



Canadian Space Agency
Agence spatiale
canadienne



ANNUAL REPORT TO PARLIAMENT

ON THE ADMINISTRATION OF THE

ACCESS TO INFORMATION ACT



2007-2008

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INTRODUCTION

The *Access to Information Act* became law on July 1, 1983.

The *Access to Information Act* gives Canadian citizens, permanent residents and any person present in Canada, the right of access to information contained in government records, subject to certain specific and limited exceptions.

Section 72 of the *Access to Information Act* require that the head of every government institution prepare for submission to Parliament, an annual report on the administration of the Act within the institution during each financial year.

This report is intended to describe how the Canadian Space Agency administered its responsibilities during the period covered by the report in relation to the Act.

GENERAL INFORMATION

PART I

A. GENERAL INFORMATION – PART I

1) CANADIAN SPACE AGENCY

To better understand the context in which the *Access to Information Act* is implemented, the following presents background information about the Canadian Space Agency.

The Canadian Space Agency reports to the Minister of Industry.

The mission of the Canadian Space Agency is as follows:

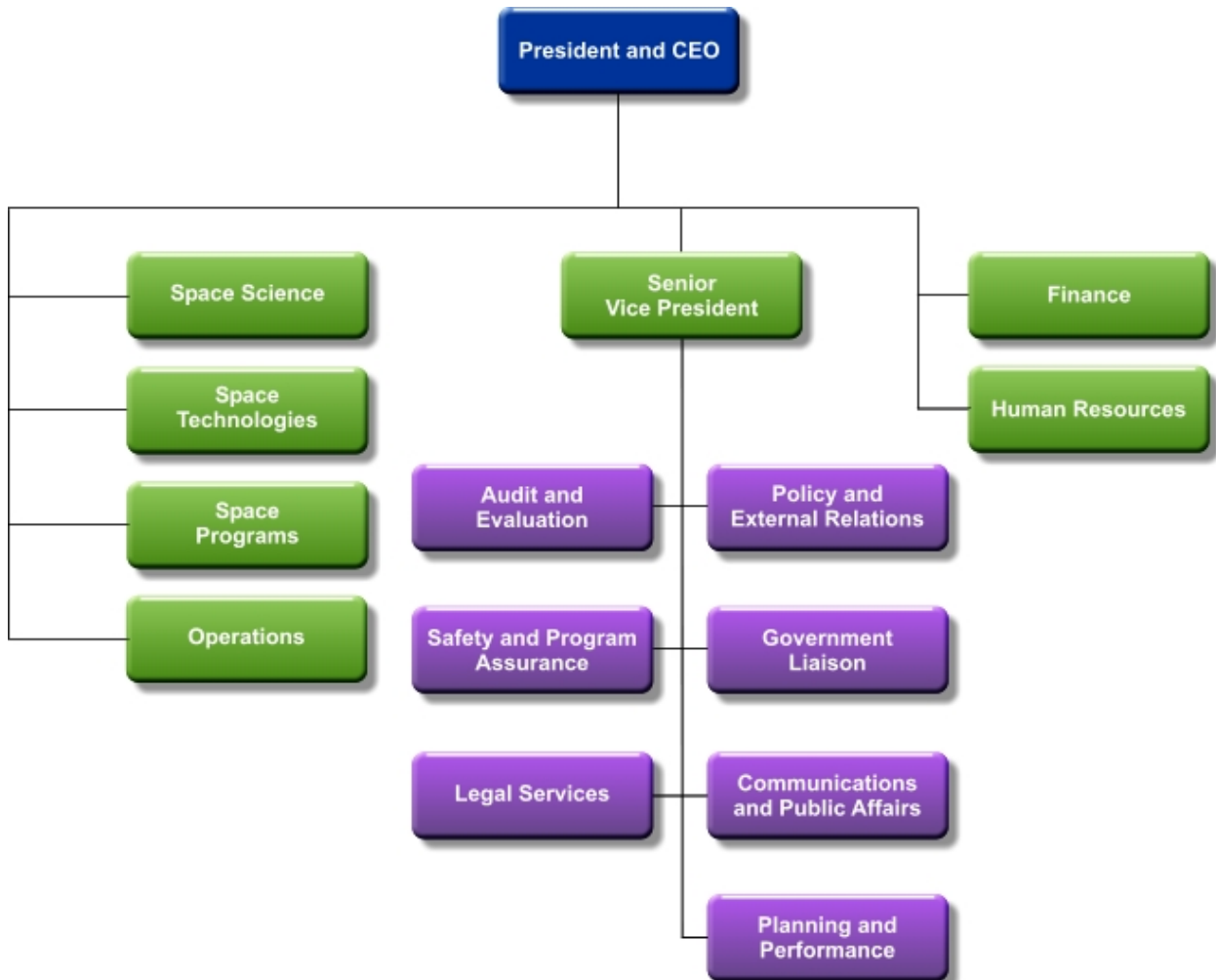
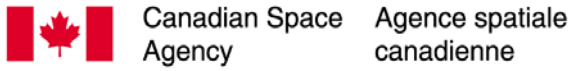
"The Canadian Space Agency is committed to leading the development and application of space knowledge for the benefit of Canadians and humanity".

