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# 2019-2020 Annual Report Access to Information Act

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April 1, 2019 –  
March 31, 2020

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Natural Sciences and  
Engineering Research Council  
of Canada

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Aussi disponible en français sous le titre :

Rapport annuel de 2019-2020 concernant la Loi sur l'accès à l'information

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## 1. Introduction

The *Access to Information Act* (Revised Statutes of Canada, Chapter A-1, 1985) (“*ATI Act*”) was proclaimed on July 1, 1983.

The *ATI Act* gives right of access to Canadian citizens or permanent residents in Canada or abroad, and all individuals and corporations present in Canada. The right of access is for information contained in government records, subject to certain specific and limited exceptions.

Section 94 of the *ATI Act* requires that the head of every federal government institution prepare an Annual Report, which is tabled in Parliament, on the administration of the *Act* within the institution during each fiscal year.

This report represents an overview of the activities of the Natural Sciences and Engineering Research Council of Canada (NSERC) for the reporting period of April 1, 2019 to March 31, 2020 (the current reporting period).

For more information:

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## 2. About NSERC

### **2.1 Mandate**

NSERC was established on May 1, 1978, as a federal agency defined as a “separate employer” by the *Public Service Staff Relations Act*. It is funded directly by Parliament, submits reports to it through the Minister of Innovation, Science and Industry, and promotes and assists research in the natural sciences and engineering, other than the health sciences. NSERC is the primary federal agency investing in post-secondary research and training in these disciplines.

NSERC’s Council is composed of a President and up to 18 other distinguished members selected from the private and public sectors. NSERC’s President is the Chief Executive Officer. The elected Vice-President is the Chair of the Council and of its

Executive Committee. NSERC's Council is advised on policy matters by various standing committees. Funding decisions are made by the President, or designate, on the basis of recommendations made by peer review committees.

## **2.2 Responsibilities**

NSERC helps make Canada a country of discoverers and innovators for the benefit of all Canadians. Over the last 10 years, NSERC has invested more than \$10 billion in basic research, projects involving partnerships between post-secondary institutions and industry, and the training of Canada's next generation of scientists and engineers.

NSERC's five strategic goals are to:

- Foster a science and engineering culture in Canada and make science and engineering mainstream.
- Launch the new generation, mobilize Canada's future brain trust and enable early-career scientists to launch independent research careers.
- Build a diversified and competitive research base and stimulate breakthrough research and research excellence.
- Strengthen the dynamic between discovery and innovation, and deepen interactions between colleges and universities, the private sector, governments and civil society.
- Go global, secure Canada's access to global scientific and engineering knowledge and expertise, and increase participation in international research endeavours.

## **3. Organizational structure and delegation of authority**

### **3.1 Organizational Structure**

The Access to Information and Privacy (ATIP) Office resides in NSERC's Secretariat under the directorship of the Corporate Secretary.

A full-time ATIP Coordinator position reported to the Corporate Secretary and was assisted by an ATIP/Secretariat Officer who spent about half of their time on ATIP. The delegation of authority from the President included the Vice-President, Communications, Corporate and International Affairs; the Executive Director, Corporate Planning and Policy; the Corporate Secretary and the ATIP Coordinator.

Additional term employees, temporary help service contractors and students were used for additional resources, as required.

### **3.2 The ATIP Office**

The ATIP Office coordinates responses to requests submitted to NSERC under the *ATI Act*. It also provides interpretation, advice, and recommendations to NSERC staff on the

implications of the *ATI Act* on their activities, and delivers training, education and awareness sessions to staff. The ATIP Office activities also include:

- Processing and managing access to information (ATI) complaints;
- Processing ATI consultations received from other institutions;
- Preparing annual statistics for the Treasury Board of Canada Secretariat (TBS) and an Annual Report to Parliament;
- Updating information on NSERC's and the Government of Canada's web sites regarding ATI functions and ATI requests processed;
- Coordinating updates to the Info Source publication;
- Managing the ATIP electronic system;
- Reviewing departmental documents; and
- Participating in forums for the ATIP community, such as the TBS ATIP Community meetings and working groups.

### **3.3 Delegation order**

Under section 3 of the *ATI Act*, the President of NSERC is designated as the head of the government institution for purposes of the administration of the said act.

Pursuant to section 95(1) of the *ATI Act*, deputy heads may delegate any of their powers, duties or functions under the *Act* by signing an order authorizing one or more officers or employees of the institution, who are at the appropriate level, to exercise or perform the powers, duties or functions of the head specified in the order. This Delegation of Authority can be found in Appendix A.

## **4. Interpretation of Statistical Report**

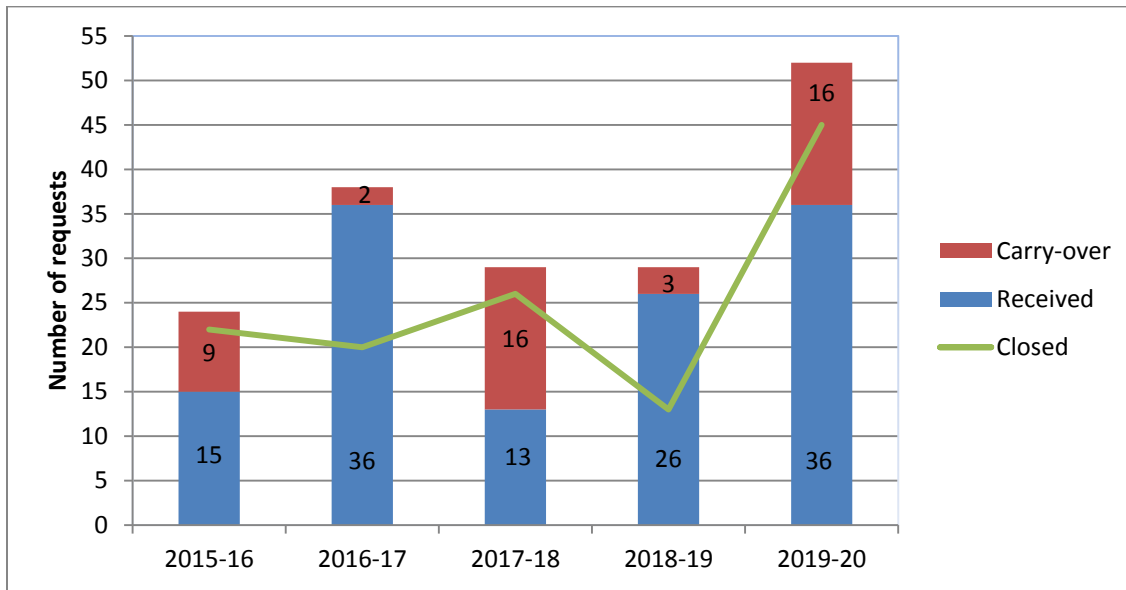
NSERC's 2019-2020 statistical report on the *ATI Act* is provided in Appendix B.

