From: Sullivan, Michelle A HLTH:EX

To: Ye. Xibiao HLTH:EX; Hu. Weimin HLTH:EX

Subject: FW: Call for Records HTH-2020-02335 Due: April 28, 2020

Date: April 16, 2020 3:38:18 PM

Hi Xibiao and Weimin

We have received an FOI request for the following:

Request Details: All correspondence between Dr. Bonnie Henry, Xibiao Ye and Weimin Hu for the period of Dec. 29, 2019-Jan. 7, 2020 containing references to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada.

Can you please search your Outlook and copy any relevant emails into this folder on the LAN:

Y:\FOI (292-30)\2020 FOI Requests\HTH-2020-02335 Correspondence btwn Bonnie Xibiao Weimin\Records

This request is due back to FOI Operations by April 28th, however I will need time to compile and review the records for harms before sending to Brian to review for harms and sign off on. With that in mind, could you please add your records to the LAN by **Wednesday, April 22**.

Thanks,

Michelle Sullivan

FOI and Administrative Coordinator
Office of the Provincial Health Officer

Ministry of Health

Mailing Address: PO Box 9648, STN PROV GOVT Physical Address: 4th floor, 1515 Blanshard Street

Victoria BC V8W 9P4

250-952-1349 | 250-952-1570 | Email: michelle.sullivan@gov.bc.ca

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From: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca>

Sent: April 16, 2020 11:23 AM

To: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca>

Cc: Thompson, Laurel HLTH:EX <Laurel.Thompson@gov.bc.ca>; FOI Health Education CITZ:EX

<FOI.Health.Education@gov.bc.ca>

Subject: NEW: Call for Records HTH-2020-02335 Due: April 28, 2020

Hi Michelle [PHO],

1. Please find attached the Call for Records for FOI request described below. Records are due by: April 28, 2020.

Applicant type: Media

Request Details: All correspondence between Dr. Bonnie Henry, Xibiao Ye and Weimin Hu for the period of Dec. 29, 2019-Jan. 7, 2020 containing references to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada.

- 2. Please send in your completed CFR and records (pdf) to the Health FOI Inbox at HLTH.FOIOperations@gov.bc.ca **1 clean** copy and **1 harms** copy indicating specific harms recommendations.
- 3. Should a fee estimate be necessary, please:
 - 1. fill out the attached Fee Estimate Questionnaire,
 - 2. update your email subject line to include 'Fee Estimate HTH-2019-XXXXXX', and
 - 3. please send to Hlth.FOIOperations@gov.bc.ca by: April 21, 2020.
- 4. If your search produces a **No Records Response** (NRR) **please** have your **Executive Director or ADM approve** before sending as it will not be coming back for final sign-off.

Thank you,

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch Ministry of Health | phone: 250 952 1509 | email: <u>HLTH.FOIOperations@gov.bc.ca</u>

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From: Monica.Saeni@gov.bc.ca < Monica.Saeni@gov.bc.ca >

Sent: April 14, 2020 4:34 PM

To: HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u>>

Subject: Call for Records HTH-2020-02335 Due: April 28, 2020

Request for Documents for Request # 'HTH-2020-02335'. Your response due date is: 4/28/2020 12:00:00 AM Message from SENDER:

Hello,

New FOI Request Received

Your ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be **Sindhuja Dasarathi**.

Please send the records to FOI.Health.Education@gov.bc.ca by April 28, 2020.

Legislated Due Date: July 9, 2020.

What Do You Need to Do?

Please complete the attached Call for Records form If search and retrieval time is anticipated to exceed 3 hours; or volume of hard-copies records is anticipated to exceed 200 pages; or preparation time can reasonably be expected to exceed 15 minutes or more, complete **only** sections 1 and 2 of the Call for Records form as we may be in a position to issue a fee estimate. Then, return the form to the <u>FOI.Health.Education@gov.bc.ca</u> by **April 21, 2020.** Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.

- If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records form and return it by **April 28, 2020**
- Send records via email <u>in PDF format</u>. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

Reminder

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Questions and Concerns

Please do not hesitate to contact IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees;
 and/or
- any other questions or concerns relating to this request.

Thank you for your assistance,

Monica Saeni

From: Hu, Weimin HLTH:EX

To: Sullivan, Michelle A HLTH:EX; Ye, Xibiao HLTH:EX

Subject: RE: Call for Records HTH-2020-02335 Due: April 28, 2020

Date: April 16, 2020 3:45:16 PM

Thanks Michelle.

I can't find any emails related to your request.

Thanks,

Weimin Hu

From: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca>

Sent: April 16, 2020 3:38 PM

To: Ye, Xibiao HLTH:EX <Xibiao.Ye@gov.bc.ca>; Hu, Weimin HLTH:EX <Weimin.Hu@gov.bc.ca>

Subject: FW: Call for Records HTH-2020-02335 Due: April 28, 2020

Hi Xibiao and Weimin

We have received an FOI request for the following:

Request Details: All correspondence between Dr. Bonnie Henry, Xibiao Ye and Weimin Hu for the period of Dec. 29, 2019-Jan. 7, 2020 containing references to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada.

Can you please search your Outlook and copy any relevant emails into this folder on the LAN:

Y:\FOI (292-30)\2020 FOI Requests\HTH-2020-02335 Correspondence btwn Bonnie Xibiao Weimin\Records

This request is due back to FOI Operations by April 28th, however I will need time to compile and review the records for harms before sending to Brian to review for harms and sign off on. With that in mind, could you please add your records to the LAN by **Wednesday, April 22**.

Thanks,

Michelle Sullivan

FOI and Administrative Coordinator
Office of the Provincial Health Officer
Ministry of Health

Mailing Address: PO Box 9648, STN PROV GOVT Physical Address: 4th floor, 1515 Blanshard Street

Victoria BC V8W 9P4

250-952-1349 | 250-952-1570 | Email: michelle.sullivan@gov.bc.ca

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_

From: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca>

Sent: April 16, 2020 11:23 AM

To: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca>

Cc: Thompson, Laurel HLTH:EX < Laurel. Thompson@gov.bc.ca >; FOI Health Education CITZ:EX

<FOI.Health.Education@gov.bc.ca>

Subject: NEW: Call for Records HTH-2020-02335 Due: April 28, 2020

Hi Michelle [PHO],

1. Please find attached the Call for Records for FOI request described below. Records are due by: April 28, 2020.

Applicant type: Media

Request Details: All correspondence between Dr. Bonnie Henry, Xibiao Ye and Weimin Hu for the period of Dec. 29, 2019-Jan. 7, 2020 containing references to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada.

- Please send in your completed CFR and records (pdf) to the Health FOI Inbox at
 <u>HLTH.FOIOperations@gov.bc.ca</u> 1 clean copy and 1 harms copy indicating specific harms recommendations.
- 3. Should a fee estimate be necessary, please:
 - 1. fill out the attached Fee Estimate Questionnaire,
 - 2. update your email subject line to include 'Fee Estimate HTH-2019-XXXXXX', and
 - 3. please send to Hlth.FOIOperations@gov.bc.ca by: April 21, 2020.
- 4. If your search produces a **No Records Response** (NRR) **please** have your **Executive Director or ADM approve** before sending as it will not be coming back for final sign-off.

Thank you,

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting \mid Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: <u>HLTH.FOIOperations@gov.bc.ca</u>

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From: Monica.Saeni@gov.bc.ca < Monica.Saeni@gov.bc.ca >

Sent: April 14, 2020 4:34 PM

To: HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u>>

Subject: Call for Records HTH-2020-02335 Due: April 28, 2020

Request for Documents for Request # 'HTH-2020-02335'. Your response due date is: 4/28/2020 12:00:00 AM Message from SENDER:

Hello,

New FOI Request Received

Your ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be **Sindhuja Dasarathi**.

Please send the records to FOI.Health.Education@gov.bc.ca by April 28, 2020.

Legislated Due Date: July 9, 2020.

What Do You Need to Do?

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Questions and Concerns

Please do not hesitate to contact IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Thank you for your assistance,

Monica Saeni

From: Ye. Xibiao HLTH:EX

To: Sullivan, Michelle A HLTH:EX; Hu, Weimin HLTH:EX

Subject: RE: Call for Records HTH-2020-02335 Due: April 28, 2020

Date: April 16, 2020 4:00:31 PM

Hi Michelle,

I searched my mailbox using the words in the request, but did not find any records for the specified time period.

Xibiao

From: Sullivan, Michelle A HLTH:EX < Michelle. Sullivan@gov.bc.ca>

Sent: April 16, 2020 3:38 PM

To: Ye, Xibiao HLTH:EX <Xibiao.Ye@gov.bc.ca>; Hu, Weimin HLTH:EX <Weimin.Hu@gov.bc.ca>

Subject: FW: Call for Records HTH-2020-02335 Due: April 28, 2020

Hi Xibiao and Weimin

We have received an FOI request for the following:

Request Details: All correspondence between Dr. Bonnie Henry, Xibiao Ye and Weimin Hu for the period of Dec. 29, 2019-Jan. 7, 2020 containing references to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada.

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Y:\FOI (292-30)\2020 FOI Requests\HTH-2020-02335 Correspondence btwn Bonnie Xibiao Weimin\Records

This request is due back to FOI Operations by April 28th, however I will need time to compile and review the records for harms before sending to Brian to review for harms and sign off on. With that in mind, could you please add your records to the LAN by **Wednesday, April 22**.

Thanks.

Michelle Sullivan

FOI and Administrative Coordinator
Office of the Provincial Health Officer

Ministry of Health

Mailing Address: PO Box 9648, STN PROV GOVT Physical Address: 4th floor, 1515 Blanshard Street

Victoria BC V8W 9P4

250-952-1349 | 250-952-1570 | Email: michelle.sullivan@gov.bc.ca

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From: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca >

Sent: April 16, 2020 11:23 AM

To: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca>

Cc: Thompson, Laurel HLTH:EX < Laurel. Thompson@gov.bc.ca >; FOI Health Education CITZ:EX

<<u>FOI.Health.Education@gov.bc.ca</u>>

Subject: NEW: Call for Records HTH-2020-02335 Due: April 28, 2020

Hi Michelle [PHO],

1. Please find attached the Call for Records for FOI request described below. Records are due by: April 28, 2020.

Applicant type: Media

Request Details: All correspondence between Dr. Bonnie Henry, Xibiao Ye and Weimin Hu for the period of Dec. 29, 2019-Jan. 7, 2020 containing references to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada.

