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# 2020-2021 Annual Report Access to Information Act

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April 1, 2020 –  
March 31, 2021

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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 2020-2021 concernant la Loi sur l'accès à l'information

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## Contents

1. Introduction .....	2
2. About NSERC .....	2
2.1 Mandate.....	2
2.2 Responsibilities.....	3
3. Organizational structure and delegation of authority .....	3
3.1 Organizational Structure .....	3
3.2 The ATIP Office .....	3
3.3 Delegation order .....	4
4. Interpretation of Statistical Report .....	4
4.1 Requests under the <i>ATI Act</i> .....	4
4.2 Nature of Requests.....	5
4.3 Disposition of Requests Completed.....	7
4.4 Exemptions Invoked .....	7
4.5 Exclusions Invoked .....	7
4.6 Completion of time.....	8
4.7 Inter-Organizational ATI Consultations .....	8
5. Monitoring and Related activities.....	10
5.1 Informal Review of Information .....	11
5.2 Fees.....	11
5.3 Costs .....	11
5.4 Training.....	11
5.5 Initiative and Projects.....	11
5.6 Info Source, Publicly Accessible Information and Inquiry Points .....	11
5.7 Challenges.....	12
5.7.1 Backlog of Cases .....	12
5.7.2 Human resources.....	12
5.7.3 Complexity of Files.....	12
6. Complaints and Audits .....	13
6.1 Number and Nature of Complaints .....	13
Appendix A — Delegation Instrument .....	14
Appendix B — 2020-2021 Annual Access to Information Act Statistical Report.	15

## 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, 2020 to March 31, 2021 (the current reporting period).

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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;
- Providing feedback on the *Access to Information Act (ATIA)* review, in response to the Treasury Board of Canada (TBS) call out to government institutions, seeking input on key issues to be addressed in the *Act*; 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**

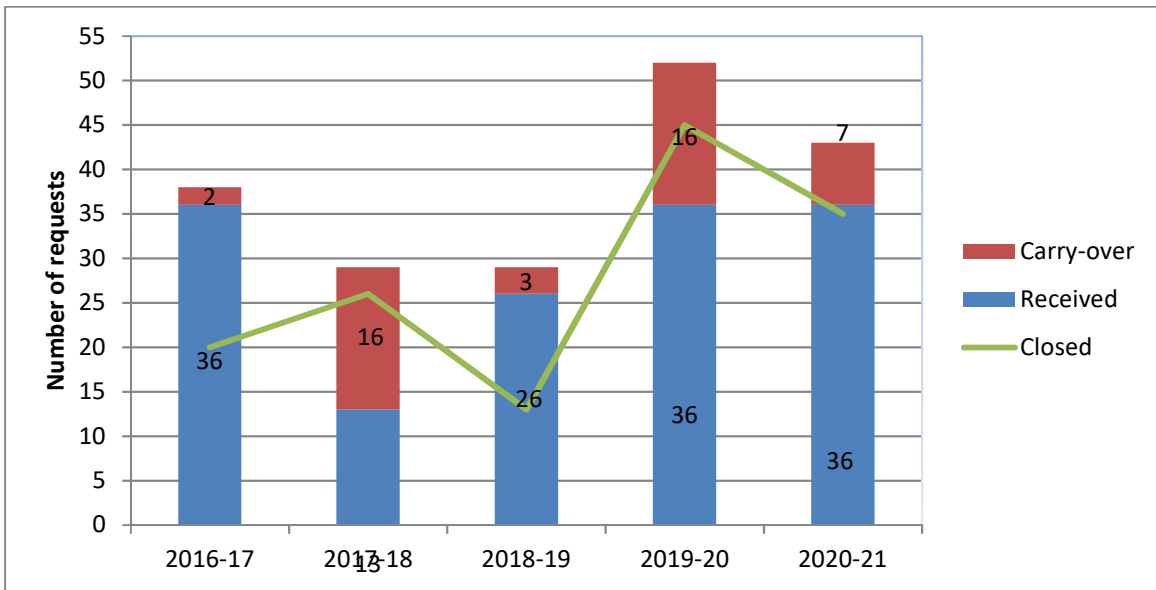
NSERC's 2020-2021 statistical report on the *ATI Act* is provided in Appendix B.

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

From April 1, 2020 to March 31, 2021, NSERC received 36 new requests, and 7 requests were outstanding from the previous reporting period (2019-2020), for a total of 43 requests.