### **4.1 Requests under the *ATI Act***

From April 1, 2019 to March 31, 2020, NSERC received 36 new requests, and 16 requests were outstanding from the previous reporting period (2018-2019), for a total of 52 requests.

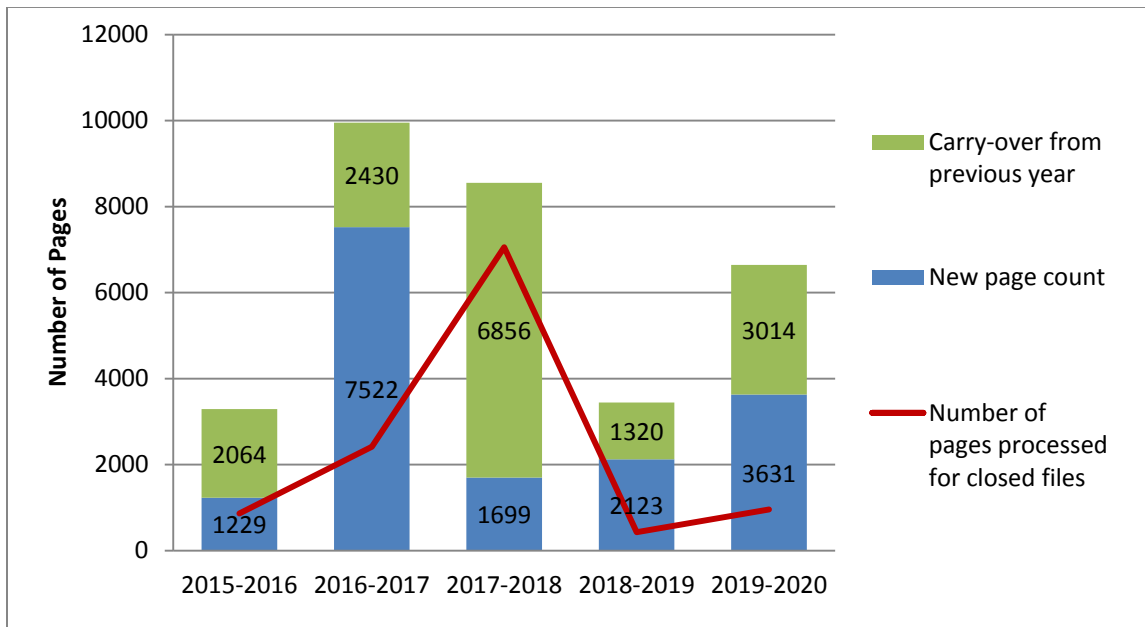
NSERC closed 45 requests during the reporting period and carried forward seven requests into the next reporting period (2020-2021). The number of closed requests was significantly higher than the 13 closed by NSERC in 2018-2019.

**Figure 1: Number of requests carried-over, received and closed 2015-2020**



During the current reporting period, 3,014 pages were carried over from fiscal year 2018-2019 and 3,631 pages were scanned for new requests for a total of 6,645 pages. Exceptionally this year, a large portion of the page count was duplicate or non-relevant pages. Neither were these pages included in the 'number of pages processed' for closed files (see red line in Figure 2) nor were they carried-over to the next fiscal year. The total number of pages that were carried-over is 3634. A total of 956 pages were processed.

