

De : MARTINE BASTIN
Destinataire : Parent, Helene
CC : Lafrance, Sylvain
Date : 10/09/2007 11:58
Objet : Nouvelle demande de renseignements A-2007-0061/ MJB
Pièces jointes : tasking 2007-00061.doc

Veillez trouver ci-jointe une nouvelle demande de renseignements qui requiert votre attention immédiate.

Merci

Martine Bastin
Project Manager / ATIP
(613) 288-6161
CBC Radio-Canada
P.O. Box 3220 Station C
181 Queen Street
Ottawa, Ontario K1Y 1E4
tel: (613) 288-6161
fax: (613) 288-6166

CBC Radio-Canada
ATIP Office
181 Queen Street

FAX (613) 288-6279

Demande d'accès à l'information

Fournissez votre estimation du temps de recherche requis à l'agent de l'AIPRP responsable dans les 48 heures qui suivent et, une fois que tous les documents pertinents ont été récupérés et que les recommandations de divulgation appropriées ont été élaborées, retournez l'attestation ci-jointe, la recommandation signée ainsi que les documents numérisés à l'agent de l'AIPRP.

Réponse attendue pour le : September 12, 2007

September 10, 2007

A-2007-00061 / MJB

ATTRIBUTION DE TÂCHES DESTINÉE À : Hélène Parent

Le service a reçu une demande Fast Track en vertu de la *Loi sur l'accès à l'information* pour :

" Claims for Cleaning Services-Private Residence or Boats of Sylvain Lafrance..
Provide copy claims, if any, for the reimbursement of domestic held to clean
either his residence or private boat. "

La *Loi* stipule que le requérant a droit à cinq heures de recherche gratuites. **Avant de commencer la recherche des documents, communiquez avec l'agent responsable dans les 48 heures pour lui fournir votre estimation du temps de recherche requis.** Ne commencez pas la recherche avant d'avoir obtenu l'approbation du Bureau de l'AIPRP.

Si vous êtes d'avis que votre équipe ne devrait pas être responsable de cette demande, veuillez en aviser le bureau de l'AIPRP immédiatement et lui indiquer quelle équipe, selon vous, devrait être responsable.

000002

Chaque équipe doit s'acquitter des responsabilités suivantes :

VISIBILITÉ ÉLEVÉE

Votre équipe doit déterminer si cette demande devrait être considérée comme à « visibilité élevée ». Si le Bureau de l'AIPRP n'a pas classé cette demande à « visibilité élevée », mais que votre équipe croit qu'elle devrait l'être, communiquez avec le Bureau de l'AIPRP dans les 24 heures suivant la réception de la présente attribution de tâche.

Si le Bureau de l'AIPRP a classé cette demande à « visibilité élevée », mais que votre équipe ne croit pas qu'elle devrait l'être, veuillez en aviser le Bureau de l'AIPRP.

Si cette demande est classée à « visibilité élevée », il incombe à l'équipe responsable de veiller à ce que les déclarations de presse soient préparées.

PORTÉE DE LA DEMANDE

Veuillez aviser le Bureau de l'AIPRP si vous jugez que d'autres secteurs devraient recevoir une attribution de tâche pour fournir l'information demandée.

Pour obtenir des éclaircissements sur quelque aspect que ce soit de cette demande, veuillez vous adresser à l'agent de l'AIPRP sans délai, afin de permettre à votre équipe de la traiter.

RECHERCHE ET PRÉPARATION

En vertu de la *Loi sur l'accès à l'information*, le requérant peut devoir payer des frais pour la recherche de documents ou la préparation d'une partie des documents aux fins de divulgation, si ces services dépassent cinq heures.

Veuillez fournir au Bureau de l'AIPRP votre estimation du temps de recherche requis dans les 48 heures.

Veuillez noter que votre estimation ne doit pas tenir compte du temps passé (i) à numériser les documents, (ii) à classer ou à reclasser les documents, ou (iii) à examiner les documents et à préparer les recommandations au Bureau de l'AIPRP concernant la divulgation ou la non-divulgation des documents; on ne peut exiger de frais pour ces tâches.

TRANSMISSION DES DOCUMENTS ET DES RECOMMANDATIONS

Les documents doivent être transmis au Bureau de l'AIPRP dans les 10 jours suivant la réception de la présente attribution de tâche.

Veillez extraire tous les documents dans la portée de la demande, tout en gardant à l'esprit l'énoncé exact de la demande ainsi que l'esprit de la *Loi*.

Veillez rechercher dans les documents toute information sensible et transmettre à cet égard vos recommandations au Bureau de l'AIPRP. Précisez l'information qui ne devrait pas être divulguée ainsi que le motif (conséquences ou préjudices pouvant être entraînés).

Souvenez-vous que la *Loi* exige de divulguer le plus d'information possible.

Vos recommandations doivent être autorisées par le vice-président de votre secteur.

Assurez-vous que les documents numérisés fournis au Bureau de l'AIPRP sont lisibles, qu'ils incluent toutes les pièces jointes et les annexes, et qu'aucune page ne manque ni n'a été enlevée.

ATTESTATION

Veillez remplir les formulaires d'attestation joints à la présente attribution de tâche, puis les retourner, signés par le vice-président, avec les documents et vos recommandations.

Il est à noter que, si votre équipe n'a aucun document à transmettre, elle doit tout de même acheminer les formulaires d'attestation (signés par le vice-président) pour confirmer l'absence de documents et indiquer le temps réel passé à la recherche.

Les documents seront traités par le Bureau de l'AIPRP à des fins d'approbation par le vice-président du groupe ou son équivalent pour ce qui est des demandes routinières, à moins que les documents ne soient liés à la programmation ou qu'ils soient de nature journalistique ou créative, auquel cas, l'approbation finale sera donnée par l'avocat-conseil. Ce processus d'approbation s'applique à la fois aux demandes routinières et aux demandes à caractère sensible.

Si on détermine qu'une demande est de caractère sensible, il vous incombe de préparer les déclarations appropriées à l'intention des médias. Une copie des documents qui sont fournis à l'agent de l'AIPRP en réponse à la demande devrait être transmise à l'équipe des Communications pour lui permettre de préparer les déclarations appropriées pour les médias.

Si vous connaissez l'existence ailleurs dans la Société d'autres documents pertinents à une demande donnée ou si vous estimez que la demande exige des éclaircissements, veuillez communiquer immédiatement avec l'agent de l'AIPRP responsable.

CBC Radio-Canada
ATIP Office
181 Queen Street

FAX (613) 288-6279

Si vous avez des questions ou des commentaires sur ce qui précède, veuillez communiquer avec Martine Bastin au (613) 288-6161.

Merci

CBC Radio-Canada
ATIP Office
181 Queen Street
FAX (613) 288-6279

A-2007-00061 / MJB

ATTESTATION AIPRP

Name/Nom	sector/Secteur	Group - Level Groupe - Niveau	Action Taken (search/retrieval/scanning) Action prise (recherche/préparation/numérisation)	Time Spent Temps dépensé

I hereby certify to the best of my knowledge that all records pursuant to this request were retrieved and provided to the Coordinator in accordance with the Access to Information and Privacy Acts.

En toute connaissance, je certifie que tous les dossiers aux termes de la demande ont été retrouvés et fournis au Coordonnateur, conformément en vertu des Lois sur l'accès à l'information et protection des renseignements personnels.

Signature (Vice-President)
Signature (Vice-Président) >

Date

Helene Parent - Demande LAI / 2007- 00061 / (12 sept.07)

De : Helene Parent
Destinataire : Nathalie Lefebvre
Date : 10-09-2007 14:28
Objet : Demande LAI / 2007- 00061 / (12 sept.07)
Pièces jointes : 2007-00061.doc

Bonjour,

Voici une nouvelle demande # **A-2007-00061** qui relève de votre secteur. Nous avons surligné en jaune le texte qui vous concerne.

