Info Source

Sources of Federal Government and Employee Information

Canadian Commercial Corporation (CCC)

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Introduction to Info Source

Info Source: Sources of Federal Government and Employee Information provides information about the functions, programs, activities and related information holdings of government institutions subject to the *Access to Information Act* and the *Privacy Act*. It provides individuals and employees of the government (current and former) with relevant information to access personal information about themselves held by government institutions subject to the *Privacy Act* and to exercise their rights under the *Privacy Act.*

The Introduction and a List of Institutions subject to the *Access to Information Act* and the *Privacy Act* are available centrally.

As the designated Minister, the President of Treasury Board of Canada Secretariat is responsible for government-wide administration and oversight of the *Access to Information Act* and the *Privacy Act.*

Background

The Canadian Commercial Corporation (CCC) was established in 1946 to assist in the postwar reconstruction of Europe, with a mandate "to assist in the development of trade between Canada and other nations and to assist persons in Canada to obtain goods or commodities from outside Canada and to dispose of goods and commodities that are available for export from Canada."

CCC is governed by its enacting legislation, the *Canadian Commercial Corporation Act*. As a Crown corporation under Schedule III Part I of the Financial Administration Act and wholly owned by the Government of Canada, CCC reports to Parliament through the Minister of International Trade, Export Promotion, Small Business and Economic Development. Click here for more details on CCC's governance.

In 1956, the Defence Production Sharing Agreement (DPSA) gave CCC additional responsibility as the gateway between the U.S. Department of Defense (U.S. DoD) and Canadian suppliers, a relationship that was soon expanded to include the U.S. National Aeronautics and Space Administration (NASA) by the signing of the 1960 Letter of Agreement between CCC and NASA. Click here for more information about the DPSA and CCC's role.

Responsibilities

CCC's primary mandate is to facilitate international trade on behalf of Canadian industry, particularly with governments of foreign countries. The Corporation's International Prime Contractor Service involves the establishment of government-to-government contracts with foreign government buyers to provide goods and services available for export from Canada. CCC then enters into contracts with Canadian exporters to fulfill the requirements of these government-to-government contracts. The procurement and contracting services provided for the benefit of Canadian exporters allows them to access markets where risk, transparency and competitiveness require a government-to-government arrangement.

CCC offers its International Prime Contractor Service through three main business lines: (1) the DPSA Program focuses on sales to the U.S. DoD under the Canada-U.S. DPSA, (2) the International Commercial Business (ICB) Program focuses on the industrial sectors of aerospace, clean technology, construction and infrastructure, defence, and information technology and communication technology, and (3) the Cuba Program which focuses on sales to the agricultural and tourism sectors in Cuba.

CCC offers three additional services that support a number of public policy activities: (1) under the SME Program, CCC provides advisory and prime contracting services to small and medium-sized enterprises (SME), (2) the Sourcing Program provides procurement services to Government of Canada departments to fulfill the sourcing needs of international government assistance programs, and (3) the China Program administers 10 Canadian Trade Offices in China on behalf of Global Affairs Canada (GAC).

Institutional Functions, Programs and Activities

A.   Activities Specific to the Canadian Commercial Corporation

A.1   International Prime Contracting Services

CCC's business model is focused on assisting Canadian companies to export globally and secure sales in key priority sectors. CCC classifies its International Prime Contracting Services by three main product lines.

A.1.1 Sales to the U.S. Department of Defence (DoD) and NASA under the Canada-U.S. DPSA (Defence Production Sharing Agreement)

CCC assists Canadian aerospace, defence and security companies to compete for and manage contracts with the U.S. DoD through the unconstrained access that flows from the Canada-U.S. DPSA and related U.S. Regulations. The DPSA is a critical element of Canada's overall relationship with the U.S. on defence trade, and CCC remains integral to ensuring continued access to United States military procurement opportunities for Canadian exporters through its defence sales to the U.S. DoD.

Sales to the U.S. DoD and NASA under the Canada-U.S. DPSA Specific Class of Records

Files Description: Includes electronic and paper records related to the Canada-U.S. Defence Production Sharing Agreement (DPSA) which allows Canadian contractors to bid and be awarded U.S. DoD and NASA contracts through CCC. May include records related to projects, security and contract requirements and term and conditions, project selection criteria, cost-sharing arrangements, and contract management. Includes records related to the distribution of marketing material and distribution of corporate publications.