To achieve this, the Canadian Space Agency is committed to leading the development and application of space knowledge for the benefit of Canadians and humanity.

- Pursue excellence collectively;
- Advocate a client-oriented attitude;
- Support employee-oriented practices and open communications;
- Commit to both empowerment and accountability;
- Pledge to cooperate and to work with partners to our mutual benefit.

The Agency brings together most of the existing space programs of the federal government. It coordinates all elements of Canada's Space Program and manages major space-related activities in Canada. The Canadian Space Agency has the expertise to lead knowledge in Canadian specialty fields, and to sponsor, support and encourage the best Canadian companies to make the next steps in space development. More information on the Agency's activities can be found at www.space.gc.ca

2) ORGANIZATION CHART



This organization chart shows the major organizational components of the Agency for the reporting year. The Access to Information and Privacy Office is located at the Canadian Space Agency's Headquarters situated in Longueuil, Quebec.

3) ORGANIZATION FOR THE IMPLEMENTATION OF ATIP ACTIVITIES

The head of our institution pursuant to the *Access to Information Act* is the Minister of Industry. The Minister has delegated certain powers, duties and functions pursuant to the Act to the Director General, Operations and to some officers and employees of the Canadian Space Agency.

Operational responsibility for the implementation of the Act at the Canadian Space Agency has been delegated to the Access to Information and Privacy Coordinator who reports to the Chief Information Officer.

The Coordinator manages the ATIP Office. The Coordinator has a close working relationship with Executive Committee members concerning the application of, and compliance with, the Act.

When an Access to Information request is received, the Coordinator consults the appropriate managers, the Legal Services Directorate, the Privacy Council Office, the Treasury Board Information Practices Group or other institutions, as required. When the Coordinator identifies a record as one that should be exempted under the Act, a recommendation to that effect is made to the Director General, Operations.

When a record is identified as exclusion under the *Access to Information Act*, the Coordinator recommends that the Legal Service directorate consult with the Privy Council Office to confirm that it is an excluded record.

Formal requests made under the Act are carefully documented for reporting purposes and future reference.

The Library at Headquarters in Longueuil makes available to the public the current version of Info Source, as well as departmental publications and manuals as requested under Section 71 of the *Access to Information Act*. The current version of Info Source can also be found at: <http://www.infosource.gc.ca/index-eng.asp>.

REPORT ON THE
ACCESS TO INFORMATION ACT
PART II

B. REPORT – ACCESS TO INFORMATION ACT - PART II

1) HIGHLIGHTS

- During this report year, the Canadian Space Agency has received 17 requests from across Canada under the *Access to Information Act*. There was one outstanding request from the previous period. One request was carried forward to be processed in the next reporting period.
- Out of 17 requests received, 6% originated from the media, 47% from academia, 23.5% from the public and 23.5% were from businesses.
- Records were "all disclosed" in 35% of the responses to requests received and completed during this period.
- Records were disclosed in part in 47% of the cases.
- There were three requests that we were unable to process because no identifiable records existed.
- Extensions were claimed in two cases for consultation with other departments and in one case to consult third parties.
- Consultations from other Government Institutions amounted to 15.
- No complaint was lodged during the 2007-2008 reporting year.
- During this period, the ATIP Coordinator, together with the Information Security Committee, organized awareness sessions on handling sensitive documents at the CSA. Information sessions on ATI are also given on a regular basis.
- A copy of the Delegation Order is attached at the end of this document.

2) STATISTICS REPORT

The statistics report from the period April 1, 2007 to March 31, 2008 is included at the end of this chapter.