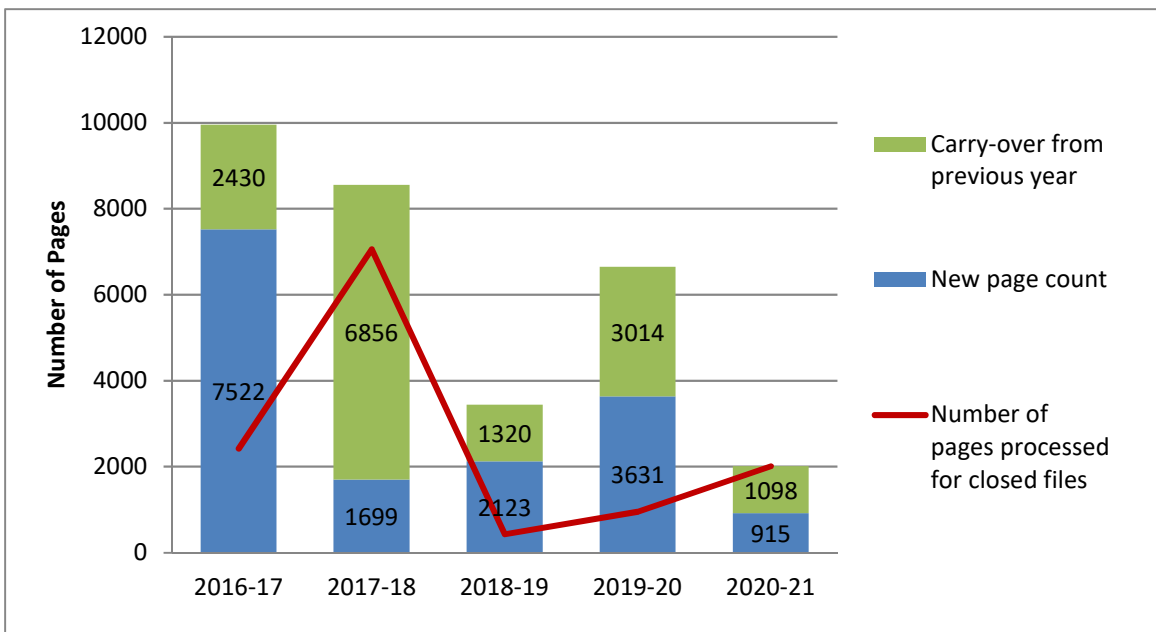
NSERC closed 35 requests during the reporting period and carried forward 8 requests into the next reporting period (2021-2022). The number of closed requests was lower than the 45 closed by NSERC in 2019-2020, but significantly higher than the 13 closed by NSERC in 2018-2019.

**Figure 1: Number of requests carried-over, received and closed 2016-2021**



During the current reporting period, 1098 pages were carried over from fiscal year 2019-2020 and 915 pages were scanned for new requests for a total of 2013 pages.