Date d'échéance : * **12 septembre 2007** *

Je vous remercie de nous revenir d'ici cette date inscrite ci-haut pour l'estimation du temps qui sera requis pour ces recherches.

.....
Gisèle Bilodeau pour
Hélène Parent
Directrice du développement du personnel radio et du
Bureau d'accès à l'information des Services français.
Poste : 514-597-4188 (141)
P.j.

Helene Parent - Rép. : Faire suivre : Demande LAI / 2007- 00061 / (12 sept.07)

De : Nathalie Lefebvre
Destinataire : Helene Parent
Date : 11-09-2007 11:49
Objet : Rép. : Faire suivre : Demande LAI / 2007- 00061 / (12 sept.07)
CC : Gisele Bilodeau
Pièces jointes : Faire suivre : URGENT - RÉPONSE A LA DEMANDE A-2007-00061/MJB

Bonjour,

Voici la réponse de Huguette Lavallée au sujet de la demande en objet. Voir également, pour la même demande, une réponse de Yvan Asselin.

Merci,

Edith G.

>>> Huguette Lavalée 09/10/07 5:03 pm >>>

Hélène aucun remboursement n'a été effectué par la Société pour ces dépenses mentionnées dans cette demande.

Est-ce suffisant comme réponse,

Huguette

>>> Nathalie Lefebvre 9/10/2007 16:57 >>>

Bonjour Marc-Michel,

Voici une demande d'accès à l'information. Merci d'en prendre connaissance et de me dire d'ici mercredi le 12 septembre à 12h le temps nécessaire de recherche pour obtenir les informations demandées.

Il ne faut pas débiter la recherche à ce stade-ci mais il est important de ne pas sous-estimer le temps requis pour la cueillette des documents.

Merci beaucoup,

Edith Gosselin

De : Yvan Asselin
Destinataire : Helene Parent
CC : Edith Brosseau; Edith Gosselin; Sylvain Lafrance
Date : 11/09/2007 09:08
Objet : URGENT - RÉPONSE A LA DEMANDE A-2007-00061/MJB

Claims for Clean Services Private Residence or Boats of Sylvain Lafrance. Provide copy claims, if any, for the reimbursement of domestic help to clean either his residence or private boat.

Réponse:

Demande sans objet. Aucun remboursement pour ces services n'a été réclamé.

De : Helene Parent
Destinataire : MARTINE BASTIN
Date : 12/09/2007 15:13
Objet : Rép. : Nouvelle demande de renseignements A-2007-0061/ MJB

Bonjour Martine,

Demande sans objet. Aucun remboursement pour ces services n'a été réclamé.

Au plaisir,

Gisèle Bilodeau pour
Hélène Parent
Direction du développement du personnel radio et du
Bureau d'accès à l'information des Services français

Helene Parent - Attestation / A-2007- 0061 / MJB

De : Helene Parent
Destinataire : MARTINE BASTIN
Date : 18-09-2007 11:13
Objet : Attestation / A-2007- 0061 / MJB
Pièces jointes : Rép. : Nouvelle demande de renseignements A-2007-0061/ MJB; 2007-00061.rtf

Bonjour Martine,

Voici un autre formulaire d'attestation pour la demande 2007-**00061**.

Bonne journée,

Gisèle Bilodeau pour
Hélène Parent
Direction du développement du personnel radio et du
Bureau d'accès à l'information des Services français
Poste : 514-597-4188 (141)

CBC Radio-Canada
ATIP Office
181 Queen Street

FAX (613) 288-6279

A-2007-00061 / MJB

ATTESTATION AIPRP

Name/Nom	sector/Secteur	Group - Level Groupe - Niveau	Action Taken (search/retrieval/scanning) Action prise (recherche/préparation/numérisation)	Time Spent Temps dépensé
Huguette Lavallée	Finances et administration	Première directrice Finances et Administration	Recherche	30 minutes

Commentaires

Demande sans objet. Aucun remboursement pour ces services n'a été réclamé.

I hereby certify to the best of my knowledge that all records pursuant to this request were retrieved and provided to the Coordinator in accordance with the Access to Information and Privacy Acts.

En toute connaissance, je certifie que tous les dossiers aux termes de la demande ont été retrouvés et fournis au Coordonnateur, conformément en vertu des Lois sur l'accès à l'information et protection des renseignements personnels.

Signature (Vice-President)
Signature (Vice-Président) ➤

Date ➤

Helene Parent - Rép. : A-2007-00256

De : Helene Parent
Destinataire : STEVEN CLEMENHAGEN
Date : 26-09-2007 18:14
Objet : Rép. : A-2007-00256

Bonsoir Steven,

Nous avons besoin de plus de précisions pour cette demande :

" Provide a copy of all records (electronic or written) pertaining to the appointment of the Honorable Liza Frulla as President CANAL EVASION. In particular, provide recorded detailing her duties, functions work address salary and allowances and any discretionary benefits

Est-ce que vous voulez les documents portant sur l'embauche de Liza Frulla à titre de présidente du canal Évasion. Si tel est le cas, veuillez nous expliquer en quoi cette demande s'adresse à Radio-Canada. Le demandeur devrait plutôt s'adresser à Serdy Vidéo qui détient Canal Évasion.

Je vous remercie de votre collaboration.

.....
Gisèle Bilodeau pour
Hélène Parent
Direction du développement radio et du
Bureau d'accès à l'information des Services français
Poste : 514-597-4188 (141)

>>> STEVEN CLEMENHAGEN 2007/09/26 15:03 >>>
Please find attached a new ATI request.

Thanks.

Steven Clemenhagen
Access to Information Senior Analyst
(613) 288-6275
Fax (613) 288-6279
CBC / Radio Canada
P.O. Box 3220, Station C
181 Queen Street
Ottawa, Ontario, K1Y 1E4

Demande d'accès à l'information

Fournissez votre estimation du temps de recherche requis à l'agent de l'AIPRP responsable dans les 48 heures qui suivent et, une fois que tous les documents pertinents ont été récupérés et que les recommandations de divulgation appropriées ont été élaborées, retournez l'attestation ci-jointe, la recommandation signée ainsi que les documents numérisés à l'agent de l'AIPRP.

Réponse attendue pour le : September 28, 2007

September 26, 2007

A-2007-00256 / SMC

ATTRIBUTION DE TÂCHES DESTINÉE À : Hélène Parent

Le service a reçu une demande Routine en vertu de la *Loi sur l'accès à l'information* pour :

" Provide a copy of all records (electronic or written) pertaining to the appointment of the Honorable Liza Frula as President CANAL EVASION. In particular, provide recorded detailing her duties. functions work address salary and allowances and any discretionary benefits. "

La *Loi* stipule que le requérant a droit à cinq heures de recherche gratuites. **Avant de commencer la recherche des documents, communiquez avec l'agent responsable dans les 48 heures pour lui fournir votre estimation du temps de recherche requis.** Ne commencez pas la recherche avant d'avoir obtenu l'approbation du Bureau de l'AIPRP.

Si vous êtes d'avis que votre équipe ne devrait pas être responsable de cette demande, veuillez en aviser le bureau de l'AIPRP immédiatement et lui indiquer quelle équipe, selon vous, devrait être responsable.

Chaque équipe doit s'acquitter des responsabilités suivantes :

VISIBILITÉ ÉLEVÉE

Votre équipe doit déterminer si cette demande devrait être considérée comme à « visibilité élevée ». Si le Bureau de l'AIPRP n'a pas classé cette demande à « visibilité élevée », mais que votre équipe croit qu'elle devrait l'être, communiquez avec le Bureau de l'AIPRP dans les 24 heures suivant la réception de la présente attribution de tâche.

