



Info Source

Sources of Federal Government and Employee Information

Canadian Space Agency

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GENERAL INFORMATION

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 an [index of institutions](#) subject to the [Access to Information Act](#) and the [Privacy Act](#) are available centrally.

The [Access to Information Act](#) and the [Privacy Act](#) assign overall responsibility to the President of Treasury Board (as the designated Minister) for the government-wide administration of the legislation.

BACKGROUND

Established in March 1989, the Canadian Space Agency (CSA) is an independent federal agency responsible for managing all of Canada's civil space-related activities. The **objects and functions** of the CSA are set out in the [Canadian Space Agency Act, S.C. 1990, c. 13](#). The CSA was created from divisions of the former Ministry of State for Science and Technology (MOSST), the National Research Council of Canada (NRC), the Department of Communications (DOC) and Energy Mines and Resources (EMR). The CSA reports to Parliament through the Minister of Innovation, Science and Economic development Canada.

More information about CSA's history can be found on the web site : <http://asc-csa.gc.ca/eng/about/csa-organization.asp>.

RESPONSIBILITIES

The [mandate](#) of the [Canadian Space Agency](#) (CSA) is to promote the peaceful use and development of space, to advance the knowledge of space through science and to ensure that space science and technology provide social and economic benefits for Canadians. The CSA is achieving this mandate in collaboration with Canadian industry, academia, Government of Canada (GoC) organizations, and other international space agencies or organizations. Such partnering maximizes the economic, scientific, and technological benefits and enhances synergies between institutions across the country and with other nations. The founding legislation voted in 1990 attributed four main functions to the CSA: Assisting the Minister in the coordination of the space policies and programs; Planning and implementing programs and projects related to scientific or industrial space research and development, and application of space technology; Promoting the transfer

and diffusion of space technology to and throughout Canadian industry; and, Encouraging commercial exploitation of space capabilities, technology, facilities and systems.

The [Canada's Space Policy Framework \(2014\)](#) modernizes Canada's space program for the second decade of the 21st century and beyond. It provides clarity with respect to Government priorities and strengthens governance of the space program. Implementation of its core principles will ensure that the Canadian Space Program will be able to deliver the services the Government requires to protect and advance national interests; that industry will find the necessary support to be competitive in global markets; and that academia will be well positioned to conduct the research that will be the foundation of future space missions.

Institutional Functions, Programs and Activities

FUTURE CANADIAN SPACE CAPACITY

This program attracts, sustains and enhances the nation's critical mass of Canadian space specialists, fosters Canadian space innovation and know-how, and preserves the nation's space-related facilities capability. It secures the nation's strategic and ongoing presence in space in the future and to preserve Canada's capability to deliver internationally renowned space assets for future generations.

QUALIFYING AND TESTING SERVICES

Specialized activities and services for the assembly, integration, and testing of space hardware. It involves space qualifying technology, sub-units, units or entire spacecraft developed by Canadian academic institutions, government organizations, and industry, as well as international partners and clients.

Qualifying and Testing Services – Specialized activities and services

Description: Files on the specialized activities and services for the assembly, integration, and testing of space hardware and involves space qualifying technology, sub-units, units or entire spacecraft developed by Canadian academic institutions, government organizations, and industry, as well as international partners and clients.

Document Types: Correspondence, marketing plans, presentations, procedures and reports.

Record Number: CSA FCS 005

David Florida Laboratory (DFL)

Description: Files on space qualification services and functional and environmental testing of space hardware. Files on the projects assembled and tested at the DFL.

Document Types: Contracts, correspondence, deliverables, evaluations, information on tests, presentations, reports and timetables.

Record Number: CSA FCS 010

SPACE EXPERTISE AND PROFICIENCY

Development and enhancement of Canada's space capacity through people. Supports research in private or public organizations and includes learning activities targeted at Canadian youth. This is accomplished by encouraging scientists and engineers to pursue relevant space science and technology development activities with attractive initiatives and top facilities, and by promoting scientific and technical studies with Canadian students.

Space Expertise and Proficiency – Development and enhancement

Description: Information on the development and enhancement of Canada's space capacity through people. Files on the support to research in private or public organizations and on learning activities. Information on the support to graduate university students and working professionals for missions that allow frequent flight opportunities and through the upgrade of world-class space research and training facilities.

Document Types: Agreements, announcements of opportunity, concept documents, contracts, correspondence, description documents, grants and contributions documents, procedures, project approval documents, proposals, proposal evaluations, reports, studies and timetables.

