




Agenda for Today

- Attendance
 - Excel tutorial troubleshooting
 - ATIP assignment troubleshooting
 - Reminder about quiz
 - Next assignment: data visualization through Tableau+
- 



Attendance

- ▶ Don't forget to hit record!
- 



Labour Statistics Data + Excel Tutorial

By now you should have finished watching and following the tutorial on Excel and looking at Labour Statistics.

➤ **Findings**

- Anything interesting you found? Did anything surprise you?
- What is an example of a story you could do with these findings?

➤ **Questions?**

- Anything challenging?
- Any trouble following tutorial, anything you couldn't get?



ATIP Assignment

**Before we troubleshoot, let's look at
some examples in the news**

UBC Okanagan security guard who was killed identified as Harmandeep Kaur, 24 (updated on Thursday)

1 March 2022



THE UBC Okanagan security guard who sustained life-threatening injuries when she was allegedly assaulted at the university early Saturday morning and who later passed away at Kelowna General Hospital has been identified as 24-year-old Harmandeep Kaur.

Kaur had only recently received her permanent resident card. According to her Facebook page she was from Kapurthala in Punjab, India.

"It is with an extremely heavy heart that we are mourning the loss of one of our own," Paladin Security said in a tweet. "She was an amazing person who worked hard to make the local community a safer place."

Kelowna RCMP said on the weekend that their initial investigation suggested a man working at the university assaulted a security guard. He was arrested under the Mental Health Act. They said they were working with the

THE PORT OF VANCOUVER'S ROBERTS BANK TERMINAL 2, which is the cost of products Canadians rely on, will **NOT** provide us with the chain support, and is being challenged by local communities.

TRUE FALSE

NEWS

OPINION

VIDEO

TRADE

THE MIX

MOST-READ

ART'S HISTORY

Explore SecureCloud.




TRY NOW

tufin

Senior bureaucrats probed cryptocurrencies after Poilievre campaign comments

By Nojoud Al Mallees, The Canadian Press — The Canadian Press — Sep 29 2022

 Like 1





ATIP Assignment Troubleshooting

- ▶ **Reminder:**

- ▶ **Due: Friday October 7th**

- ▶ **What is due:**

- ▶ **3 FORMAL requests (Federal, Provincial, Municipal)**

- ▶ **5 INFORMAL requests (these can only be done on federal level)**

- ▶ **I will run you through an ATIP request that I filed just yesterday, and what I would submit if I was doing the assignment for this class**




Common Questions About ATIP Assignment



What is the difference between a **formal** and **informal** request?

- **Formal requests** are requests that you have to write an inquiry for – you ask for information that you want to receive from the level of government/organization
 - You have to pay a \$5 fee for each formal request you file
- **Informal** requests are requests that have already been released. You do not need to pay to get them because they are already compiled. You just need to fill out a form to get them released to you.



What's the deal with briefing notes and filing a federal ATI request?

- ▶ You may recall a few lectures ago how David walked us through the **briefing note portal**
 - ▶ The briefing note portal is also a federal government portal
- ▶ **When filing your federal information request, a suggestion was given that to make it easy, you can just file a federal request asking for the release of a few briefing notes whose reference numbers you'd get from the briefing note portal**
- ▶ If you want to file a federal request on something else, you are more than welcome to



How Do I Word My Request?

- ▶ Be concise, be as specific as you can
- ▶ Include a reasonable timeframe
- ▶ Include your contact information
- ▶ Include a note on cabinet confidences



What Do I Submit?

1. Open a word document
2. Let's say you file a federal request first. Copy and paste the wording of your request into your word doc
3. Once your request is filed, include a screenshot of the confirmation email that shows the request was received
4. Repeat for Provincial and Municipal Levels

For your 5 informal requests

1. In the same word doc, provide a screenshot of your confirmation



Formal Federal Request Example

➤ My request was with Health Canada

Please provide all records – including but not limited to – briefing notes, assessment and scientific reports, studies, clinical trial applications, and adverse reaction reports regarding oral contraceptive MYA (DIN 02415380) from January 1st, 2021, to September 1st, 2022. Please exclude records that are obvious cabinet confidences. If you need further clarity, please contact me at 647-867-2001 or alina.snisarenko@gmail.com. PDF file is preferred. If there is data associated with this request, CSV file is preferred.

Formal Request Screenshot Example

Please provide all records – including but not limited to – briefing notes, assessment and scientific reports, studies, clinical trial applications, and adverse reaction reports regarding oral contraceptive MYA (DIN 02415380) from January 1st, 2021, to September 1st, 2022. Please exclude records that are obvious cabinet confidences. If you need further clarity, please contact me at 647-867-2001 or alina.snisarenko@gmail.com. PDF file is preferred. If there is data associated with this request, CSV file is preferred.