3) INTERPRETATION /EXPLANATION OF THE STATISTICS

a. Requests received

Seventeen requests have been received during 2007-2008. Seventeen have been processed as one was outstanding from the previous year and one has been carried forward to be processed in the next reporting period.

b. Sources of requests received

These are broken down as per their source as follows:

| | Number | Percentage |
|----------|---------------|-------------------|
| Media | 1 | 6 % |
| Business | 4 | 23.5 % |
| Public | 4 | 23.5 % |
| Academia | 8 | 47 % |
| | <hr/> 17 | <hr/> 100 % |

These are broken down by province as follows:

| | Number | Percentage |
|---------|---------------|-------------------|
| Ontario | 15 | 88 % |
| Québec | 2 | 12 % |
| | <hr/> 17 | <hr/> 100 % |

4)DISPOSITION OF REQUESTS

a. Transfers

Since no other federal institutions were considered to be affected by any requests during this period, none were transferred.

b. Abandoned

There was no request abandoned by the applicant.

c. Unable to proceed

We were unable to process three requests because no identifiable records existed.

d. Completion time

The completion time can be summarized as follows:

| | Number | Percentage |
|------------------|---------------|-------------------|
| 30 days or under | 12 | 70.5 % |
| 31 to 60 days | 3 | 17.5 % |
| 61 to 120 days | 2 | 12 % |
| 121 days or over | 0 | 0 % |
| | <hr/> 17 | <hr/> 100 % |

e. Extensions

Extensions were requested in three cases for consultation with other departments and in one case for consultation with third parties.

f. Release and method of access

Access was given by providing copies to requesters in 14 cases.

5)FEE WAIVERS

The ATIP Coordinator determines, on a case-by-case basis the fee to be charged for an extensive or complex request.

During the period covered by this report, the ATIP Office was not required to recommend that the Director General, Operations waive the requirement to pay any fees other than the application fees.

6)FORMAL / INFORMAL REQUESTS

During the reporting period, no request was treated informally.

The ATIP Office considers informal any requests that are for material already released in response to previous access to information requests, as well as documents that are already available to the public.

7)CONSULTATIONS FROM OTHER FEDERAL INSTITUTIONS

Fifteen consultation requests were received under the *Access to Information Act* from other federal institutions during this reporting period. These requests are always given priority within the time constraints that apply to each of them.

8)EXCEPTIONS AND EXCLUSIONS

During the period covered by this report, there was one occasion to exclude records subject to Section 69 of the Act.

9)COSTS

The cost of administering the *Access to Information Act* is estimated at \$55,080 for the reporting period. This cost represents a portion of the salary of the ATIP Coordinator and management overhead. It also includes a small amount to cover office supplies. This estimate covers the direct processing of requests and related correspondence with different levels of government and industry.

It does not include the time of the Executive Committee members, directors and managers or legal counsel consulted about requests. Some requests require consultation with various officers to decide how the requested information can be extracted, and with the applicant to determine exactly what information is requested. It does not include the cost of time spent in searching for records.

10)COMPLAINTS / INVESTIGATIONS

No complaints were filed with the Office of the Information Commissioner during the year 2007-2008.

11) AWARENESS SESSIONS

In addition to the management of Access requests, the ATIP Coordinator provides advice and guidance to CSA employees on compliance with the legislation. This is done by means of weekly information sessions on ATI request processing and on the handling of sensitive documents at CSA. The employees attend these sessions as needed.

12) POLICIES AND PROCEDURES

The CSA policies and procedures for *the Access to Information Act*, including Section 67.1, are accessible on the Agency's Intranet.

STATISTICS REPORT

ACCESS TO INFORMATION ACT

APRIL 1, 2007 TO MARCH 31, 2008



| | | | | | |
|---|---------------------|---------------------------------------|------------------------------------|--|-------------|
| Institution Agence spatiale canadienne / Canadian Space Agency | | | | Reporting period / Période visée par le rapport 2007-2008 | |
| Source | Media / Médias 1 | Academia / Secteur universitaire 8 | Business / Secteur commercial 4 | Organization / Organisme 0 | Public 4 |

| | |
|--|----|
| I Requests under the Access to Information Act / Demandes en vertu de la Loi sur l'accès à l'information | |
| Received during reporting period / Reçues pendant la période visée par le rapport | 17 |
| Outstanding from previous period / En suspens depuis la période antérieure | 1 |
| TOTAL | 18 |
| Completed during reporting period / Traitées pendant la période visées par le rapport | 17 |
| Carried forward / Reportées | 1 |