Si le Bureau de l'AIPRP a classé cette demande à « visibilité élevée », mais que votre équipe ne croit pas qu'elle devrait l'être, veuillez en aviser le Bureau de l'AIPRP.

Si cette demande est classée à « visibilité élevée », il incombe à l'équipe responsable de veiller à ce que les déclarations de presse soient préparées.

PORTÉE DE LA DEMANDE

Veuillez aviser le Bureau de l'AIPRP si vous jugez que d'autres secteurs devraient recevoir une attribution de tâche pour fournir l'information demandée.

Pour obtenir des éclaircissements sur quelque aspect que ce soit de cette demande, veuillez vous adresser à l'agent de l'AIPRP sans délai, afin de permettre à votre équipe de la traiter.

RECHERCHE ET PRÉPARATION

En vertu de la *Loi sur l'accès à l'information*, le requérant peut devoir payer des frais pour la recherche de documents ou la préparation d'une partie des documents aux fins de divulgation, si ces services dépassent cinq heures.

Veuillez fournir au Bureau de l'AIPRP votre estimation du temps de recherche requis dans les 48 heures.

Veuillez noter que votre estimation ne doit pas tenir compte du temps passé (i) à numériser les documents, (ii) à classer ou à reclasser les documents, ou (iii) à examiner les documents et à préparer les recommandations au Bureau de l'AIPRP concernant la divulgation ou la non-divulgation des documents; on ne peut exiger de frais pour ces tâches.

TRANSMISSION DES DOCUMENTS ET DES RECOMMANDATIONS

Les documents doivent être transmis au Bureau de l'AIPRP dans les 10 jours

suyvant la réception de la présente attribution de tâche.

Veillez extraire tous les documents dans la portée de la demande, tout en gardant à l'esprit l'énoncé exact de la demande ainsi que l'esprit de la *Loi*.

Veillez rechercher dans les documents toute information sensible et transmettre à cet égard vos recommandations au Bureau de l'AIPRP. Précisez l'information qui ne devrait pas être divulguée ainsi que le motif (conséquences ou préjudices pouvant être entraînés).

Souvenez-vous que la *Loi* exige de divulguer le plus d'information possible.

Vos recommandations doivent être autorisées par le vice-président de votre secteur.

Assurez-vous que les documents numérisés fournis au Bureau de l'AIPRP sont lisibles, qu'ils incluent toutes les pièces jointes et les annexes, et qu'aucune page ne manque ni n'a été enlevée.

ATTESTATION

Veillez remplir les formulaires d'attestation joints à la présente attribution de tâche, puis les retourner, signés par le vice-président, avec les documents et vos recommandations.

Il est à noter que, si votre équipe n'a aucun document à transmettre, elle doit tout de même acheminer les formulaires d'attestation (signés par le vice-président) pour confirmer l'absence de documents et indiquer le temps réel passé à la recherche.

Les documents seront traités par le Bureau de l'AIPRP à des fins d'approbation par le vice-président du groupe ou son équivalent pour ce qui est des demandes routinières, à moins que les documents ne soient liés à la programmation ou qu'ils soient de nature journalistique ou créative, auquel cas, l'approbation finale sera donnée par l'avocat-conseil. Ce processus d'approbation s'applique à la fois aux demandes routinières et aux demandes à caractère sensible.

Si on détermine qu'une demande est de caractère sensible, il vous incombe de préparer les déclarations appropriées à l'intention des médias. Une copie des documents qui sont fournis à l'agent de l'AIPRP en réponse à la demande devrait être transmise à l'équipe des Communications pour lui permettre de préparer les déclarations appropriées pour les médias.

Si vous connaissez l'existence ailleurs dans la Société d'autres documents pertinents à une demande donnée ou si vous estimez que la demande exige des éclaircissements, veuillez communiquer immédiatement avec l'agent de l'AIPRP responsable.

CBC Radio-Canada
ATIP Office
181 Queen Street

FAX (613) 288-6279

Si vous avez des questions ou des commentaires sur ce qui précède, veuillez communiquer avec Steven Clemenhagen au (613) 288-6275.

Merci

CBC Radio-Canada
 ATIP Office
 181 Queen Street
 FAX (613) 288-6279

A-2007-00256 / SMC

ATTESTATION AIPRP

Name/Nom	sector/Secteur	Group - Level Groupe - Niveau	Action Taken (search/retrieval/scanning) Action prise (recherche/préparation/numérisation)	Time Spent Temps dépensé

I hereby certify to the best of my knowledge that all records pursuant to this request were retrieved and provided to the Coordinator in accordance with the Access to Information and Privacy Acts.

En toute connaissance, je certifie que tous les dossiers aux termes de la demande ont été retrouvés et fournis au coordonnateur conformément en vertu des Lois sur l'accès à l'information et protection des renseignements personnels.

Signature (Vice-President)
 Signature (Vice-Président) >

Date >

Helene Parent - Rép. : new A-2007-00462a / 462b / 2007- 00061 / 2007- 00256

De : Helene Parent
Destinataire : STEVEN CLEMENHAGEN
Date : 10-12-2007 16:40
Objet : Rép. : new A-2007-00462a / 462b / 2007- 00061 / 2007- 00256
Pièces jointes : Rép. : A-2007-00256 ; Faire suivre : Rép. : A-2007- 00257 / 2e envoi; Faire suivre : Rép. : A-2007- 00257 / 2e envoi

Bonjour Steven,

Voici notre estimation du temps de recherche pour les demandes ci-dessous :

2007-00462 A / soit la demande 2007-00061 : **15 minutes**

2007-00462 B / soit la demande 2007-**00256** : ... Steven, nous t'avons demandé des éclaircissements quant à cette demande (voir courriels en annexe) pour lesquels nous n'avons pas encore reçu de réponse de ta part.

Qu'en est-il ?

Je te remercie de nous revenir sur cette demande.

.....
Gisèle Bilodeau pour
Hélène Parent
Direction du développement radio et du
Bureau d'accès à l'information des Services français
Poste : 514-597-4188 (141)

>>> STEVEN CLEMENHAGEN 2007/12/10 11:28 >>>
Salut Helene,

Please find attached two new ATI requests.
Thanks.

Steven Clemenhagen
Access to Information Senior Analyst
(613) 288-6275
Fax (613) 288-6279
CBC / Radio Canada
P.O. Box 3220, Station C
181 Queen Street
Ottawa, Ontario, K1Y 1E4

Helene Parent - A-2007-00462 b / 2e relance

De : Helene Parent
Destinataire : STEVEN CLEMENHAGEN
Date : 19-12-2007 15:15
Objet : A-2007-00462 b / 2e relance
Pièces jointes : Rép. : new A-2007-00462a / 462b / 2007- 00061 / 2007- 00256

Bonjour Steven,

Afin de compléter la demande ci-haut mentionnée, nous t'avions demandé des éclaircissements quant à cette demande (voir courriels en annexe) pour lesquels nous n'avons pas encore reçu de réponse de ta part. Qu'en est-il ?

Je te remercie de nous revenir sur cette demande.

Gisèle Bilodeau pour
Hélène Parent

Page 21
is not relevant
est non pertinente

From: Etienne Piche
To: Claire Lemieux-Idstam
Date: 12/11/2007 10:07 AM
Subject: Re: NEW ATIP REQUEST - SEARCH TIME
Attachments: Fwd: ATIP request A-2007-00028

Bonjour,

J'ai juste un courriel et le voici.