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Thank you,

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: <u>HLTH.FOIOperations@gov.bc.ca</u>

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From: Monica.Saeni@gov.bc.ca < Monica.Saeni@gov.bc.ca >

Sent: April 14, 2020 4:34 PM

To: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca>

Subject: Call for Records HTH-2020-02335 Due: April 28, 2020

Request for Documents for Request # 'HTH-2020-02335'. Your response due date is: 4/28/2020 12:00:00 AM Message from SENDER:

Hello,

New FOI Request Received

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Please send the records to FOI.Health.Education@gov.bc.ca by April 28, 2020.

Legislated Due Date: July 9, 2020.

What Do You Need to Do?

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Questions and Concerns

Please do not hesitate to contact IAO to discuss:

whether the records may be routinely releasable;

- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Thank you for your assistance,

Monica Saeni

From: Sullivan, Michelle A HLTH:EX
To: HLTH FOI Operations HLTH:EX

Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Date: June 5, 2020 3:14:37 PM

Hello,

I don't think we have anything to add...there was barely any email correspondence between these 3 individuals during that time frame, and nothing containing those keywords.

Thanks.

Michelle Sullivan

FOI and Administrative Coordinator
Office of the Provincial Health Officer

Ministry of Health

Mailing Address: PO Box 9648, STN PROV GOVT Physical Address: 4th floor, 1515 Blanshard Street

Victoria BC V8W 9P4

250-952-1349 | 250-952-1570 | Email: michelle.sullivan@gov.bc.ca

I gratefully acknowledge that I live and work on the traditional unceded terriory of the Lekwungen Peoples, specifically the Songhees and Esquimalt First Nations. Hay'sxw'qu Si'em

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From: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca>

Sent: June 5, 2020 9:15 AM

To: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca>
Cc: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca>
Subject: FW: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hi Michelle,

Just checking in with you (PHO) - do you wish to add any other language to the applicant's draft letter?? Please see below.

Tks, Patty

Patty Currie | FOI, Litigation and Reporting

Phone: 250 952 3276

From: Dasarathi, Sindhuja CITZ:EX < Sindhuja.Dasarathi@gov.bc.ca>

Sent: May 25, 2020 12:10 PM

To: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca >; HLTH FOI Operations HLTH:EX

<<u>HLTH.FOIOperations@gov.bc.ca</u>>

Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello Michelle, thank you for confirming.

Darlene, does HTH want any specific language to go out to the applicant on this NRR response? or can I just indicate below. Please advise. Thanks!

Sindhuja Dasarathi | FOI Analyst | Health/Education Team | Information Access Operations | Ministry of Citizens' Services

Ph: 236-478-0427 | *e*: Sindhuja.Dasarathi@gov.bc.ca | *m*: PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca>

Sent: May 22, 2020 3:29 PM

To: Dasarathi, Sindhuja CITZ:EX < Sindhuja.Dasarathi@gov.bc.ca > **Subject:** RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello,

I double checked, but we do not have correspondence between any combination of the 3 individuals with those keywords.

Thanks.

Michelle Sullivan

FOI and Administrative Coordinator
Office of the Provincial Health Officer
Ministry of Health
Mailing Address: PO Box 9648, STN PROV GOVT
Physical Address: 4th floor, 1515 Blanshard Street
Victoria BC V8W 9P4
250-952-1349 | 250-952-1570 | Email: michelle.sullivan@gov.bc.ca

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-

From: Sullivan, Michelle A HLTH:EX

Sent: May 19, 2020 4:02 PM

To: Dasarathi, Sindhuja CITZ:EX < <u>Sindhuja.Dasarathi@gov.bc.ca</u>> **Subject:** RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello,

I did, let me do a double check tomorrow morning, and get back to you just to be safe!

Thanks,

Michelle Sullivan

FOI and Administrative Coordinator
Office of the Provincial Health Officer

Ministry of Health

Mailing Address: PO Box 9648, STN PROV GOVT Physical Address: 4th floor, 1515 Blanshard Street

Victoria BC V8W 9P4

250-952-1349 | 250-952-1570 | Email: michelle.sullivan@gov.bc.ca

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-

From: Dasarathi, Sindhuja CITZ:EX < Sindhuja.Dasarathi@gov.bc.ca>

Sent: May 19, 2020 4:01 PM

To: Sullivan, Michelle A HLTH:EX < <u>Michelle.Sullivan@gov.bc.ca</u>> **Subject:** RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello Michelle,

The date range is the same as the original request. Did you search these organizations as keywords including all the three individuals as well as a combination of any of the two individuals from the request?

Thanks!

Sindhuja Dasarathi | FOI Analyst | Health/Education Team | Information Access Operations | Ministry of Citizens' Services

Ph: 236-478-0427 | **e:** Sindhuja.Dasarathi@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca>

Sent: May 19, 2020 3:25 PM

To: Dasarathi, Sindhuja CITZ:EX < Sindhuja.Dasarathi@gov.bc.ca > **Subject:** RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello,

When I originally looked for records, I did search those organizations as keywords in combination with the individuals, and I was unable to find anything that would be considered responsive records. Can you confirm that the date range is the same as the original request?

Thanks,

Michelle Sullivan

FOI and Administrative Coordinator
Office of the Provincial Health Officer

Ministry of Health Mailing Address: PO Box 9648, STN PROV GOVT Physical Address: 4th floor, 1515 Blanshard Street Victoria BC V8W 9P4

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From: Dasarathi, Sindhuja CITZ:EX < Sindhuja.Dasarathi@gov.bc.ca>

Sent: May 19, 2020 2:20 PM

To: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca > Cc: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca > Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello Michelle,

Thank you for checking with us, we believe applicant is looking for-

"Any correspondence <u>containing references</u> to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada between any of the two individuals from the request"

Please let me know if you have any questions. Thanks!

Sindhuja Dasarathi | FOI Analyst | Health/Education Team | Information Access Operations | Ministry of Citizens' Services

Ph: 236-478-0427 | e: Sindhuja.Dasarathi@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca>

Sent: May 19, 2020 8:44 AM

To: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca > Cc: FOI Health Education CITZ:EX < FOI.Health.Education@gov.bc.ca > Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Good morning,

Just to clarify, does this mean any correspondence between any of the two individuals from the request, or any correspondence <u>containing references</u> to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada between any of the two individuals from the request??

Thanks,

Michelle Sullivan

FOI and Administrative Coordinator
Office of the Provincial Health Officer

Ministry of Health

Mailing Address: PO Box 9648, STN PROV GOVT Physical Address: 4th floor, 1515 Blanshard Street

Victoria BC V8W 9P4

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From: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca>

Sent: May 15, 2020 8:27 PM

To: Sullivan, Michelle A HLTH:EX < <u>Michelle.Sullivan@gov.bc.ca</u>>

Cc: Thompson, Laurel HLTH:EX < Laurel.Thompson@gov.bc.ca>; HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca>; FOI Health Education CITZ:EX < FOI.Health.Education@gov.bc.ca>

Subject: New: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hi Michelle [PHO],

We have had received some clarification on what the applicant is looking for, please assign with the clarification below in red.

1. Please find attached the Call for Records for FOI request described below. Records are due by: extended to **Jun 1, 2020**.

Applicant type: Media

Request Details: All correspondence between Dr. Bonnie Henry, Xibiao Ye and Weimin Hu for the period of Dec. 29, 2019-Jan. 7, 2020 containing references to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada.

Clarification: "IAO advises to conduct a supplementary search including correspondence between any of the two individuals from the request."

- 2. Please send in your completed CFR and records (pdf) to the Health FOI Inbox at HLTH.FOIOperations@gov.bc.ca **1 clean** copy and **1 harms** copy indicating specific harms recommendations.
- 3. Should a fee estimate be necessary, please:
 - 1. fill out the attached Fee Estimate Questionnaire,
 - 2. update your email subject line to include 'Fee Estimate HTH-2019-XXXXXX', and

- 3. please send to Hlth.FOIOperations@gov.bc.ca by: May 22, 2020.
- 4. If your search produces a **No Records Response** (NRR) **please** have your **Executive Director or ADM approve** before sending as it will not be coming back for final sign-off.

Thank you,

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch Ministry of Health | phone: 250 952 1509 | email: <u>HLTH.FOIOperations@gov.bc.ca</u>

A Please consider the environment before printing this email

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error **please notify the sender immediately**. Any unauthorized copying, disclosure or distribution of the e-mail or the information it contains is strictly forbidden

From: Monica.Saeni@gov.bc.ca < Monica.Saeni@gov.bc.ca >

Sent: April 14, 2020 4:34 PM

To: HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u>>

Subject: Call for Records HTH-2020-02335 Due: April 28, 2020

Request for Documents for Request # 'HTH-2020-02335'. Your response due date is: 4/28/2020 12:00:00 AM Message from SENDER:

Hello,

New FOI Request Received

Your ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be **Sindhuja Dasarathi**.

Please send the records to FOI.Health.Education@gov.bc.ca by April 28, 2020.

Legislated Due Date: July 9, 2020.

What Do You Need to Do?

Please complete the attached Call for Records form If search and retrieval time is anticipated to exceed 3 hours; or volume of hard-copies records is anticipated to exceed 200 pages; or preparation time can reasonably be expected to exceed 15 minutes or more, complete **only** sections 1 and 2 of the Call for Records form as we may be in a position to issue a fee estimate. Then, return the form to the <u>FOI.Health.Education@gov.bc.ca</u> by **April 21, 2020**. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process. IAO will advise you if the request is abandoned

and closed.