**Figure 2: Number of page count 2015-2020**

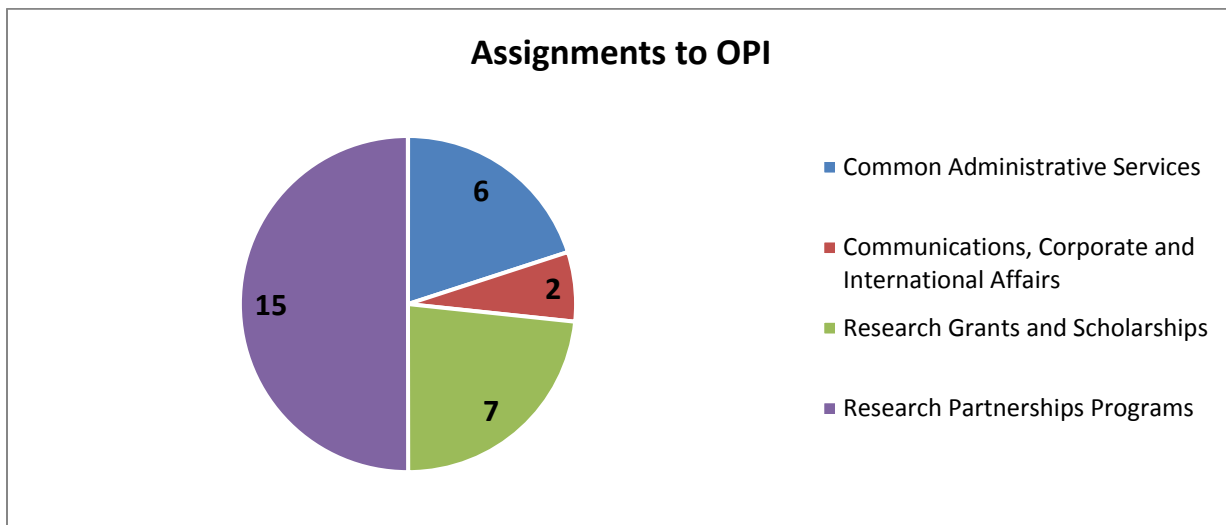


## 4.2 Nature of Requests

ATI requests can target multiple programs and activities. The 36 new ATI requests, received during this reporting period, were distributed across Offices of Primary Interest (OPIs) within NSERC. In total, the ATIP office initiated 30 taskings across the different divisions and directorates of NSERC. For 12 files, requests were abandoned before they were ever tasked while, for the remaining 24 files, taskings occurred. In some cases, files were tasked to multiple OPIs.

The distribution of tasking to OPIs was as follows:

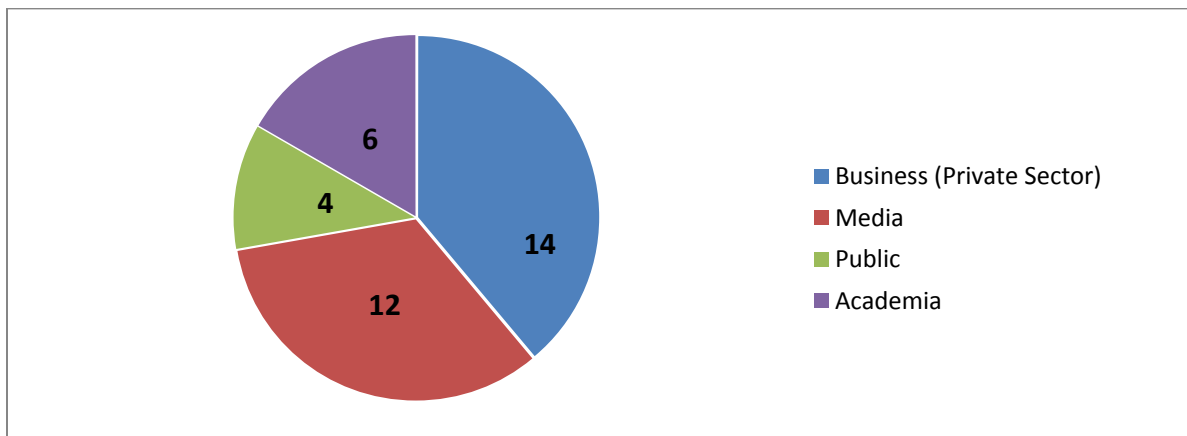
**Figure 3: Assignment of the requests by Office of Primary Interest NSERC 2019-2020\***



\*Note: Some requests were assigned to more than one OPI

The sources of all of the 36 new ATI requests, received during the current reporting period, were distributed as follows:

**Figure 4: Sources of ATI Requests 2019-2020**

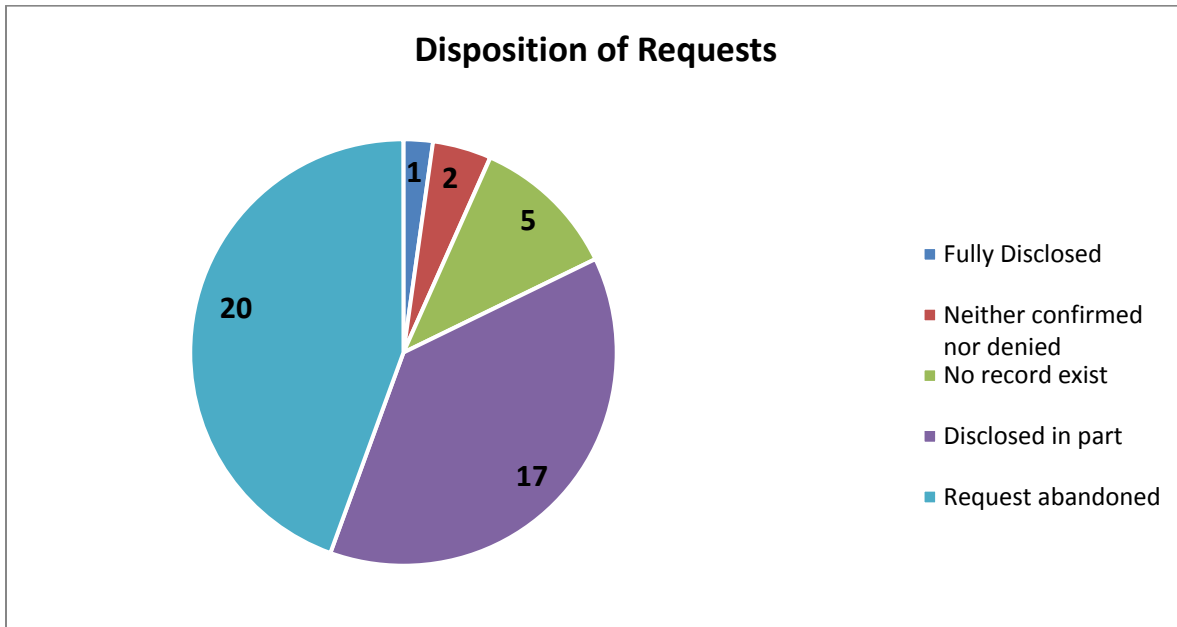




### 4.3 Disposition of Requests Completed

Of the ATI requests processed during 2019-2020, 45 were closed; a total of 956 pages were processed and 933 pages were released. A further 147 pages were processed but not released as the requests were abandoned.