Etienne

>>> Claire Lemieux-Idstam 12/10/2007 3:30 PM >>>

New avons reçu la demande ATIP suivante:

" Provide copy of all records generated by CBC/Radio Canada to process the following ATIP Requests: A2007-00028 Claims submitted by Board of Directors in FY 2006-2007. Business, travel and hospitality expenses Tel que discuté, peux-tu s.v.p. m'envoyer tes échanges de courriels avec Christina s'il y en a eu. Merci. Claire

From: Suzanne MacIntyre
To: Etienne Piche
Date: 9/13/2007 8:36 AM
Subject: Fwd: ATIP request A-2007-00028
Attachments: A-2007-000028 (B).doc

>>> CHRISTINA GARCIA 09/07/07 3:24 pm >>>
Hi Jacques, Sue and Craig.

We received the attached ATIP request today. The request wording is as follows:

"Claims submitted by Board of Directors in FY 2006-2007. Business, travel and hospitality expenses. For each member of the Board of Directors, provide a copy of business, travel and hospitality/entertainment expenses reports and claims submitted during FY 2005-2006 and 2006-2007. "

Given the ATIP Officers' note below, Shared Services will only undertake a search of records for the period April 1, 2005 to August 31, 2006.

At this stage, all that is required is an estimate (in hours) for the total search time. (time that will be required by your staff to physically search all electronic and paper sources for this information) *Please provide the time estimate to me no later than 10 a.m. Tuesday, September 11, 2007.*

Thank you.
Christina

>>> STEVEN CLEMENHAGEN 9/7/2007 2:54 PM >>>

Please find attached a new Access to Info request. Corp Secretariat has advised that they are in a position to provide info from Sept 06 to today, but mentioned SSO for an estimate for previous info.

thanks

Steven Clemenhagen
Access to Information Senior Analyst
(613) 288-6275
Fax (613) 288-6279
CBC / Radio Canada
P.O. Box 3220, Station C
181 Queen Street
Ottawa, Ontario, K1Y 1E4

Access to Information Request

Provide your search estimate to the responsible ATIP Officer within the next 48 hours, and Once all relevant records have been retrieved and appropriate disclosure recommendations are developed, return the attached certification, the signed recommendation and the scanned documents to the responsible ATIP Officer.

Response due: September 11, 2007

September 7, 2007

A-2007-00028 / SMC

MEMORANDUM TO: Christina Garcia

The Department has received a Sensitive request pursuant to the Access to Information Act for:

“ Claims submitted by Board of Directors in FY 2006-2007. Business, travel and hospitality expenses. For each member of the Board of Directors, provide a copy of business, travel and hospitality/entertainment expenses reports and claims submitted during FY 2005-2006 and 2006-2007. ”

The Act provides the requester with 5 free hours of search. **Before initiating the search for the documents contact the responsible officer within the next 48 hours to provide your estimate of search time.** Do not proceed with the search until approval has been given by the ATIP Office.

If you believe your Team should not be the lead on this request, please notify the ATIP Office immediately and indicate which Team (in your view) should be assigned as Lead.

CBC Radio-Canada
ATIP Office
181 Queen Street

FAX (613) 288-6279

Each Team is responsible for the following:

HIGH VISIBILITY

Your Team is responsible for identifying whether or not this request should be considered High Visibility (High Vis). If this request has not been identified as High Vis by the ATIP Office and your Team believes it should be, contact the ATIP Office within 24 hours of receipt of this tasking.

If this request has been identified as High Vis by the ATIP Office and your Team believes it should not be, please inform the ATIP Office.

If this request is identified as High Vis, the lead Team is responsible for ensuring that media lines are prepared.

SCOPE OF REQUEST

Please advise the ATIP Office if your Team believes any other sectors should be tasked for the requested information.

Should you need to clarify any aspect of the request please contact the responsible ATIP Officer immediately and indicate what clarification you feel is necessary in order for your Team to respond to this request.

SEARCH AND PREPARATION

ATI regulations provide that the requester may be required to pay a fee for the time taken to search for a record or prepare any part of it for disclosure where the time exceeds five hours

Please provide to the ATIP Office, within the next 48 hours, an estimate of the time needed to complete the search.

Please note that your estimate should not include the time taken to (i) scan records, (ii) file or re-file material or (iii) review documents and prepare recommendations to the ATIP Office regarding the disclosure or non-disclosure of the records, as fees may not be charged for this work.

PROVISION OF RECORDS AND RECOMMENDATIONS

Records are to be provided to the ATIP Office within 8 days of receipt of this e-mail.

Please retrieve all records that are within the scope of the request, keeping in mind both the exact wording of the request and the spirit and intent of the Act.

CBC Radio-Canada
ATIP Office
181 Queen Street

FAX (613) 288-6279

Please review all records for sensitive information and provide your recommendations to the ATIP Office. Recommendations should specify the information that should not be released and the rationale for protecting the information (i.e. what consequence or injury would occur).

Keep in mind that the Act requires that as much information as possible be released.

Recommendations are to be signed off by the Vice-President for the sector.

Ensure that the scanned records provided to the ATIP Office are clean, clear copies of originals and include all attachments, annexes, enclosures and that no pages are missing or removed.

CERTIFICATION

Please complete the certification forms included with this tasking memorandum and return them, signed by the Vice-President, with your scanned records and recommendations.

If your Team has no records to supply, please note that the certification form (signed by the Vice-President) is still required to confirm that there are no records and to indicate the actual time spent on the search.

Documents will be processed by the ATIP Office for Approval by the Groups V.P. or equivalent for Routine requests unless the records consists of programming records, journalistic or of a creative nature, the final approval will then be provided by the General Counsel this approval process applies both for routine or sensitive requests.

If the request is identified as being of a sensitive nature it is your responsibility to have Media lines prepared. A copy of the records that are being provided to the ATIP Officer in response of the request should be given to the Communications team to enable them to prepare appropriate Media lines.

If you are aware that other relevant documentation pertaining to this request may exist in any other part of the corporation or should the request require clarification, please contact the responsible ATIP officer immediately.

Should you have any questions or comments regarding the above, contact Steven Clemenhagen at 6275.

Thank you

CBC Radio-Canada
ATIP Office
181 queen Street
FAX (613) 288-6279

CBC Radio-Canada
ATIP Office
181 queen Street
FAX (613) 288-6279

A-2007-00028 / SMC

ATIP Certification

Name/Nom	sector/Secteur	Group - Level Groupe - Niveau	Action Taken (search/retrieval/scanning) Action prise (recherche/préparation/numérisation)	Time Spent Temps dépensé

I hereby certify to the best of my knowledge that all records pursuant to this request were retrieved and provided to the Coordinator in accordance with the Access to Information and Privacy Acts.

En toute connaissance, je certifie que tous les dossiers aux termes de la demande ont été retrouvés et fournis au Coordonnateur, conformément en vertu des Lois sur l'accès à l'information et protection des renseignements personnels.

Signature (Vice-President)
Signature (Vice-Président) ➤

Date ➤

From: Suzanne MacIntyre
To: Claire Lemieux-Idstam
Date: 12/10/2007 2:37 PM
Subject: Fwd: Re: ATIP request A-2007-00028

>>> Suzanne MacIntyre 9/7/2007 3:35:50 PM >>>
Hi Christina,

For this information the request would have to go to Local Payroll with the exception of Chairman, I would have the Chairmen's Travel and Duty. I have copy Francine Beauchamp on this email. I would estimate my time to be 15 hours.

Sue

>>> CHRISTINA GARCIA 09/07/07 3:24 pm >>>
Hi Jacques, Sue and Craig.

