



ESTIMATES

Canadian Intergovernmental Conference Secretariat

2001-2002
Estimates

Part III – Report on Plans and Priorities

Canada

The Estimates Documents

Each year, the government prepares Estimates in support of its request to Parliament for authority to spend public monies. This request is formalized through the tabling of appropriation bills in Parliament. The Estimates, which are tabled in the House of Commons by the President of the Treasury Board, consist of three parts:

Part I – The Government Expenditure Plan provides an overview of federal spending and summarizes both the relationship of the key elements of the Main Estimates to the Expenditure Plan (as set out in the Budget).

Part II – The Main Estimates directly support the *Appropriation Act*. The Main Estimates identify the spending authorities (votes) and amounts to be included in subsequent appropriation bills. Parliament will be asked to approve these votes to enable the government to proceed with its spending plans. Parts I and II of the Estimates are tabled concurrently on or before 1 March.

Part III – Departmental Expenditure Plans which is divided into two components:

- (1) **Reports on Plans and Priorities (RPPs)** are individual expenditure plans for each department and agency (excluding Crown corporations). These reports provide increased levels of detail on a business line basis and contain information on objectives, initiatives and planned results, including links to related resource requirements over a three-year period. The RPPs also provide details on human resource requirements, major capital projects, grants and contributions, and net program costs. They are tabled in Parliament by the President of the Treasury Board on behalf of the ministers who preside over the departments and agencies identified in Schedules I, I.1 and II of the *Financial Administration Act*. These documents are to be tabled on or before 31 March and referred to committees, which then report back to the House of Commons pursuant to Standing Order 81(4).
- (2) **Departmental Performance Reports (DPRs)** are individual department and agency accounts of accomplishments achieved against planned performance expectations as set out in respective RPPs. These Performance Reports, which cover the most recently completed fiscal year, are tabled in Parliament in the fall by the President of the Treasury Board on behalf of the ministers who preside over the departments and agencies identified in Schedules I, I.1 and II of the *Financial Administration Act*.

The Estimates, along with the Minister of Finance's Budget, reflect the government's annual budget planning and resource allocation priorities. In combination with the subsequent reporting of financial results in the Public Accounts and of accomplishments achieved in Departmental Performance Reports, this material helps Parliament hold the government to account for the allocation and management of public funds.

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**Canadian
Intergovernmental
Conference Secretariat**

**2001-2002
Estimates**

Report on Plans and Priorities

Approved

Prime Minister

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Section I: Messages

Agency Head's Message

One of the special features of Canadian federalism has been the development of the multilateral intergovernmental conference as a major instrument for consultation, negotiation and coordination among governments. Not only is it used between the two orders of government, federal and provincial, but also for consultation among provinces and territories.

The Canadian Intergovernmental Conference Secretariat (CICS) was created by the federal and provincial governments to provide administrative support to senior level intergovernmental conferences. The requests for our services have increased significantly in recent years. We have served 105 meetings in 1999-2000 and we expect the same number of conferences for 2000-2001 and over the following two years.

In 2001-2002, we will continue providing expert, impartial and cost effective administrative support services for senior level intergovernmental conferences. These services will be provided by experienced, well trained staff who will, in the course of their day-to-day work, further the development of innovative and flexible policies and procedures and apply the latest technological developments to improve the high standard of services provided to our clients.

Stuart MacKinnon
Secretary

Management Representation Statement

MANAGEMENT REPRESENTATION

Report on Plans and Priorities 2001-2002

I submit, for tabling in Parliament, the 2001-2002 Report on Plans and Priorities (RPP) for the Canadian Intergovernmental Conference Secretariat (CICS).

To the best of my knowledge the information:

- ! Accurately portrays the agency's mandate, priorities, strategies and planned results of the organization.
- ! Is consistent with the disclosure principles contained in the *Guidelines for Preparing a Report on Plans and Priorities*.
- ! Is comprehensive and accurate.
- ! Is based on sound underlying agency information and management systems.