- If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records form and return it by **April 28, 2020**
- Send records via email <u>in PDF format</u>. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

Reminder

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Questions and Concerns

Please do not hesitate to contact IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Thank you for your assistance,

Monica Saeni



Call For Records Form

FOI Request: 292-30/ HTH-2020-02335

Section 1: FOI Request Details						
General Request ⊠	Personal Request	Authorization R	eceived: N/A			
Applicant Type: Media	Request Received: April 14, 2020	FOI Analyst: Sin	dhuja Dasarathi			
Legislated Due Date: July 9, 2020	Fee Estimate Due: April 21, 2020	Records Due: A	pril 28, 2020			
Description : All correspondence betw 2019-Jan. 7, 2020 containing reference China, SARS, virus, World Health Orga	ces to ProMed, International Society	y of Infectious Diseases				
Section 2: Initial Records Asse	essment					
Do you hold responsive records? YES	□ NO □					
If no, please provide an explanation th	at can be given to the applicant (if a	applicable):				
Are you aware of other records that n			•			
If yes, specify:						
Section 3: No Records Respon						
Please forward to public body FOI cont	tact (if applicable) for delegated hea	ad's final public body a	pproval if no records			
have been located						
Final public body approval (full nam	e and title): Signature:		Date: Date			
Section 4: Fee Estimate – Gene	ral request only (if this is a pers	onal request skip to	section 5)			
Please ensure that all reasonable effort		Estimated Hours	Actual Hours			
accurate an estimate as possible	orts are made to generate as	Estimated flours	Actual Hours			
accurate all estilliate as possible						
Locating/Retrieving – areas to search	n					
Outlook (including 'deleted' a	and 'sent' folders)					
 Records management system 						
 LAN, shared drives, SharePoil 	nt, databases					
Offsite records						
Producing – tasks include						
 Identifying relevant sources of 						
 Manual time spent creating a 	and producing records					
	rt from a database using existing					
data						
Preparing – tasks include						
Photocopying/scanning recor	ds into electronic format	1				
 Ensuring completeness of res 						

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or video)					
etc.					
es box:					
hat records were searche	ed, (e.g., files, email,	databases, EDRMS,			
mont					
 Section 6a: Program Area Harms Assessment Harm – disclosure of the records would significantly harm the public body's position, or a third party's interests on a given topic. The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your public body executive and/or Government Communications and Public Engagement office. Please reference the applicable records and information of concern, the harms, and associated page numbers below. If any of these records have been prepared for, or created to inform a decision of Cabinet or any of its committees, section 12 (Cabinet confidences) may apply. Please identify the applicable records and advise (1) what is the status of the issue? And (2) has the decision been made public or implemented? 					
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Harms Assessment completed by (full name and title):	Program Area:
Harms Assessment approved by (full name and title):	



Call For Records Form FOI Request: 292-30/ HTH-2020-02335

Section 1: FOI Request Details	5		
General Request ⊠	Personal Request	Authorization F	Received: N/A
Applicant Type: Media	Request Received: April 14, 2020	0 FOI Analyst: Sir	ndhuja Dasarathi
Legislated Due Date: July 9, 2020	Fee Estimate Due: April 21, 202	0 Records Due: A	April 28, 2020
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Section 2: Initial Records Asse	essment		
Do you hold responsive records? YES If no, please provide an explanation th	at can be given to the applicant (if		
Are you aware of other records that no Are you aware of other records that no If yes, specify:			
Section 3: No Records Respon	se Approval		
Please forward to public body FOI cont		ad's final public body a	pproval if no records
have been located			
Final public body approval (full nam Dr. Brian Emerson, A/Deputy Province Officer		Of the second	Date: May 7, 2020
	7		
Section 4: Fee Estimate – Gene	ral request only (if this is a pers	onal request skip to	section 5)
Please ensure that all reasonable effo		Estimated Hours	Actual Hours
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Harms Assessment completed by (full name and title):	Program Area:
Harms Assessment approved by (full name and title):	

 From:
 Monica.Saeni@gov.bc.ca

 To:
 HLTH FOI Operations HLTH:EX

Subject: Call for Records HTH-2020-02335 Due: April 28, 2020

 Date:
 April 14, 2020 4:34:06 PM

 Attachments:
 CFR HTH-2020-02335.docx

Request for Documents for Request # 'HTH-2020-02335'. Your response due date is: 4/28/2020 12:00:00 AM Message from SENDER: Hello,

New FOI Request Received

Your ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be **Sindhuja Dasarathi**.

Please send the records to FOI.Health.Education@gov.bc.ca by April 28, 2020.

Legislated Due Date: July 9, 2020.

What Do You Need to Do?

Please complete the attached Call for Records form If search and retrieval time is anticipated to exceed 3 hours; or volume of hard-copies records is anticipated to exceed 200 pages; or preparation time can reasonably be expected to exceed 15 minutes or more, complete **only** sections 1 and 2 of the Call for Records form as we may be in a position to issue a fee estimate. Then, return the form to the FOI.Health.Education@gov.bc.ca by **April 21, 2020.** Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.

- If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records form and return it by **April 28, 2020**
- Send records via email in <u>PDF format</u>. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

Reminder

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Ouestions and Concerns

Please do not hesitate to contact IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or

• any other questions or concerns relating to this request.

Thank you for your assistance, **Monica Saeni** Information Access Operations
 From:
 HLTH FOI Operations HLTH:EX

 To:
 Stearn, Anne HLTH:EX

 Cc:
 HLTH FOI Operations HLTH:EX

Subject: Needing your advise: Call for Records HTH-2020-02335 Due: April 28, 2020

 Date:
 April 15, 2020 9:28:48 AM

 Attachments:
 CFR HTH-2020-02335.docx

Questionaire to help with Official Fee Estimate.docx

Hi Anne,

Please see attached FOI request I believe is COVID-19 related. Please advise how to move forward with this request.

Request Details: All correspondence between Dr. Bonnie Henry, Xibiao Ye and Weimin Hu for the period of Dec. 29, 2019-Jan. 7, 2020 containing references to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada.

Thank you,

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: <u>HLTH.FOIOperations@gov.bc.ca</u>

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From: Monica.Saeni@gov.bc.ca Sent: April 14, 2020 4:34 PM To: HLTH FOI Operations HLTH:EX

Subject: Call for Records HTH-2020-02335 Due: April 28, 2020

Request for Documents for Request # 'HTH-2020-02335'. Your response due date is: 4/28/2020 12:00:00 AM Message from SENDER:

Hello,

New FOI Request Received

Your ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be **Sindhuja Dasarathi**.

Please send the records to $\underline{FOI.Health.Education@gov.bc.ca} \ \ \text{by April 28, 2020}.$

Legislated Due Date: July 9, 2020.

What Do You Need to Do?

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Questions and Concerns

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- ways in which an applicant may want to narrow/focus their request to reduce potential fees;
 and/or
- any other questions or concerns relating to this request.

Thank you for your assistance,

Monica Saeni

 From:
 Stearn. Anne HLTH:EX

 To:
 HLTH FOI Operations HLTH:EX

Subject: Re: Needing your advise: Call for Records HTH-2020-02335 Due: April 28, 2020

Date: April 15, 2020 10:49:54 AM

Oh and another that will need to be processed by PHO with our help if they need it.

Anne

Sent from my iPhone

On Apr 15, 2020, at 9:28 AM, HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca wrote:

Hi Anne,

Please see attached FOI request I believe is COVID-19 related. Please advise how to move forward with this request.

Request Details: All correspondence between Dr. Bonnie Henry, Xibiao Ye and Weimin Hu for the period of Dec. 29, 2019-Jan. 7, 2020 containing references to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada.

Thank you,

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: <u>HLTH.FOIOperations@gov.bc.ca</u>

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From: Monica.Saeni@gov.bc.ca < Monica.Saeni@gov.bc.ca >

Sent: April 14, 2020 4:34 PM

To: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca>

Subject: Call for Records HTH-2020-02335 Due: April 28, 2020

Request for Documents for Request # 'HTH-2020-02335'. Your response due date is: 4/28/2020 12:00:00 AM Message from SENDER:

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Please send the records to FOI. Health. Education@gov.bc.ca by April 28, 2020.

Legislated Due Date: July 9, 2020.

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- any other questions or concerns relating to this request.

Thank you for your assistance,

Monica Saeni

From: <u>HLTH FOI Operations HLTH:EX</u>
To: <u>Sullivan, Michelle A HLTH:EX</u>

Cc: Thompson, Laurel HLTH:EX; FOI Health Education CITZ:EX

Subject: NEW: Call for Records HTH-2020-02335 Due: April 28, 2020

 Date:
 April 16, 2020 11:23:22 AM

 Attachments:
 CFR HTH-2020-02335.docx

Questionaire to help with CFR Fee Estimate.docx

Hi Michelle [PHO],

1. Please find attached the Call for Records for FOI request described below. Records are due by: April 28, 2020.

Applicant type: Media

Request Details: All correspondence between Dr. Bonnie Henry, Xibiao Ye and Weimin Hu for the period of Dec. 29, 2019-Jan. 7, 2020 containing references to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada.

- 2. Please send in your completed CFR and records (pdf) to the Health FOI Inbox at HLTH.FOIOperations@gov.bc.ca **1 clean** copy and **1 harms** copy indicating specific harms recommendations.
- 3. Should a fee estimate be necessary, please:
 - 1. fill out the attached Fee Estimate Questionnaire,
 - 2. update your email subject line to include 'Fee Estimate HTH-2019-XXXXXX', and
 - 3. please send to Hlth.FOIOperations@gov.bc.ca by: April 21, 2020.
- 4. If your search produces a No Records Response (NRR) please have your Executive Director or ADM approve before sending as it will not be coming back for final sign-off.