Document Types: Electronic and paper project proposals and supporting documentation, project agreements, memoranda of understandings, non-disclosure agreements, letters of agreement, service agreements, project completion reports, evaluation and status reports, contracts, financial statements, contract management documentation, and financial transactions records.

Record Number: CCC 001

A.1.2 International Commercial Business (ICB) Sales

The ICB sales program captures all of CCC's international business outside of the DPSA and Cuba Programs. These consist of supply and construction contracts with all levels of government including federal, state and municipal. As part of ICB sales, CCC undertakes projects in civil aerospace, defence, construction and infrastructure, clean tech, environment, energy, and information communication technology and security sectors. Working as Prime Contractor, the Corporation facilitates the negotiation of a fully customizable solution, guarantees the performance of the terms and conditions of the contract, and ensures Government of Canada oversight and management of the contract from signature through contract close-out. CCC also provides Procurement Agent services, sourcing and delivering goods and services from trusted Canadian companies.

International Commercial Business (ICB) Sales Specific Class of Records

Files Description: Includes electronic and paper records related to CCC's diversification sector projects. Includes records related to selection of projects, feasibility studies, sales and/or transfers of items to foreign government buyers and organizations, selection of subcontractors, legal, financial, managerial and technical assessments of Canadian Suppliers, project selection criteria, environmental impact assessments (EIA), cost- sharing arrangements, and contract management. Includes records related to selection and distribution of marketing material, collection of supplier and buyer information and distribution of corporate publications.

Document Types: Project proposals and supporting documentation, project agreements, memoranda of understanding, non-disclosure agreements, letters of agreement, service agreements, project completion reports, evaluation and status reports, supplier disclosure forms, contracts, financial statements, contract management documentation and financial transaction records.

Record Number: CCC 002

A.1.3   Cuba Prime Contractor Service

The CCC Cuba Contracting Program supports Canadian exporters, particularly small and medium-sized enterprise, providing goods and services to Cuba's sugar and tourism sectors, which are critical revenue-generating industries for the Cuban economy.

Cuba Prime Contractor Service Class of Records

Files Description: Includes electronic and paper records related to export contracts with Cuba. May include records related to projects, contract requirements, terms and conditions, project selection criteria, financing and credit arrangements, and contract management. Includes records related to the distribution of marketing material and distribution of corporate publications.

Document Types: Electronic and paper project proposals and supporting documentation, prime contracts, domestic contracts, project agreements, memoranda of understandings, non-disclosure agreements, service agreements, purchase orders, project completion reports, evaluation and status reports, contracts, financial statements, contract management documentation, and financial transaction records.

Record Number: CCC 003

## A.2	Public Policy Activities

As part of the Government of Canada's International Trade Portfolio, CCC leverages its experience in international contracting, sourcing and project management to deliver on three public policy activities.

### A.2.1	Sourcing Services to Support International Government Assistance Programs

CCC supports GAC and other government departments in the implementation of some of the Government of Canada's international aid programs by sourcing goods and services destined for foreign recipients.

> **Sourcing Services to Support International Government Assistance Programs Specific Class of Records**
>
> **Files Description:** Includes electronic and paper records related to activities between CCC and other government departments, including Global Affairs Canada (formerly DFAIT or DFATD). Includes records related to the Stabilization and Reconstruction Task Force (START) program, the Peace and Stabilization Operations Program (PSOP), the Counter Terrorism Capacity Building (CTCB) Program, Global Peace and Security Fund (GPSF), Global Partnership Program (GPP), and the Anti-Crime Capacity Building Program (ACCBP) and projects governed by an Administrative Agreement. Includes records related to selection of projects, feasibility studies, sales and/or transfers of items to foreign government buyers and organizations, selection of subcontractors, legal, financial, managerial and technical assessments of Canadian suppliers, project selection criteria, environmental impact assessments (EIA), cost-sharing arrangements, and contract management. Includes records related to selection and distribution of marketing material, collection of supplier and buyer information.
>
> **Document Types:** requests for proposals, requests for quotes, public tenders and solicitations, project agreements, memoranda of understandings, non-disclosure agreements, letters of agreement, project completion reports, evaluation and status reports, contracts, service agreements, contract management documentation, and financial transaction records.
>
> **Record Number:** CCC 004