I am satisfied as to the quality assurance processes and procedures used for the RPP's production.

The Planning and Reporting Structure (PRAS) on which this document is based has been approved by Treasury Board Ministers and is the basis for accountability for the results achieved with the resources and authorities provided.

André M. McArdle
Assistant Secretary
February 20, 2001

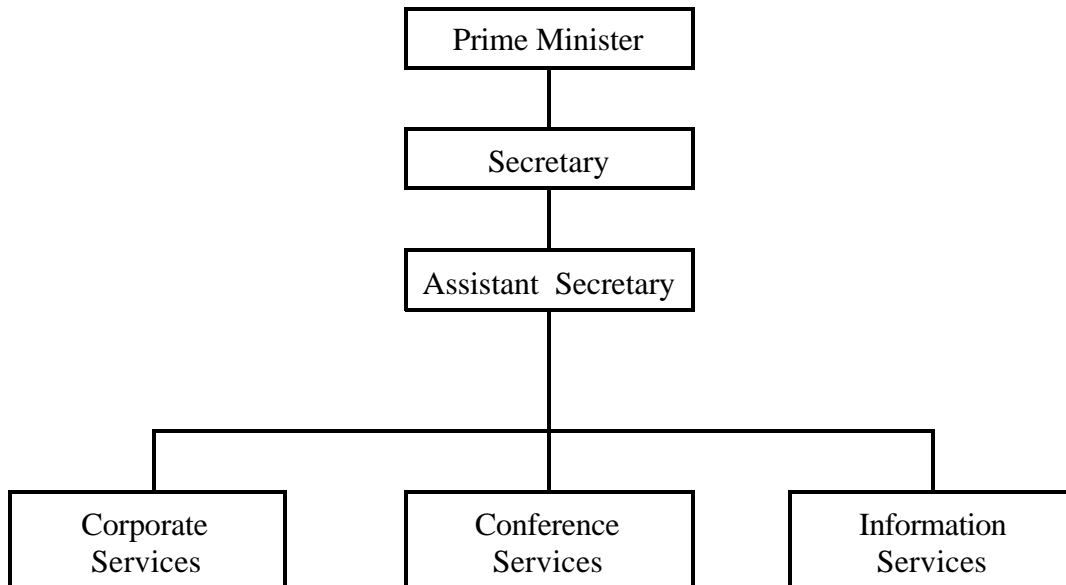
Section II: Agency Overview

2.1 Mandate, Roles, and Responsibilities

The Canadian Intergovernmental Conference Secretariat (CICS) was established pursuant to an agreement reached at the May 1973 First Ministers' Conference and designated a department of the federal government by an Order-in-Council dated November 29, 1973. Its one-business line mandate is to provide administrative services for the planning and conduct of First Ministers, Ministers and Deputy Ministers level federal-provincial-territorial and provincial-territorial conferences.

The CICS is an agency of both the federal and provincial governments and, as such, acts as a neutral intergovernmental body. Its budget is supported by both orders of government and its staff includes both federal and provincial public servants. The Secretary reports to all governments annually. The operations are reviewed by federal and provincial senior officials designated by their respective First Ministers. The CICS reports to Parliament through the Prime Minister.

CICS Organization Structure



CICS services include pre-conference planning and coordination; the set-up of conference site facilities; secretaryship; interpretation; the translation, printing, distribution and control of documents; preparation of records of proceedings; media relations; security; and

the provision of technical equipment and secretarial and technical assistance which includes informatics.

In addition to the above conference services which are available anywhere in Canada, a document archives is maintained by the Secretariat for the use of governments. The Secretariat has also its world wide web site containing not only pertinent information on the organization and its activities but most importantly, conference communiqués released immediately after the close of each major conference we serve.

2.2 Agency Program Objective

The Agency Program Objective is: “Excelling in the planning, conduct, and the serving of intergovernmental conferences at the most senior levels, with the objective of relieving client departments in virtually all sectors of government activity of the numerous technical and administrative tasks associated with the planning and conduct of such conferences, thereby enabling them to concentrate on the substantive issues.”