Thank you,

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: <u>HLTH.FOIOperations@gov.bc.ca</u>

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From: Monica.Saeni@gov.bc.ca < Monica.Saeni@gov.bc.ca >

Sent: April 14, 2020 4:34 PM

To: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca >

Subject: Call for Records HTH-2020-02335 Due: April 28, 2020

Request for Documents for Request # 'HTH-2020-02335'. Your response due date is: 4/28/2020 12:00:00 AM Message from SENDER:

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Legislated Due Date: July 9, 2020.

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- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Thank you for your assistance,

Monica Saeni

From: Sullivan, Michelle A HLTH:EX

To: <u>HLTH FOI Operations HLTH:EX; HLTH FOI Operations HLTH:EX</u>

Subject: RE: Call for Records HTH-2020-02335 Due: April 28, 2020

 Date:
 May 8, 2020 11:47:38 AM

 Attachments:
 CFR HTH-2020-02335.pdf

Hello,

Please find the PHO NRR attached.

Thanks.

Michelle Sullivan

FOI and Administrative Coordinator
Office of the Provincial Health Officer

Ministry of Health

Mailing Address: PO Box 9648, STN PROV GOVT Physical Address: 4th floor, 1515 Blanshard Street

Victoria BC V8W 9P4

250-952-1349 | 250-952-1570 | Email: michelle.sullivan@gov.bc.ca

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From: HLTH FOI Operations HLTH:EX

Sent: April 16, 2020 11:23 AM **To:** Sullivan, Michelle A HLTH:EX

Cc: Thompson, Laurel HLTH:EX; FOI Health Education CITZ:EX

Subject: NEW: Call for Records HTH-2020-02335 Due: April 28, 2020

Hi Michelle [PHO],

1. Please find attached the Call for Records for FOI request described below. Records are due by: April 28, 2020.

Applicant type: Media

Request Details: All correspondence between Dr. Bonnie Henry, Xibiao Ye and Weimin Hu for the period of Dec. 29, 2019-Jan. 7, 2020 containing references to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada.

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 - 3. please send to Hlth.FOIOperations@gov.bc.ca by: April 21, 2020.
- 4. If your search produces a **No Records Response** (NRR) **please** have your **Executive Director or ADM approve** before sending as it will not be coming back for final sign-off.

Thank you,

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: <u>HLTH.FOIOperations@gov.bc.ca</u>

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From: Monica.Saeni@gov.bc.ca < Monica.Saeni@gov.bc.ca >

Sent: April 14, 2020 4:34 PM

To: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca >

Subject: Call for Records HTH-2020-02335 Due: April 28, 2020

Request for Documents for Request # 'HTH-2020-02335'. Your response due date is: 4/28/2020

12:00:00 AM Message from SENDER:

Hello,

New FOI Request Received

Your ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be **Sindhuja Dasarathi**.

Please send the records to FOI.Health.Education@gov.bc.ca by April 28, 2020.

Legislated Due Date: July 9, 2020.

What Do You Need to Do?

Please complete the attached Call for Records form If search and retrieval time is anticipated to exceed 3 hours; or volume of hard-copies records is anticipated to exceed 200 pages; or preparation time can reasonably be expected to exceed 15 minutes or more, complete **only** sections 1 and 2 of the Call for Records form as we may be in a position to issue a fee estimate. Then, return the form to the <u>FOI.Health.Education@gov.bc.ca</u> by **April 21, 2020.** Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.

- If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records form and return it by **April 28, 2020**
- Send records via email <u>in PDF format</u>. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

Reminder

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Questions and Concerns

Please do not hesitate to contact IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;

- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Thank you for your assistance,

Monica Saeni

 From:
 HLTH FOI Operations HLTH:EX

 To:
 May. Stephen GCPE:EX

 Cc:
 HLTH FOI Operations HLTH:EX

Subject: GCPE Review: HTH-2020-02335 - Due May 12

 Date:
 May 8, 2020 2:13:24 PM

 Attachments:
 CFR HTH-2020-02335.pdf

Hi Stephen,

Attached is FOI 2020-02335 for GCPE review (no records). Due May 12

Tks, Patty

Patty Currie I FOI, Litigation and Reporting

Phone: 250 952 3276

From: HLTH FOI Operations HLTH:EX

To: Sullivan, Michelle A HLTH:EX

Cc: Thompson, Laurel HLTH:EX; HLTH FOI Operations HLTH:EX; FOI Health Education CITZ:EX

Subject: New: Call for Records HTH-2020-02335 Due: Jun 1, 2020

 Date:
 May 15, 2020 8:27:00 PM

 Attachments:
 CFR HTH-2020-02335.docx

Questionaire to help with CFR Fee Estimate.docx

Hi Michelle [PHO].

We have had received some clarification on what the applicant is looking for, please assign with the clarification below in red.

1. Please find attached the Call for Records for FOI request described below. Records are due by: extended to **Jun 1, 2020**.

Applicant type: Media

Request Details: All correspondence between Dr. Bonnie Henry, Xibiao Ye and Weimin Hu for the period of Dec. 29, 2019-Jan. 7, 2020 containing references to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada.

Clarification: "IAO advises to conduct a supplementary search including correspondence between any of the two individuals from the request."

- 2. Please send in your completed CFR and records (pdf) to the Health FOI Inbox at HLTH.FOIOperations@gov.bc.ca **1 clean** copy and **1 harms** copy indicating specific harms recommendations.
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 - 2. update your email subject line to include 'Fee Estimate HTH-2019-XXXXXX', and
 - 3. please send to Hlth.FOIOperations@gov.bc.ca by: May 22, 2020.
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Thank you,

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: <u>HLTH.FOIOperations@gov.bc.ca</u>

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Sent: April 14, 2020 4:34 PM

To: HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u>>

Subject: Call for Records HTH-2020-02335 Due: April 28, 2020

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Protection of Privacy Act (FOIPPA). Your analyst for the attached request will be **Sindhuja Dasarathi**.

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Legislated Due Date: July 9, 2020.

What Do You Need to Do?

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Questions and Concerns

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- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees;
 and/or
- any other questions or concerns relating to this request.

Thank you for your assistance,

Monica Saeni

Information Access Operations

 From:
 Dasarathi, Sindhuja CITZ:EX

 To:
 Sullivan, Michelle A HLTH:EX

 Cc:
 HLTH FOI Operations HLTH:EX

Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Date: May 19, 2020 2:20:23 PM

Hello Michelle,

Thank you for checking with us, we believe applicant is looking for-

"Any correspondence <u>containing references</u> to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada between any of the two individuals from the request"

Please let me know if you have any questions. Thanks!

Sindhuja Dasarathi | FOI Analyst | Health/Education Team | Information Access Operations | Ministry of Citizens' Services

Ph: 236-478-0427 | **e:** Sindhuja.Dasarathi@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Sullivan, Michelle A HLTH:EX

Sent: May 19, 2020 8:44 AM **To:** HLTH FOI Operations HLTH:EX **Cc:** FOI Health Education CITZ:EX

Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Good morning,

Just to clarify, does this mean any correspondence between any of the two individuals from the request, or any correspondence <u>containing references</u> to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada between any of the two individuals from the request??

Thanks,

Michelle Sullivan

FOI and Administrative Coordinator
Office of the Provincial Health Officer

Ministry of Health

Mailing Address: PO Box 9648, STN PROV GOVT Physical Address: 4th floor, 1515 Blanshard Street

Victoria BC V8W 9P4

250-952-1349 | 250-952-1570 | Email: michelle.sullivan@gov.bc.ca

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From: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca >

Sent: May 15, 2020 8:27 PM

To: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca >

Cc: Thompson, Laurel HLTH:EX < Laurel.Thompson@gov.bc.ca>; HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca>; FOI Health Education CITZ:EX < FOI.Health.Education@gov.bc.ca>

Subject: New: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hi Michelle [PHO],

We have had received some clarification on what the applicant is looking for, please assign with the clarification below in red.

1. Please find attached the Call for Records for FOI request described below. Records are due by: extended to **Jun 1, 2020**.

Applicant type: Media

Request Details: All correspondence between Dr. Bonnie Henry, Xibiao Ye and Weimin Hu for the period of Dec. 29, 2019-Jan. 7, 2020 containing references to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada.

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Thank you,

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: <u>HLTH.FOIOperations@gov.bc.ca</u>

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From: Monica.Saeni@gov.bc.ca < Monica.Saeni@gov.bc.ca >

Sent: April 14, 2020 4:34 PM

To: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca >

Subject: Call for Records HTH-2020-02335 Due: April 28, 2020

Request for Documents for Request # 'HTH-2020-02335'. Your response due date is: 4/28/2020 12:00:00 AM Message from SENDER:

Hello.

New FOI Request Received

Your ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be **Sindhuja Dasarathi**.

Please send the records to FOI.Health.Education@gov.bc.ca by April 28, 2020.

Legislated Due Date: July 9, 2020.

What Do You Need to Do?

Please complete the attached Call for Records form If search and retrieval time is anticipated to exceed 3 hours; or volume of hard-copies records is anticipated to exceed 200 pages; or preparation time can reasonably be expected to exceed 15 minutes or more, complete **only**

sections 1 and 2 of the Call for Records form as we may be in a position to issue a fee estimate. Then, return the form to the <u>FOI.Health.Education@gov.bc.ca</u> by **April 21, 2020.** Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.

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Questions and Concerns

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- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees;
 and/or
- any other questions or concerns relating to this request.

Thank you for your assistance,

Monica Saeni

Information Access Operations

From: <u>Dasarathi, Sindhuja CITZ:EX</u>

To: Sullivan, Michelle A HLTH:EX; HLTH FOI Operations HLTH:EX

Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Date: May 25, 2020 12:10:07 PM

Hello Michelle, thank you for confirming.

Darlene, does HTH want any specific language to go out to the applicant on this NRR response? or can I just indicate below. Please advise. Thanks!

Sindhuja Dasarathi | FOI Analyst | Health/Education Team | Information Access Operations | Ministry of Citizens' Services

Ph: 236-478-0427 | **e:** Sindhuja.Dasarathi@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Sullivan, Michelle A HLTH:EX

Sent: May 22, 2020 3:29 PM **To:** Dasarathi, Sindhuja CITZ:EX

Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello,

I double checked, but we do not have correspondence between any combination of the 3 individuals with those keywords.