**Figure 5: Disposition of Completed ATI Requests 2019-2020**



Of the 45 closed requests, one was fully disclosed, 17 were disclosed in part, 20 were abandoned and in five cases no records existed. For a further two requests, NSERC neither confirmed nor denied the existence of records. None were fully exempted, fully excluded, or transferred.

### 4.4 Exemptions Invoked

The *ATI Act* prescribes a number of exemptions that allow or require the Agency to refuse to disclose certain types of information. The three most common exemptions invoked by NSERC in 2019–2020 were for personal information (section 19), third-party information (section 20) and operations of government (section 21). Exemptions under section 16 (methods employed to protect buildings, structures or systems) and section 13 (information obtained in confidence) were also invoked. Note that more than one exemption can be applied to one ATI request.

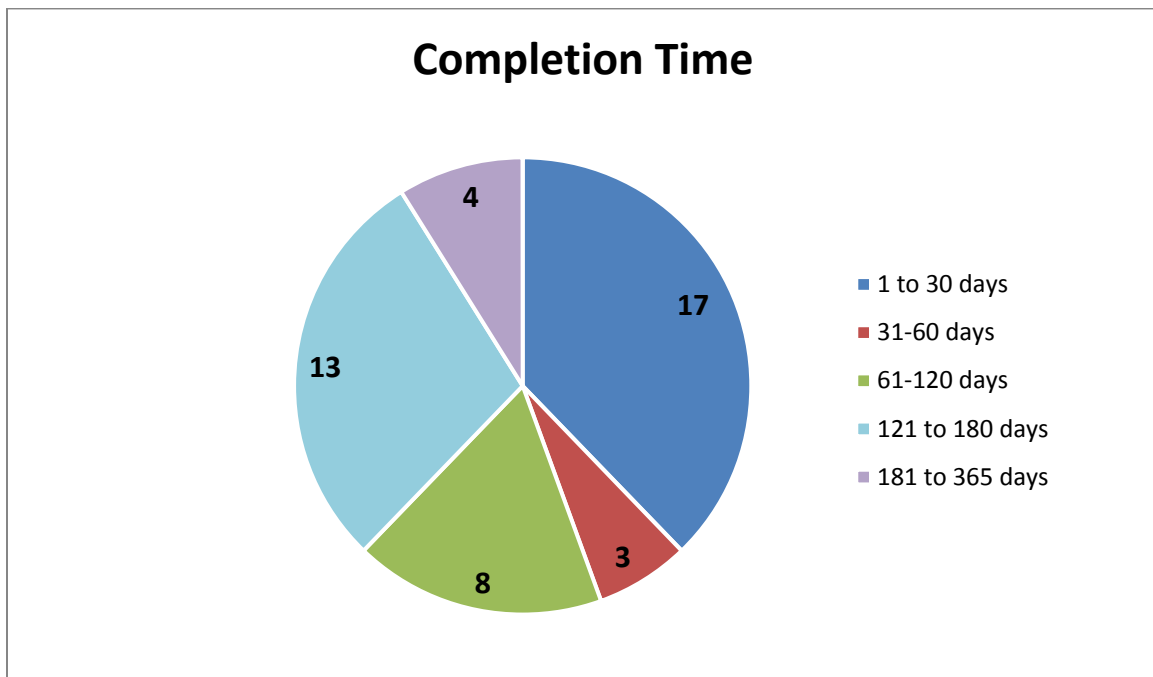
### 4.5 Exclusions Invoked

NSERC had no exclusion invoked under section 69 (Cabinet Confidences) during the reporting period.

## 4.6 Completion time

Within the initial 30 day period, 17 out of 45 access to information requests were closed. The other 28 ATI requests were closed past the initial 30 days, and for those requests, time limit extensions were taken. The details for the 45 requests closed are shown in Figure 6 below.

**Figure 6: Completion time for closed ATI requests 2019-2020**



A time extension under section 9(1)(a) of the *Access to Information Act* was invoked for 33 cases due to interference with operations, the requirement to conduct a large search and based on the high volume of records. Section 9(1)(b), consultations, was invoked for 17 cases. Third-party Notice, Section 9(1)(c) was not invoked.

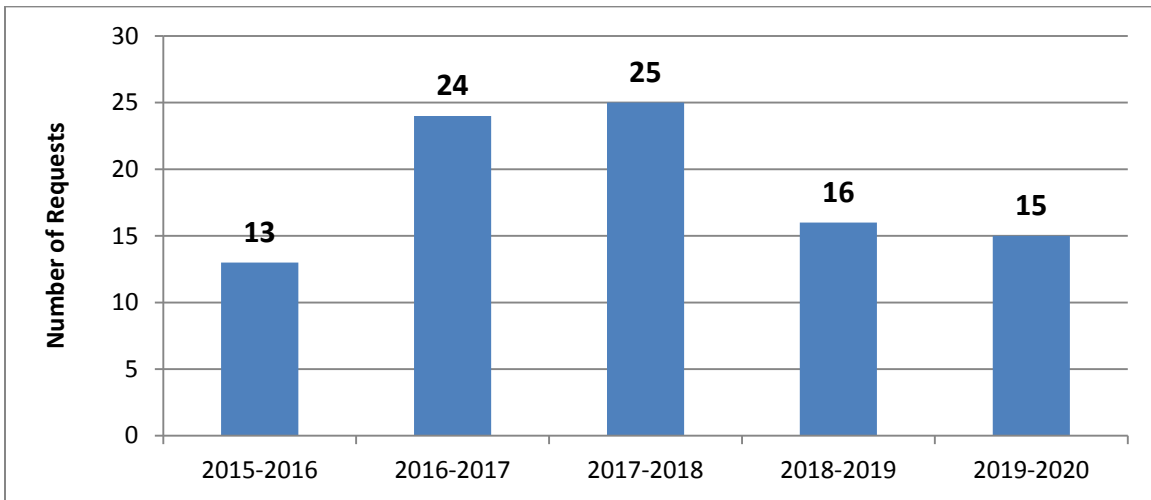
Also, seven responses were provided past the legislated due date since the extension of time claimed was not adequate (due to the complexity of requests, the high volume of pages to be processed, the lack of resources and the waiting time for consultation responses).