Record Number: CSA FCS 015

- **Grants and Contributions – Awareness & Learning (A&L) Component**

Description: This bank describes information about the A&L Component of the Canadian Space Agency (CSA) Class Grant and Contribution (G&C) Program to Support Research, Awareness and Learning in Space Science and Technology. It contains information about organizations and/or individuals who apply for a grant, individuals who are sponsored by an organization who applied for a grant or a contribution or individuals involved (as leader or collaborator) in projects for which an organization applies to CSA for grant or contribution funding. The Bank also contains information on committee membership and the names, affiliation and disciplines of individuals appointed. The personal information received under the A&L component of the G&C Program may include name, contact information, financial information, official language, views and opinions of or about individuals, affiliation and disciplines of individuals appointed to review the projects submitted, biographical information, citizenship status, educational information, signature and other personal information. The A&L Component of the G&C Program provides financial support to individuals and organizations involved in initiatives targeting Canadian youth, students, physicians and educators focusing on increasing their awareness, knowledge, development and participation in space-related disciplines/activities, and advanced educational programs. This component is comprised of two key elements: Space Awareness and Space Learning. Eligible recipients will include Canadian citizens or permanent residents of Canada, Canadian elementary, secondary and post-secondary institutions, not-for-profit organizations established and operating in Canada, and international organizations dedicated to space relevant education.

Note: In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide the program title: Canadian Space Agency

(CSA) Class Grant and Contribution (G&C) Program to Support Research, Awareness and Learning in Space Science and Technology.

Class of Individuals: Individuals, leader or collaborators of the projects financially supported could be, but is not limited to, students, medical students or residents, teachers, supervisors, academic or industrial researchers, experts, engineers or technicians.

Purpose: Personal information is used to assess requests for funding and to administer the Grants and Contributions Program (including the assessment of individuals to be members of the Review Committee). Selected information is also disclosed on the Canadian Space Agency's website in accordance with the federal government's Proactive Disclosure practices. Personal information is collected pursuant to the *Canadian Space Agency Act*.

Consistent Uses: Information may be shared with a Grants and Contributions Review Committee, comprised of academic, private sector, organizations or international experts, for assessment purposes and/or evaluation of the applicant's file for selection. There may be different review committee for different initiatives. The information may be used or disclosed for the following purposes: reporting to senior management evaluation, and performance measurement.

Selected Information on funding recipients may be disclosed in the Public Accounts of Canada and to the Canada Revenue Agency (Information Returns (Infodec), CRA PPU 150) and to the province of Quebec (if applicable) for income tax purposes. Information related to selected applicants could be shared with NASA and/or with the University of Texas Medical Branch (UTMB). Selected information (e.g. name of successful candidates and the title of the research undertaken during the program) is published on the Canadian Space Agency's Internet website. The SIN and other information is shared with the Canada Revenue Agency (CRA) and the Province of Quebec (where applicable) and is used for data matching purposes, including income verification - refer to CRA's institution-specific personal information bank Information.

Retention and Disposal Standards: Information about Review Committee Members is retained for as long as members are active and then is destroyed. Information about unsuccessful proposals and/or applicants is retained for five years for evaluation purposes and then is destroyed. Information about successful projects and/or applicants is retained for five years and then is archived for historical purposes.

RDA Number: RDA 2002/003

Related Class of Record Number: CSA FCS 015; FCS 030; SDI 040;

TBS Registration: 20110508

Bank Number: ASC PPU 040

- **Grants and Contributions – Research Component**

Description: This bank describes information about the Research Component of the Canadian Space Agency (CSA) Class Grant and Contribution (G&C) Program to Support Research, Awareness and Learning in Space Science and Technology. It contains information about individuals involved (as leader or collaborator) in projects for which an organization applies to CSA for grant or contribution

funding and also about organizations. The Banks also contain information on committee membership and the names, affiliation and disciplines of individuals appointed. The personal information received under the G&C Program may include name, contact information, financial information, official language, views and opinions of or about individuals, affiliation and disciplines of individuals appointed to review the projects submitted, biographical information, citizenship status, educational information and signature. The Research Component of the G&C Program provides financial support to academia and organizations to conduct space-related research and development in priority areas. It will support targeted knowledge development and innovation to sustain and enhance the Canadian capacity to use space to address national needs and priorities in the future. Eligible recipients will include Canadian universities and post-secondary institutions, for-profit and not-for-profit organizations established and operating in Canada, and not-for-profit international research organizations or a cluster formed by a combination of the above.