| | | | |
|--|---|--|----|
| II Disposition of requests completed / Disposition à l'égard des demandes traitées | | | |
| 1. All disclosed / Communication totale | 6 | 6. Unable to process / Traitement impossible | 3 |
| 2. Disclosed in part / Communication partielle | 8 | 7. Abandoned by applicant / Abandon de la demande | 0 |
| 3. Nothing disclosed (excluded) / Aucune communication (exclusion) | 0 | 8. Treated informally / Traitement non officiel | 0 |
| 4. Nothing disclosed (exempt) / Aucune communication (exemption) | 0 | TOTAL | 17 |
| 5. Transferred / Transmission | 0 | | |

| | | | | | | | |
|---|---|------------------|---|------------------|---|------------------|---|
| II Exemptions invoked / I Exceptions invoquées | | | | | | | |
| S. Art. 13(1)(a) | 0 | S. Art. 16(1)(a) | 0 | S. Art. 18(b) | 0 | S. Art. 21(1)(a) | 3 |
| (b) | 0 | (b) | 0 | (c) | 0 | (b) | 2 |
| (c) | 1 | (c) | 0 | (d) | 0 | (c) | 2 |
| (d) | 0 | (d) | 0 | S. Art. 19(1) | 8 | (d) | 0 |
| S. Art. 14 | 0 | S. Art. 16(2) | 1 | S. Art. 20(1)(a) | 0 | S. Art. 22 | 0 |
| S. 15(1) International rel. / Relations interm. | 1 | S. Art. 16(3) | 0 | (b) | 2 | S. Art. 23 | 1 |
| Défence / Défense | 0 | S. Art. 17 | 0 | (c) | 3 | S. Art. 24 | 0 |
| Subversive activities / Activités subversives | 0 | S. Art. 18(a) | 0 | (d) | 1 | S. Art. 26 | 0 |

| | | | |
|---|---|------------------|---|
| I Exclusions cited / V Exclusions citées | | | |
| S. Art. 68(a) | 0 | S. Art. 69(1)(c) | 0 |
| (b) | 0 | (d) | 0 |
| (c) | 0 | (e) | 0 |
| S. Art. 69(1)(a) | 1 | (f) | 0 |
| (b) | 0 | (g) | 1 |

| | |
|---|----|
| V Completion time / Délai de traitement | |
| 30 days or under / 30 jours ou moins | 12 |
| 31 to 60 days / De 31 à 60 jours | 3 |
| 61 to 120 days / De 61 à 120 jours | 2 |
| 121 days or over / 121 jours ou plus | 0 |

| | | |
|---|---|---------------------------------------|
| V Extensions / I Prorogations des délais | | |
| | 30 days or under / 30 jours ou moins | 31 days or over / 31 jours ou plus |
| Searching / Recherche | 0 | 0 |
| Consultation | 2 | 0 |
| Third party / Tiers | 1 | 0 |
| TOTAL | 3 | 0 |

| | | |
|---|---|---|
| VI Translations / I Traduction | | |
| Translations requested / Traductions demandées | | 0 |
| Translations prepared / Traductions préparées | English to French / De l'anglais au français | 0 |
| | French to English / Du français à l'anglais | 0 |

| | |
|---|----|
| VII Method of access / I Méthode de consultation | |
| Copies given / Copies de l'original | 14 |
| Examination / Examen de l'original | 0 |
| Copies and examination / Copies et examen | 0 |

| | | | |
|---|-----|--|------|
| I Fees / X Frais | | | |
| Net fees collected / Frais net perçus | | | |
| Application fees / Frais de la demande | 85. | Preparation / Préparation | 0 |
| Reproduction | 0 | Computer processing / Traitement informatique | 0 |
| Searching / Recherche | 0 | TOTAL | 85. |
| Fees waived / Dispense de frais | | No. of times / Nombre de fois | \$ |
| \$25.00 or under / 25 \$ ou moins | | 0 | \$ 0 |
| Over \$25.00 / De plus de 25 \$ | | 0 | \$ 0 |

| | |
|--|----------|
| X Costs / Coûts | |
| Financial (all reasons) / Financiers (raisons) | |
| Salary / Traitement | \$ 52792 |
| Administration (O and M) / Administration (fonctionnement et maintien) | \$ 2288 |
| TOTAL | \$ 55080 |
| Person year utilization (all reasons) / Années-personnes utilisées (raison) | |
| Person year (decimal format) / Années-personnes (nombre décimal) | .9 |

DELEGATION OF POWERS, DUTIES OR FUNCTIONS

CANADIAN SPACE AGENCY/AGENCE SPATIALE CANADIENNE

DELEGATION OF POWERS, DUTIES OR
FUNCTIONS UNDER THE ACCESS TO
INFORMATION ACT

DÉLÉGATION D'ATTRIBUTIONS EN
VERTU DE LA LOI SUR L'ACCÈS À
L'INFORMATION

I, the undersigned, Jim Prentice, Minister of Industry, in my capacity as head of the Canadian Space Agency for the purposes of the *Access to Information Act* and pursuant to section 73 of the *Act*, hereby designate the persons holding the positions set out in the delegation of authority matrix attached hereto to exercise the powers and perform the duties and functions of the head of a government institution, under the sections of the *Act* set out in the matrix opposite each position.