**Figure 2: Number of page count 2016-2021**



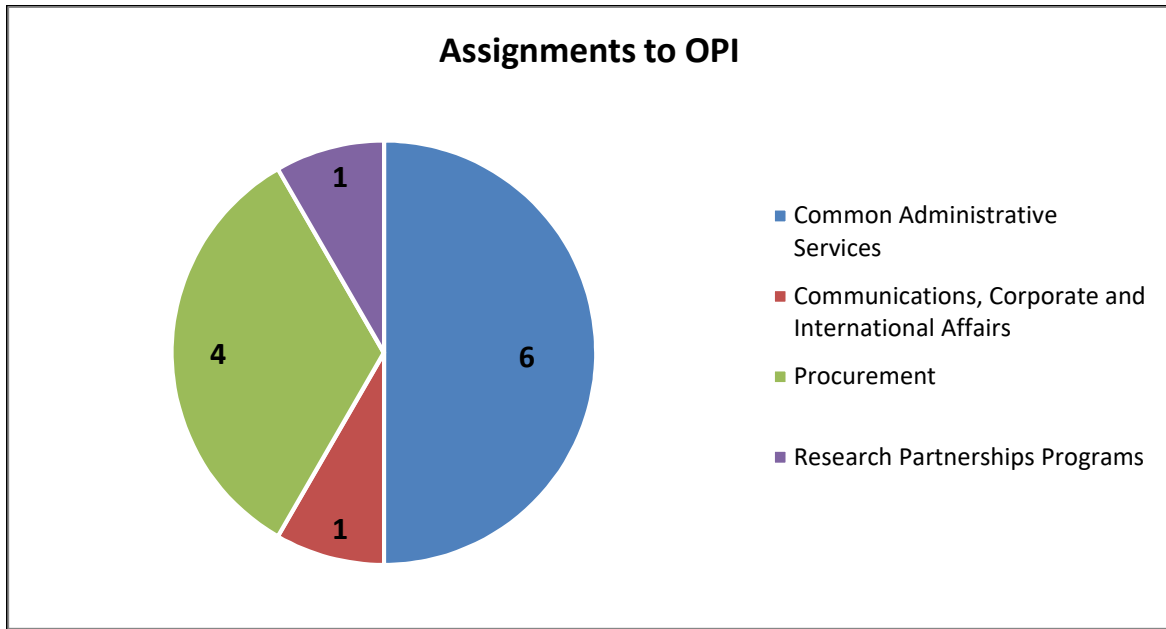
#### 4.2 Nature of Requests

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 12 taskings across the different divisions and directorates of NSERC.

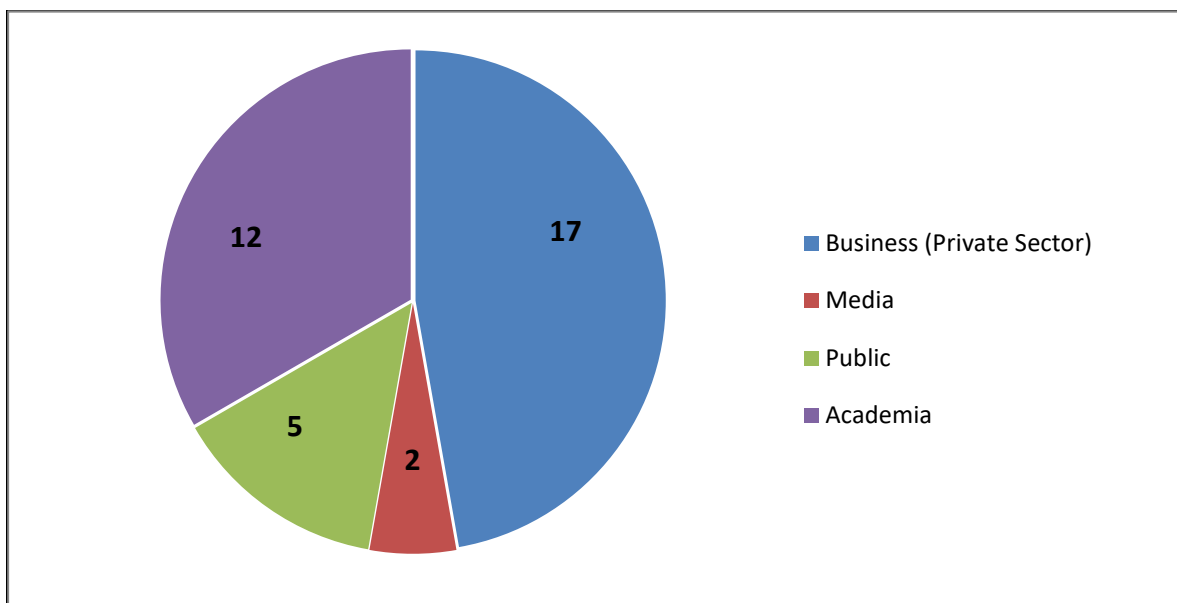
The distribution of tasking to OPIs was as follows:

