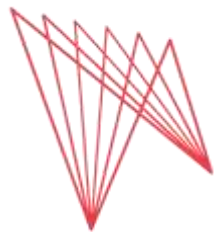


Access to Information Act

Annual Report 2022-2023

ASIA PACIFIC FOUNDATION OF CANADA | FONDATION ASIE PACIFIQUE DU CANADA



ASIA PACIFIC
FOUNDATION
OF CANADA

FONDATION
ASIE PACIFIQUE
DU CANADA

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Attachment: Delegation Order for the *Access to Information Act*.

Access to Information Act

Introduction

The purpose of the *Access to Information Act* is to enhance the accountability and transparency of federal institutions in order to promote an open and democratic society and to enable public debate on the conduct of those institutions. In furtherance of that purpose, Part 1 extends the present laws of Canada to provide a right of access to information in records under the control of a government institution in accordance with the principles that government information should be available to the public, that necessary exceptions to the right of access should be limited and specific and that decisions on the disclosure of government information should be reviewed independently of government; and Part 2 sets out requirements for the proactive publication of information.

Section 94 of the *Access to Information Act* requires that the head of federal government institutions prepare and table in Parliament an annual report of the administration of the Act for each fiscal year.

This annual report summarizes the activities of the Asia Pacific Foundation of Canada relating to the *Access to Information Act* between April 1, 2022 and March 31, 2023 and is prepared in accordance with section 94 of the Act.

The Asia Pacific Foundation of Canada

The Asia Pacific Foundation of Canada, created by an Act of Parliament in 1984, is a not-for-profit organization focused on Canada's relations with Asia. Our mission is to be Canada's catalyst for engagement with Asia and Asia's bridge to Canada. APF Canada is dedicated to strengthening ties between Canada and Asia with a focus on expanding economic relations through trade, investment and innovation; promoting Canada's expertise in offering solutions to Asia's climate change, energy, food security and natural resource management challenges; building Asia skills and competencies among Canadians, including young Canadians; and, improving Canadians' general understanding of Asia and its growing global influence.

The Foundation is based in Vancouver, BC and has 33 employees. Additional information on the Foundation and its activities can be found at www.asiapacific.ca.

Administration of Legislation

The Asia Pacific Foundation of Canada reports to the Minister of Foreign Affairs. The head of the Asia Pacific Foundation is the President and Chief Executive Officer. Operational responsibility for the implementation of the *Access to Information Act* at the Asia Pacific Foundation of Canada has been delegated to the Access to Information and Privacy (ATIP) Coordinator who reports directly to the President and CEO. The ATIP Coordinator is the sole staff responsible for ATIP issues, including the collection and publishing of required proactive publication material.

The Foundation did not participate in any service agreements under section 96 of the *Access to Information Act* during the reporting period.

The ATIP Coordinator is responsible for the development and implementation of policies and procedures to manage the Foundation's compliance with the *Access to Information Act*. The ATIP Coordinator is delegated full authority regarding the administration of, and compliance with, the *Access to Information Act*. A copy of the Delegation Order is attached at the end of the report.

Training Activities

During the 2022-23 fiscal year the role and responsibilities of the ATIP Coordinator remained part of the Foundation's Government Relations and Board Secretary position, which saw a change in personnel during the fiscal year of this report. The new ATIP Coordinator received training from the Foundation's previous ATIP Coordinator.

The ATIP Coordinator did not organize any briefing sessions on the *Access to Information Act* for new staff during the reporting period. (Number of participants: 0) We plan to conduct the appropriate training sessions for staff this Fall 2023.

The ATIP office has its ATIP information page on the Foundation's Intranet. It provides all employees with several information resources on the legislation, and policies and procedures relating to the *Access to Information Act*.

Policies and Procedures

The Foundation has a comprehensive policies and procedures manual that provides specific procedures, standards and guidelines on processing requests under the *Access to Information Act*. The manual is available to all staff on the Foundation's Intranet. The Foundation did not implement any new or revised access to information-related policies, guidelines or procedures during the reporting period.

Proactive Publication

The Asia Pacific Foundation of Canada is a government institution for the purposes of Part 2 of the *Access to Information Act*.