2.3 Planning Context

It is important to note that the CICS does not convene intergovernmental meetings. It is called upon to respond to decisions taken by governments to meet on key national or specific issues. **Decisions concerning the location of such meetings, their number in a given fiscal year, their timing and duration, are all factors beyond the control of the Secretariat.** The level of CICS expenditures for each fiscal year is, however, directly affected by these factors.

A number of significant intergovernmental issues could arise and result in a high number of meetings being held in 2001-2002. Since these cannot be predicted with any degree of certainty, supplementary funding could be required during the upcoming fiscal year under the following circumstances:

- o when there is a requirement to support an intensive round of meetings on critical national issues; or
- o when the number of conferences to be served exceeds CICS's budgetary capacity.

2.4 Agency Planned Spending

Canadian Intergovernmental Conference Secretariat

Agency Planned Spending

(\$ thousands)	Forecast Spending 2000-2001*	Planned Spending 2001-2002	Planned Spending 2002-2003	Planned Spending 2003-2004
Budgetary Main Estimates (gross)	3,666.0	3,701.0	3,701.0	3,701.0
Total Main Estimates	3,666.0	3,701.0	3,701.0	3,701.0
Adjustments**	474.7	0.0	0.0	0.0
Net Planned Spending	4,140.7	3,701.0	3,701.0	3,701.0
Less: Non-responsible revenue	1,037.0	1,125.6	1,012.6	1,012.6
Plus: Cost of Services received without charge	411.5	416.1	418.5	418.5
Net Cost of Program	3,515.2	2,991.5	3,106.9	3,106.9
Full time Equivalents	30	30	30	30

* Reflects the best forecast of total planned spending to the end of the fiscal year.

** Reflects approvals obtained since the Maint Estimates

Section III: Agency Plans, Results, Activities and Resources

3.1 Business Line Details

The Canadian Intergovernmental Conference Secretariat is a small, one program, one-business line agency that provides administrative services for the planning and conduct of senior level intergovernmental conferences that it is requested to serve in virtually every sector of government activity.

3.2 Key Results Commitments, Planned Results, Related Activities and Resources

Key Results Commitments	Planned Results	Related Activities	Resources (\$ thousands)
<ul style="list-style-type: none"> • responsive, flexible and cost-effective administrative services to conferences 	<p>The Agency will provide services to all conferences it is requested to serve at the levels of First Ministers, Ministers and Deputy Ministers.</p>	<p>The Secretariat will continue, on an ongoing basis, to review the quality, quantity and continued pertinence of the services it offers to its clients.</p>	<p>\$3,701.0</p>
<ul style="list-style-type: none"> • ability to organize conferences effectively within short-term time frame 			
<ul style="list-style-type: none"> • fully satisfactory post-conference evaluations 			
<ul style="list-style-type: none"> • up-to-date communication and information services 			

Section IV: Financial Information

Table 4.1 Source of Non-respendable Revenue

Table 4.1a Information on the federal-provincial CICS cost-sharing formula -
Determination of operating costs to be co-shared

Table 4.1b Information on the federal-provincial CICS cost-sharing formula -
Provincial shares of CICS's projected operating costs

Table 4.1c Information on the federal-provincial CICS cost-sharing formula -
Federal share of CICS's projected operating costs

Table 4.2 Net Cost of Program for the Estimates Year

Table 4.1 Source of Non-respendable Revenues

(\$ thousands)	Forecast Revenue 2000-2001	Planned Revenue 2001-2002	Planned Revenue 2002-2003	Planned Revenue 2003-2004
Canadian Intergovernmental Conference Secretariat				
Transfer payments from other governments	1,036.3	1,125.6	1,012.6	1,012.6
Miscellaneous Revenues	0.7	0.0	0.0	0.0
Total	1,037.0	1,125.6	1,012.6	1,012.6