**Figure 3: Assignment of the requests by Office of Primary Interest NSERC 2020-2021**



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 2020-2021**

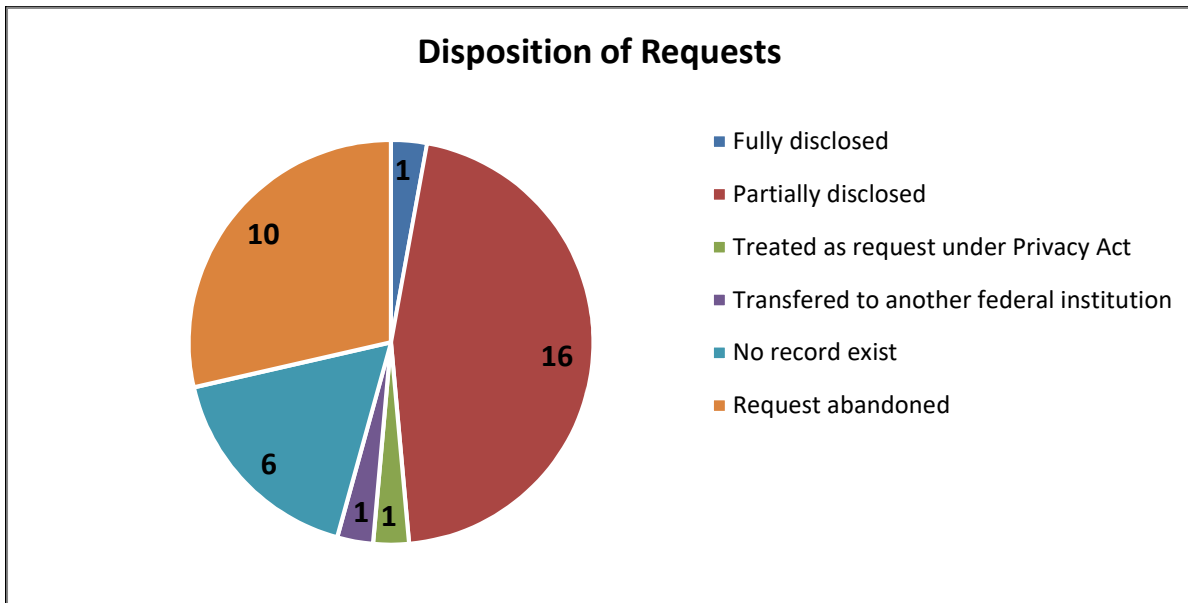




### 4.3 Disposition of Requests Completed

Of the ATI requests processed during 2020-2021, 35 were closed; a total of 2013 pages were processed and 1839 pages were released. A further 4 pages were processed but not released as the requests were abandoned.

**Figure 5: Disposition of Completed ATI Requests 2020-2021**



Of the 35 closed requests, 1 was fully disclosed, 16 were disclosed in part, 10 were abandoned and in 6 cases no records existed. In addition, one was transferred to another federal institution and 1 was treated as a request under the Privacy Act.

### 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 2020–2021 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 1 exemption can be applied to 1 ATI request.

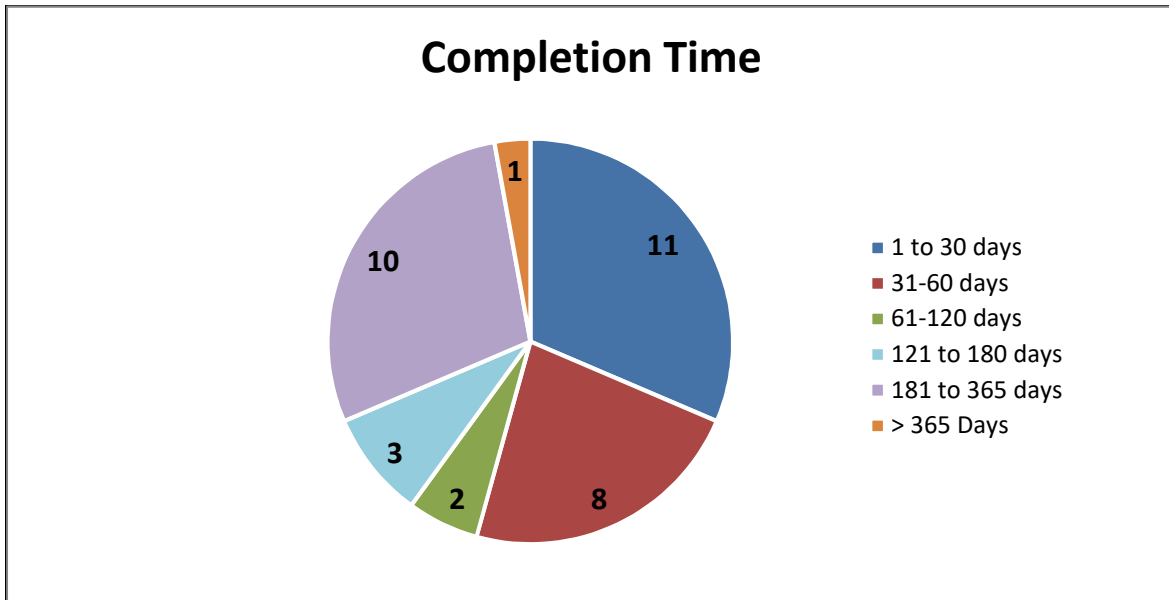
### 4.5 Exclusions Invoked

NSERC had 0 exclusions invoked under section 69 (Cabinet Confidences) during the reporting period.