En vertu de l'article 73 de la *Loi sur l'accès à l'information*, je, soussigné, Jim Prentice, ministre de l'Industrie, en ma qualité de responsable de l'Agence spatiale canadienne pour l'application de la *Loi sur l'accès à l'information*, délègue, par la présente, aux titulaires des postes mentionnés à l'annexe ci-jointe les attributions dont le responsable d'une institution fédérale est investi par les articles de la *Loi* mentionnés dans la liste en regard de chaque poste.

And I have signed in Ottawa, this 31 day of January, 08

Et j'ai signé à Ottawa, ce 31 jour de Janvier, 08



Jim Prentice

Minister of Industry
Ministre de l'Industrie

CANADIAN SPACE AGENCY/AGENCE SPATIALE CANADIENNE

DELEGATION OF AUTHORITY / DÉLÉGATION D'AUTORITÉ
ACCESS TO INFORMATION ACT / LOI SUR L'ACCÈS À L'INFORMATION

| SECTIONS OF THE ACT ARTICLES DE LA LOI | POWERS/DUTIES/FUNCTIONS ATTRIBUTIONS | POSITION TITRE |
|---|--|--|
| 7(a), (b) | <p>Informing the requester as to whether or not access to records or part thereof will be given.</p> <p>Informer le requérant à savoir si la communication sera donnée ou non en partie ou en totalité du document.</p> | <p>Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information</p> |
| 8(1) | <p>Where another government institution has a greater interest in the record, the request may be transferred to the other government institution with written notice to the requester.</p> <p>Aviser le requérant lorsque la demande concerne davantage une autre institution fédérale, que la demande a été transférée à l'institution concernée.</p> | <p>Manager, Information Management, Access to Information and Privacy (ATIP) Coordinator / Gestionnaire, Gestion de l'information, Coordonnateur(trice) de l'Accès à l'information et de la protection des renseignements personnels (AIPRP)</p> |
| 9(1), (2) | <p>Extending the time limit for responding to a request beyond the 30-day time limit when certain circumstances described in the Act exist.</p> <p>Proroger le délai pour répondre à une demande au-delà du délai de 30 jours lorsque certaines situations décrites dans la Loi se réalisent.</p> | <p>Manager, Information Management, ATIP Coordinator / Gestionnaire, Gestion de l'information, Coordonnateur(trice) de l'AIPRP</p> |
| 10(1), (2) | <p>Where access is refused, it is required to state either that the record does not exist or the provision of the Act on which refusal is based.</p> <p>En cas de refus de communication, il faut mentionner d'une part, soit le fait que le</p> | <p>Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information</p> |

CANADIAN SPACE AGENCY/AGENCE SPATIALE CANADIENNE

DELEGATION OF AUTHORITY / DÉLÉGATION D'AUTORITÉ
ACCESS TO INFORMATION ACT / LOI SUR L'ACCÈS À L'INFORMATION

| SECTIONS OF THE ACT ARTICLES DE LA LOI | POWERS/DUTIES/FUNCTIONS ATTRIBUTIONS | POSITION TITRE |
|---|---|--|
| | document n'existe pas ou soit la disposition précise de la Loi sur laquelle se fonde le refus. | |
| 11(1), (2), (3), (4) | Imposition may be required by the requester of various fees associated with the processing of requests, including the payment of deposits. Il peut être exigé que le requérant acquitte divers frais associés au traitement de sa demande, incluant le versement d'un acompte. | Manager, Information Management, ATIP Coordinator / Gestionnaire, Gestion de l'information, Coordonnateur(trice) de l'AIPRP |
| 11(5) | Notifying the requester of fees payable. Aviser le requérant d'acquitter des droits. | Manager, Information Management, ATIP Coordinator / Gestionnaire, Gestion de l'information, Coordonnateur(trice) de l'AIPRP |
| 11(6) | Waiving or refunding fees or portions thereof paid. Dispenser ou rembourser en tout ou en partie le versement des droits déjà effectué. | Manager, Information Management, ATIP Coordinator / Gestionnaire, Gestion de l'information, Coordonnateur(trice) de l'AIPRP |
| 12(2) | Sending records for translation in the other official language when it is considered to be in the public interest. Faire traduire les documents dans l'autre langue officielle lorsque jugé dans l'intérêt public. | Manager, Information Management, ATIP Coordinator / Gestionnaire, Gestion de l'information, Coordonnateur(trice) de l'AIPRP |

