



**CANADIAN  
INTERGOVERNMENTAL  
CONFERENCE SECRETARIAT**

**2005-2006**

**Report on Plans and Priorities**

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The Right Honourable Paul Martin  
Prime Minister of Canada

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## **SECTION I – OVERVIEW**

### **Agency Head's Message**

The multilateral intergovernmental conference is a key component of Canadian federalism. It is a critical instrument for consultation, coordination and negotiation among federal, provincial and territorial governments.

The Canadian Intergovernmental Conference Secretariat (CICS) was created by the First Ministers of Canada in 1973. It is an agency of both the federal and provincial governments that provides administrative services for the planning and conduct of senior level federal-provincial-territorial and provincial-territorial conferences held throughout Canada.

In addition to the increasingly important cost efficiencies and the economies of scale, which governments can achieve through the utilization of CICS, the Secretariat also offers the advantages of confidentiality, continuity, neutrality and expertise in the planning and organizing of high level intergovernmental meetings in Canada. The requests for our services have increased significantly in recent years, and we have averaged over 100 conferences served annually in the last four years.

In 2005-2006, we will continue providing expert and cost-effective services to governments. These services are provided by experienced, well-trained and highly professional staff who will, in their day-to-day work, continue to develop innovative and flexible policies and procedures and make use of the latest technology to maximize efficiency and improve the high standard of services provided to our clients.

André M. McArdle  
Secretary (Acting)

## Summary Information

### Reason for Existence

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-program and one-activity 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.

### Financial Resources (\$ millions)

2005-2006	2006-2007	2007-2008
6.3	6.3	6.3

### Human Resources

2005-2006	2006-2007	2007-2008
31	31	31

### Agency Priority (\$ millions)

	Type	Planned Spending		
		2005-2006	2006-2007	2007-2008
<b>Plan, conduct, and serve intergovernmental conferences at the most senior levels in response to requests by governments</b>	Ongoing	6.3	6.3	6.3

## **Agency Plans and Priorities**

### **Mandate**

The mandate of the CICS is to serve federal, provincial and territorial governments and Canadians in the planning, conduct, and the serving of senior level intergovernmental conferences. Its primary objective is to relieve client departments in virtually every major sector of governmental 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.

### **Our Role**

To provide continuous, effective, impartial administrative services to senior level federal-provincial-territorial and provincial-territorial conferences on key intergovernmental issues encompassing numerous sectors of intergovernmental activity.

### **Strategic Outcome**

One strategic outcome has been identified by CICS, which is discussed in this document:

- Multilateral intergovernmental meetings of First Ministers, Ministers and Deputy Ministers are planned and conducted flawlessly

### **Structure**

CICS is structured as a one-activity program:

- Secretary's Office
- Conference Services
- Information Services
- Corporate Services

### **Priorities and Planning**

CICS' key priority for 2005-2006 is to plan, conduct and serve intergovernmental conferences at the most senior level in response to requests by governments. The Secretariat is funded at a level sufficient to finance a level of conference activity in the 110-120 range.

In the specific area of "Maintain Continuity of CICS' Conference Capability", a national competition will be held at the beginning of 2005-2006 to fill four (4) provincial secondment positions.

Under "Maintaining Technology Up-To-Date Equipment" CICS plans in 2005-2006 to upgrade its laptops, related equipment and software.

## Measuring our Progress

CICS' performance in achieving its commitments over the years 2005-2006, 2006-2007, 2007-2008 will be assessed by several performance indicators:

- Number of conferences served
- Letters of appreciations and or complaints
- Number of conferences refused
- Number of conferences served by non-conference sector personnel

## Working Environment

CICS' priorities depend in large part on federal, provincial and territorial governments priorities and are subject to a variety of internal and external influences, which are outlined below.

### *Request for our Services*

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.

### *Maintaining the Credibility of CICS as a Neutral Conference Service Provider*

Given that CICS reports to fourteen governments, the Secretariat must be careful to ensure that its service remains impartial, confidential and equitable to all our clients.

### *Maintaining Continuity of CICS' Conference Capability*

The CICS has an ongoing program of secondments with the provinces and territories. Half of the staff of the Conference Services' sector (eight personnel) are seconded from provinces and territories for a period of 3 to 4 years.

All Conference Services staff receive up-to-date training on the latest computer technology and communication tools.

Additional staff from other sectors of CICS (Information Services and Corporate Services) are also trained and mobilized to serve conferences at peak times (i.e. September of each year).

### *Maintaining Technology Up-To-Date Equipment*

In order to serve our clients well, CICS needs to be at the foremost of technology. A program is in place to constantly review the equipment best required to fulfill the ever increasing needs of our clients.

## SECTION II – ANALYSIS OF PROGRAM ACTIVITIES BY STRATEGIC OUTCOME

### Analysis by Program Activity

**Strategic Outcome:** Multilateral meetings of First Ministers, Ministers and Deputy Ministers are planned and conducted flawlessly.

**Program Activity Name:** Canadian Intergovernmental Conference Secretariat

#### Program Activity Description:

Provision of expert, impartial support services for the planning and conduct of First Ministers, Ministers and Deputy Ministers level federal-provincial-territorial and provincial-territorial conferences.