Note: In addition to the requirements specified on the Treasury Board of Canada Secretariat Personal Information Request form, individuals requesting information described by this bank must provide the program title: Canadian Space Agency (CSA) Class Grant and Contribution (G&C) Program to Support Research, Awareness and Learning in Space Science and Technology.

Class of Individuals: Individuals, leader or collaborators of the projects financially supported could be, but are not limited to, academic or industrial researchers, experts, engineers or technicians.

Purpose: Personal information is used to assess requests for funding and to administer the Grants and Contributions Program (including the assessment of individuals to be members of the Review Committee). Selected information is also disclosed on the Canadian Space Agency's website in accordance with the federal government's Proactive Disclosure practices. Personal information is collected pursuant to the *Canadian Space Agency Act*.

Consistent Uses: Information may be shared with a Grants and Contributions Review Committee, comprised of academic, private sector, organizations or international experts, for assessment purposes. There may be different review committee for different initiatives. The information may be used or disclosed for the following purposes: reporting to senior management evaluation, and performance measurement. Selected Information on funding recipients may be disclosed in the Public Accounts of Canada and to the Canada Revenue Agency (Information Returns (Infodec), CRA PPU 150) and to the province of Quebec (if applicable) for income tax purposes.

Retention and Disposal Standards: Information about Review Committee Members is retained for as long as members are active and then is destroyed. Information about unsuccessful proposals is retained for five years for evaluation purposes and then is destroyed. Information about successful projects is retained for five years and then is archived for historical purposes.

RDA Number: RDA 2002/003

Related Class of Record Number: CSA FCS 015; FCS 030; SDI 040; SEC 005; SEC 025

TBS Registration: 20110509
Bank Number: ASC PPU 045

Space Learning Ended July 2012

Description: Files on the use of space to increase interest in science and technology among Canadian students and educators and on the promotion of the development of hands-on expertise.

Document Types: Collaboration agreements, conferences and workshop publications, contracts, correspondence, educational material, presentations and training material, procedures, project approval documents, proposals, proposal evaluations and studies.

Record Number: CSA FCS 020

Support to Scientists and Engineers Integrated to Sub-Program Space Expertise and Proficiency

SPACE INNOVATION AND MARKET ACCESS

This Program includes the development and enhancement of Canada's space capacity through innovation and market positioning.

Space Innovation and Market Access - Development

Description: Information on leading-edge technology and facilities and on international arrangements to improve Canadian industrial competitiveness. Information on the fostering of entrepreneurship that enhances Canadian industry's international positioning on commercial and government markets.

Document Types: Agendas, agreements, contracts, correspondence, deliverables, grants or contributions documents, minutes, presentations, project approval documents, proposals, proposal evaluations and reports.

Record Number: CSA FCS 030

- [Grants and Contributions – Awareness & Learning \(A&L\) Component](#)
- [Grants and Contributions – Research Component](#)

Enabling Technology Development

Description: Files on technology development and demonstration activities that contribute to maintaining or developing a technological edge in promising fields, such as switches, batteries, launchers, antennas, solar panels, etc.

Document Types: Contracts, correspondence, deliverables, presentations, project approval documents, proposals, proposal evaluations, reports, and timetables.

Record Number: CSA FCS 040

International Market Access

Description: Information on the negotiation, implementation and management of special international arrangements to facilitate foreign market access by the Canadian space industry.

Document Types: Agreements, arrangements, correspondence, reports and presentations.

Record Number: CSA FCS 035

SPACE DATA, INFORMATION AND SERVICES

This Program includes the provision of space-based solutions (data, information and services) and the expansion of their utilization. It also serves to install and run ground infrastructure that processes the data and operates satellites.

EARTH ORBIT SATELLITE MISSIONS AND TECHNOLOGY

This activity encompasses the development and use of complete Canadian satellite systems or of sub-systems, payloads, instruments or other components provided to domestic and foreign satellites. It also includes the development of advanced technologies that could shape or determine the nature of potential new Earth orbit satellite missions.

Earth Orbit Satellite Missions and Technology – Development and use

Description: Files on the development and use of complete Canadian satellite systems or of sub-systems, payloads, instruments or other components provided to domestic and foreign satellites. Information on the development of advanced technologies. These files contain information on projects such as RADARSAT-1, RADARSAT-2 and RADARSAT Constellation Mission (RCM) and on the Canadian Space Agency participation to the International Charter Space and Major Disasters and to committees such as the Committee on Earth Observation Satellites (CEOS).