CANADIAN SPACE AGENCY/AGENCE SPATIALE CANADIENNE

DELEGATION OF AUTHORITY / DÉLÉGATION D'AUTORITÉ
ACCESS TO INFORMATION ACT / LOI SUR L'ACCÈS À L'INFORMATION

| SECTIONS OF THE ACT ARTICLES DE LA LOI | POWERS/DUTIES/FUNCTIONS ATTRIBUTIONS | POSITION TITRE |
|---|---|--|
| 12(3) | <p>Providing access in an alternative format.</p> <p>Donner la communication des documents sur support de substitution.</p> | <p>Manager, Information Management, ATIP</p> <p>Coordinator / Gestionnaire, Gestion de l'information, Coordonnateur(trice) de l'AIPRP</p> |
| 13(1) | <p>Withholding information obtained in confidence from other governments and from international organizations.</p> <p>Retenir les renseignements obtenus à titre confidentiel de d'autres gouvernements et d'organisations internationales.</p> | <p>Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information</p> |
| 13(2) | <p>Disclosing information under the Subsection (1) when certain conditions are met.</p> <p>Divulguer les renseignements visés au paragraphe (1) lorsque certaines conditions sont rencontrées.</p> | <p>Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information</p> |
| 14 | <p>Refusing to disclose information injurious to the conduct of federal-provincial affairs.</p> <p>Refuser la communication de renseignements dont la divulgation risquerait vraisemblablement de porter préjudice à la conduite d'affaires fédérales-provinciales.</p> | <p>Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information</p> |

CANADIAN SPACE AGENCY/AGENCE SPATIALE CANADIENNE

DELEGATION OF AUTHORITY / DÉLÉGATION D'AUTORITÉ
ACCESS TO INFORMATION ACT / LOI SUR L'ACCÈS À L'INFORMATION

| SECTIONS OF THE ACT ARTICLES DE LA LOI | POWERS/DUTIES/FUNCTIONS ATTRIBUTIONS | POSITION TITRE |
|---|--|--|
| 15(1) | <p>Refusing to disclose information injurious to the conduct of international affairs, the defence of Canada or the detection, prevention or suppression of subversive or hostile activities.</p> <p>Refuser la communication de renseignements dont la divulgation risquerait vraisemblablement de porter préjudice à la conduite d'affaires internationales, à la défense du Canada ou à la détection, à la prévention ou à la répression d'activités hostiles ou subversives.</p> | <p>Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information</p> |
| 16(1) | <p>Refusing to disclose information relating to certain law enforcement and investigation activities.</p> <p>Refuser la communication des renseignements reliés aux activités destinées à faire respecter certaines lois et aux activités reliées à des enquêtes licites.</p> | <p>Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information</p> |
| 16(2) | <p>Refusing to disclose information facilitating the commission of an offence.</p> <p>Refuser la communication des renseignements dont la divulgation risquerait vraisemblablement de faciliter la perpétration d'infractions.</p> | <p>Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information</p> |

CANADIAN SPACE AGENCY/AGENCE SPATIALE CANADIENNE

DELEGATION OF AUTHORITY / DÉLÉGATION D'AUTORITÉ
ACCESS TO INFORMATION ACT / LOI SUR L'ACCÈS À L'INFORMATION

| SECTIONS OF THE ACT ARTICLES DE LA LOI | POWERS/DUTIES/FUNCTIONS ATTRIBUTIONS | POSITION TITRE |
|---|--|--|
| 16(3) | <p>Refusing to disclose information obtained or prepared by the Royal Canadian Mounted Police while performing policing services for a province or a municipality.</p> <p>Refuser la communication des renseignements obtenus ou préparés par la Gendarmerie royale du Canada, dans l'exercice de fonctions de police provinciale ou municipale.</p> | <p>Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information</p> |
| 17 | <p>Refusing to disclose information threatening the safety of an individual.</p> <p>Refuser la communication des renseignements dont la divulgation risquerait vraisemblablement de nuire à la sécurité des individus.</p> | <p>Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information</p> |
| 18 | <p>Refusing to disclose information injurious to the economic interests of Canada.</p> <p>Refuser la communication des renseignements dont la divulgation risquerait vraisemblablement de porter préjudice aux intérêts financiers du Canada.</p> | <p>Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information</p> |
| 19(1) | <p>Refusing to disclose a record that contains personal information as defined in Section 3 of the Privacy Act.</p> <p>Refuser la communication de documents contenant des renseignements personnels</p> | <p>Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information</p> |