A.2.2 China Representative Offices

CCC manages a network of 10 Representative Offices in China on behalf of Global Affairs Canada (GAC) for the purposes of supporting the development of trade. In recognition of the expansive growth of China's second-tier cities, the Government of Canada approached CCC to help GAC establish and manage these ten Canadian Trade Offices currently located in Chengdu, Hangzhou, Nanjing, Qingdao, Shenyang, Shenzhen, Tianjin, Wuhan, Wi'an and Xiamen. The offices provide clients with access to experts who can help them better navigate and compete in the Chinese market, find qualified contacts and resolve problems.

China Representative Offices Specific Class of Records

Files Description: Includes electronic and paper records related to the management, maintenance and operation of these ten Representative Offices in China. Also includes records related to providing clients with better access to experts who can better navigate and to compete in the Chinese trade market.

Document Types: Includes records related to human resources and financial operations such as payroll services, accounting, reporting, and oversight. Records relating to decision support and advice, lease agreements, contracts and supporting documentation, project agreements, memoranda of understanding, non-disclosure agreements and letters of agreement.

Record Number: CCC 005

A.2.3 Support Services for Small and Medium-sized Enterprise (SME) Program

CCC's SME Program offers services along a spectrum that starts with establishing connections that will lead to new opportunities. This strategy looks at providing relevant product offerings, customized advisory services, and prime contracting services.

Support Services for Small and Medium-sized Enterprise (SME) Program Class of Records

Files Description: Includes electronic and paper records related to business development, customer acquisition, exporting and contracting guidance, and promotional and marketing materials.

Document Types: Electronic and paper project proposals and supporting documentation, solicitations, tenders, bids, project agreements, non-disclosure agreements, service agreements, and third-party commercial records.

Record Number: CCC 006

B.   Internal Services at the Canadian Commercial Corporation

Internal services constitute groups of related activities and resources that are administered to support the needs of programs and other corporate obligations of an organization. These groups are management and oversight services, communications services, legal services, human resources management services, financial management services, information management services, information technology services, real property services, materiel services, acquisition services, and travel and other administrative services. Internal services include only those activities and resources that apply across an organization and not to those provided specifically to a program.

B.1   Acquisition Services

Acquisition services involve activities undertaken to acquire a good or service to fulfill a properly completed request (including a complete and accurate definition of requirements and certification that funds are available) until entering into or amending a contract.

- Procurement and Contracting Class of Record
  - Professional Services Contracts Personal Information Bank

B.2   Communications Services

Communications services involve activities undertaken to ensure that Government of Canada communications are effectively managed, well coordinated and responsive to the diverse information needs of the public. The communications management function ensures that the public—internal or external—receives government information, and that the views and concerns of the public are taken into account in the planning, management and evaluation of policies, programs, services and initiatives.

- Communications Class of Record
  - Internal Communications Personal Information Bank
  - Public Communications Personal Information Bank

B.3   Financial Management Services

Financial management services involve activities undertaken to ensure the prudent use of public resources, including planning, budgeting, accounting, reporting, control and oversight, analysis, decision support and advice, and financial systems.

- Financial Management Class of Record
  - Accounts Payable Personal Information Bank
  - Accounts Receivable Personal Information Bank

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B.4 Human Resources Management Services

Human resources management services involve activities undertaken for determining strategic direction, allocating resources among services and processes, as well as activities relating to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies and plans.