Document Types: Agendas, agreements, announcements of opportunity, contracts, concept documents, correspondence, invitations to tender, minutes, procedures, project approval documents, proposals, proposal evaluations, reports, studies and timetables.

Record Number: CSA SDI 005

Communications Missions

Description: Information on the definition, design, technology development, implementation and operational use of Earth orbit satellites dedicated to delivering continuous communications, including Navigation, Positioning and Timing (NPT) services. Information on missions and projects such as the Polar Communications and Weather (PCW) Mission, M3MSat, NEOSSat, Enhanced Polar Outflow Probe (ePOP) and Cascade telecommunications payload.

Document Types: Agreements, announcements of opportunity, contracts, concept documents, correspondence, invitations to tender, procedures, project approval documents, proposals, proposal evaluations, reports, studies and timetables.

Record Number: CSA SDI 010

Earth Observation Missions

Description: Information on the definition, design, technology development, implementation and operational use of Earth orbit satellites dedicated to producing data, information or imagery of Earth and its atmosphere, ranging from its sub-surface to its

upper atmospheric layers, including space surveillance for asteroids, Earth orbiting objects and space debris.

Document Types: Agreements, announcements of opportunity, contracts, concept documents, correspondence, invitations to tender, procedures, project approval documents, proposals, proposal evaluations, reports, studies and timetables.

Record Number: CSA SDI 015

Scientific Missions

Description: Information on the definition, design, technology development, implementation and use of Earth orbit satellites dedicated to producing scientific data and information for research performed by Other Government Departments (OGDs) or academia. Examples of this research are those pertaining to climate processes and space weather (solar winds and their interaction with the Earth's magnetic field).

Document Types: Agreements, announcements of opportunity, contracts, concept documents, correspondence, invitations to tender, procedures, project approval documents, proposals, proposal evaluations, reports, studies and timetables.

Record Number: CSA SDI 020

GROUND INFRASTRUCTURE

Development of an integrated and coordinated national system of ground infrastructure to receive data from domestic or foreign satellites. The ground infrastructure houses and uses the equipment required for satellite operations.

Ground Infrastructure - Development

Description: Files on the development of an integrated and coordinated national system of ground infrastructure to receive data from domestic or foreign satellites. In addition, the ground infrastructure houses and uses the equipment required for satellite operations.

Document Types: Agreements, announcements of opportunity, contracts, concept documents, correspondence, invitations to tender, procedures, project approval documents, proposals, proposal evaluations, reports, studies and timetables.

Record Number: CSA SDI 025

Data Handling

Description: Information on a coordinated national approach to determine optimal station locations and space data handling. Files on the planning and tasking of data acquisition, as well as the capture, calibration, cataloguing, archiving and availability of space data received from domestic or foreign satellites to assist Other Government Departments (OGDs) in delivering their mandate.

Data handling operations are mostly conducted with Canadian Space Agency (CSA) equipment, located in its ground facilities. In some instances, formal arrangements can be concluded between CSA, OGDs or international partners to use another party's equipment located within its facilities.

Document Types: Agreements, announcements of opportunity, contracts, concept documents, correspondence, invitations to tender, procedures, project approval documents, proposals, proposal evaluations, reports, space data, studies and timetables.

Format: Space data is in the form of imagery

Record Number: CSA SDI 030

Satellite Operations

Description: Files on the Telemetry, Tracking and Command (TT&C) of Canadian satellites or of foreign satellites when such services are required from Canadian stations. The operations of Canadian Space Agency (CSA) satellites are mostly conducted with CSA equipment located in its ground facilities. In some instances, formal arrangements can be concluded between CSA, Canadian industry, Other Government Departments (OGDs) or international partners to operate one party's satellites using another party's equipment. Those arrangements can also provide for the location of one party's equipment in another party's facilities.

Document Types: Agreements, announcements of opportunity, arrangements, contracts, concept documents, correspondence, invitations to tender, procedures, project approval documents, proposals, proposal evaluations, reports, space data, studies and timetables.

Format: Space data is in the form of imagery

Record Number: CSA SDI 035

SPACE DATA, IMAGERY AND SERVICES UTILIZATION DEVELOPMENT

Develops the utilization of space-based data, imagery and information, and of communications services available on space assets for the benefit of the user community, primarily Other Government Departments (OGDs) and academia.

Space Data, Imagery and Services Utilization Development – Space assets

Description: Information regarding the development of the utilization of space-based data, imagery and information, and of communications services available on space assets for the benefit of the user community, primarily Other Government Departments (OGDs) and academia.

