

In addition to the Coordinator, the ATIP Office has a complement of three officers and three support staff, all of whom are dedicated to Access/Privacy and related functions on a full-time basis. This represents a gain of one support position as compared to recent years. A new Coordinator was appointed in July 1993; a new appointment has been made to one officer position; and an appointment was made to the newly created support staff position. The Office thus remained relatively stable and its mixture of rotational foreign service and non-rotational specialist staff reflects an appropriate balance between broad ATIP experience and detailed knowledge of the policies and workings of a large and multifaceted department.

## **Case Load**

In FY 1993-94, the department received 258 requests under the Access Act, and 33 Privacy requests, or a total case load of 291 formal requests for information. This statistical decrease of about one quarter reflects the fact that this is the first full FY during which the DFAIT ATIP office has dealt with no immigration-related requests. Although numbers dropped, the workload represented by the remaining requests hardly diminished. A slight diminution of requests during the election period was balanced by an upsurge in the first three months of 1994. In addition, the Office processed 156 consultations from other government departments and 169 requests for personal information under Section 8(2)(e) of the Privacy Act. There were 76 informal requests and 24 miscellaneous. Included in the consultation statistics are a number of requests for consultation with foreign governments for release of information. In addition, 19 requests were received from four foreign governments for the declassification of information by the Canadian government.

## **Complaints**

Thirty-two complaints were received during the year by the two Commissioners' Offices. Of 30 investigations completed, 14 were judged to be without justification. Twelve complaints were still under investigation.

## **Other responsibilities**

In addition to the management of Access and Privacy requests, the Coordinator's Office provides advice and guidance to departmental units on compliance with the legislation. Briefings on Access to Information and Privacy were given, e.g. to audit and evaluation personnel, consular officers, and new directors at headquarters. The Coordinator is the departmental point of contact for the Registration of Information Collection and Public Opinion Research, (although the function is carried out in the Communications Branch). The department reports new requests on a daily basis to the Coordination of Access to Information Requests (CAIR) system and consults it to stay abreast of the range of requests being processed across