The proactive publication requirements to which the institution is subject are travel expenses, hospitality expenses, and reports tabled in Parliament. The Foundation's travel and hospitality disclosure can be found at: <https://www.asiapacific.ca/about-us/travel-and-hospitality>. The Foundation's Annual Reports can be found at: <https://www.asiapacific.ca/about-us/activities>.

100 per cent of reports were proactively published within the legislated timeline. 25 per cent of travel and hospitality expenses were proactively published within the legislated timeline. The Foundation will implement measures in fiscal year 2023-24 to ensure that travel and hospitality requirements are proactively published within the legislated timeline.

Initiatives and Projects to Improve Access to Information

The Foundation's ATIP office began using the ATIP Online Management Tool website to receive and process requests under the *Access to Information Act*.

**Statistical Report on the Access to Information Act**Name of institution: Asia Pacific Foundation of CanadaReporting period: 4/1/2022 to 3/31/2023**Section 1: Requests Under the Access to Information Act****1.1 Number of requests**

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		0
Closed during reporting period		0
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	0
Organization	0
Public	0
Decline to Identify	0
Total	0

1.3 Channels of requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	0

Section 2: Informal Requests**2.1 Number of informal requests**

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		0
Closed during reporting period		0
Carried over to next reporting period		0

4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	0	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	0	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

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

4.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	0	0	0	0	0

4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

4.5.2 Relevant pages processed per request disposition for paper and e-record formats by size of requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

4.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	0	0	0	0

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	0
Percentage of requests closed within legislated timelines (%)	0

4.7 Deemed refusals

4.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations/ Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

4.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

4.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	0	0	0	0

5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	0	0	0	0

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	0	\$0.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	0	\$0.00	0	\$0.00	0	\$0.00

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Section 9: Investigations and Reports of finding

9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
0	0	0

9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0

Section 10: Court Action

10.1 Court actions on complaints

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total

0	0	0	0	0
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10.2 Court actions on third party notifications under paragraph 28(1)(b)

Section 44 - under paragraph 28(1)(b)
0

Section 11: Resources Related to the *Access to Information Act*

11.1 Allocated Costs

Expenditures		Amount
Salaries		\$766
Overtime		\$0
Goods and Services		\$174
• Professional services contracts	\$174	
• Other	\$0	
Total		\$940

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.013
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.002
Students	0.000
Total	0.015

Note: Enter values to three decimal places.

Access to Information Act - Statistical Report – Interpretation

Requests Received Under the Act:

APF Canada received no requests under the *Access to Information Act* during the reporting period. There are no active requests that are outstanding from previous reporting periods.

Complaints Received Under the Act:

There are no active complaints outstanding from previous reporting periods.

Consultations Received from Other Institutions and Organizations:

The Foundation received one consultation request under the *Access to Information Act* from other institutions or organizations during the reporting period. The request was completed within 1-15 days and six pages were reviewed.

COVID-19-Related Measures:

COVID-19-related measures did not impact the Foundation's ability to fulfill its responsibilities under the *Access to Information Act*.

Exemptions and Exclusions:

No exemptions were invoked and no exclusions were cited during the reporting period.

Translations:

Translations were not requested during the reporting period.

Costs:

The cost of administering the *Access to Information Act* is estimated at \$940 for the reporting period.

Complaints, Audits, Investigations, and Federal Court Cases:

During the 2022-2023 year, no complaints were filed with the Office of the Information Commissioner, no audits or investigations were concluded, and no applications were submitted to the Federal Court or the Federal Court of Appeal.

Monitoring:

No monitoring of the time to process access to information requests was conducted during the reporting period.

Summary:

In the five years between 2018-2019 and 2022-2023, the Foundation received two requests under the *Access to Information Act* and seven consultation requests from other federal institutions. All requests (100%) were completed within 30 days, no exemptions were invoked and no exclusions were cited.

In the previous five years, 2013-2014 to 2017-2018, the Foundation received five requests under the *Access to Information Act* and four consultation requests from other federal institutions. All requests (100%) were completed within 30 days, no exemptions were invoked and no exclusions were cited.