CANADIAN SPACE AGENCY/AGENCE SPATIALE CANADIENNE

DELEGATION OF AUTHORITY / DÉLÉGATION D'AUTORITÉ
ACCESS TO INFORMATION ACT / LOI SUR L'ACCÈS À L'INFORMATION

| SECTIONS OF THE ACT ARTICLES DE LA LOI | POWERS/DUTIES/FUNCTIONS ATTRIBUTIONS | POSITION TITRE |
|---|---|---|
| | visés à l'article 3 de la Loi sur la protection des renseignements personnels. | |
| 19(2) | Disclosing the record under Subsection (1) if certain conditions laid down by the Act are met. Divulguer les documents visés au paragraphe (1) si les conditions prescrites par la Loi sont rencontrées. | Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information |
| 20(1) | Withholding certain third party information. Restreindre la communication de certains documents contenant des renseignements de tiers. | Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information |
| 20(2) | Releasing information on product or environment testing results. Divulguer les renseignements sur les résultats d'essais de produits ou d'essais d'environnement. | Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information |
| 20(3) | Providing a written explanation of the methods used in conducting tests. Fournir une note explicative des méthodes utilisées pour effectuer les essais. | Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information |
| 20(5) | Disclosing information with the consent of the third party. | Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, |

CANADIAN SPACE AGENCY/AGENCE SPATIALE CANADIENNE

DELEGATION OF AUTHORITY / DÉLÉGATION D'AUTORITÉ
ACCESS TO INFORMATION ACT / LOI SUR L'ACCÈS À L'INFORMATION

| SECTIONS OF THE ACT ARTICLES DE LA LOI | POWERS/DUTIES/FUNCTIONS ATTRIBUTIONS | POSITION TITRE |
|---|--|---|
| | Divulguer les renseignements suite aux consentements des tiers. | Gestion de l'information |
| 20(6) | Disclosing the record if it is in the public interest. Divulguer le document pour des raisons d'intérêt public. | Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information |
| 21(1) | Refusing to disclose a record containing certain advice, recommendations, etc., developed by or for a government institution or a Minister of the Crown. Refuser la communication d'un document contenant certains avis, recommandations, etc., élaborés par ou pour une institution fédérale ou un ministre. | Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information |
| 22 | Refusing to disclose a record relating to testing procedures, tests and audits. Refuser la communication d'un document relatif à certaines opérations, essais et vérifications. | Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information |
| 23 | Refusing to disclose a record that contains information that is subject to solicitor-client privilege. Refuser la communication de documents contenant des renseignements protégés par le secret professionnel de l'avocat. | Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information |

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|---|---|---|
| 24(1) | Refusing to disclose a record by reason of an existing and recognized statutory prohibition. Refuser la communication de documents en raison d'interdictions fondées sur d'autres lois. | Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information |
| 25 | Severing information that is subject to exemptions in a document and disclosing the other parts of this document. Prélever les renseignements assujettis à une exception dans un document et divulguer les autres parties de ce document. | Manager, Information Management, ATIP Coordinator / Gestionnaire, Gestion de l'information, Coordonnateur(trice) de l'AIPRP |
| 26 | Refusing access where the information is to be published within a certain period of time. Refuser l'accès lorsque les renseignements seront publiés dans un certain délai. | Manager, Information Management, ATIP Coordinator / Gestionnaire, Gestion de l'information, Coordonnateur(trice) de l'AIPRP |
| 27(1) | Notifying any third parties of his intention to disclose a record falling within Section 20 and of the right to make representations within a specified time. Aviser par écrit les tiers impliqués de l'intention de divulguer des renseignements visés à l'article 20 et au droit de présenter des observations dans un délai spécifié. | Manager, Information Management, ATIP Coordinator / Gestionnaire, Gestion de l'information, Coordonnateur(trice) de l'AIPRP |