Thanks,

Michelle Sullivan

FOI and Administrative Coordinator
Office of the Provincial Health Officer

Ministry of Health

Mailing Address: PO Box 9648, STN PROV GOVT Physical Address: 4th floor, 1515 Blanshard Street

Victoria BC V8W 9P4

250-952-1349 | 250-952-1570 | Email: michelle.sullivan@gov.bc.ca

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From: Sullivan, Michelle A HLTH:EX

Sent: May 19, 2020 4:02 PM

To: Dasarathi, Sindhuja CITZ:EX < Sindhuja.Dasarathi@gov.bc.ca > **Subject:** RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello,

I did, let me do a double check tomorrow morning, and get back to you just to be safe!

Thanks,

Michelle Sullivan

FOI and Administrative Coordinator
Office of the Provincial Health Officer

Ministry of Health

Mailing Address: PO Box 9648, STN PROV GOVT Physical Address: 4th floor, 1515 Blanshard Street

Victoria BC V8W 9P4

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From: Dasarathi, Sindhuja CITZ:EX < Sindhuja.Dasarathi@gov.bc.ca>

Sent: May 19, 2020 4:01 PM

To: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca> Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello Michelle.

The date range is the same as the original request. Did you search these organizations as keywords including all the three individuals as well as a combination of any of the two individuals from the request?

Thanks!

Sindhuja Dasarathi | FOI Analyst | Health/Education Team | Information Access Operations | Ministry of Citizens' Services

Ph: 236-478-0427 e: Sindhuja.Dasarathi@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca>

Sent: May 19, 2020 3:25 PM

To: Dasarathi, Sindhuja CITZ:EX < Sindhuja. Dasarathi@gov.bc.ca > Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

When I originally looked for records, I did search those organizations as keywords in combination with the individuals, and I was unable to find anything that would be considered responsive records. Can you confirm that the date range is the same as the original request?

Thanks.

Michelle Sullivan

FOI and Administrative Coordinator Office of the Provincial Health Officer Ministry of Health Mailing Address: PO Box 9648, STN PROV GOVT

Physical Address: 4th floor, 1515 Blanshard Street Victoria BC V8W 9P4

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From: Dasarathi, Sindhuja CITZ:EX < Sindhuja.Dasarathi@gov.bc.ca>

Sent: May 19, 2020 2:20 PM

To: Sullivan, Michelle A HLTH:EX < <u>Michelle.Sullivan@gov.bc.ca</u>> Cc: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca >

Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello Michelle,

Thank you for checking with us, we believe applicant is looking for-

"Any correspondence containing references to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada between any of the two individuals from the request"

Please let me know if you have any questions. Thanks!

Sindhuja Dasarathi | FOI Analyst | Health/Education Team | Information Access Operations | Ministry of Citizens' Services

Ph: 236-478-0427 e: Sindhuja.Dasarathi@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca >

Sent: May 19, 2020 8:44 AM

To: HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u>> **Cc:** FOI Health Education CITZ:EX < <u>FOI.Health.Education@gov.bc.ca</u>> **Subject:** RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Good morning,

Just to clarify, does this mean any correspondence between any of the two individuals from the request, or any correspondence <u>containing references</u> to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada between any of the two individuals from the request??

Thanks.

Michelle Sullivan

FOI and Administrative Coordinator
Office of the Provincial Health Officer

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Mailing Address: PO Box 9648, STN PROV GOVT Physical Address: 4th floor, 1515 Blanshard Street

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Sent: May 15, 2020 8:27 PM

To: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca>

Cc: Thompson, Laurel HLTH:EX < <u>Laurel.Thompson@gov.bc.ca</u>>; HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u>>; FOI Health Education CITZ:EX < <u>FOI.Health.Education@gov.bc.ca</u>>

Subject: New: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hi Michelle [PHO],

We have had received some clarification on what the applicant is looking for, please assign with the clarification below in red.

1. Please find attached the Call for Records for FOI request described below. Records are due by: extended to **Jun 1, 2020**.

Applicant type: Media

Request Details: All correspondence between Dr. Bonnie Henry, Xibiao Ye and Weimin Hu for the period of Dec. 29, 2019-Jan. 7, 2020 containing references to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada.

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FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: <u>HLTH.FOIOperations@gov.bc.ca</u>

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Sent: April 14, 2020 4:34 PM

To: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca >

Subject: Call for Records HTH-2020-02335 Due: April 28, 2020

Request for Documents for Request # 'HTH-2020-02335'. Your response due date is: 4/28/2020

12:00:00 AM Message from SENDER:

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Legislated Due Date: July 9, 2020.

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- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Thank you for your assistance, **Monica Saeni**

Information Access Operations

 From:
 HLTH FOI Operations HLTH:EX

 To:
 Stearn, Anne HLTH:EX

 Cc:
 HLTH FOI Operations HLTH:EX

Subject: FW: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Date: June 1, 2020 9:04:59 AM

Hi Anne,

PHO has connected with IAO and there has been a conversation going back and forth on clarity of the request. PHO indicated they did search again but still have an NRR. IAO is asking MOH if we have any additional wording to give to the requester along with the NRR? "Darlene, does HTH want any specific language to go out to the applicant on this NRR response? or can I just indicate below. Please advise."

Request Details: All correspondence between Dr. Bonnie Henry, Xibiao Ye and Weimin Hu for the period of Dec. 29, 2019-Jan. 7, 2020 containing references to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada.

Clarification: "IAO advises to conduct a supplementary search including correspondence between any of the two individuals from the request."

PHO/IAO Clarification on May 19th: "Any correspondence <u>containing references</u> to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada between any of the two individuals from the request"

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: <u>HLTH.FOIOperations@gov.bc.ca</u>

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From: Dasarathi, Sindhuja CITZ:EX Sent: May 25, 2020 12:10 PM

To: Sullivan, Michelle A HLTH:EX; HLTH FOI Operations HLTH:EX **Subject:** RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello Michelle, thank you for confirming.

Darlene, does HTH want any specific language to go out to the applicant on this NRR response? or can I just indicate below. Please advise. Thanks!

Sindhuja Dasarathi | FOI Analyst | Health/Education Team | Information Access Operations | Ministry of Citizens' Services

Ph: 236-478-0427 | **e:** Sindhuja.Dasarathi@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca>

Sent: May 22, 2020 3:29 PM

To: Dasarathi, Sindhuja CITZ:EX < Sindhuja.Dasarathi@gov.bc.ca > **Subject:** RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello,

I double checked, but we do not have correspondence between any combination of the 3 individuals with those keywords.

Thanks.

Michelle Sullivan

FOI and Administrative Coordinator
Office of the Provincial Health Officer

Ministry of Health

Mailing Address: PO Box 9648, STN PROV GOVT Physical Address: 4th floor, 1515 Blanshard Street

Victoria BC V8W 9P4

250-952-1349 | 250-952-1570 | Email: michelle.sullivan@gov.bc.ca

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Sent: May 19, 2020 4:02 PM

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I did, let me do a double check tomorrow morning, and get back to you just to be safe!

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From: Dasarathi, Sindhuja CITZ:EX < Sindhuja.Dasarathi@gov.bc.ca>

Sent: May 19, 2020 4:01 PM

To: Sullivan, Michelle A HLTH:EX < <u>Michelle.Sullivan@gov.bc.ca</u>> **Subject:** RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello Michelle,

The date range is the same as the original request. Did you search these organizations as keywords including all the three individuals as well as a combination of any of the two individuals from the request?

Thanks!

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Sent: May 19, 2020 3:25 PM

To: Dasarathi, Sindhuja CITZ:EX < Sindhuja.Dasarathi@gov.bc.ca > **Subject:** RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello

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Can you confirm that the date range is the same as the original request?

Thanks,

Michelle Sullivan

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Sent: May 19, 2020 2:20 PM

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Hello Michelle,

Thank you for checking with us, we believe applicant is looking for-

"Any correspondence <u>containing references</u> to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada between any of the two individuals from the request"

Please let me know if you have any questions. Thanks!

Sindhuja Dasarathi | FOI Analyst | Health/Education Team | Information Access Operations | Ministry of Citizens' Services

Ph: 236-478-0427 | **e:** Sindhuja.Dasarathi@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca>

Sent: May 19, 2020 8:44 AM

To: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca > **Cc:** FOI Health Education CITZ:EX < FOI.Health.Education@gov.bc.ca > **Subject:** RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Good morning,

Just to clarify, does this mean any correspondence between any of the two individuals from the request, or any correspondence <u>containing references</u> to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada between any of the two individuals from the request??

Thanks,

Michelle Sullivan

FOI and Administrative Coordinator
Office of the Provincial Health Officer

Ministry of Health

Mailing Address: PO Box 9648, STN PROV GOVT Physical Address: 4th floor, 1515 Blanshard Street

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Sent: May 15, 2020 8:27 PM

To: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca>

Cc: Thompson, Laurel HLTH:EX < Laurel.Thompson@gov.bc.ca>; HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca>; FOI Health Education CITZ:EX < FOI.Health.Education@gov.bc.ca>

Subject: New: Call for Records HTH-2020-02335 Due: Jun 1, 2020 Hi Michelle [PHO],

We have had received some clarification on what the applicant is looking for, please assign with the clarification below in red.

1. Please find attached the Call for Records for FOI request described below. Records are due by: extended to **Jun 1, 2020**.

Applicant type: Media

Request Details: All correspondence between Dr. Bonnie Henry, Xibiao Ye and Weimin Hu for the period of Dec. 29, 2019-Jan. 7, 2020 containing references to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada.

Clarification: "IAO advises to conduct a supplementary search including correspondence between any of the two individuals from the request."