Document Types: Agreements, announcements of opportunity, arrangements, contracts, concept documents, correspondence, grants or contributions documents, invitations to tender, procedures, project approval documents, proposals, proposal evaluations, reports, space data, studies and timetables.

Format: Space data is in the form of imagery

Record Number: CSA SDI 040

- [Grants and Contributions – Awareness & Learning \(A&L\) Component](#)
- [Grants and Contributions – Research Component](#)

Communications Services Utilization

Description: Information regarding the development of the utilization of space communications, including Navigation, Positioning and Timing (NPT) services available through Canadian and foreign satellites.

Document Types: Agreements, announcements of opportunity, arrangements, contracts, concept documents, correspondence, invitations to tender, procedures, project approval documents, proposals, proposal evaluations, reports, studies and timetables.

Record Number: CSA SDI 045

Earth Observation Data and Imagery Utilization

Description: Information regarding the development of the utilization of Earth observation imagery and atmospheric data acquired from Canadian and foreign space assets, ranging from its sub-surface to its upper atmospheric layers. This also applies to weather and climate imagery.

Document Types: Agreements, announcements of opportunity, arrangements, contracts, concept documents, correspondence, invitations to tender, procedures, project approval documents, proposals, proposal evaluations, reports, space data, studies and timetables.

Format: Space data is in the form of imagery

Record Number: CSA SDI 050

Scientific Data Utilization

Description: Information regarding the development of the utilization and the validation of the quality of Canadian and foreign space-based scientific data and derived information that address science questions, such as those related to our understanding of the Earth's climate system and magnetic field (magnetosphere).

Document Types: Agreements, announcements of opportunity, arrangements, contracts, concept documents, correspondence, invitations to tender, procedures, project approval documents, proposals, proposal evaluations, reports, studies and timetables.

Record Number: CSA SDI 055

SPACE EXPLORATION

Provides valuable Canadian science, signature technologies and qualified astronauts to international space exploration endeavours.

EXPLORATION MISSIONS AND TECHNOLOGY

Encompasses the development and use of astronomy and planetary missions as well as the development of advanced exploration technologies. It contributes valued Canadian signature technologies to international space exploration endeavours and generates a better understanding of the universe, the solar system and our home planet. It could also lead to technology transfers for terrestrial benefits. It provides Canadian industry and academia with unique opportunities through their participation in international space exploration initiatives.

Exploration Missions and Technology - Development

Description: Files on the development and use of astronomy and planetary missions as well as the development of advanced exploration technologies.

Document Types: Agreements, announcements of opportunity, arrangements, contracts, concept documents, correspondence, grants or contributions documents, invitations to tender, procedures, project approval documents, proposals, proposal evaluations, reports, studies and timetables.

Record Number: CSA SEC 005

- [Grants and Contributions – Research Component](#)

- Interviews with scientists, engineers and researchers**

Description: This bank describes information about individuals that are scientists, engineers and researchers and that are passionate about their work in science fields such as Astronomy, Aurora Borealis, Biology and Chemistry, Ozone Layer and Earth's Atmosphere, Mars and Planetary Exploration or Medicine and Health. The personal information may include biographical information, educational information, name and place of birth.

Class of Individuals: Community of scientific individuals.

Purpose: The personal information is used for communication to the public.

Consistent Uses: Information is shared with the public with the consent of the individuals. Information is published on the Internet.

Retention and Disposal Standards: Records will not be retained after they are no longer up to date or obsolete and then, the records are destroyed.

RDA Number: RDA 2002/003

Related Record Number: CSA SEC 005

TBS Registration: 20090966

Bank Number: CSA PPU 015

- Space Science**

Description: This bank contains information on committee membership and the names, affiliations and primary disciplines of all individuals appointed to the Advisory Committee.

Class of Individuals: Employees of the institution and members of the Advisory Committee.

Purpose: This bank is for general information on individuals who are not employed by the institution but who serve on the Advisory Committee.

Consistent Uses: None

Retention and Disposal Standards: Five years and are then destroyed.

RDA Number: 98/001

Related Record Number: CSA SEC 005

TBS Registration: 003060

Bank Number: CSA PPU 010

Advanced Exploration Technology Development

Description: Files on the development of advanced Canadian signature technologies to be used in potential astronomy and planetary missions that could be destined for the Moon, Mars, asteroids or other celestial bodies. Information on the Canadian Space Agency's participation in international groups, such as the International Space Exploration Coordination Group (ISECG).

