

government institutions and third party notification. In 4 Access requests, when the Department contacted the applicant either for clarification of the request or for payment of application fees, no reply was received from the applicants and we were unable to process the request. In twenty-eight cases, when no processing fees were received, the requests were considered to be abandoned.

6. The personnel costs reported represent the salary costs of the personnel in the Access to Information and Privacy Office, who spent approximately ninety percent of their time processing Access requests and the rest on Privacy activities. Also included are the salary costs of other staff involved part time in retrieving documents and preparing them for review. In calculating costs for officers and support staff, the actual salaries of the individuals concerned were divided by 220 (working days) to obtain the daily cost. This was then divided by 7 1/2 to get the hourly cost. The number of days worked during the period under review (248) was used to calculate the total cost.

ORGANIZATION OF ACCESS TO INFORMATION AND PRIVACY (ATIP) ACTIVITIES

7. The departmental ATIP Co-ordinator is responsible, under appropriate direction, for ensuring that the Act is implemented within the Department in accordance with the letter and the spirit of the legislation and that all