- 2. Please send in your completed CFR and records (pdf) to the Health FOI Inbox at HLTH.FOIOperations@gov.bc.ca **1 clean** copy and **1 harms** copy indicating specific harms recommendations.
- 3. Should a fee estimate be necessary, please:
 - 1. fill out the attached Fee Estimate Questionnaire,
 - 2. update your email subject line to include 'Fee Estimate HTH-2019-XXXXXX', and
 - 3. please send to Hlth.FOIOperations@gov.bc.ca by: May 22, 2020.
- 4. If your search produces a No Records Response (NRR) please have your Executive Director or ADM approve before sending as it will not be coming back for final sign-off.

Thank you,

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: <u>HLTH.FOIOperations@gov.bc.ca</u>

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From: Monica.Saeni@gov.bc.ca < Monica.Saeni@gov.bc.ca >

Sent: April 14, 2020 4:34 PM

To: HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u>>

Subject: Call for Records HTH-2020-02335 Due: April 28, 2020

Request for Documents for Request # 'HTH-2020-02335'. Your response due date is: 4/28/2020 12:00:00 AM Message from SENDER:

Hello,

New FOI Request Received

Your ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be **Sindhuja**

Dasarathi.

Please send the records to FOI.Health.Education@gov.bc.ca by April 28, 2020.

Legislated Due Date: July 9, 2020.

What Do You Need to Do?

Please complete the attached Call for Records form If search and retrieval time is anticipated to exceed 3 hours; or volume of hard-copies records is anticipated to exceed 200 pages; or preparation time can reasonably be expected to exceed 15 minutes or more, complete **only** sections 1 and 2 of the Call for Records form as we may be in a position to issue a fee estimate. Then, return the form to the <u>FOI.Health.Education@gov.bc.ca</u> by **April 21, 2020.** Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.

- If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records form and return it by **April 28, 2020**
- Send records via email <u>in PDF format</u>. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

Reminder

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Questions and Concerns

Please do not hesitate to contact IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees;
 and/or
- any other questions or concerns relating to this request.

Thank you for your assistance,

Monica Saeni

Information Access Operations

 From:
 Stearn. Anne HLTH:EX

 To:
 HLTH FOI Operations HLTH:EX

Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Date: June 1, 2020 9:36:50 AM

I would ask Melissa, just to make sure we are very diligent in our search... Was the search done with "and" or "or" for the keywords? so for example any of the two parties and any singular one of the key words?

Anne

From: HLTH FOI Operations HLTH:EX

Sent: June 1, 2020 9:05 AM **To:** Stearn, Anne HLTH:EX

Cc: HLTH FOI Operations HLTH:EX

Subject: FW: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hi Anne,

PHO has connected with IAO and there has been a conversation going back and forth on clarity of the request. PHO indicated they did search again but still have an NRR. IAO is asking MOH if we have any additional wording to give to the requester along with the NRR? "Darlene, does HTH want any specific language to go out to the applicant on this NRR response? or can I just indicate below. Please advise."

Request Details: All correspondence between Dr. Bonnie Henry, Xibiao Ye and Weimin Hu for the period of Dec. 29, 2019-Jan. 7, 2020 containing references to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada.

Clarification: "IAO advises to conduct a supplementary search including correspondence between any of the two individuals from the request."

PHO/IAO Clarification on May 19th: "Any correspondence <u>containing references</u> to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada between any of the two individuals from the request"

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: <u>HLTH.FOIOperations@gov.bc.ca</u>

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From: Dasarathi, Sindhuja CITZ:EX < Sindhuja.Dasarathi@gov.bc.ca>

Sent: May 25, 2020 12:10 PM

To: Sullivan, Michelle A HLTH:EX < <u>Michelle.Sullivan@gov.bc.ca</u>>; HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u>>

Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello Michelle, thank you for confirming.

Darlene, does HTH want any specific language to go out to the applicant on this NRR response? or can I just indicate below. Please advise. Thanks!

Sindhuja Dasarathi | FOI Analyst | Health/Education Team | Information Access Operations | Ministry of Citizens' Services

Ph: 236-478-0427 | *e*: Sindhuja.Dasarathi@gov.bc.ca | *m*: PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

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Michelle Sullivan

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Office of the Provincial Health Officer

Ministry of Health

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Sent: May 19, 2020 4:01 PM

To: Sullivan, Michelle A HLTH:EX < <u>Michelle.Sullivan@gov.bc.ca</u>> **Subject:** RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

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Sent: May 19, 2020 8:44 AM

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Sent: May 15, 2020 8:27 PM

To: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca>

Cc: Thompson, Laurel HLTH:EX < <u>Laurel.Thompson@gov.bc.ca</u>>; HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u>>; FOI Health Education CITZ:EX < <u>FOI.Health.Education@gov.bc.ca</u>>

Subject: New: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hi Michelle [PHO],

We have had received some clarification on what the applicant is looking for, please assign with the clarification below in red.

1. Please find attached the Call for Records for FOI request described below. Records are due by: extended to **Jun 1, 2020**.

Applicant type: Media

Request Details: All correspondence between Dr. Bonnie Henry, Xibiao Ye and Weimin Hu for the period of Dec. 29, 2019-Jan. 7, 2020 containing references to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada.

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 - 1. fill out the attached Fee Estimate Questionnaire,
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- 4. If your search produces a **No Records Response** (NRR) **please** have your **Executive Director or ADM approve** before sending as it will not be coming back for final sign-off.

Thank you,

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: <u>HLTH.FOIOperations@gov.bc.ca</u>

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From: Monica.Saeni@gov.bc.ca < Monica.Saeni@gov.bc.ca >

Sent: April 14, 2020 4:34 PM

To: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca >

Subject: Call for Records HTH-2020-02335 Due: April 28, 2020

Request for Documents for Request # 'HTH-2020-02335'. Your response due date is: 4/28/2020 12:00:00 AM Message from SENDER:

Hello,

New FOI Request Received

Your ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be **Sindhuja Dasarathi**.

Please send the records to FOI.Health.Education@gov.bc.ca by April 28, 2020.

Legislated Due Date: July 9, 2020.

What Do You Need to Do?

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- Send records via email <u>in PDF format</u>. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

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Questions and Concerns

Please do not hesitate to contact IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees;
 and/or

• any other questions or concerns relating to this request.

Thank you for your assistance, **Monica Saeni** Information Access Operations

From: Sullivan, Michelle A HLTH:EX

To: HLTH FOI Operations HLTH:EX

Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Date: June 5, 2020 3:14:37 PM

Hello,

I don't think we have anything to add...there was barely any email correspondence between these 3 individuals during that time frame, and nothing containing those keywords.

Thanks,

Michelle Sullivan

FOI and Administrative Coordinator
Office of the Provincial Health Officer

Ministry of Health

Mailing Address: PO Box 9648, STN PROV GOVT Physical Address: 4th floor, 1515 Blanshard Street

Victoria BC V8W 9P4

250-952-1349 | 250-952-1570 | Email: michelle.sullivan@gov.bc.ca

I gratefully acknowledge that I live and work on the traditional unceded terriory of the Lekwungen Peoples, specifically the Songhees and Esquimalt First Nations. Hay'sxw'qu Si'em

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From: HLTH FOI Operations HLTH:EX

Sent: June 5, 2020 9:15 AM **To:** Sullivan, Michelle A HLTH:EX **Cc:** HLTH FOI Operations HLTH:EX

Subject: FW: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hi Michelle,

Just checking in with you (PHO) - do you wish to add any other language to the applicant's draft letter?? Please see below.

Tks, Patty

Patty Currie I FOI, Litigation and Reporting

Phone: 250 952 3276

From: Dasarathi, Sindhuja CITZ:EX < Sindhuja.Dasarathi@gov.bc.ca>

Sent: May 25, 2020 12:10 PM

To: Sullivan, Michelle A HLTH:EX < <u>Michelle.Sullivan@gov.bc.ca</u>>; HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u>>

Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello Michelle, thank you for confirming.

Darlene, does HTH want any specific language to go out to the applicant on this NRR response? or can I just indicate below. Please advise. Thanks!

Sindhuja Dasarathi | FOI Analyst | Health/Education Team | Information Access Operations | Ministry of Citizens' Services

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Sent: May 22, 2020 3:29 PM

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Victoria BC V8W 9P4

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From: Sullivan, Michelle A HLTH:EX

Sent: May 19, 2020 4:02 PM

To: Dasarathi, Sindhuja CITZ:EX < Sindhuja.Dasarathi@gov.bc.ca > **Subject:** RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello,

I did, let me do a double check tomorrow morning, and get back to you just to be safe!

Thanks,

Michelle Sullivan

FOI and Administrative Coordinator
Office of the Provincial Health Officer

Ministry of Health

Mailing Address: PO Box 9648, STN PROV GOVT Physical Address: 4th floor, 1515 Blanshard Street

Victoria BC V8W 9P4

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Sent: May 19, 2020 4:01 PM

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Hello Michelle.

The date range is the same as the original request. Did you search these organizations as keywords including all the three individuals as well as a combination of any of the two individuals from the request?

Thanks!

Sindhuja Dasarathi | FOI Analyst | Health/Education Team | Information Access Operations | Ministry of Citizens' Services

Ph: 236-478-0427 | **e:** Sindhuja.Dasarathi@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

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Sent: May 19, 2020 3:25 PM

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Please let me know if you have any questions. Thanks!

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From: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca>

Sent: May 19, 2020 8:44 AM

To: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca > Cc: FOI Health Education CITZ:EX < FOI.Health.Education@gov.bc.ca > Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Good morning,

Just to clarify, does this mean any correspondence between any of the two individuals from the request, or any correspondence <u>containing references</u> to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada between any of the two individuals from the request??

Thanks,

Michelle Sullivan

FOI and Administrative Coordinator
Office of the Provincial Health Officer
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Sent: May 15, 2020 8:27 PM

To: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca>

Cc: Thompson, Laurel HLTH:EX < Laurel.Thompson@gov.bc.ca>; HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca>; FOI Health Education CITZ:EX < FOI.Health.Education@gov.bc.ca>

Subject: New: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hi Michelle [PHO],

We have had received some clarification on what the applicant is looking for, please assign with the clarification below in red.