We received the attached ATIP request today. The request wording is as follows:

"Claims submitted by Board of Directors in FY 2006-2007. Business, travel and hospitality expenses. For each member of the Board of Directors, provide a copy of business, travel and hospitality/entertainment expenses reports and claims submitted during FY 2005-2006 and 2006-2007. "

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Thank you.
Christina

>>> STEVEN CLEMENHAGEN 9/7/2007 2:54 PM >>>

Please find attached a new Access to Info request. Corp Secretariat has advised that they are in a position to provide info from Sept 06 to today, but mentioned SSO for an estimate for previous info.

thanks

Steven Clemenhagen
Access to Information Senior Analyst
(613) 288-6275
Fax (613) 288-6279
CBC / Radio Canada
P.O. Box 3220, Station C
181 Queen Street
Ottawa, Ontario, K1Y 1E4

From: Francine Beauchamp
To: Claire Lemieux-Idstam
Date: 12/10/2007 2:33 PM
Subject: Échange de courriels ATIP request A-2007-00028
Attachments: Re: ATIP request A-2007-00028; Fwd: Re: ATIP request A-2007-00028; Fwd: Re: ATIP request A-2007-00028; Fwd: Re: ATIP request A-2007-00028; Fwd: Re: ATIP request A-2007-00028

Bonjour Claire,

Voici les échanges de courriel que j'ai retracé pour la demande 2007-00028. À l'époque l'estimé tenait compte du fait que nous n'avions rien de fait pour répondre à cette demande. Nous partions de zéro.

Si vous avez besoin d'informations supplémentaires, n'hésitez pas à me contacter.

Merci

From: Suzanne MacIntyre
To: CHRISTINA GARCIA; Craig Zito; Jacques Provost
CC: Pierre-Yves Blain
Date: 9/7/2007 3:35 PM
Subject: Re: ATIP request A-2007-00028

Hi Christina,

For this information the request would have to go to Local Payroll with the exception of Chairman, I would have the Chairmen's Travel and Duty. I have copy Francine Beauchamp on this email. I would estimate my time to be 15 hours.

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Fax (613) 288-6279
CBC / Radio Canada
P.O. Box 3220, Station C
181 Queen Street
Ottawa, Ontario, K1Y 1E4

From: CHRISTINA GARCIA
To: Francine Beauchamp
Date: 9/7/2007 4:01 PM
Subject: Fwd: Re: ATIP request A-2007-00028

Pour votre info Francine.

Une "ATIP" sur les dépenses des membres du Conseil d'administration.

Christina

>>> Suzanne MacIntyre 9/7/2007 3:35 PM >>>
Hi Christina,

For this information the request would have to go to Local Payroll with the exception of Chairman, I would have the Chairmen's Travel and Duty. I have copy Francine Beauchamp on this email. I would estimate my time to be 15 hours.

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Thank you.
Christina

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(613) 288-6275
Fax (613) 288-6279
CBC / Radio Canada
P.O. Box 3220, Station C
181 Queen Street
Ottawa, Ontario, K1Y 1E4

From: Francine Beauchamp
To: CHRISTINA GARCIA
Date: 9/10/2007 8:29 AM
Subject: Fwd: Re: ATIP request A-2007-00028

Bonjour Christina,

Serait-il possible de m'envoyer le fichier joint car il ne semble pas avoir suivi la chaîne de courriel.

Merci

>>> CHRISTINA GARCIA 09/07/07 4:01 PM >>>
Pour votre info Francine.

Une "ATIP" sur les dépenses des membres du Conseil d'administration.

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>>> Suzanne MacIntyre 9/7/2007 3:35 PM >>>
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Christina

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Steven Clemenhagen
Access to Information Senior Analyst

(613) 288-6275
Fax (613) 288-6279
CBC / Radio Canada
P.O. Box 3220, Station C
181 Queen Street
Ottawa, Ontario, K1Y 1E4

From: CHRISTINA GARCIA
To: Francine Beauchamp
Date: 9/10/2007 9:17 AM
Subject: Fwd: Re: ATIP request A-2007-00028
Attachments: A-2007-000028.doc

>>> Francine Beauchamp 9/10/2007 8:29 AM >>>
Bonjour Christina,

Serait-il possible de m'envoyer le fichier joint car il ne semble pas avoir suivi la chaîne de courriel.

Merci

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Christina

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P.O. Box 3220, Station C
181 Queen Street
Ottawa, Ontario, K1Y 1E4

000035

From: Francine Beauchamp
To: CHRISTINA GARCIA
Date: 9/10/2007 2:47 PM
Subject: Fwd: Re: ATIP request A-2007-00028

Bonjour Christina,

Selon la liste que j'ai, en excluant le président, il y a 10 membres du conseil d'administration. J'estime qu'il faudrait environ 1 journée par personne pour retracer et sortir les documents en question. Pour un total de 75 heures.

Merci

>>> CHRISTINA GARCIA 09/10/07 9:17 AM >>>

>>> Francine Beauchamp 9/10/2007 8:29 AM >>>
Bonjour Christina,

Serait-il possible de m'envoyer le fichier joint car il ne semble pas avoir suivi la chaîne de courriel.

Merci

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Christina

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(613) 288-6275
Fax (613) 288-6279
CBC / Radio Canada
P.O. Box 3220, Station C
181 Queen Street
Ottawa, Ontario, K1Y 1E4

From: Suzanne MacIntyre
To: Claire Lemieux-Idstam
Date: 12/10/2007 2:31 PM
Subject: Fwd: ATIP request A-2007-00028
Attachments: A-2007-000028 (B).doc

>>> CHRISTINA GARCIA 9/7/2007 3:24:12 PM >>>
Hi Jacques, Sue and Craig.

We received the attached ATIP request today. The request wording is as follows:

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Christina

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181 Queen Street
Ottawa, Ontario, K1Y 1E4

From: Suzanne MacIntyre
To: Claire Lemieux-Idstam
Date: 12/10/2007 2:30 PM
Subject: Fwd: Re: ATIP request A-2007-00028

>>> CHRISTINA GARCIA 9/11/2007 3:38:16 PM >>>

Yes, because they ask for "claims" and do not identify something like 'supporting documents' or 'invoices and receipts', ATIP feels we are safe to assume that we are to provide claim forms only.

Yes, the timeframe still holds since it's identified as "FY" fiscal year. I have been told that Corp Secretariat is taking care of the newer records so our job will just be to search and pull the earlier material. (April 1, 2005 to Aug 31, 2006)

We probably won't hear back until later this week if this one is moving forward.

Christina

>>> Suzanne MacIntyre 9/11/2007 3:24:17 PM >>>
Hi Christina,

Just to clarify: 1) I will only have to provide expense reports(no receives) and A/P invoices.
2)A search of records April 1/2005 to August 31/2006

Thanks

Sue

>>> CHRISTINA GARCIA 09/07/07 3:24 pm >>>
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CBC / Radio Canada
P.O. Box 3220, Station C
181 Queen Street
Ottawa, Ontario, K1Y 1E4

From: Diane Ferguson
To: Claire Lemieux-Idstam
Date: 10/22/2007 4:38 PM
Subject: Re: Accès à l'information

Claire,

Martine vient de m'aviser qu'on doit commencer la recherche. Le tout est dû au Bureau de l'Accès pour le 30 octobre.

On se reparle demain.

Diane

>>> Claire Lemieux-Idstam 10/19/07 11:53 am >>>

Bonjour Diane,

L'estimé de temps est de 38.50 heures (Paie locale - 2hrs par demande pour une total de 22 heures - Travel (pour les demandes de M. Rabinovitch et le président du conseil - 16.5 heures).

Claire

>>> Diane Ferguson 10/18/07 2:07 PM >>>

Claire,

Tel que convenu, tu trouveras ci-joint le sommaire des demandes 2007-00405 à 2007-00415.

Aurais-tu l'obligeance de me dire combien de temps vous auriez besoin pour faire la recherche de ces demandes. Tel que convenu, je vous fournirai l'information que j'ai de septembre 2006 à juin 2007. Certaines demandes pour septembre 2007 ne sont pas encore arrivés.

Merci!