Document Types: Agreements, contracts, concept documents, correspondence, invitations to tender, procedures, project approval documents, proposals, proposal evaluations, reports, studies and timetables.

Record Number: CSA SEC 010

Planetary Missions

Description: Files on the definition, design, technology development, implementation and use of Canadian exploration signature technologies and scientific instruments made available to international exploration missions.

Document Types: Agreements, announcements of opportunity, arrangements, contracts, concept documents, correspondence, invitations to tender, procedures, project approval documents, proposals, proposal evaluations, reports, studies and timetables.

Record Number: CSA SEC 015

Space Astronomy Missions

Description: Files on the definition, design, technology development, implementation and use of complete Canadian space telescope systems and the provision of Canadian instruments, sensors and sub-systems to international space telescope or probe missions.

Document Types: Agreements, announcements of opportunity, arrangements, contracts, concept documents, correspondence, invitations to tender, procedures, project approval documents, proposals, proposal evaluations, reports, studies and timetables.

Record Number: CSA SEC 020

HUMAN SPACE MISSIONS AND SUPPORT

Encompasses all activities required to recruit, develop, train and maintain a healthy and highly-qualified Canadian astronaut corps capable of participating in space exploration missions. It also includes all activities directed at mitigating health risks associated with those missions, such as the development of advanced technologies to be used in support of human space missions.

Human Space Missions and Support – Canadian astronauts

Description: Files on the all activities required to recruit, develop, train and maintain a healthy and highly-qualified Canadian astronaut corps capable of participating in space exploration missions. Files on activities directed at mitigating health risks associated with those missions, such as the development of advanced technologies to be used in support of human space missions.

Document Types: Agreements, announcements of opportunity, arrangements, contracts, concept documents, correspondence, grants or contributions documents, invitations to tender, procedures, project approval documents, proposals, proposal evaluations, reports, studies and timetables.

Record Number: CSA SEC 025

- **Recruitment of astronauts**

Description: This bank describes personal information that is required for the administration of the Canadian Space Agency astronaut recruitment campaigns. Personal information may include: name, address, contact information, biographical information, medical information, academic information, and information related to test and evaluation results.

Class of Individuals: Astronauts candidates and Canadian astronauts

Purpose: Personal information is collected under the [*Canadian Space Agency Act*](#)

and its sections 16. (2), (3) and (4), which constitute the legal basis that enables the Agency to undertake this recruitment campaign.

Consistent Uses: Information may be used or disclosed for safety, communication and Canadian astronaut selection purposes. Personal information may also be shared with the Department of National Defence (DND PPE 810 and DND PPE 811) and the Public Service Commission (CFP PCU 025).

Retention and Disposal Standards: Documents will be retained for two years following the last administrative modification.

RDA N.: AD 2017/003

Related Record Number: ASC SEC 025, ASC SEC 030

Registration (TBS): 20170148

Bank Number: ASC PPU 040

- [Grants and Contributions – Research Component](#)

Astronaut Training and Missions

Description: Files on the activities associated with all phases of an astronaut career from recruitment to retirement, including space missions. Files on the management of National Astronaut Recruitment Campaigns; the implementation of individualized astronaut career management plan; the implementation of basic, advanced and mission-specific training; collateral duties assignment; space mission negotiations and assignment; as well as all the logistical, administrative and operational support activities in the pre-flight, in-flight and post-flight periods.

Document Types: Agreements, announcements of opportunity, arrangements, contracts, concept documents, correspondence, invitations to tender, procedures, project approval documents, proposals, proposal evaluations, reports, studies and timetables.

Record Number: CSA SEC 030

- **Biographies of Canadian Astronauts**

Description: This bank describes information that is about individuals that are Canada's astronauts or former astronauts. The personal information may include: name, biographical information, date of birth, educational information and place of birth.

Class of Individuals: Canadian Astronauts, past and present, as well as their family members.

Purpose: The personal information is used for public communications.

Consistent Uses: The information may be used or disclosed for the following purposes: Archival. This information is shared with the public with the consent of the astronauts. The information is published on the Internet.

Retention and Disposal Standards: Records will be retained for 1 year after they are no longer accurate or they are modified and then, records are transferred to the Library and Archives Canada (LAC) as archival records.