Table 4.1a: Information on the federal-provincial CICS cost-sharing formula

Determination of operating costs to be co-shared (\$ thousands)	Forecast 2000-2001	Planned 2001-2002	Planned 2002-2003	Planned 2003-2004
Main Estimates	3,666.0	3,701.0	3,701.0	3,701.0
Supplementary Estimates - 1999-2000*	516.8			
- 2000-2001	474.7			
Less: Recoverable in 2001-2002	-474.7	474.7		
	4,182.8	4,175.7	3,701.0	3,701.0
Less: Items excluded from cost-sharing with the provinces				
o Contributions to federal employee benefit plans	-303.0	-309.0	-309.0	-309.0
o Translation costs	-317.0	-317.0	-317.0	-317.0
o Tenant services	-9.0	-9.0	-9.0	-9.0
o Capital	-115.0	-115.0	-115.0	-115.0
Total amount to be co-shared	3,438.8	3,425.7	2,951.0	2,951.0
Allocation of co-shared amount				
o Provincial governments (50%)	1,719.4	1,712.8	1,475.5	1,475.5
o Federal government (50%)	1,719.4	1,712.9	1,475.5	1,475.5

• Reflects actual usage of 678K 1999-2000 Supplementary Estimates

Table 4.1b: Information on the federal-provincial CICS cost-sharing formula

Provincial shares of CICS's projected operating costs (\$ thousands)	Popu- lation	Forecast 2000-2001	Planned 2001-2002	Planned 2002-2003	Planned 2003-2004
Newfoundland & Labrador	2.1	36.1	36.0	31.0	31.0
Nova Scotia	3.3	56.7	56.6	48.7	48.7
New Brunswick	2.7	46.5	46.2	39.8	39.8
Prince Edward Island	0.5	8.6	8.6	7.4	7.4
Quebec	25.3	435.1	433.3	373.3	373.3
Ontario	37.1	638.0	635.4	547.5	547.5
Manitoba	4.0	68.8	68.5	59.0	59.0
Saskatchewan	3.6	61.9	61.7	53.1	53.1
Alberta	9.3	159.6	159.3	137.2	137.2
British Columbia	12.1	208.1	207.2	178.5	178.5
Total		1,719.4	1,712.8	1,475.5	1,475.5

Table 4.1c: Information on the federal-provincial CICS cost-sharing formula

Federal share of CICS's operating costs (\$ thousands)	Forecast 2000-2001	Planned 2001-2002	Planned 2002-2003	Planned 2003-2004
Federal co-shared amount	1,719.4	1,712.9	1,475.5	1,475.5
Add: Adjustments				
o Contribution to Federal Employee Benefit Plans	303.0	309.0	309.0	309.0
o Translation Costs	317.0	317.0	317.0	317.0
o Tenant Services	9.0	9.0	9.0	9.0
o Capital	115.0	115.0	115.0	115.0
Sub-total	744.0	750.0	750.0	750.0
o Projected revenues shortfall on account of partial contributions by:				
Manitoba	38.8	36.5	29.0	29.0
British Columbia	58.1	0.0	0.0	0.0
Quebec	303.8	289.4	242.0	242.0
Ontario	282.4	261.3	191.9	191.9
Total adjustments	1,427.1	1,461.2	1,212.9	1,212.9
Total estimated cost to the federal government	3,146.5	3,174.1	2,688.4	2,688.4

Table 4.2: Net Cost of Program for the Estimates Year

(\$ thousands)	Total
Net Planned Spending	3,701.0
Plus:	
<i>Services Received without Charge</i>	
Accommodation provided by Public Works and Government Services Canada (PWGSC)--	297.3
Contributions covering employers' share of employees' insurance premiums and costs paid by TBS--	118.8
Less:	
Non-responsible Revenue	1,125.6
2001-2002 Net Cost of Program	2,991.5

Section V: Other Information

References

CICS Report on Priorities and Plan	Years 2000-2001, 1999-2000
CICS Performance Report	Years 1999-2000, 1998-1999
Report to Governments	Years 1998-1999, 1999-2000