Diane

From: Claire Lemieux-Idstam
To: Diane Ferguson
Date: 10/19/2007 11:53 AM
Subject: Re: Accès à l'information

Bonjour Diane,

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From: Diane Ferguson
To: Claire Lemieux-Idstam
CC: Francine Beauchamp
Date: 10/18/2007 2:07 PM
Subject: Accès à l'information
Attachments: Summary of request 00405-00415.doc

Claire,

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“ Claims submitted by Board of Directors in April, May and June of 2005. Business, travel and hospitality expenses. For each member of the Board of Directors, provide a copy of business, travel and hospitality/entertainment expenses reports and claims submitted during April, May and June of 2005. ”

“ Claims submitted by Board of Directors in July, August and September of 2005. Business, travel and hospitality expenses. For each member of the Board of Directors, provide a copy of business, travel and hospitality/entertainment expenses reports and claims submitted during July, August and September of 2005. ”

“ Claims submitted by Board of Directors in October, November and December of 2005. Business, travel and hospitality expenses. For each member of the Board of Directors, provide a copy of business, travel and hospitality/entertainment expenses reports and claims submitted during October, November and December of 2005. ”

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From: Evelyn Rupert
To: STEVEN CLEMENHAGEN
Date: Wednesday - October 10, 2007 11:43 AM
Subject: Re: Access to information request A-2007-00028

Steven,

The Corporate Secretariat and SSO should respond to this request.

F&A does not hold this type of records. There is no search time and therefore no certificate will be issued by F&A for this request.

000045

From: STEVEN CLEMENHAGEN
To: Johanne Charbonneau, Diane Ferguson, Pierre Nollet, Evelyn Rupert
Date: Thursday - September 6, 2007 3:14 PM
Subject: Access to information request A-2007-00028
Attachments: TEXT.htm (592 bytes)
A-2007-000028.doc (50688 bytes)

Please find attached a new Access to info request. Contact me for questions, thank you.

Steven Clemenhagen
Access to Information Senior Analyst
(613) 288-6275
Fax (613) 288-6279
CBC / Radio Canada
P.O. Box 3220, Station C
181 Queen Street
Ottawa, Ontario, K1Y 1E4

From: Evelyn Rupert
To: Diane Ferguson
Date: Thursday - September 6, 2007 3:33 PM
Subject: Fwd: Access to information request A-2007-00028
Attachments: A-2007-000028.doc (50688 bytes)

Diane,

Can I assume that you will be taking the lead on this one?

Evelyn Rupert, CGA
Corporate Manager,
Treasury Resources & Government Relations
Canadian Broadcasting Corporation
613-288-6086

>>> STEVEN CLEMENHAGEN 09/06/07 3:14 PM >>>

Please find attached a new Access to info request. Contact me for questions, thank you.

Steven Clemenhagen
Access to Information Senior Analyst
(613) 288-6275
Fax (613) 288-6279
CBC / Radio Canada
P.O. Box 3220, Station C
181 Queen Street
Ottawa, Ontario, K1Y 1E4

000047

From: Evelyn Rupert
To: STEVEN CLEMENHAGEN
Date: Monday - September 10, 2007 4:43 PM
Subject: Re: Access to information request A-2007-00028

Steven,

Corporate Finance and Administration does not hold these records. The Corporate Secretariat and SSO should have them.

Evelyn Rupert, CGA
Corporate Manager,
Treasury Resources & Government Relations
Canadian Broadcasting Corporation
613-288-6086

>>> STEVEN CLEMENHAGEN 09/06/07 3:14 PM >>>

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000048

CBC Radio-Canada
ATIP Office
181 Queen Street

FAX (613) 288-6279

A-2007-00061 / MJB

ATTESTATION AIPRP

Name/Nom	sector/Secteur	Group - Level Groupe - Niveau	Action Taken (search/retrieval/scanning) Action prise (recherche/préparation/numérisation)	Time Spent Temps dépensé
Huguette Lavallée	Finances et administration	Première directrice Finances et Administration	Recherche	30 minutes

Commentaires

Demande sans objet. Aucun remboursement pour ces services n'a été réclamé.

I hereby certify to the best of my knowledge that all records pursuant to this request were retrieved and provided to the Coordinator in accordance with the Access to Information and Privacy Acts.

En toute connaissance, je certifie que tous les dossiers aux termes de la demande ont été retrouvés et fournis au Coordonnateur, conformément en vertu des Lois sur l'accès à l'information et protection des renseignements personnels.

Signature (Vice-President)
Signature (Vice-Président) >

Date >

24/04/07

From: MARTINE BASTIN
To: Parent, Helene
Date: 9/13/2007 10:19:57 PM
Subject: Re: Rép. : Nouvelle demande de renseignements ~~A-2007-0061/ MJB~~

Bonjour Helene

Lorsque je t'envoie une demande de renseignement en piece jointe a mon courriel, il sy trouve un formulaire qui s'intitule "Attestation" c'est de ce document dont je parle.

Martine Bastin
Project Manager / ATIP
(613) 288-6161
CBC Radio-Canada
P.O. Box 3220 Station C
181 Queen Street
Ottawa, Ontario K1Y 1E4
tel: (613) 288-6161
fax: (613) 288-6166

>>> Helene Parent 09/13/07 10:13 AM >>>

Bonjour Martine,

Si je comprends le sens de ta demande, comme il n'y a pas de document pour cette demande, il faut que je produise un document spécifique pour cette demande et que je te l'expédie immédiatement?

Hélène

>>> MARTINE BASTIN 12/09/2007 20:53:39 >>>

Bonjour Helene pourrais-tu me faire parvenir le document intitule Attestation signe par M. Lafrance. Merci d'avance.

>>> Helene Parent 09/11/07 10:21 AM >>>

Bonjour Martine,

Demande sans objet. Aucun remboursement pour ces services n'a été réclamé.

Hélène Parent

>>> MARTINE BASTIN 10/09/2007 11:57:55 >>>

Veuillez trouver ci-jointe une nouvelle demande de renseignements qui requiert votre attention immédiate.

Merci

Martine Bastin
Project Manager / ATIP
(613) 288-6161
CBC Radio-Canada
P.O. Box 3220 Station C
181 Queen Street

Ottawa, Ontario K1Y 1E4
tel: (613) 288-6161
fax: (613) 288-6166

Access to Information Request

Provide your search estimate to the responsible ATIP Officer within the next 48 hours, and Once all relevant records have been retrieved and appropriate disclosure recommendations are developed, return the attached certification, the signed recommendation and the scanned documents to the responsible ATIP Officer.

Response due: September 10, 2007

September 6, 2007

A-2007-00028 / SMC

MEMORANDUM TO: Evelyn Ruppert, Diane Ferguson

The Department has received a Sensitive request pursuant to the Access to Information Act for:

“ Claims submitted by Board of Directors in FY 2006-2007. Business, travel and hospitality expenses. For each member of the Board of Directors, provide a copy of business, travel and hospitality/entertainment expenses reports and claims submitted during FY 2005-2006 and 2006-2007. ”

The Act provides the requester with 5 free hours of search. **Before initiating the search for the documents contact the responsible officer within the next 48 hours to provide your estimate of search time.** Do not proceed with the search until approval has been given by the ATIP Office.

If you believe your Team should not be the lead on this request, please notify the ATIP Office immediately and indicate which Team (in your view) should be assigned as Lead.

CBC Radio-Canada
ATIP Office
181 queen Street

FAX (613) 288-6279

Each Team is responsible for the following:

HIGH VISIBILITY

Your Team is responsible for identifying whether or not this request should be considered High Visibility (High Vis). If this request has not been identified as High Vis by the ATIP Office and your Team believes it should be, contact the ATIP Office within 24 hours of receipt of this tasking.

If this request has been identified as High Vis by the ATIP Office and your Team believes it should not be, please inform the ATIP Office.