Asia Pacific Foundation of Canada
Fondation Asie Pacifique du Canada

DELEGATION OF AUTHORITY

DÉLÉGATION DE POUVOIRS

**ACCESS TO INFORMATION ACT AND
PRIVACY ACT**

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

I, the undersigned, President, pursuant to Subsection 95(1) of the *Access to Information Act* and subsection 73(1) of the *Privacy Act*, hereby authorize those officers and employees of the Foundation occupying the positions identified within the attached schedule to exercise signing authorities or perform any of the President and CEO's powers, duties or functions specified therein.

Je, soussigné, président, autorise par la présente les cadres et les employés de la Fondation qui occupent les postes indiqués dans l'annexe ci-jointe à exercer les pouvoirs de signature ou à exercer les pouvoirs, les fonctions ou les obligations du président qui y sont précisés, conformément au paragraphe 95 (1) de la *Loi sur l'accès à l'information* et au paragraphe 73 (1) de la *Loi sur la protection des renseignements personnels*.

Dated at Vancouver this 8th day of
September, 2021.

Fait à Vancouver, en ce 8^e de septembre 2021.



Jeff Nankivell

President and CEO / Président et chef de la direction

**Delegation of Authority Under the
Access to Information Act**

Provision	Task/Function	Position / Title		
		ATIP Coordinator	TITLE	TITLE
4(2.1)	Responsibility of government institutions	x		
7(a)	Notice when access requested	x		
7(b)	Giving access to record	x		
8(1)	Transfer of request to another government institution	x		
9	Extension of time limits	x		
11(2)	Waiving of fees	x		
12(2)(b)	Language of access	x		
12(3)(b)	Access in an alternative format	x		
13	Exemption - Information obtained in confidence	x		
14	Exemption - Federal-provincial affairs	x		
15	Exemption - International affairs and defense	x		
16	Exemption - Law enforcement and investigations	x		
16.5	Exemption - Public Servants Disclosure Protection Act	x		
16.6	Exemption - Secretariat of National Security and Intelligence Committee of Parliamentarians	x		
17	Exemption - Safety of individuals	x		
18	Exemption - Economic interests of Canada	x		
18.1	Exemption - Economic interest of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc.	x		
19	Exemption - Personal information	x		
20	Exemption - Third-party information	x		

**Delegation of Authority Under the
Access to Information Act**

Provision	Task/Function	Position / Title		
		ATIP Coordinator	TITLE	TITLE
21	Exemption - Operations of Government	x		
22	Exemption - Testing procedures, tests and audits	x		
22.1	Exemption - Audit working papers and draft audit reports	x		
23	Exemption - Solicitor-client privilege	x		
23.1	Exemption - Protected information — patents and trademarks	x		
24	Exemption - Statutory prohibitions	x		
25	Severability	x		
26	Exception - Information to be published	x		
27(1), (4)	Third-party notification	x		
28(1)(b), (2), (4)	Third-party notification	x		
29(1)	Where the Information Commissioner recommends disclosure	x		
33	Advising Information Commissioner of third-party involvement	x		
35(2)(b)	Right to make representations	x		
37(4)	Access to be given to complainant	x		
41(2)	Apply for review by the Federal Court	x		
43(2)	Notice to all interested parties of an application for review by the Federal Court	x		
44(2)	Notice to requester of an application by the third party for a review by the Federal Court	x		
52(2)(b), (3)	Special rules for hearings	x		

**Delegation of Authority Under the
Access to Information Act**

Provision	Task/Function	Position / Title		
		ATIP Coordinator	TITLE	TITLE
74	Publication of briefing materials	x		
75	Publication of travel expenses	x		
76	Publication of hospitality expenses	x		
77(1)	Publication of contracts over \$10,000	x		
77(2)	Publication of contracts of \$10,000 or less	x		
77(3)	Publication of increase or decrease in value of contract	x		
78	Publication of expense reports	x		
82	Publication of travel expenses	x		
83	Publication of hospitality expenses	x		
84	Report of activities of institution to Parliament	x		
85	Reclassification of positions	x		
86(1)	Publication of contracts over \$10,000	x		
86(2)	Publication of contracts of \$10,000 or less	x		
86(3)	Publication of increase or decrease in value of contract	x		
87(1)	Grants and contributions over \$25,000	x		
87(2)	Grants and contributions of \$25,000 or less	x		
87(3)	Publication of increase or decrease in value of grant or contribution	x		
88	Publication of briefing materials	x		
94(1)	Annual report to Parliament	x		
96(1)	Provision of services related to access to information	x		

