	0	0	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	6	2	0	0	0	0	0	8

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
Total	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
Total	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
Total	\$10,750

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	0.00	1.00	1.00
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.00	0.00
Total	0.00	1.00	1.00