#### 4.6 Completion time

Within the initial 30-day period, 24 out of 43 access to information requests were closed. The other 11 completed ATI requests were closed past the initial 30 days, and for those requests, time limit extensions were taken. 8 requests were carried over into the 2021-2022 fiscal year. The details for the 35 requests closed are shown in Figure 6 below.

**Figure 6: Completion time for closed ATI requests 2020-2021**



A time extension under section 9(1)(a) of the *Access to Information Act* was invoked for 29 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 14 cases. Section 9(1)(c), Third-party Notice, was invoked for 2 cases.

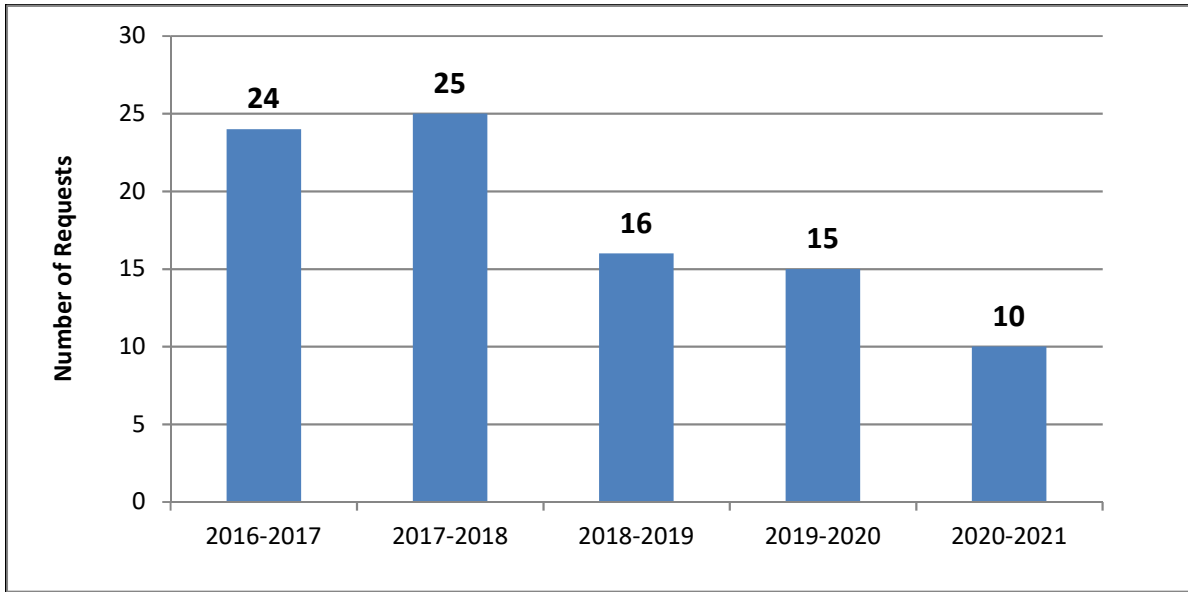
Also, 11 responses were provided past the legislated due date since the extension of time claimed was not adequate (due to the complexity of requests, the high volume of pages to be processed, the lack of resources and the waiting time for consultation responses).

When extensions are factored in, NSERC closed 31.4% of closed requests within the legislative timeline. This figure compares to 84.4% in 2019-2020 and 92.3% in 2018-2019, when NSERC had fewer requests and more resources.