When extensions are factored in, NSERC responded to 84.4% of closed requests within the legislative timeline. This figure compares to 92.3% in 2018-2019, when NSERC had fewer requests and more resources.

## 4.7 Inter-Organizational ATI Consultations

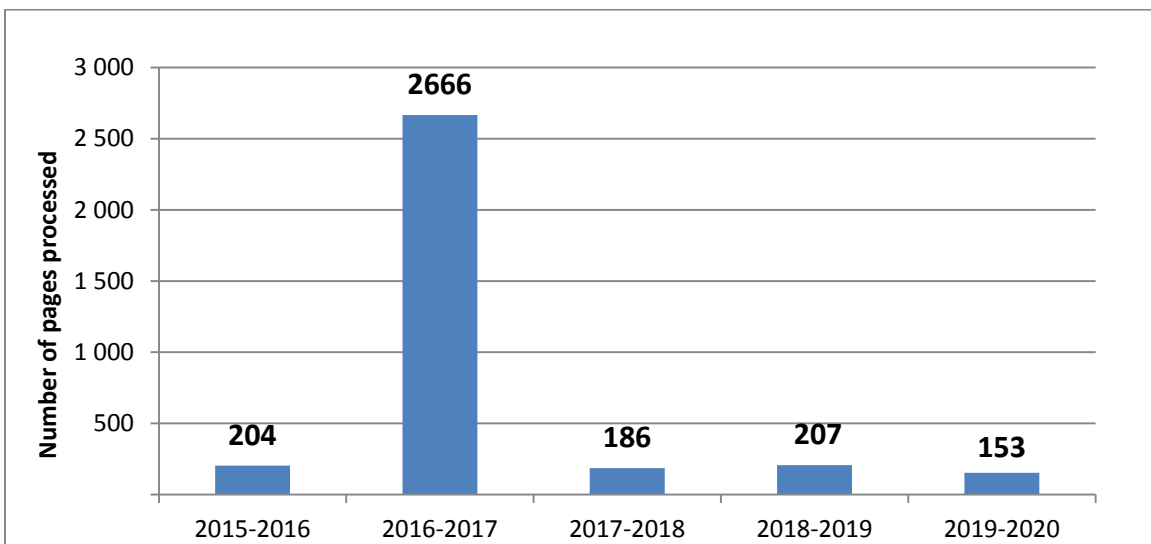
NSERC received 15 new ATI consultation requests from other government departments. This is consistent with the previous reporting period (2018-2019) but lower than the five year average (2015-2016 to 2019-2020).

**Figure 7: Number of ATI consultation requests closed 2015-2020**

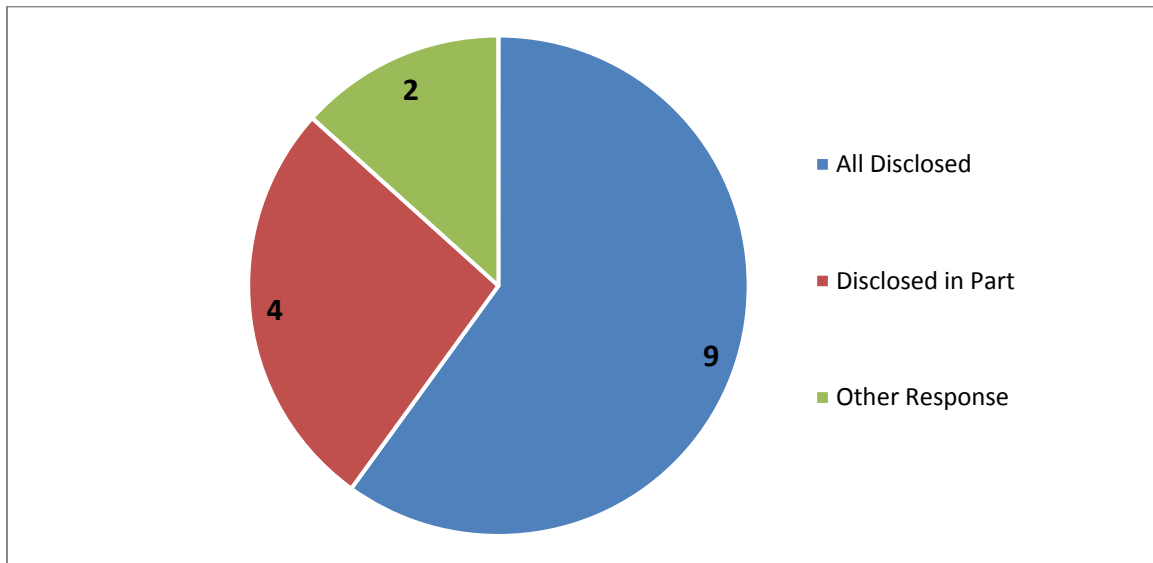


All of the 15 ATI consultation requests NSERC received in 2019-2020 were closed within the fiscal year. ATI consultation requests processed amounted to a total of 153 pages. This is less than the previous two reporting periods (207 pages in 2018-2019 and 186 pages in 2017-2018).

**Figure 8: Number of pages processed for ATI consultation requests 2015-2020**



**Figure 9: Disposition of ATI consultation requests 2019-2020**



The 'Other response' category includes two ATI consultations where NSERC's response did not fit within the standard categories of "All Disclosed" or "Disclosed in Part". In one case, relevance to NSERC was negligible, and NSERC had no specific recommendations. In a second case, NSERC determined that the Social Sciences and Humanities Research Council was better suited to respond to the consultation.