- Awards (Pride and Recognition) Class of Record
  - Recognition Program Personal Information Bank
- Classification of Positions Class of Record
  - Staffing Personal Information Bank
- Compensation and Benefits Class of Record
  - Attendance and Leave Personal Information Bank
  - Pay and Benefits Personal Information Bank
- Employment Equity and Diversity Class of Record
  - Employment Equity and Diversity Personal Information Bank
- Hospitality Class of Record
  - Hospitality Personal Information Bank
- Human Resources Planning Class of Record
  - Human Resources Planning Personal Information Bank
- Labour Relations Class of Record
  - Discipline Personal Information Bank
  - Grievances Personal Information Bank
  - Harassment Personal Information Bank
  - Disclosure of Wrongdoing in the Workplace Personal Information Bank
  - Values and Ethics Codes for the Public Sector and Organizational Code(s) of Conduct Personal Information Bank
- Occupational Health and Safety Class of Record
  - Employee Assistance Personal Information Bank
  - Harassment Personal Information Bank
  - Occupational Health and Safety Personal Information Bank
- Official Languages Class of Record
  - Official Languages Personal Information Bank
- Performance Management Reviews Class of Record
  - Discipline Personal Information Bank
  - Employee Performance Management Program Personal Information Bank
- Recruitment and Staffing Class of Record
  - Applications for Employment Personal Information Bank
  - Employee Personnel Record Personal Information Bank
  - Personnel Security Screening Personal Information Bank
  - Values and Ethics Codes for the Public Sector and Organizational Code(s) of Conduct Personal Information Bank
- Relocation Class of Record
- Training and Development Class of Record
  - Training and Development Personal Information Bank

B.5   Information Management Services

Information management services involve activities undertaken to achieve efficient and effective information management to support program and service delivery; foster informed decision making; facilitate accountability, transparency and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.

- Access to Information and Privacy Class of Record
  - Access to Information Act and Privacy Act Requests Personal Information Bank
- Information Management Class of Record

B.6   Information Technology Services

Information technology services involve activities undertaken to achieve efficient and effective use of information technology to support government priorities and program delivery, to increase productivity, and to enhance services to the public.

- Information Technology Class of Record

B.7   Legal services

Legal services involve activities undertaken to enable government departments and agencies to pursue policy, program and service delivery priorities and objectives within a legally sound framework.

- Legal Services Class of Record

B.8   Management and Oversight Services

Management and oversight services involve activities undertaken for determining strategic direction and allocating resources among services and processes, as well as those activities related to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies or plans.

- Cooperation and Liaison Class of Record
  - Outreach Activities Personal Information Bank
- Executive Services Class of Record
  - Executive Correspondence Personal Information Bank
- Internal Audit and Evaluation Class of Record
- Planning and Reporting Class of Record

B.9   Materiel Services

Materiel services involve activities undertaken to ensure that materiel can be managed by departments in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of government programs.

- Material Management Class of Record

B.10   Real Property Services

Real property services involve activities undertaken to ensure that real property is managed in a sustainable and financially responsible manner, throughout its life cycle, to support the cost-effective and efficient delivery of government programs.

- Real Property Management Class of Record

B.11   Travel and Other Administrative Services

Travel and other administrative services include Government of Canada travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

- Administrative Services Class of Record
  - Parking Personal Information Bank
- Boards, Committees and Council Class of Record
  - Governor in Council Appointments Personal Information Bank
  - Members of Boards, Committees and Councils Personal Information Bank
- Business Continuity Planning Class of Record
  - Business Continuity Planning Personal Information Bank
- Disclosure to Investigative Bodies Class of Record
- Proactive Disclosure Class of Record
  - Hospitality Personal Information Bank
  - Travel Personal Information Bank
- Security Class of Record
  - Identification Cards and Access Badges Personal Information Bank
  - Disclosure of Wrongdoing in the Workplace Personal Information Bank
  - Personnel Security Screening Personal Information Bank
  - Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes Personal Information Bank
- Travel Class of Record
  - Travel Personal Information Bank

Other Classes of Personal Information

In the course of conducting programs and activities, CCC may accumulate categories of personal information not used for administrative purposes. Such personal information may include the names, titles, and contact information of individuals representing foreign governments or third party organizations, correspondence, and general inquiries from the public. This personal information is not typically retrievable by personal identifiers. Rather, it is only retrievable by other information related to specific transactions or activities such as the names of exporters, countries, projects or contracts. Other information provided by or about individuals may also be found in corporate record holdings such as information services, and accounts payable. This class of personal information is retrievable only if the requester identifies, in sufficient detail, the subject of the information that they wish to access. The retention periods are controlled by the record schedules of the general subject files in which they are stored.

Additional Information

For additional information on how to file a request under the *Access to Information Act* or *Privacy Act*, how to request information outside the ATIP process, completed Access to Information summaries and privacy impact assessment summaries, please click here.

Reading Room

In accordance with the *Access to Information Act* and *Privacy Act,* an area on the premises will be made available should you wish to review materials on site. The address is:

350 Albert Street, Suite 700
Ottawa, Ontario