Summary of your request

Next Previous

Request received

Date and time

September 29, 2022 6:38 PM

Request confirmation number

EA_2022_004408

Application fee

\$5.00

Payment status

Approved

Moneris Order ID

EA_2022_004408

Request

Request type

Access to information request

Institution

Institution

Health Canada

Request details

Eligibility

Canadian citizen

Request label


Birth Control Request

Request description

Please provide all records – including but not limited to – briefing notes, assessment and scientific reports, studies, clinical trial applications, and adverse reaction reports regarding oral contraceptive MYA (DIN 02415380) from January 1st, 2021, to September 1st, 2022. Please exclude records that are obvious cabinet confidences. If you need further clarity, please contact me at 647-867-2001 or alina.snisarenko@gmail.com. PDF file is preferred. If there is data associated with this request, CSV file is preferred.

Format of request

Electronic – to your ATIP online account

Confirmation of your access to information request 



noreply-nepasrepondre-atip-aiprp@tbs-sct.ca
to me

Successfully submitted!

Thank you for your access to information request submission.

Your request "Birth Control Request" to Health Canada has been successfully submitted. Your ACRS reference number is EA_2022_004408.

You may be contacted about your request by the Access to Information and Privacy Office of the Institution to which your request is addressed.

For more information about the request process, refer to the [How access to information and personal information requests work](#) page.

To contact the institution about your request, refer to the [list of access to information and privacy coordinators](#).

ATIP Online Request Service - Client Support
Treasury Board of Canada Secretariat / Gouvernement du Canada
atip-web-atira@tbs-sct.gc.ca

Service de demande d'ASRP en ligne - Services à la clientèle
Secrétariat du Conseil du Trésor du Canada / Gouvernement du Canada
atip-web-atira@tbs-sct.gc.ca



[Message clipped] [View entire message](#)

Informal Request Screenshot Example

*** Delivery Method (required)**

Electronic Copy

Please note To the extent possible, the institution will return the requested records in the format selected due to size limitations.

*** Given Name (required)**

Alina

*** Family Name (required)**

Snisarenko

*** Your E-mail Address (required)**

alina.snisarenko@gmail.com

*** Your telephone number (required)** 6478672001

Additional Comments

Please send as PDF or word file. Please to not mail an electronic copy as a CD.

Open Government, Government of Canada

Inbox - a...o@gmail.com 6:06 PM



ATI Request submission / Requête de demande AI #739574

To: Alina Snisarenko,

Reply-To: Open Government, Government of Canada

This is an automated e-mail. You are receiving this because you contacted an organization about an ATI Request. Here are the values that you submitted:

Submitted on: September 29, 2022 - 10:06 PM

Submitted by: Anonymous

Submitted values are:

Organization
Public Safety Canada

Year
2022

Month
09

Request Number
A-2022-00118

Request Summary
Copy of the draft National Security and Intelligence Declassification Framework.

Disposition
All disclosed

Number of Pages
20

E-mail
atip-aijpr@ps-sp.gc.ca

Requestor Category
Media

Delivery Method
Electronic Copy



A Few More Points

- ▶ When filing your municipal request, make sure you know **where to file it; not every municipal organization can be found on the municipal request portal**
 - ▶ For example: Toronto District School Board (TDSB), Universities, Toronto Hydro, Toronto Police, Toronto Public Library **all have their own portals for filing access to information requests**
- ▶ **Need links for the ATIP portals? Check Syllabus or check ATIP Channel on Slack!**
- ▶ **This assignment just asks you to file the requests, not get them back and show us what was released to you.**
 - ▶ Remember that government organizations have 30 days to compile your request, but usually this will be extended, so it is not expected that you will get anything back by the deadline
 - ▶ You may, however, get back an informal request depending on the department. I just filed one last night and got it released literally 2 hours later!



Quiz Info



Next week... you have a Quiz!

- ▶ As David's email said, the quiz is next Friday, October 7th
 - ▶ **Quiz will happen during the first 30 minutes of class – don't be late because you will not get extra time!**
 - ▶ **10 questions, 2 bonus questions**
- ▶ **Some key things to review:**
 - ▶ Pivot tables and working in excel (be comfortable with what we did in the tutorials)
 - ▶ Access to Information Requests, open data portals



Your Next 2 Assignments:
Data Visualization & Data Mapping



Data Visualization

➤ **Due: October 21**

➤ **Description:**

1. Take data from Statistics Canada
2. Make a visualization on it



Data Mapping

➤ **Due: November 11th**

➤ **Description:**

1. Take census data from Statistics Canada

➤ Data on ethnocultural and religious composition of Canada's population will be released on Oct. 26, **you will work with this dataset**

2. Make a visualization on it using ArcGIS or Tableau+ - don't worry, you will learn how to use both!



For the two data assignments, you may want to publish them

- ▶ Do you have a Twitter or Instagram?
- ▶ Especially for the second data mapping assignment, it may be useful to publish it online
 - ▶ I'd recommend you make a professional Twitter or Instagram page to post it there! If you want, you can also post it on your existing Twitter or Instagram accounts.



Any Other Questions?



Enjoy Your Weekend!

If you need extra help with ATIP stuff, send me an email