1. Please find attached the Call for Records for FOI request described below. Records are due by: extended to **Jun 1, 2020**.

Applicant type: Media

Request Details: All correspondence between Dr. Bonnie Henry, Xibiao Ye and Weimin Hu for the period of Dec. 29, 2019-Jan. 7, 2020 containing references to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada.

Clarification: "IAO advises to conduct a supplementary search including correspondence between any of the two individuals from the request."

- 2. Please send in your completed CFR and records (pdf) to the Health FOI Inbox at HLTH.FOIOperations@gov.bc.ca **1 clean** copy and **1 harms** copy indicating specific harms recommendations.
- 3. Should a fee estimate be necessary, please:
 - 1. fill out the attached Fee Estimate Questionnaire,
 - 2. update your email subject line to include 'Fee Estimate HTH-2019-XXXXXX', and
 - 3. please send to Hlth.FOIOperations@gov.bc.ca by: May 22, 2020.
- 4. If your search produces a **No Records Response** (NRR) **please** have your **Executive Director or ADM approve** before sending as it will not be coming back for final sign-off.

Thank you,

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: <u>HLTH.FOIOperations@gov.bc.ca</u>

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From: Monica.Saeni@gov.bc.ca < Monica.Saeni@gov.bc.ca >

Sent: April 14, 2020 4:34 PM

To: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca >

Subject: Call for Records HTH-2020-02335 Due: April 28, 2020

Request for Documents for Request # 'HTH-2020-02335'. Your response due date is: 4/28/2020

12:00:00 AM Message from SENDER:

Hello,

New FOI Request Received

Your ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be **Sindhuja Dasarathi**.

Please send the records to FOI.Health.Education@gov.bc.ca by April 28, 2020.

Legislated Due Date: July 9, 2020.

What Do You Need to Do?

Please complete the attached Call for Records form If search and retrieval time is anticipated to exceed 3 hours; or volume of hard-copies records is anticipated to exceed 200 pages; or preparation time can reasonably be expected to exceed 15 minutes or more, complete **only** sections 1 and 2 of the Call for Records form as we may be in a position to issue a fee estimate. Then, return the form to the <u>FOI.Health.Education@gov.bc.ca</u> by **April 21, 2020.** Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.

- If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records form and return it by **April 28, 2020**
- Send records via email <u>in PDF format</u>. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

Reminder

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Questions and Concerns

Please do not hesitate to contact IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Thank you for your assistance,

Monica Saeni

Information Access Operations

From: <u>Dasarathi, Sindhuja CITZ:EX</u>
To: <u>HLTH FOI Operations HLTH:EX</u>

Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Date: June 10, 2020 4:11:48 PM

Hello Darlene,

A quick follow up on my below email. Please advise how to proceed. Thanks!

Sindhuja Dasarathi | FOI Analyst | Health/Education Team | Information Access Operations | Ministry of Citizens' Services

Ph: 236-478-0427 | **e:** Sindhuja.Dasarathi@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Dasarathi, Sindhuja CITZ:EX Sent: May 25, 2020 12:10 PM

To: Sullivan, Michelle A HLTH:EX; HLTH FOI Operations HLTH:EX **Subject:** RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello Michelle, thank you for confirming.

Darlene, does HTH want any specific language to go out to the applicant on this NRR response? or can I just indicate below. Please advise. Thanks!

Sindhuja Dasarathi | FOI Analyst | Health/Education Team | Information Access Operations | Ministry of Citizens' Services

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Sent: May 22, 2020 3:29 PM

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Hello,

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Thanks.

Michelle Sullivan

FOI and Administrative Coordinator
Office of the Provincial Health Officer

Ministry of Health

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Cc: Thompson, Laurel HLTH:EX < Laurel.Thompson@gov.bc.ca>; HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca>; FOI Health Education CITZ:EX < FOI.Health.Education@gov.bc.ca>

Subject: New: Call for Records HTH-2020-02335 Due: Jun 1, 2020 Hi Michelle [PHO],

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Applicant type: Media

Request Details: All correspondence between Dr. Bonnie Henry, Xibiao Ye and Weimin Hu for the period of Dec. 29, 2019-Jan. 7, 2020 containing references to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada.

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Thank you,

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: <u>HLTH.FOIOperations@gov.bc.ca</u>

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Sent: April 14, 2020 4:34 PM

To: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca >

Subject: Call for Records HTH-2020-02335 Due: April 28, 2020

Request for Documents for Request # 'HTH-2020-02335'. Your response due date is: 4/28/2020

12:00:00 AM Message from SENDER:

Hello.

New FOI Request Received

Your ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be **Sindhuja Dasarathi**.

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Legislated Due Date: July 9, 2020.

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 and/or
- any other questions or concerns relating to this request.

Thank you for your assistance, **Monica Saeni** Information Access Operations From: <u>HLTH FOI Operations HLTH:EX</u>

To: Dasarathi, Sindhuja CITZ:EX; FOI Health Education CITZ:EX

Cc: HLTH FOI Operations HLTH:EX

Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Date: June 12, 2020 10:41:58 AM

Hi Sindhu,

I have followed up with PHO to confirm their NRR. I have asked for them to complete the CFR and provide to me to get final signoff.

Sorry for the delay,

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: <u>HLTH.FOIOperations@gov.bc.ca</u>

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From: Dasarathi, Sindhuja CITZ:EX

Sent: June 10, 2020 4:12 PM **To:** HLTH FOI Operations HLTH:EX

Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello Darlene,

A quick follow up on my below email. Please advise how to proceed. Thanks!

Sindhuja Dasarathi | FOI Analyst | Health/Education Team | Information Access Operations |

Ministry of Citizens' Services

Ph: 236-478-0427 | e: Sindhuja.Dasarathi@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC

V8W 9K1

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Victoria BC V8W 9P4

250-952-1349 | 250-952-1570 | Email: michelle.sullivan@gov.bc.ca

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From: Dasarathi, Sindhuja CITZ:EX < Sindhuja.Dasarathi@gov.bc.ca>

Sent: May 19, 2020 2:20 PM

To: Sullivan, Michelle A HLTH:EX < <u>Michelle.Sullivan@gov.bc.ca</u>> **Cc:** HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u>>

Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello Michelle,

Thank you for checking with us, we believe applicant is looking for-

"Any correspondence <u>containing references</u> to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada between any of the two individuals from the request"

Please let me know if you have any questions. Thanks!

Sindhuja Dasarathi | FOI Analyst | Health/Education Team | Information Access Operations | Ministry of Citizens' Services

Ph: 236-478-0427 | **e:** Sindhuja.Dasarathi@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca>

Sent: May 19, 2020 8:44 AM

To: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca
Cc: FOI Health Education CITZ:EX < FOI.Health.Education@gov.bc.ca
Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Good morning,

Just to clarify, does this mean any correspondence between any of the two individuals from the request, or any correspondence <u>containing references</u> to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada between any of the two individuals from the request??

Thanks.

Michelle Sullivan

FOI and Administrative Coordinator
Office of the Provincial Health Officer

Ministry of Health

Mailing Address: PO Box 9648, STN PROV GOVT Physical Address: 4th floor, 1515 Blanshard Street Victoria BC V8W 9P4

250-952-1349 | 250-952-1570 | Email: michelle.sullivan@gov.bc.ca

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From: HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u>>

Sent: May 15, 2020 8:27 PM

To: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca>

Cc: Thompson, Laurel HLTH:EX < Laurel.Thompson@gov.bc.ca>; HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca>; FOI Health Education CITZ:EX < FOI.Health.Education@gov.bc.ca>

Subject: New: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hi Michelle [PHO],

We have had received some clarification on what the applicant is looking for, please assign with the clarification below in red.

1. Please find attached the Call for Records for FOI request described below. Records are due by: extended to **Jun 1, 2020**.

Applicant type: Media

Request Details: All correspondence between Dr. Bonnie Henry, Xibiao Ye and Weimin Hu for the period of Dec. 29, 2019-Jan. 7, 2020 containing references to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada.

Clarification: "IAO advises to conduct a supplementary search including correspondence between any of the two individuals from the request."

- 2. Please send in your completed CFR and records (pdf) to the Health FOI Inbox at HLTH.FOIOperations@gov.bc.ca **1 clean** copy and **1 harms** copy indicating specific harms recommendations.
- 3. Should a fee estimate be necessary, please:
 - 1. fill out the attached Fee Estimate Questionnaire,
 - 2. update your email subject line to include 'Fee Estimate HTH-2019-XXXXXX', and
 - 3. please send to Hlth.FOIOperations@gov.bc.ca by: May 22, 2020.
- 4. If your search produces a **No Records Response** (NRR) **please** have your **Executive Director or ADM approve** before sending as it will not be coming back for final sign-off.

Thank you,

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: <u>HLTH.FOIOperations@gov.bc.ca</u>

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From: Monica.Saeni@gov.bc.ca < Monica.Saeni@gov.bc.ca >

Sent: April 14, 2020 4:34 PM

To: HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u>>

Subject: Call for Records HTH-2020-02335 Due: April 28, 2020

Request for Documents for Request # 'HTH-2020-02335'. Your response due date is: 4/28/2020 12:00:00 AM Message from SENDER:

Hello,

New FOI Request Received

Your ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be **Sindhuja Dasarathi**.

Please send the records to FOI.Health.Education@gov.bc.ca by April 28, 2020.

Legislated Due Date: July 9, 2020.

What Do You Need to Do?

Please complete the attached Call for Records form If search and retrieval time is anticipated to exceed 3 hours; or volume of hard-copies records is anticipated to exceed 200 pages; or preparation time can reasonably be expected to exceed 15 minutes or more, complete **only** sections 1 and 2 of the Call for Records form as we may be in a position to issue a fee estimate. Then, return the form to the <u>FOI.Health.Education@gov.bc.ca</u> by **April 21, 2020.** Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.