#### 4.7 Inter-Organizational ATI Consultations

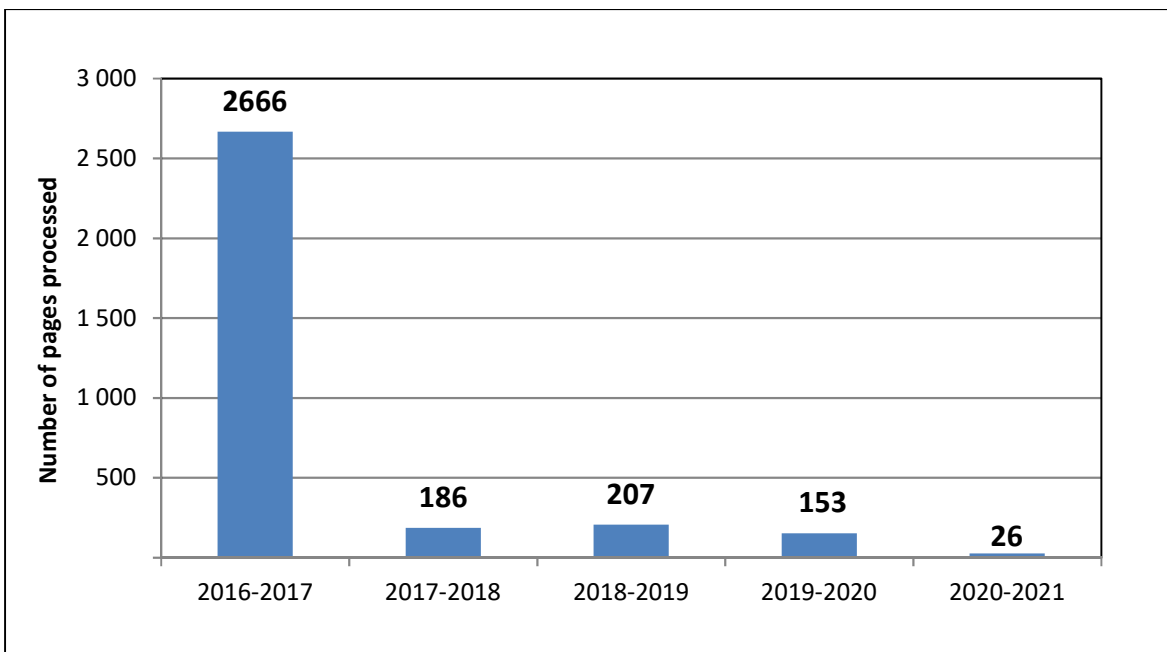
NSERC received 9 new ATI consultation requests from other government departments and 1 external organizational ATI consultation. This is significantly lower than the past five years (2016-2021).

**Figure 7: Number of ATI consultation requests closed 2016-2021**

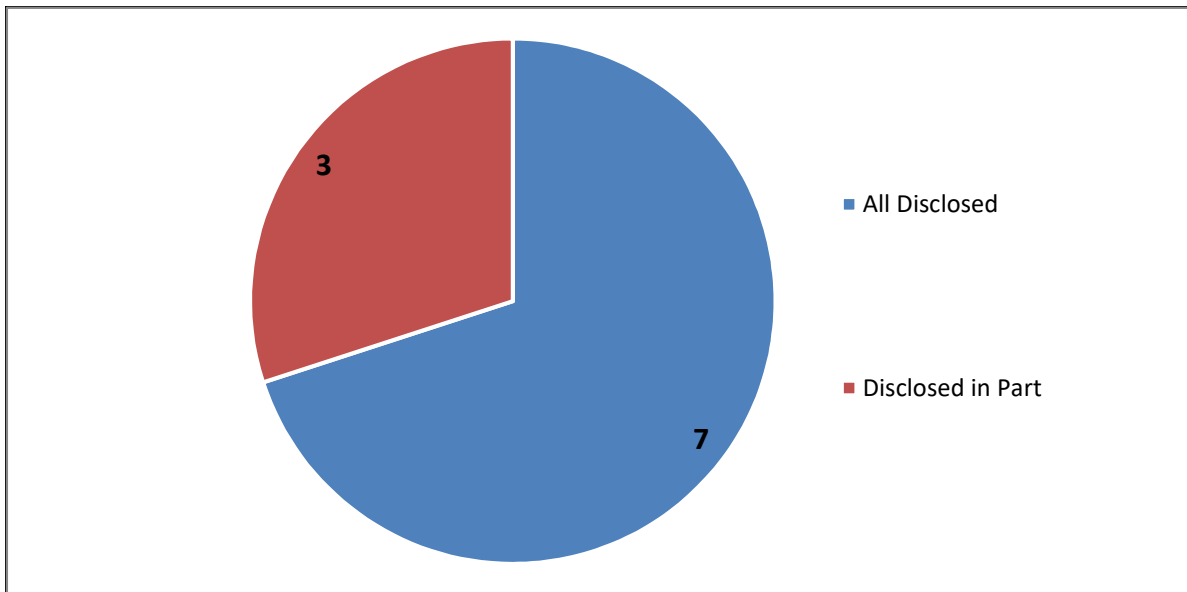


All of the 10 consultation requests NSERC received in 2020-2021 were closed within the fiscal year. ATI consultation requests processed amounted to a total of 26 pages. This is less than the previous two reporting periods (153 pages in 2019-2020 and 207 pages in 2018-2019).

**Figure 8: Number of pages processed for ATI consultation requests 2020-2021**



**Figure 9: Disposition of ATI consultation requests 2020-2021**



Regarding the disposition of ATI consultation requests, NSERC disclosed in part for 3 ATI Consultation requests, and disclosed entirely for 7 requests.