RDA Number: RDA 2002/003

Related Record Number: CSA SEC 030

TBS Registration: 20090967

Bank Number: CSA PPU 035

- Registration to attend space missions launches**

Description: This bank describes information that is about individuals that were invited to attend the launch of a space mission. The personal information may include citizenship status, contact information, date of birth, name, place of birth and other information contained in passport; occupation and affiliation (employer). If United-States (US) permanent resident, resident card number and expiry date. If US visa holder: number, expiry date and type of visa. Type of accommodation required if handicapped.

Class of Individuals: Guests for the space missions launches.

Purpose: The personal information is used to obtain the necessary authorizations from the National Aeronautics and Space Administration (NASA), US, to allow guests to attend the launch of space mission. All the information requested in the application form is transmitted to NASA. They will then be kept and handled at NASA's discretion. A notice to this effect is available in the terms and conditions section of the form.

Consistent Uses: There is no consistent use.

Retention and Disposal Standards: Records will be retained for 2 years after the mission launch it concerned and then will be destroyed.

RDA Number: RDA 2002/003

Related Record Number: CSA SEC 030

TBS Registration: 20090965

Bank Number: CSA PPU 020
- [Recruitment of astronauts](#)

Health and Life Sciences

Description: Files on the space medicine and life sciences activities that explore health care delivery and life sustainability solutions on future long-duration exploration missions. These benefits are targeted at the space exploration community, mainly academia and partnering agencies. Information on the development of collaborative projects with academia and industry.

Document Types: Agreements, announcements of opportunity, arrangements, contracts, concept documents, correspondence, invitations to tender, procedures, project approval documents, proposals, proposal evaluations, reports, studies and timetables.

Record Number: CSA SEC 035

Operational Space Medicine

Description: Files on the delivery of operational and clinical healthcare activities during all phases of basic, advanced and mission-specific training as well as during the pre-flight, in-flight and post-flight periods.

Document Types: Agreements, announcements of opportunity, arrangements, contracts, concept documents, correspondence, invitations to tender, procedures, project approval documents, proposals, proposal evaluations, reports, studies and timetables.

Record Number: CSA SEC 040

INTERNATIONAL SPACE STATION (ISS)

This activity uses the International Space Station (ISS) – a unique Earth orbiting laboratory – to learn, to live and work in space while conducting scientific, medical and engineering studies. It includes the assembly and maintenance of the ISS through the use of the Canadian Mobile Servicing System (MSS) and the design, development and operations of payloads and technological demonstrations aboard the ISS.

International Space Station (ISS) – Exploitation

Description: Files on the uses the International Space Station (ISS) – a unique Earth orbiting laboratory – to learn, to live and work in space while conducting scientific, medical and engineering studies. It includes the assembly and maintenance of the ISS through the use of the Canadian Mobile Servicing System (MSS) and the design, development and operations of payloads and technological demonstrations aboard the ISS.

Document Types: Agreements, announcements of opportunity, arrangements, contracts, concept documents, correspondence, invitations to tender, procedures, project approval documents, proposals, proposal evaluations, reports, studies and timetables.

Record Number: CSA SEC 045

International Space Station Assembly and Maintenance Operations

Description: Files on the provision and operation of the Canadian Mobile Servicing System (MSS), composed of three Canadian robots – Canadarm2, Dextre and the Mobile Base System. MSS operations and maintenance services are conducted by Canadian or foreign astronauts on board the International Space Station (ISS) and by ground controllers and engineers located in established facilities at the Canadian Space Agency (CSA) and the National Aeronautics and Space Administration (NASA) – Johnson Space Center. Information on the provision of specialized MSS training, systems engineering and software services, flight procedures development.

Document Types: Agreements, announcements of opportunity, arrangements, contracts, concept documents, correspondence, invitations to tender, procedures, project approval documents, proposals, proposal evaluations, reports, studies and timetables.

Record Number: CSA SEC 050

International Space Station Utilization

Description: Files on the implementation of scientific, operational, medical and technological studies in specific areas, such as life sciences, radiation, material or fluid sciences, to be conducted aboard the International Space Station (ISS) by Other Government Departments (OGDs), academia or the private sector.

Document Types: Agreements, announcements of opportunity, arrangements, contracts, concept documents, correspondence, invitations to tender, procedures, project approval documents, proposals, proposal evaluations, reports, studies and timetables.

Record Number: CSA SEC 055

INTERNAL SERVICES

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.