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|---|--|--|
| 27(4) | <p>Extending the time limit for notice under Subsection 27 (1) when certain conditions are met.</p> <p>Proroger le délai visé au paragraphe 27 (1) lorsque certaines conditions sont rencontrées.</p> | <p>Manager, Information Management, ATIP Coordinator / Gestionnaire, Gestion de l'information, Coordonnateur(trice) de l'AIPRP</p> |
| 28(1)(a) | <p>Opportunity of third party to make representations as to why records should not be disclosed.</p> <p>Donner la possibilité au tiers de présenter des observations sur ses motifs de refus de communication.</p> | <p>Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information</p> |
| 28(1)(b) | <p>Deciding to disclose or not after an opportunity for representations has been given and give written notice of the decision to the third party.</p> <p>Décider de la communication ou non après que le tiers ait eu la possibilité de présenter des observations, et donner avis de la décision au tiers.</p> | <p>Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information</p> |
| 28(2) | <p>Waiving the need to have third party representations in writing.</p> <p>Dispenser du besoin d'avoir les observations des tiers par écrit.</p> | <p>Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information</p> |
| 28(4) | <p>Disclosing the record unless the third party applies for a court review under Section 44.</p> | <p>Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire,</p> |

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|---|--|---|
| | Divulguer le document sauf si un recours en révision a été exercé en vertu de l'article 44 par le tiers. | Gestion de l'information |
| 29(1)(a) | Notifying the requester where there is a decision to disclose following a recommendation of the Information Commissioner. Aviser le requérant lorsqu'il y a décision de divulguer suite à la recommandation du Commissaire à l'information. | Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information |
| 29(1)(b) | Notifying the third party where there is a decision to disclose following a recommendation of the Information Commissioner. Aviser le tiers lorsqu'il y a décision de divulguer suite à la recommandation du Commissaire à l'information. | Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information |
| 32 | Receiving notice of investigation by the Information Commissioner Recevoir des avis d'enquête du Commissaire à l'information | Manager, Information Management, ATIP Coordinator / Gestionnaire, Gestion de l'information, Coordonnateur(trice) de l'AIPRP |
| 33 | Advising the Information Commissioner of any third party involved following a notice under Section 32 of a complaint in respect of a refusal. | Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information |

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|---|---|---|
| | Aviser le Commissaire à l'information des tiers impliqués suite à l'avis prévu à l'article 32 de plainte par rapport au refus. | |
| 35(2) | The right to make representations in the course of an investigation of a complaint to the Information Commissioner. Le droit de présenter des observations au Commissaire à l'information au cours d'une enquête suite à une plainte. | Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information |
| 37(1) | Receiving the Information Commissioner's report of findings of the investigation, and give notice of action taken or reasons why no action will be taken. Recevoir du Commissaire à l'information un rapport où il présente les conclusions de son enquête, et donner avis des mesures prises ou des motifs invoqués pour ne pas y donner suite. | Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information |
| 43(1) | When access is refused, it is required to notify any third party of a review sought under Sections 41 or 42. Aviser le tiers du recours en révision en vertu des articles 41 ou 42, lorsque la communication est refusée. | Manager, Information Management, ATIP Coordinator / Gestionnaire, Gestion de l'information, Coordonnateur(trice) de l'AIPRP |
| 44(2) | When notice is given under Paragraph 28(1)(b) or Subsection 29(1) that a record will be disclosed, a notice must be given to | Manager, Information Management, ATIP Coordinator / Gestionnaire, Gestion de l'information, Coordonnateur(trice) de |

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|---|--|---|
| | the requester of a review sought by a third party under Section 44. | l'AIPRP |
| | Lorsque l'avis est donné en vertu du paragraphe 28(1)(b) ou 29(1) qu'un document sera divulgué, il faut aviser le requérant du recours en révision déposé par un tiers en vertu de l'article 44. | |
| 49,50 | Disclosing a record pursuant to an order of the Court Divulguer un document suite à une ordonnance de la Cour | Manager, Information Management, ATIP Coordinator / Gestionnaire, Gestion de l'information, Coordonnateur(trice) de l'AIPRP |
| 51 | Refusing to disclose third party information pursuant to an order of the Court Refuser la divulgation d'information d'un tiers suite à une ordonnance de la Cour | Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information |
| 52(2), (3) | Special rules for hearings. Règles spéciales pour l'audition des causes. | Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information |
| 69 | Information excluded. Documents exclus. | Director General, Operations, Manager, Information Management / Directeur général, Opérations, Gestionnaire, Gestion de l'information |
| 71(1) | Providing facilities to the public for inspection of manuals | Director General, Operations, Manager, Information Management / Directeur |