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

From March 16, 2020 to March 31, 2021, NSERC experienced an unprecedented period of operational challenges brought about by the COVID-19 pandemic.

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. Having only remote access, resulted in NSERC's inability to process paper documents and secret clearance 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. NSERC is in the process of procuring E-post/ extranet services.

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 32 requests for a total of \$160. Fees were waived for 3 requests, for a sum of \$15 uncollected.

### **5.3 Costs**

In this year's reporting period, the total salary, goods and professional services cost for the ATI program was \$219,448. This figure represents an increase of over 20.3% compared to \$174,947 in 2019-2020, and is higher than the \$209,095 in costs for 2018-2019.

### **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 2020-2021, 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 2020-2021, NSERC had a carry-over from the previous fiscal year of seven files. Eight files were carried forward into the 2021-2022 fiscal year. In 2020-2021, NSERC closed twenty-nine of thirty-six new requests received. A total of seven files from 2018-2019 and one file from 2019-2020 were carried forward into 2021-2022.

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 1.645 FTE, which is 0.92% more than 1.63 FTE reported for the 2019-2020 fiscal year. Of this 1.645 FTE, 0.845 came from full-time employees, 0.7 from consultants and agency personnel, and 0.1 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 recruited a new ATIP/Governance Manager, and began the staffing process to recruit internally a new ATIP officer. The successful internal candidate will then be trained in ATIP, 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 five active complaint files: two new ones initiated in 2020-2021 and three existing ones carried over from previous years. At year end, NSERC was awaiting responses from the OIC for one complaint file and NSERC was working on providing a response for three complaint files. One complaint file was considered not well-founded and was closed.

There was one Section 44 ongoing application to the Federal Court under the *ATI Act* during the 2020-2021 reporting period.

### **6.2 Audits**

There were no audits conducted during the reporting period.

## Appendix A — Delegation Instrument



OFFICIAL DOCUMENT

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

**DELEGATION OF AUTHORITY**

***ACCESS TO INFORMATION ACT AND  
PRIVACY ACT***

I, the President of the Natural Sciences and Engineering Research Council of Canada, pursuant to Section 95(1) of the *Access to Information Act* and section 73(1) of 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.

Dated at Ottawa

This \_\_\_\_ day of \_\_\_\_\_

DOCUMENT OFFICIEL

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

**DÉLÉGATION DE POUVOIRS**

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

En ma qualité de président du Conseil de recherches en sciences naturelles et en génie du Canada et conformément à l'article 95(1) de la *Loi sur l'accès à l'information* et à l'article 73(1) 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.

Fait à Ottawa

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

---

Alejandro Adem  
(President/Président)

Natural Sciences and Engineering Research Council of Canada/  
Conseil de recherche en sciences naturelles et génie du Canada

Delegation		Position Title				
		President	VP-CCIA	ED-CPP	Corporate Secretary	ATIP Governance Manager
Description	Section	1	2	3	4	5
<b><i>Access to Information Act</i></b>						
Responsibility of government institutions	4(2.1)	yes	yes	yes	yes	yes
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
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)(b)	yes	yes	yes	yes	no
Conversion to alternate format	12(3)(b)	yes	yes	yes	yes	no
Information obtained in confidence	13	yes	yes	yes	yes	no
Refuse access – federal-provincial affairs	14	yes	yes	yes	yes	no
Refuse access – international affairs, defense	15(1)	yes	yes	yes	yes	no
Refuse access – law enforcement and	16(1)	yes	yes	yes	yes	no

investigation						
Refuse access – security information	16(2)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>no</b>
Refuse access – policing services for provinces or municipalities	16(3)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>no</b>
Refuse access – <i>Public Service Disclosure Protection Act</i>	16.5	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>no</b>
Refuse access – safety of individuals	17	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>no</b>
Refuse access – economic interests of Canada	18	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>no</b>
Refuse access – another person’s information	19(1)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Disclose personal information	19(2)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Refuse access – third party information	20(1)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Disclose testing methods	20(2) & (3)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Disclose third party information	20(5)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Disclose in public interest	20(6)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>no</b>	<b>no</b>
Refuse access – advice, etc.	21	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>no</b>
Refuse access – tests and audits	22	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Refuse access – internal audits	22.1	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>no</b>
Refuse access – solicitor-client privilege	23	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>