#### **4.8 Impact of COVID-19**

From March 16, 2020 to March 31, 2020, NSERC experienced an unprecedented period of operational challenges brought about by the COVID-19 pandemic. During this period, NSERC received two access to information requests – one of which was then abandoned and the other which was carried over to the 2020-2021 fiscal year. NSERC did not close any pre-existing files during this period.

NSERC's access to information and privacy team worked from home starting on March 17, 2020. Work on access to information files was disrupted by the transition to working remotely. Initially, NSERC access to information and privacy team members did not have remote access to specialized access to information request processing software, and other resources available in the head office. Even when full access to specialized ATIP software was available a few weeks later, the challenges of remote work added to the complexity of processing files.

Furthermore, NSERC has not had access to a fully operational mailroom since March 16, 2020. Neither has NSERC been able to receive any access to information requests or consultations submitted by mail or courier nor has NSERC been able to send any material by mail or courier.

In response, NSERC provided access to information and privacy staff and contractors with remote access to email, specialized access to information request processing

software and other electronic tools. The ATIP team met regularly by teleconference or videoconference during this period. In addition, an auto-generated message was created for NSERC's access to information and privacy email inbox warning clients of possible delays processing requests due to the COVID-19 pandemic.

## **5. Monitoring and Related activities**

The ATIP Office distributed a weekly status report to senior management pertaining to all ATI requests.

The ATIP Office used the software AccessPro Suite to monitor the time to process ATI requests, actions completed and the level of effort and complexity of each request.

### **5.1 Informal Review of Information**

Throughout the year, the ATIP Office provides advice and assists Agency staff in other divisions by reviewing various documents such as answers to Parliamentary Questions and draft audit, evaluation, and security reports.

### **5.2 Fees**

Under the *ATI Act*, fees for certain activities related to the processing of formal requests can be levied. The fees were collected for 19 requests for a total of \$95. Fees were waived for 17 requests, for a sum of \$85 uncollected.

### **5.3 Costs**

In this year's reporting period, the total salary, goods and professional services cost for the ATI program was \$174,947. This figure represents a decrease of over 16% compared to \$209,095 in 2018-2019 but is essentially the same as the total of \$175,095 for 2017-2018.

### **5.4 Training**

The ATIP Office provided training on an as needed basis on the provisions of the *ATI Act* and its impact on NSERC programs and initiatives.

### **5.5 Initiative and Projects (completed or ongoing)**

On June 21, 2019, Bill C-58 modified the *Access to Information Act* to require the publication of the title and reference number of each memorandum prepared by a government institution for the deputy head. NSERC developed and implemented a new process for this requirement. NSERC continues to proactively publish briefing note titles each month within the allotted thirty day time limit.

## **5.6 Info Source, Publicly Accessible Information and Inquiry Points**

Info Source is a series of publications containing information on the Government of Canada and on the government's data collection activities. *Info Source* is intended to help the public access government information and to exercise their rights under the *Privacy Act* and the *ATI Act*. In 2019-2020, NSERC did not make any changes to its *Info Source* chapter.

NSERC's comprehensive web site provides information on the Agency's policies, programs, organizational structure and contacting staff. In accordance with the federal government's policy of proactive disclosure, NSERC's web site allows access to internal evaluations and audits.

NSERC also proactively discloses information on the federal government's Open Government website. NSERC's access to information and privacy unit published monthly ATI summaries. In addition, the access to information and privacy team provided redactions prior to the publication of the transition binder prepared for NSERC's new President. NSERC proactively publishes information on awarded grants, government contracts as well as travel, hospitality and conference expenses.

NSERC's web site has an ATIP page that provides background information on the *Access to Information Act*, how to make a request and who to contact. It provides links to other sources, including *Info Source*, annual reports, and summaries of completed ATI requests (now on Open Government).

## **5.7 Challenges**

### **5.7.1 Backlog of Cases**

In 2019-2020, NSERC had a carry-over from the previous fiscal year of sixteen files. Six of these were eventually abandoned while a further nine were closed in 2019-2020. One file was carried forward into the 2020-2021 fiscal year. In 2019-2020, NSERC closed thirty of thirty-six new requests received. A total of six files from 2019-2020 and one file from 2017-2018 were carried forward into 2020-2021.

NSERC has limited ATIP resources and was required to establish operational priorities and to claim appropriate extensions of time. Also, NSERC offers to assist requestors in refining their request when it results in a high volume of records that will require consultations, and detailed and complex redactions.

### **5.7.2 Human Resources**

The associated ATI human resources utilized for this reporting period were estimated at 1.63 FTE, which is 28% less than the 2.26 FTE reported for the 2018-2019 fiscal year and 11% less than the 1.84 FTE reported for the 2017-2018 fiscal year. Of this 1.63 FTE, 0.55 came from full-time employees, 0.92 from consultants and agency personnel, and 0.16 from part-time and casual employees.

During the current reporting period, NSERC continued to have some difficulties in staffing. While NSERC allocated the necessary financial resources, it was not able to find a suitable candidate to staff the ATIP Coordinator position on a permanent basis. NSERC created a new position, ATIP/Governance Manager, and began the staffing process to recruit internally during the current reporting period. The successful internal candidate will then be trained in ATIP, and will plan and manage the unit's human resources, workload and projects, in addition to other duties.

### **5.7.3 Complexity of Files**

The nature of the organization and of the ATI files is quite unique in government. The complexity of ATI files is mostly evident in those that involve records related to NSERC's grants and awards. These records include detailed personal information (e.g., curriculum vitae) and confidential scientific, financial and competitive information about applicants, their partners (such as R&D companies), and volunteer peer reviewers. The processing of these files required consultation with multiple third parties within and outside the Government of Canada (i.e., professors of universities and colleges, their institutions, corporate partners, etc.). Given the sensitive personal and competitive information held by NSERC and the diverse parties and interests involved, staff must be diligent to protect information not in the public domain, which if released, could harm the competitive advantage of an individual, an institution or company.