If this request is identified as High Vis, the lead Team is responsible for ensuring that media lines are prepared.

SCOPE OF REQUEST

Please advise the ATIP Office if your Team believes any other sectors should be tasked for the requested information.

Should you need to clarify any aspect of the request please contact the responsible ATIP Officer immediately and indicate what clarification you feel is necessary in order for your Team to respond to this request.

SEARCH AND PREPARATION

ATI regulations provide that the requester may be required to pay a fee for the time taken to search for a record or prepare any part of it for disclosure where the time exceeds five hours

Please provide to the ATIP Office, within the next 48 hours, an estimate of the time needed to complete the search.

Please note that your estimate should not include the time taken to (i) scan records, (ii) file or re-file material or (iii) review documents and prepare recommendations to the ATIP Office regarding the disclosure or non-disclosure of the records, as fees may not be charged for this work.

PROVISION OF RECORDS AND RECOMMENDATIONS

Records are to be provided to the ATIP Office within 8 days of receipt of this e-mail.

Please retrieve all records that are within the scope of the request, keeping in mind both the exact wording of the request and the spirit and intent of the Act.

CBC Radio-Canada
ATIP Office
181 queen Street

FAX (613) 288-6279

Please review all records for sensitive information and provide your recommendations to the ATIP Office. Recommendations should specify the information that should not be released and the rationale for protecting the information (i.e. what consequence or injury would occur).

Keep in mind that the Act requires that as much information as possible be released.

Recommendations are to be signed off by the Vice-President for the sector.

Ensure that the scanned records provided to the ATIP Office are clean, clear copies of originals and include all attachments, annexes, enclosures and that no pages are missing or removed.

CERTIFICATION

Please complete the certification forms included with this tasking memorandum and return them, signed by the Vice-President, with your scanned records and recommendations.

If your Team has no records to supply, please note that the certification form (signed by the Vice-President) is still required to confirm that there are no records and to indicate the actual time spent on the search.

Documents will be processed by the ATIP Office for Approval by the Groups V.P. or equivalent for Routine requests unless the records consists of programming records, journalistic or of a creative nature, the final approval will then be provided by the General Counsel this approval process applies both for routine or sensitive requests.

If the request is identified as being of a sensitive nature it is your responsibility to have Media lines prepared. A copy of the records that are being provided to the ATIP Officer in response of the request should be given to the Communications team to enable them to prepare appropriate Media lines.

If you are aware that other relevant documentation pertaining to this request may exist in any other part of the corporation or should the request require clarification, please contact the responsible ATIP officer immediately.

Should you have any questions or comments regarding the above, contact Steven Clemenhagen at 613-288-6275.

Thank you

CBC Radio-Canada
ATIP Office
181 queen Street
FAX (613) 288-6279

CBC Radio-Canada
 ATIP Office
 181 Queen Street
 FAX (613) 288-6279

A-2007-00028 / SMC

ATIP Certification

Name/Nom	sector/Secteur	Group - Level Groupe - Niveau	Action Taken (search/retrieval/scanning) Action prise (recherche/préparation/numérisation)	Time Spent Temps dépensé

I hereby certify to the best of my knowledge that all records pursuant to this request were retrieved and provided to the Coordinator in accordance with the Access to Information and Privacy Acts.

En toute connaissance, je certifie que tous les dossiers aux termes de la demande ont été retrouvés et fournis au Coordonnateur, conformément en vertu des Lois sur l'accès à l'information et protection des renseignements personnels.

Signature (Vice-President)
 Signature (Vice-Président) ➤

Date ➤

From: STEVEN CLEMENHAGEN
To: Ferguson, Diane; Rupert, Evelyn
Date: Thu, Sep 6, 2007 3:14 pm
Subject: Access to information request A-2007-00028

Please find attached a new Access to info request. Contact me for questions, thank you.

Steven Clemenhausen
Access to Information Senior Analyst
(613) 288-6275
Fax (613) 288-6279
CBC / Radio Canada
P.O. Box 3220, Station C
181 Queen Street
Ottawa, Ontario, K1Y 1E4

CC: Charbonneau, Johanne; Nollet, Pierre

From: MARTINE BASTIN
To: Ferguson, Diane
Date: Mon, Oct 22, 2007 2:43 pm
Subject: demande A-2007-00413 / MJB

Veillez commencer la recherche pour le dossier suivant A-2007-00413 / MJB en ce qui concerne l'information suivante : Claims submitted by Board of Directors in January, February and March of 2007. Business, travel and hospitality expenses. for each member of the Board of Director, provide a copy of business, travel and hospitality/entertainment expenses reports and claims submitted during January, February and March of 2007..

Les documents numérisés doivent parvenir au Bureau de l'AIPRP d'ici le October 30, 2007.

Je vous remercie à l'avance de votre collaboration.

Martine Bastin
(613) 288-6161

Please initiate the search for the following file A-2007-00413 / MJB in reference to the following information:

Claims submitted by Board of Directors in January, February and March of 2007. Business, travel and hospitality expenses. for each member of the Board of Director, provide a copy of business, travel and hospitality/entertainment expenses reports and claims submitted during January, February and March of 2007..

The scanned records must be received in the ATIP Office by October 30, 2007

I wish to take this opportunity to thank you in advance for your cooperation.

Martine Bastin
(613) 288-6161

From: MARTINE BASTIN
To: Ferguson, Diane
Date: Wed, Oct 17, 2007 4:32 pm
Subject: New request A-2007-00413 / MJB

Please find enclosed a new request for your immediate action. Thank you for your cooperation.

Martine Bastin
Project Manager / ATIP
(613) 288-6161
CBC Radio-Canada
P.O. Box 3220 Station C
181 Queen Street
Ottawa, Ontario K1Y 1E4
tel: (613) 288-6161
fax: (613) 288-6166

CC: Nollet, Pierre

CBC Radio-Canada
ATIP Office
181 Queen Street
Ottawa, Ontario

FAX (613) 288-6279

Access to Information Request

Please provide your search estimate to the responsible ATIP Officer within the next 48 hours, and once all relevant records have been retrieved and appropriate disclosure recommendations are developed, return the attached certification, the signed recommendation and the scanned documents to the responsible ATIP Officer.

Response due: October 19, 2007

October 17, 2007

A-2007-00413 / MJB

MEMORANDUM TO: Diane Ferguson

CBC/Radio-Canada has received a ROUTINE request pursuant to the Access to Information Act for:

“ Claims submitted by Board of Directors in January, February and March of 2007. Business, travel and hospitality expenses. for each member of the Board of Director, provide a copy of business, travel and hospitality/entertainment expenses reports and claims submitted during January, February and March of 2007. ”

Pursuant to the provision of the Act provides the requester is entitled to 5 free hours of search of each request submitted. **Before initiating the search for the documents contact the responsible officer within the next 48 hours to provide your estimate of search time.** Please do not proceed with the search until approval has been given by the ATIP Office.

Each Team is responsible for the following:

000060

CBC Radio-Canada
ATIP Office
181 Queen Street
Ottawa, Ontario

FAX (613) 288-6279

HIGH VISIBILITY

Your Team is responsible for identifying whether or not this request should be considered High Visibility (High Vis). If this request has not been identified as High Vis by the ATIP Office and your Team believes it should be, contact the ATIP Office within 24 hours of receipt of this tasking.

If this request has been identified as High Vis by the ATIP Office and your Team believes it should not be, please inform the ATIP Office.

If this request is identified as High Vis, your Team is responsible for ensuring that media lines are prepared.

SCOPE OF REQUEST

Please advise the ATIP Office if your Team believes any other sectors should be tasked for the requested information.

Should you need to clarify any aspect of the request please contact the responsible ATIP Officer immediately and indicate what clarification you feel is necessary in order for your Team to respond to this request.