- If no fees apply then proceed with the call for records process. If the request proceeds, please complete the attached Call for Records form and return it by **April 28, 2020**
- Send records via email <u>in PDF format</u>. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

Reminder

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Questions and Concerns

Please do not hesitate to contact IAO to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Thank you for your assistance,

Monica Saeni

Information Access Operations

From: <u>HLTH FOI Operations HLTH:EX</u>

To: Sullivan, Michelle A HLTH:EX; Thompson, Laurel HLTH:EX

Cc: HLTH FOI Operations HLTH:EX

Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Date: June 12, 2020 10:50:12 AM

Importance: High

Hi Michelle,

Sorry, I recalled this message as I should also have also asked the following per Anne's suggestion:

I would ask Michelle, just to make sure we are very diligent in our search... Was the search

done with "and" or "or" for the keywords? so for example any of the two parties and any

singular one of the key words?

If this remains an NRR after Anne's suggested search terms, please complete the CFR sections 2 & 3. IAO is following up on this assignment.

Thank you so much.

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: <u>HLTH.FOIOperations@gov.bc.ca</u>

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From: Sullivan, Michelle A HLTH:EX

Sent: June 5, 2020 3:15 PM

To: HLTH FOI Operations HLTH:EX

Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello.

I don't think we have anything to add...there was barely any email correspondence between these 3 individuals during that time frame, and nothing containing those keywords.

Thanks,

Michelle Sullivan

FOI and Administrative Coordinator
Office of the Provincial Health Officer

Ministry of Health

Mailing Address: PO Box 9648, STN PROV GOVT Physical Address: 4th floor, 1515 Blanshard Street

Victoria BC V8W 9P4

250-952-1349 | 250-952-1570 | Email: michelle.sullivan@gov.bc.ca

I gratefully acknowledge that I live and work on the traditional unceded terriory of the Lekwungen Peoples, specifically the Songhees and Esquimalt First Nations. Hay'sxw'qu Si'em

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From: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca >

Sent: June 5, 2020 9:15 AM

To: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca
Cc: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca
Subject: FW: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hi Michelle,

Just checking in with you (PHO) - do you wish to add any other language to the applicant's draft

letter?? Please see below.

Tks, Patty

Patty Currie | FOI, Litigation and Reporting

Phone: 250 952 3276

From: Dasarathi, Sindhuja CITZ:EX < Sindhuja.Dasarathi@gov.bc.ca>

Sent: May 25, 2020 12:10 PM

To: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca >; HLTH FOI Operations HLTH:EX

<<u>HLTH.FOIOperations@gov.bc.ca</u>>

Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello Michelle, thank you for confirming.

Darlene, does HTH want any specific language to go out to the applicant on this NRR response? or

can I just indicate below. Please advise. Thanks!

Sindhuja Dasarathi | FOI Analyst | Health/Education Team | Information Access Operations |

Ministry of Citizens' Services

Ph: 236-478-0427 e: Sindhuia.Dasarathi@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC

V8W 9K1

From: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca>

Sent: May 22, 2020 3:29 PM

To: Dasarathi, Sindhuja CITZ:EX < <u>Sindhuja.Dasarathi@gov.bc.ca</u>>

Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello,

I double checked, but we do not have correspondence between any combination of the 3 individuals with those keywords.

Thanks.

Michelle Sullivan

FOI and Administrative Coordinator

Office of the Provincial Health Officer

Ministry of Health

Mailing Address: PO Box 9648, STN PROV GOVT

Physical Address: 4th floor, 1515 Blanshard Street

Victoria BC V8W 9P4

250-952-1349 | 250-952-1570 | Email: michelle.sullivan@gov.bc.ca

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From: Sullivan, Michelle A HLTH:EX

Sent: May 19, 2020 4:02 PM

To: Dasarathi, Sindhuja CITZ:EX < <u>Sindhuja.Dasarathi@gov.bc.ca</u>>

Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello.

I did, let me do a double check tomorrow morning, and get back to you just to be safe!

Thanks,

Michelle Sullivan

FOI and Administrative Coordinator

Office of the Provincial Health Officer

Ministry of Health

Mailing Address: PO Box 9648, STN PROV GOVT

Physical Address: 4th floor, 1515 Blanshard Street

Victoria BC V8W 9P4

250-952-1349 | 250-952-1570 | Email: michelle.sullivan@gov.bc.ca

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From: Dasarathi, Sindhuja CITZ:EX < Sindhuja.Dasarathi@gov.bc.ca>

Sent: May 19, 2020 4:01 PM

To: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca> Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello Michelle.

The date range is the same as the original request. Did you search these organizations as keywords including all the three individuals as well as a combination of any of the two individuals from the request?

Thanks!

Sindhuja Dasarathi | FOI Analyst | Health/Education Team | Information Access Operations | Ministry of Citizens' Services

Ph: 236-478-0427 e: Sindhuja.Dasarathi@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca >

Sent: May 19, 2020 3:25 PM

To: Dasarathi, Sindhuja CITZ:EX < Sindhuja. Dasarathi@gov.bc.ca> **Subject:** RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello.

When I originally looked for records, I did search those organizations as keywords in combination with the individuals, and I was unable to find anything that would be considered responsive records. Can you confirm that the date range is the same as the original request?

Thanks.

Michelle Sullivan

FOI and Administrative Coordinator Office of the Provincial Health Officer

Ministry of Health

Mailing Address: PO Box 9648, STN PROV GOVT Physical Address: 4th floor, 1515 Blanshard Street

Victoria BC V8W 9P4

250-952-1349 | 250-952-1570 | Email: michelle.sullivan@gov.bc.ca

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From: Dasarathi, Sindhuja CITZ:EX <<u>Sindhuja.Dasarathi@gov.bc.ca</u>>

Sent: May 19, 2020 2:20 PM

To: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca > Cc: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca>

Subject: RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hello Michelle,

Thank you for checking with us, we believe applicant is looking for-

"Any correspondence containing references to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada between any of the two individuals from the request"

Please let me know if you have any questions. Thanks!

Sindhuja Dasarathi | FOI Analyst | Health/Education Team | Information Access Operations |

Ministry of Citizens' Services

Ph: 236-478-0427 | e: Sindhuja.Dasarathi@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

From: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca>

Sent: May 19, 2020 8:44 AM

To: HLTH FOI Operations HLTH:EX < < HLTH.FOIOperations@gov.bc.ca > **Cc:** FOI Health Education CITZ:EX < FOI.Health.Education@gov.bc.ca > **Subject:** RE: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Good morning,

Just to clarify, does this mean any correspondence between any of the two individuals from the request, or any correspondence <u>containing references</u> to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada between any of the two individuals from the request??

Thanks,

Michelle Sullivan

FOI and Administrative Coordinator
Office of the Provincial Health Officer

Ministry of Health

Mailing Address: PO Box 9648, STN PROV GOVT Physical Address: 4th floor, 1515 Blanshard Street

Victoria BC V8W 9P4

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From: HLTH FOI Operations HLTH:EX < HLTH.FOIOperations@gov.bc.ca>

Sent: May 15, 2020 8:27 PM

To: Sullivan, Michelle A HLTH:EX < Michelle.Sullivan@gov.bc.ca>

 $\label{lem:cc:} \textbf{Cc:} Thompson, Laurel HLTH:EX < \underline{Laurel.Thompson@gov.bc.ca} > ; HLTH FOI Operations HLTH:EX < \underline{HLTH.FOIOperations@gov.bc.ca} > ; FOI Health Education CITZ:EX < \underline{FOI.Health.Education@gov.bc.ca} > ; FOI Health Education@gov.bc.ca > ; FOI Health.Education@gov.bc.ca > ; FOI He$

Subject: New: Call for Records HTH-2020-02335 Due: Jun 1, 2020

Hi Michelle [PHO],

We have had received some clarification on what the applicant is looking for, please assign with the clarification below in red.

1. Please find attached the Call for Records for FOI request described below. Records are due by: extended to **Jun 1, 2020**.

Applicant type: Media

Request Details: All correspondence between Dr. Bonnie Henry, Xibiao Ye and Weimin Hu for the period of Dec. 29, 2019-Jan. 7, 2020 containing references to ProMed, International Society of Infectious Diseases, Wuhan, Hubei, China, SARS, virus, World Health Organization and Public Health Agency of Canada.

Clarification: "IAO advises to conduct a supplementary search including correspondence between any of the two individuals from the request."

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- 4. If your search produces a **No Records Response** (NRR) **please** have your **Executive Director or ADM approve** before sending as it will not be coming back for final sign-off.

Thank you,

Darlene Grieve | FOI Coordinator

FOI, Litigation and Reporting | Corporate Issues and Client Relations Branch

Ministry of Health | phone: 250 952 1509 | email: HLTH.FOIOperations@gov.bc.ca

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From: Monica.Saeni@gov.bc.ca < Monica.Saeni@gov.bc.ca >

Sent: April 14, 2020 4:34 PM

To: HLTH FOI Operations HLTH:EX < <u>HLTH.FOIOperations@gov.bc.ca</u>>

Subject: Call for Records HTH-2020-02335 Due: April 28, 2020

Request for Documents for Request # 'HTH-2020-02335'. Your response due date is: 4/28/2020

12:00:00 AM Message from SENDER:

Hello,

New FOI Request Received

Your ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Your analyst for the attached request will be **Sindhuja Dasarathi**.

Please send the records to FOI.Health.Education@gov.bc.ca by April 28, 2020.

Legislated Due Date: July 9, 2020.

What Do You Need to Do?

Please complete the attached Call for Records form If search and retrieval time is anticipated to exceed 3 hours; or volume of hard-copies records is anticipated to exceed 200 pages; or preparation time can reasonably be expected to exceed 15 minutes or more, complete **only** sections 1 and 2 of the Call for Records form as we may be in a position to issue a fee estimate. Then, return the form to the <u>FOI.Health.Education@gov.bc.ca</u> by **April 21, 2020.** Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, IAO will contact you to continue the call for records process. IAO will advise you if the request is abandoned and closed.

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- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Thank you for your assistance,

Monica Saeni

Information Access Operations