## **6. Complaints and Audits**

### **6.1 Number and Nature of Complaints**

Applicants have the right to register a complaint with the *Office of the Information Commissioner of Canada* (OIC) regarding the processing of a request.

During the reporting period, there were nine active complaint files: five new ones initiated in 2019-2020 and four existing ones carried over from previous years. At year end, NSERC was awaiting responses from the OIC for five complaint files and NSERC was working on providing a response to the OIC for two files. Two complaint files were closed; one was well founded and the other one was resolved.

There were no applications or appeals to the Federal Court or Federal Court of Appeal under the *ATI Act* during the 2019-2020 reporting period.

### **6.2 Audits**

There were no audits conducted during the reporting period.

## Appendix A — Delegation Instrument



# Appendix A

OFFICIAL DOCUMENT

DOCUMENT OFFICIEL

**NATURAL SCIENCES AND  
ENGINEERING RESEARCH  
COUNCIL OF CANADA**

**CONSEIL DE RECHERCHES EN  
SCIENCES NATURELLES ET EN  
GÉNIE DU CANADA**

**DELEGATION OF AUTHORITY**

**DÉLÉGATION DE POUVOIRS**

**ACCESS TO INFORMATION ACT  
AND PRIVACY ACT**

**LOI SUR L'ACCÈS À  
L'INFORMATION ET LOI SUR LA  
PROTECTION DES  
RENSEIGNEMENTS  
PERSONNELS**

I, the President of the Natural Sciences and Engineering Research Council of Canada, pursuant to Section 73 of the *Access to Information Act* and the *Privacy Act*, hereby authorize employees of the Natural Sciences and Engineering Research Council of Canada, whose positions are set out in the attached Schedule, to carry out those of my powers, duties or functions under the Acts that are set in the Schedule in relation to those positions.

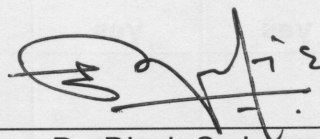
En ma qualité de président du Conseil de recherches en sciences naturelles et en génie du Canada et conformément à l'article 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, j'autorise par la présente les employés du Conseil de recherches en sciences naturelles et en génie du Canada dont les postes sont indiqués dans l'annexe ci-jointe à exécuter ces attributions en vertu des lois précisées dans l'annexe visant ces postes.

Dated at Ottawa

Fait à Ottawa

This 7<sup>th</sup> day of May, 2019

Ce \_\_\_\_ jour de \_\_\_\_\_



Dr. Digvir S. Jayas  
(Interim President/Président par intérim)

**Natural Sciences and Engineering Research Council of Canada**

Delegation		Position Title				
		Deputy Head	VP-CCIA	ED-CPP	Corporate Secretary	ATIP Coordinator
Descriptions	Section	1	2	3	4	5
<b><i>Access to Information Act</i></b>						
Notice where access granted	7	yes	yes	yes	yes	yes
Transfer of request	8(1)	yes	yes	yes	yes	yes
Extension of time limits	9(1)	yes	yes	yes	yes	yes
Notice of extension to Commissioner	9(2)	yes	yes	yes	yes	yes
Notice where access refused	10(1) & (2)	yes	yes	yes	yes	yes
Payment of additional fees	11(2)	yes	yes	yes	yes	yes
Payment of fees for EDP record	11(3)	yes	yes	yes	yes	yes
Deposit	11(4)	yes	yes	yes	yes	yes
Notice of fee payment	11(5)	yes	yes	yes	yes	yes
Waiver or refund of fees	11(6)	yes	yes	yes	yes	yes
Translation	12(2)	yes	yes	yes	yes	yes*
Conversion to alternate format	12(3)	yes	yes	yes	yes	yes*
Information obtained in confidence	13	yes	yes	yes	yes	yes*
Refuse access – federal-provincial affairs	14	yes	yes	yes	yes	yes*
Refuse access – international affairs, defense	15(1)	yes	yes	yes	yes	yes*

Delegation		Position Title				
		Deputy Head	VP-CCIA	ED-CPP	Corporate Secretary	ATIP Coordinator
Descriptions	Section	1	2	3	4	5
Refuse access – law enforcement and investigation	16(1)	yes	yes	yes	yes	yes*
Refuse access – security information	16(2)	yes	yes	yes	yes	yes*
Refuse access – policing services for provinces or municipalities	16(3)	yes	yes	yes	yes	yes*
Refuse access – safety of individuals	17	yes	yes	yes	yes	yes*
Refuse access – economic interests of Canada	18	yes	yes	yes	yes	yes*
Refuse access – another person's information	19(1)	yes	yes	yes	yes	yes
Disclose personal information	19(2)	yes	yes	yes	yes	yes
Refuse access – third party information	20(1)	yes	yes	yes	yes	yes
Disclose testing methods	20(2) & (3)	yes	yes	yes	yes	yes
Disclose third party information	20(5)	yes	yes	yes	yes	yes
Disclose in public interest	20(6)	yes	yes	yes		
Refuse access – advice, etc.	21	yes	yes	yes	yes	yes*
Refuse access – tests and audits	22	yes	yes	yes	yes	yes
Refuse access – solicitor-client privilege	23	yes	yes	yes	yes	yes
Refuse access –	24(1)	yes	yes	yes	yes	yes