SEARCH AND PREPARATION

ATI regulations provide that the requester may be required to pay a fee for the time taken to search for a record or prepare any part of it for disclosure where the time exceeds five hours

Please provide to the ATIP Office, within the next 48 hours, an estimate of the time needed to complete the search.

Please note that your estimate should not include the time taken to (i) scan records, (ii) file or re-file material or (iii) review documents and prepare recommendations to the ATIP Office regarding the disclosure or non-disclosure of the records, as fees may not be charged for this work.

PROVISION OF RECORDS AND RECOMMENDATIONS

Please note that records are to be provided to the ATIP Office within 8 days of receipt of the retrieval e-mail.

Please retrieve all records that are within the scope of the request, keeping in mind both the exact wording of the request and the spirit and intent of the Act.

CBC Radio-Canada
ATIP Office
181 Queen Street
Ottawa, Ontario

FAX (613) 288-6279

Please review all records for sensitive information and provide your recommendations to the ATIP Office. Recommendations should specify the information that should not be released and the rationale for protecting the information (i.e. what consequence or injury would occur).

In preparing your recommendations, please keep in mind that the Act requires that as much information as possible be released.

In addition please note that all recommendations are to be signed off by the Vice-President for the sector.

Kindly ensure that the scanned records provided to the ATIP Office are clean, clear copies of originals and include all attachments, annexes, enclosures and that no pages are missing or removed.

CERTIFICATION

Please complete the certification forms included with this tasking memorandum and return them, signed by the Vice-President, with your scanned records and recommendations.

If your Team has no records to supply, please note that the certification form (signed by the Vice-President) is still required to confirm that there are no records and to indicate the actual time spent on the search.

For every request documents will be processed by the ATIP Office for Approval by the Vice-president of each sector providing records.

If the request is identified as being of a sensitive nature it is your responsibility to have Media lines prepared. A copy of the records that are being provided to the ATIP Officer in response to the request should be given to the Communications team to enable them to prepare appropriate Media lines.

If you are aware that other relevant documentation pertaining to this request may exist in any other part of the Corporation or if the request require clarification, please contact the responsible ATIP Officer immediately.

Should you have any questions or comments regarding the above, contact Martine Bastin at (613) 288-6161.

Thank you

CBC Radio-Canada
ATIP Office
181 Queen Street
Ottawa, Ontario

FAX (613) 288-6279

CBC Radio-Canada
ATIP Office
181 Queen Street
Ottawa, Ontario

FAX (613) 288-6279

A-2007-00413 / MJB

ATIP Certification

Name/Nom	sector/Secteur	Group - Level Groupe - Niveau	Action Taken (search/retrieval/scanning) Action prise (recherche/préparation/numérisation)	Time Spent Temps dépensé

I hereby certify to the best of my knowledge that all records pursuant to this request were retrieved and provided to the Coordinator in accordance with the Access to Information and Privacy Acts.

En toute connaissance, je certifie que tous les dossiers aux termes de la demande ont été retrouvés et fournis au Coordonnateur, conformément en vertu des Lois sur l'accès à l'information et protection des renseignements personnels.

Signature (Vice-President)
Signature (Vice-Président) ➤

Date ➤

A-2007-00405-415

ATIP Certification

Name/Nom	sector/Secteur	Group - Level Groupe - Niveau	Action Taken (search/retrieval/scanning) Action prise (recherche/préparation/numérisation)	Time Spent Temps dépensé
Daniel Bissonnette	Shared Services	CMG 5 Admin Level 2	Search and retrieval	14 heures
Janet Buchan	Shared Services	CMG 3 Admin Level 1	Scanning & setting up directories	29.50 heures
Diane Loranger	Shared Services	CMG 5 Admin Level 2	Search & Retrieval	8 heures
Diane Ferguson	Corp. Sec.	MB4	Search, retrieval and scanning	5 hours
Jennifer Buckley	Corp. Sec.	Rowband 2	Document sort	4 hours

I hereby certify to the best of my knowledge that all records pursuant to this request were retrieved and provided to the Coordinator in accordance with the Access to Information and Privacy Acts.

En toute connaissance, je certifie que tous les dossiers aux termes de la demande ont été retrouvés et fournis au Coordonnateur, conformément en vertu des Lois sur l'accès à l'information et protection des renseignements personnels.

Signature (Vice-President)
Signature (Vice-Président) >



Date > 16 11 2007

From: Diane Ferguson
To: MARTINE BASTIN
Date: 10/19/2007 1:37:25 PM
Subject: Demandes 2007-00405 à 2007-00415

Martine,

Le temps estimé -
Paie locale - 2 heures par demande
les voyages - 1.5 heure par demande
Secrétariat - 1 heure par demande.

Total par demande - 4.5 heures

Diane

CC: Pierre Nollet

STEVEN CLEMENHAGEN - Access request A-2007-00028

From: STEVEN CLEMENHAGEN
To: GARCIA, CHRISTINA
Subject: Access request A-2007-00028
CC: Smith, George C B

Please find attached a new Access to Info request. Corp Secretariat has advised that they are in a position to provide info from Sept 06 to today, but mentioned SSO for an estimate for previous info.

thanks

STEVEN CLEMENHAGEN - Re: Access to information request A-2007-00028

From: Diane Ferguson
To: STEVEN CLEMENHAGEN
Date: 9/7/2007 1:18:32 PM
Subject: Re: Access to information request A-2007-00028

Steve:

For the records from September 06 to today, I believe we should assign 3 hours. For records previous to September 06, SSO should be providing their estimate.

Diane

>>> STEVEN CLEMENHAGEN 09/06/07 3:14 pm >>>

Please find attached a new Access to info request. Contact me for questions, thank you.

Steven Clemenhagen
Access to Information Senior Analyst
(613) 288-6275
Fax (613) 288-6279
CBC / Radio Canada
P.O. Box 3220, Station C
181 Queen Street
Ottawa, Ontario, K1Y 1E4

STEVEN CLEMENHAGEN - Shared Services Time Estimate: A-2007-00028/SMC

From: CHRISTINA GARCIA
To: STEVEN CLEMENHAGEN
Date: 9/10/2007 5:19 PM
Subject: Shared Services Time Estimate: A-2007-00028/SMC
CC: Jacques Provost; Pierre-Yves Blain

Steven,

The Shared Services time estimate for search and retrieval related to this request (2007-00028) is approximately 85 hours.

Christina Garcia
Client Services and Communications Officer /
Agente, Service à la clientèle et Communications
Shared Services / Services partagés
Tel: (150) 7930

>>> STEVEN CLEMENHAGEN 9/7/2007 3:31 PM >>>
Sounds good Christina. Have a nice weekend.

Steven Clemenhagen
Access to Information Senior Analyst
(613) 288-6275
Fax (613) 288-6279
CBC / Radio Canada
P.O. Box 3220, Station C
181 Queen Street
Ottawa, Ontario, K1Y 1E4

>>> CHRISTINA GARCIA 9/7/2007 3:12:46 PM >>>
My apologies, this should read April 1, 2005 to August 2006.

>>> CHRISTINA GARCIA 9/7/2007 3:07 PM >>>
O.k, given your note, I will coordinate this from the angle that we are only to provide info from May 1, 2005 to August 2006.

I will get back to you on Monday with a time estimate.

Thanks.
Christina

>>> STEVEN CLEMENHAGEN 9/7/2007 2:54 PM >>>
Please find attached a new Access to Info request. Corp Secretariat has advised that they are in a position to

provide info from Sept 06 to today, but mentioned SSO for an estimate for previous info.

thanks

Steven Clemenhagen
Access to Information Senior Analyst
(613) 288-6275
Fax (613) 288-6279
CBC / Radio Canada
P.O. Box 3220, Station C
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