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](#)

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](#)

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](#)
 - [Acquisition Cards Personal Information Bank](#)

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](#)
 - [Workplace Day Care 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 Code 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](#)
 - [Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank](#)
- [Official Languages Class of Record](#)
 - [Official Languages Personal Information Bank](#)
- [Performance Management Reviews Class of Record](#)
 - [Discipline Personal Information Bank](#)
 - [Performance Management Reviews Personal Information Bank](#)
- [Recruitment and Staffing Class of Record](#)
 - [Applications for Employment Personal Information Bank](#)
 - [Employee Personnel Record Personal Information Bank](#)
 - [EX Talent Management Personal Information Bank](#)
 - [Personnel Security Screening Personal Information Bank](#)
 - [Staffing Personal Information Bank](#)
 - [Values and Ethics Code for the Public Sector and Organizational Code\(s\) of Conduct Personal Information Bank](#)
- [Relocation Class of Record](#)
 - [Relocation Personal Information Bank](#)
- [Training and Development Class of Record](#)

- [Training and Development Personal Information Bank](#)

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 and Privacy Requests Personal Information Bank](#)
- [Information Management Class of Record](#)
 - [Library Services Personal Information Bank](#)

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](#)
 - [Electronic Network Monitoring Personal Information Bank](#)

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](#)

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](#)
 - [Evaluation Personal Information Bank](#)

- [Internal Audit Personal Information Bank](#)
- [Planning and Reporting Class of Record](#)

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.

- [Materiel Management Class of Record](#)
 - [Vehicle, Ship, Boat and Aircraft Accidents Personal Information Bank](#)

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](#)
 - [Real Property Management Personal Information Bank](#)

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](#)
 - [Disclosure to Investigative Bodies Personal Information Bank](#)
- [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 Incidents and Privacy Breaches Personal Information Bank](#)
 - [Security Video Surveillance and Temporary Visitor Access Control Logs and Access Badges Personal Information Bank](#)

- [Travel Class of Record](#)
 - [Travel Personal Information Bank](#)

CLASSES OF PERSONAL INFORMATION

General Correspondence

In the course of conducting the programs and activities of the Canadian Space Agency (CSA), categories of personal information may be accumulated which are not contained in specific information banks described in this entry. This information is part of the general correspondence stored as part of the general subject file and not retrievable by any personal identifier. This form of personal information is normally retrievable by means of specific information such as subject and/or date of the communication. The retention period associated with this information are consistent with those associated with the general files wherein they are stored.

MANUALS

- Class Grant and Contribution Program to Support Research, Awareness and Learning in Space Science and Technology, Research Component – One step – Guide for the writing of an Announcement of opportunity
- Class Grant and Contribution Program to Support Research, Awareness and Learning in Space Science and Technology, Research Component – Two steps – Guide for the writing of an Announcement of opportunity
- Terms and Conditions of the Canadian Space Agency (CSA) Class Grant and Contribution Program to Support Research, Awareness and Learning in Space Science and Technology
- [CSA Technologies available for transfer](#)

ADDITIONAL INFORMATION

The Government of Canada encourages the release of information through requests outside of the ATIP process. You may wish to consult the Canadian Space Agency's [completed Access to Information Requests](#) and [Open Data and Open Information](#) published on the Open government portal. To make an informal request, contact:

[Canadian Space Agency](#)

John H. Chapman Space Centre

6767 Route de l'Aéroport
Saint-Hubert, Quebec J3Y 8Y9
Telephone: 450-926-4800
Email : asc.info.csa@canada.ca

The Canadian Space Agency conducts Privacy Impact Assessments (PIAs) to ensure that privacy implications will be appropriately identified, assessed and resolved before a new or substantially modified program or activity involving personal information is implemented. [Summaries of completed PIAs](#) are available.

Please see the [Introduction](#) to this publication for information on formal access procedures under the provisions of the *Access to Information Act* and the *Privacy Act*. The following outlines how to make a formal ATIP request. Mail your letter or [Access to Information Request Form](#) (*Access to Information Act*) or [Personal Information Request Form](#) (*Privacy Act*), along with any necessary documents (such as consent or the \$5.00 application fee for a request under the *Access to Information Act*) to the following address:

Canadian Space Agency

[Nathalie Lévesque](#)

Access to Information and Privacy Coordinator

6767 Route de l'Aéroport

Saint-Hubert, Quebec J3Y 8Y9

Telephone: 450-926-4866

Please note: Each request made to the Canadian Space Agency under the *Access to Information Act* must be accompanied by an application fee of \$5.00, cheque or money order made payable to the Receiver General for Canada.

READING ROOM

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

Canadian Space Agency

John H. Chapman Space Centre

Larkin-Kerwin Library

6767 Route de l'Aéroport

Saint-Hubert, Quebec