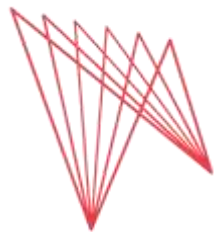
**Delegation of Authority Under the
Access to Information Regulations**

Provision	Task/Function	Position / Title		
		ATIP Coordinator	TITLE	TITLE
6(1)	Transfer of request	x		
8	Providing access to record(s)	x		
8.1	Limitations in respect of format	x		

Privacy Act

Annual Report 2022-2023

ASIA PACIFIC FOUNDATION OF CANADA | FONDATION ASIE PACIFIQUE DU CANADA



**ASIA PACIFIC
FOUNDATION
OF CANADA**

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DU CANADA**

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Attachment: Delegation Order for the *Privacy Act*.

Privacy Act

Introduction

The purpose of the *Privacy Act* is to extend the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution and that provide individuals with a right of access to that information.

Section 72 of the *Privacy Act* requires that the head of federal government institutions prepares and tables in Parliament an annual report of the administration of the Act for each fiscal year.

This annual report summarizes the activities of the Asia Pacific Foundation of Canada relating to the *Privacy Act* between April 1, 2022, and March 31, 2023, and is prepared in accordance with section 72 of the Act.

The Asia Pacific Foundation of Canada

The Asia Pacific Foundation of Canada, created by an Act of Parliament in 1984, is a not-for-profit organization focused on Canada's relations with Asia. Our mission is to be Canada's catalyst for engagement with Asia and Asia's bridge to Canada. APF Canada is dedicated to strengthening ties between Canada and Asia with a focus on expanding economic relations through trade, investment, and innovation; promoting Canada's expertise in offering solutions to Asia's climate change, energy, food security and natural resource management challenges; building Asia skills and competencies among Canadians, including young Canadians; and, improving Canadians' general understanding of Asia and its growing global influence.

The Foundation is based in Vancouver, B.C. and has 33 employees. Additional information on the Foundation and its activities can be found at www.asiapacific.ca.

Administration of Legislation

The Asia Pacific Foundation of Canada reports to the Minister of Foreign Affairs. The head of the Asia Pacific Foundation is the President and Chief Executive Officer. Operational responsibility for the implementation of the *Privacy Act* at the Asia Pacific Foundation of Canada has been delegated to the Access to Information and Privacy (ATIP) Coordinator who reports directly to the President and CEO. The ATIP Coordinator is the sole staff responsible for ATIP issues.

The Foundation did not participate in any service agreements under section 73.1 of the *Privacy Act* during the reporting period.

The ATIP Coordinator is responsible for the development and implementation of policies and procedures to manage the Foundation's compliance with the *Privacy Act*. The ATIP Coordinator is delegated full authority regarding the administration of, and compliance with, the *Privacy Act*. A copy of the Delegation Order is attached at the end of the report.

Training Activities

During the 2022-23 fiscal year the role and responsibilities of the ATIP Coordinator remained part of the Foundation's Government Relations and Board Secretary position, which saw a change in personnel during the fiscal year of this report. The new ATIP Coordinator received training from the Foundation's previous ATIP Coordinator.

The ATIP Coordinator did not organize any briefing sessions on the *Privacy Act* for new staff during the reporting period. (Number of participants: 0) We plan to conduct the appropriate training sessions for staff this Fall 2023.

The ATIP office has its ATIP information page on the Foundation's Intranet. It provides all employees with several information resources on the legislation, and policies and procedures relating to the *Privacy Act*.

Policies and Procedures

The Foundation has a comprehensive policies and procedures manual which provides specific procedures, standards and guidelines on processing requests under the *Privacy Act*. The manual is available to all staff on the Foundation's Intranet. The Foundation's Privacy Policy can be found on the Foundation's website. The Foundation did not implement any new or revised privacy-related policies, guidelines or procedures during the reporting period.