Delegation		Position Title				
		Deputy Head	VP-CCIA	ED-CPP	Corporate Secretary	ATIP Coordinator
Descriptions	Section	1	2	3	4	5
prohibited information						
Disclose severed information	25	yes	yes	yes	yes	yes
Refuse access – information to be published	26	yes	yes	yes	yes	yes
Notice to third parties	27(1)	yes	yes	yes	yes	yes
Extension of time limit	27(4)	yes	yes	yes	yes	yes
Notice of third party disclosure	28(1)	yes	yes	yes	yes	yes
Representation to be made in writing	28(2)	yes	yes	yes	yes	yes
Disclosure of record	28(4)	yes	yes	yes	yes	yes
Disclosure on Commissioner's recommendation	29(1)	yes	yes	yes	yes	yes
Notice of intention to investigate	32	yes	yes	yes	yes	yes
Notice to third party	33	yes	yes	yes	yes	yes
Right to make representations	35(2)	yes	yes	yes	yes	yes
Findings and recommendations of the Information Commissioner	37(1)(b)	yes	yes	yes	yes	yes
Access given to complainant	37(4)	yes	yes	yes	yes	yes
Notice to third party of court action	43(1)	yes	yes	yes	yes	yes

Delegation		Position Title				
		Deputy Head	VP-CCIA	ED-CPP	Corporate Secretary	ATIP Coordinator
Descriptions	Section	1	2	3	4	5
Notice to person who requested record	44(2)	yes	yes	yes	yes	yes
Special rules for hearings	52(2)	yes	yes	yes	yes	yes
Ex parte representations	52(3)	yes	yes	yes	yes	yes
Exempt information may be excluded	71(2)	yes	yes	yes	yes	yes
<b>Access to Information Regulations</b>						
Transfer of requests	6	yes	yes	yes	yes	yes
Transfer of request	6(1)	yes	yes	yes	yes	yes
Search and preparation fees	7(2)	yes	yes	yes	yes	yes
Production and programming fees	7(3)	yes	yes	yes	yes	yes
Providing access to record(s)	8	yes	yes	yes	yes	yes
Limitations in respect of format	8.1	yes	yes	yes	yes	yes

\*Indicates that the Access to Information & Privacy Coordinator may sign under this provision with approval of the President or other senior designates.

**Appendix B — 2019-2020 Annual Access to  
Information Act Statistical Report**

# Appendix B



## Statistical Report on the *Access to Information Act*

Name of institution: Natural Sciences and Engineering Research Council

Reporting period: 2019-04-01 to 2020-03-31

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

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	36
Outstanding from previous reporting period	16
<b>Total</b>	<b>52</b>
Closed during reporting period	45
Carried over to next reporting period	7

#### 1.2 Sources of requests

Source	Number of Requests
Media	12
Academia	6
Business (private sector)	14
Organization	0
Public	4
Decline to Identify	0
<b>Total</b>	<b>36</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	
0	0	0	0	0	0	0	0

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

## Section 2: Decline to act on vexatious, made in bad faith or abuse of right requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
<b>Total</b>	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Carried over to next reporting period	0

## Section 3: Requests Closed During the Reporting Period

### 3.1 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	1	0	0	0	0	0	0	1
Disclosed in part	0	0	3	3	7	4	0	17
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	5	0	0	0	5
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	14	0	0	0	6	0	0	20
Neither confirmed nor denied	2	0	0	0	0	0	0	2
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	17	0	3	8	13	4	0	45



### 3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	1	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	3	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	1	16(2)(c)	4	18(d)	0	21(1)(a)	11
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	6
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)	14	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)	17	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	17	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	2		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				
16(1)(c)	0	17	0				
16(1)(d)	0						

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

### 3.3 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

### 3.4 Format of information released

Paper	Electronic	Other
6	12	0

### 3.5 Complexity

#### 3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
956	933	40

### 3.5.2 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	1	0	0	0	0	0	0	0	0
Disclosed in part	14	379	3	553	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	20	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	2	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>37</b>	<b>380</b>	<b>3</b>	<b>553</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	6	0	0	0	6
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	5	0	0	0	5
Neither confirmed nor denied	0	0	0	0	0
<b>Total</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>

### 3.6 Closed requests

#### 3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	38
Percentage of requests closed within legislated timelines (%)	84.4

### 3.7 Deemed refusals

#### 3.7.1 Reasons for not meeting legislated timelines

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
7	7	0	0	0

#### 3.7.2 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	2	2
16 to 30 days	0	0	0
31 to 60 days	0	1	1
61 to 120 days	0	4	4
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	7	7

### 3.8 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

## Section 4: Extensions

#### 4.1 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	11	0	11	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	5	0	0	0
Request abandoned	17	0	6	0
<b>Total</b>	33	0	17	0

## 4.2 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	3	0	0	0
31 to 60 days	4	0	0	0
61 to 120 days	20	0	5	0
121 to 180 days	6	0	12	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	33	0	17	0

## Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	19	\$95	17	\$85
Other fees	0	\$0	0	\$0
<b>Total</b>	19	\$95	17	\$85

## Section 6: Consultations Received From Other Institutions and Organizations

### 6.1 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	15	153	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	15	153	0	0
Closed during the reporting period	15	153	0	0
Carried over to next reporting period	0	0	0	0



## 7.2 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 Request	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
365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Section 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
5	0	0	2	0	0

## Section 9: Court Action

### 9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0

### 9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

**Section 10: Resources Related to the Access to Information Act****10.1 Costs**

<b>Expenditures</b>		<b>Amount</b>
Salaries		\$63,147
Overtime		\$0
Goods and Services		\$111,800
• Professional services contracts	\$111,539	
• Other	\$261	
<b>Total</b>		<b>\$174,947</b>

**10.2 Human Resources**

<b>Resources</b>	<b>Person Years Dedicated to Access to Information Activities</b>
Full-time employees	0.55
Part-time and casual employees	0.16
Regional staff	0.00
Consultants and agency personnel	0.92
Students	0.00
<b>Total</b>	<b>1.63</b>

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