Refuse access – prohibited information	24(1)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Disclose severed information	25	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Refuse access – information to be published	26	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Notice to third parties	27(1)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Extension of time limit	27(4)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Notice of third party disclosure	28(1)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Representation to be made in writing	28(2)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Disclosure of record	28(4)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Notice to third party	33	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Right to make representations	35(2)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Access given to complainant	37(4)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Notice to third party of court action	43(1)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Notice to person who requested record	44(2)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Special rules for hearings	52(2)(b)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Ex parte representations	52(3)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Annual report – government institutions	94	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>no</b>
<b><i>Access to Information Regulations</i></b>						
Search and	7(2)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>

preparation fees						
Production and programming fees	7(3)	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Providing access to record(s)	8	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>
Limitations in respect of format	8.1	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>	<b>yes</b>

**Appendix B — 2020-2021 Annual Access to Information Act Statistical Report**



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

Name of institution: Natural Science and Engineering Research Council

Reporting period: 2020-04-01 to 2021-03-31

### 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	7
<b>Total</b>	<b>43</b>
Closed during reporting period	35
Carried over to next reporting period	8

#### 1.2 Sources of requests

Source	Number of Requests
Media	2
Academia	12
Business (private sector)	17
Organization	0
Public	5
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	2	0	0	0	0	2

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

## Section 2: Decline to act 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	0	0	1	0	0	0	0	1
Disclosed in part	1	3	0	0	2	9	1	16
All exempted	0	0	1	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	3	1	0	1	1	0	0	6
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	1	1	6	1	0	1	0	10
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	6	5	8	2	3	10	1	35



### 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)	7	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	1	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	1	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	1
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)	16	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)	15	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)	20	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	0		
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
0	17	0

### 3.5 Complexity

#### 3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
2013	1843	28

### 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	20	0	0	0	0	0	0	0	0
Disclosed in part	11	444	4	707	1	668	0	0	0	0
All exempted	1	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	10	4	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>23</b>	<b>468</b>	<b>4</b>	<b>707</b>	<b>1</b>	<b>668</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	5	0	1	0	6
All exempted	1	0	0	0	1
All excluded	0	0	0	0	0
Request abandoned	8	0	0	0	8
Neither confirmed nor denied	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0
<b>Total</b>	<b>14</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>15</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	11
Percentage of requests closed within legislated timelines (%)	31.4

### 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
24	12	11	1	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	1	2	3
16 to 30 days	1	4	5
31 to 60 days	0	1	1
61 to 120 days	3	1	4
121 to 180 days	1	1	2
181 to 365 days	5	3	8
More than 365 days	0	1	1
<b>Total</b>	11	13	24

### 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	1	0	0	0
Disclosed in part	15	0	5	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	3	0	1	1
Request abandoned	10	0	8	1
Decline to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	29	0	14	2

### 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	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	11	0	1	0
121 to 180 days	17	0	12	2
181 to 365 days	1	0	1	0
365 days or more	0	0	0	0
<b>Total</b>	29	0	14	2

## Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	32	\$160	3	\$15
Other fees	0	\$0	0	\$0
<b>Total</b>	32	\$160	3	\$15

## 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	9	26	1	26
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	9	26	1	26
Closed during the reporting period	9	26	1	26
Carried over to next reporting period	0	0	0	0

### 6.2 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	4	2	1	0	0	0	0	7
Disclose in part	0	1	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>	4	3	2	0	0	0	0	9

### 6.3 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	1	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
<b>Total</b>	0	1	0	0	0	0	0	1

## Section 7: Completion Time of Consultations on Cabinet Confidences

### 7.1 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 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
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

### 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
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

## 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
1	0	0	0	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

Expenditures		Amount
Salaries		\$91,493
Overtime		\$0
Goods and Services		\$127,955
• Professional services contracts	\$127,060	
• Other	\$895	
<b>Total</b>		<b>\$219,448</b>

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.845
Part-time and casual employees	0.100
Regional staff	0.000
Consultants and agency personnel	0.700
Students	0.000
<b>Total</b>	<b>1.645</b>

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



## Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act*

Name of institution: Natural Sciences and Engineering Research Council

Reporting period: 2020-04-01 to 2021-03-31

### Section 1: Capacity to Receive Requests

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	25
Able to receive requests by email	52
Able to receive requests through the digital request service	52

### Section 2: Capacity to Process Records

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	52	0	0	52
Protected B Paper Records	52	0	0	52
Secret and Top Secret Paper Records	52	0	0	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	4	48	52
Protected B Electronic Records	0	4	48	52
Secret and Top Secret Electronic Records	52	0	0	52