Initiatives and Projects to Improve Privacy

The Foundation's ATIP office began using the ATIP Online Management Tool website to receive and process requests under the *Privacy Act*.



Statistical Report on the *Privacy Act*

Name of institution: Asia Pacific Foundation of Canada

Reporting period: 4/1/2022 to 3/31/2023

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

		Number of Requests
Received during reporting period		5
Outstanding from previous reporting periods		2
• Outstanding from previous reporting period	2	
• Outstanding from more than one reporting period	0	
Total		7
Closed during reporting period		7
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Channels of requests

Source	Number of Requests
Online	3
E-mail	2
Mail	0
In person	0
Phone	0
Fax	0
Total	5

Section 2: Informal requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		0
Closed during reporting period		0
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	0

2.3 Completion time of informal requests

Completion Time							
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
0	0	0	0	0	0	0	0

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

Section 3: Requests Closed During the Reporting Period

3.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	2	3	1	1	0	0	0	7
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	2	3	1	1	0	0	0	7

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	0
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

3.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	0	70(1)	0	70(1)(d)	0
69(1)(b)	0	70(1)(a)	0	70(1)(e)	0
69.1	0	70(1)(b)	0	70(1)(f)	0
		70(1)(c)	0	70.1	0

3.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	0	0	0	0	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

3.5.2 Relevant pages processed by request disposition for paper and e-record formats by size of requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

3.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of requests	Minutes Processed	Number of requests	Minutes Processed	Number of requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0

Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

3.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	0	0	0	0

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	5
Percentage of requests closed within legislated timelines (%)	71.42857143

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations / Workload	External Consultation	Internal Consultation	Other
2	2	0	0	0

3.7.2 Request closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	1	0	1
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	1	0	1
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	2	0	2

3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Section 4: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	0	0	0

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100–500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Section 9: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

Section 10: Privacy Impact Assessments (PIAs) and Personal Information Banks (PIBs)

10.1 Privacy Impact Assessments

Number of PIAs completed	0
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	0	0	0	0
Central	29	0	0	0
Total	29	0	0	0

Section 11: Privacy Breaches

11.1 Material Privacy Breaches reported

Number of material privacy breaches reported to TBS	0
Number of material privacy breaches reported to OPC	0

11.2 Non-Material Privacy Breaches

Number of non-material privacy breaches	0
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Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

Expenditures		Amount
Salaries		\$3,065
Overtime		\$0
Goods and Services		\$175
• Professional services contracts	\$175	
• Other	\$0	
Total		\$3,240

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.053
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.002
Students	0.000
Total	0.055

Note: Enter values to three decimal places.

Privacy Act – Statistical Report – Interpretation

Requests Received Under the Act:

APF Canada received five requests under the *Privacy Act* during the reporting period and had two outstanding requests from the previous reporting period. All seven requests were closed during the reporting period. Five requests (71.4%) were completed within 1-30 days. One request was completed within 31-60 days, and one request was completed within 61-120 days.

Complaints Received Under the Act:

There are no active complaints outstanding from previous reporting periods.

Consultations Received from Other Institutions and Organizations:

The Foundation did not receive any consultation requests under the *Privacy Act* from other institutions or organizations during the reporting period.

COVID-19-Related Measures:

COVID-19-related measures did not impact the Foundation's ability to fulfil its responsibilities under the *Privacy Act*.

Exemptions and Exclusions:

No exemptions were invoked, and no exclusions were cited during the reporting period.

Translations:

Translations were not requested during the reporting period.

Corrections and Notations:

No requests for corrections and notations were received.

Costs:

The cost of administering the *Privacy Act* is estimated at \$3,240 for the reporting period.

Complaints, Audits, Investigations, and Federal Court Cases:

During the 2022-2023 year, no complaints were filed with the Office of the Privacy Commissioner, no audits or investigations were concluded, and no applications were submitted to the Federal Court or the Federal Court of Appeal.

Monitoring:

No monitoring of the time to process personal information requests and requests for the correction of personal information was conducted during the reporting period.

Material Privacy Breaches:

No material privacy breaches were reported to the Office of the Privacy Commissioner or the Treasury Board Secretariat (Information and Privacy Policy Division) during the reporting period.

