

Controlled Goods Program

Newsletter 8 – Summer 2005



The Controlled Goods Program's (CGP) newsletter on current program developments affecting Canadian business.

44th AIAC Annual General Conference

The CGP will be participating in the upcoming Aerospace Industries Association of Canada's (AIAC) Annual General Meeting and Conference, Toronto, September 26 and 27, 2005. For information: www.aiac.ca/news.asp

New Timeframe Guidelines

Security Breaches - You must inform the CGP within 72 hours; a basic report including the nature of the breach, time, date and location is sufficient. An investigation report may be submitted at a later date.

A copy of your business' Security Plan should be provided to the CGD within 120 days from initial registration, or within 60 days after registration renewal.

How can I verify which companies are registered with the CGP?

Prior to proceeding with business transactions involving controlled goods, be sure to verify that partnering companies hold a valid registration with the CGP.

To do so, simply search the list of registered businesses available on the CGP Web site: www.cgd.gc.ca

Bidding on Contracts with Controlled Goods

In cases with requests for proposals (RFP) for contracts dealing with controlled goods, please note that the CGP only registers winning bidders. In cases where controlled information must be revealed during the RFP process and/or in bid solicitation documents, the CGP will register bidders on an as needed basis.

Please note that the CGP validates all contract information.

How To Reach Us: Telephone (Toll Free) 1-866-368-4646 E-mail ncr.cgd@pwgsc.gc.ca Web site www.cgd.gc.ca

Frequently Asked Question

When must I submit an application for exemption for a visitor or temporary worker?

If the individual accessing Controlled Goods in Canada is NOT a Canadian citizen or permanent resident, the Designated Official must submit an application for exemption to the CGP, allowing 2 weeks for processing.

Required forms can be found on the CGP Web site.

Please note that if the individual takes part in conferences or meetings that will not entail detailed discussions on controlled information, then an application for exemption is not required.

If an individual is a Canadian citizen or permanent resident, the Canadian company they work for must be registered with the CGP to lawfully have access to Controlled Goods in Canada. Such a person is therefore not recognized as a "visitor" or "temporary worker" under the *Controlled Goods Regulations*.

Practical Security Tip

Have all your employees with access to controlled goods:

- received a training program on the secure handling of controlled goods, and
- been briefed on your company's security policy and rules of confidentiality specific to the Controlled Goods in your business' possession?

It is a best practice to hold annual awareness briefings for all employees accessing Controlled Goods in Canada.