Privacy Impact Assessments:

The Foundation did not complete any PIAs during the reporting period.

Public Interest Disclosures:

During the reporting period, no disclosures were made pursuant to paragraph 8(2)(m) of the *Privacy Act*.

Summary:

In the five years between 2018-2019 and 2022-2023, the Foundation received nine requests under the *Privacy Act*. Seven requests (77.8%) were completed within 30 days, no exemptions were invoked, and no exclusions were cited.

In the previous five years, 2013-2014 to 2017-2018, the Foundation did not receive any requests under the *Privacy Act*.

Asia Pacific Foundation of Canada
Fondation Asie Pacifique du Canada

DELEGATION OF AUTHORITY

DÉLÉGATION DE POUVOIRS

**ACCESS TO INFORMATION ACT AND
PRIVACY ACT**

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

I, the undersigned, President, pursuant to Subsection 95(1) of the *Access to Information Act* and subsection 73(1) of the *Privacy Act*, hereby authorize those officers and employees of the Foundation occupying the positions identified within the attached schedule to exercise signing authorities or perform any of the President and CEO's powers, duties or functions specified therein.

Je, soussigné, président, autorise par la présente les cadres et les employés de la Fondation qui occupent les postes indiqués dans l'annexe ci-jointe à exercer les pouvoirs de signature ou à exercer les pouvoirs, les fonctions ou les obligations du président qui y sont précisés, conformément au paragraphe 95 (1) de la *Loi sur l'accès à l'information* et au paragraphe 73 (1) de la *Loi sur la protection des renseignements personnels*.

Dated at Vancouver this 8th day of
September, 2021.

Fait à Vancouver, en ce 8^e de septembre 2021.



Jeff Nankivell

President and CEO / Président et chef de la direction

**Delegation of Authority
Under the *Privacy Act***

Provision	Task/Function	Position / Title		
		ATIP Coordinator	TITLE	TITLE
8(2)(j)	Disclosure for research purposes	x		
8(2)(m)	Disclosure in the public interest or in the interest of the individual	x		
8(4)	Copies of requests under 8(2)(e) to be retained	x		
8(5)	Notice of disclosure under 8(2)(m)	x		
9(1)	Record of disclosures to be retained	x		
9(4)	Consistent uses	x		
10	Personal information to be included in personal information banks	x		
14	Notice where access requested	x		
15	Extension of time limits	x		
17(2)(b)	Language of access	x		
17(3)(b)	Access to personal information in alternative format	x		
18(2)	Exemption (exempt bank) - Disclosure may be refused	x		
19(1)	Exemption - Personal information obtained in confidence	x		
19(2)	Exemption - Where authorized to disclose	x		
20	Exemption - Federal-provincial affairs	x		
21	Exemption - International affairs and defense	x		
22	Exemption - Law enforcement and investigation	x		
22.3	Exemption - Public Servants Disclosure Protection Act	x		
23	Exemption - Security clearances	x		

**Delegation of Authority
Under the *Privacy Act***

Provision	Task/Function	Position / Title		
		ATIP Coordinator	TITLE	TITLE
24	Exemption - Individuals sentenced for an offence	x		
25	Exemption - Safety of individuals	x		
26	Exemption - Information about another individual	x		
27	Exemption - Solicitor-client privilege	x		
28	Exemption - Medical record	x		
31	Notice of intention to investigate	x		
33(2)	Right to make representation	x		
35(1)	Findings and recommendations of Privacy Commissioner (complaints)	x		
35(4)	Access to be given	x		
36(3)	Report of findings and recommendations (exempt banks)	x		
37(3)	Report of findings and recommendations (compliance review)	x		
51(2)(b)	Special rules for hearings	x		
51(3)	Ex parte representations	x		
72(1)	Report to Parliament	x		

**Delegation of Authority Under the
Privacy Regulations**

Provision	Task/Function	Position / Title		
		ATIP Coordinator	TITLE	TITLE
9	Reasonable facilities and time provided to examine personal information	x		
11(2)	Notification that correction to personal information has been made	x		
11(4)	Notification that correction to personal information has been refused	x		
13(1)	Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor	x		
14	Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist	x		