#### Financial Resources (\$ millions):

2004-2005	2005-2006	2006-2007
6.3	6.3	6.3

#### Human Resources:

2004-2005	2005-2006	2006-2007
31	31	31

As indicated on page 6 under the heading “Requests for our Services”, 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 meeting, 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.

Over the next three years, the Secretariat projects serving approximately 110 to 120 conferences per year.

As for measuring success of failure, towards our one strategic outcome, the following performance indicators will be used to report on expected resources:

- Number of conferences served
- Letters of appreciations and or complaints
- Number of conferences refused
- Number of conferences served by non-conference sector personnel

## **SECTION III – SUPPLEMENTARY INFORMATION**

### **Management Representation Statement**

I submit for tabling in Parliament, the 2005-2006 Report on Plans and Priorities (RPP) for the Canadian Intergovernmental Conference Secretariat.

This document has been prepared based on the reporting principles contained in the *Guide to the preparation of Part III of the Estimates: Reports on Plans and Priorities*.

- It adheres to the specific reporting requirements outlined in the TBS guidance;
- It uses an approved program activity architecture (PAA) structure;
- It provides a basis of accountability for the results achieved with the resources and authorities entrusted to it; and
- It reports finances based on approved planned spending numbers from the Treasury Board Secretariat.

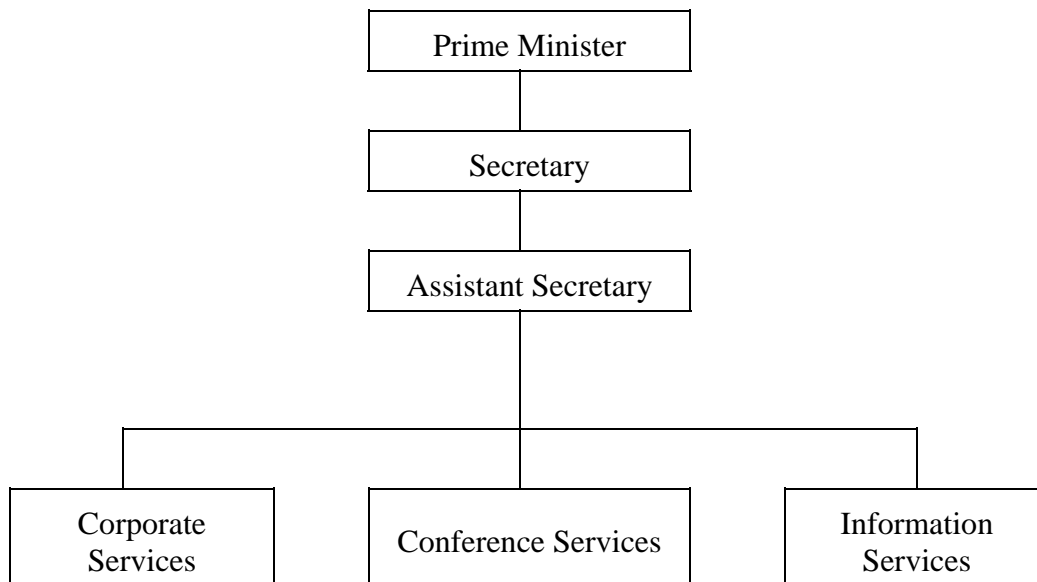
André M. McArdle  
Secretary (Acting)



## Organizational Information

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; 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 major conferences we serve.

**Table 1: Departmental Planned Spending and Full Time Equivalents**

(\$ millions)	Forecast Spending 2004-2005	<b>Planned Spending 2005-2006</b>	Planned Spending 2006-2007	Planned Spending 2007-2008
Canadian Intergovernmental Conference Secretariat	6.4	<b>6.3</b>	6.3	6.3
Budgetary Main Estimates (gross)	6.4	<b>6.3</b>	6.3	6.3
Non-Budgetary Main Estimates (gross)	0.0	<b>0.0</b>	0.0	0.0
Less: Respendable revenue	0.0	<b>0.0</b>	0.0	0.0
<b>Total Main Estimates/Planned Spending</b>	6.4	<b>6.3<sup>1</sup></b>	6.3	6.3

Total Planned Spending	6.4	<b>6.3</b>	6.3	6.3
Less: Non-Respendable revenue	1.1	<b>1.2</b>	1.2	1.2
Plus: Cost of services received without charge	0.5	<b>0.5</b>	0.5	0.5
<b>Net cost of Program</b>	5.8	<b>5.6</b>	5.6	5.6

<b>Full Time Equivalents</b>	31	<b>31</b>	31	31
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<sup>1</sup> Includes a \$10,000 procurement saving identified by the Expenditure Review Committee (ERC). Due to timing, all other tables in this document remain unchanged.

As a result, CICS Main Estimates is consequently recast at the level of \$6,306,000, from \$6,316,000.

**Table 2: Program by Activity (\$ millions)**

<b>Program Activity</b>	<b>Budgetary</b>		<b>Total Main Estimates</b>	<b>Adjustments (planned spending not in Main Estimates)</b>	<b>Total Planned Spending</b>
	<b>Operating</b>	<b>Net</b>			
Canadian Intergovernmental Conference Secretariat	6.3	6.3	6.3	0.0	<b>6.3</b>
<b>Total</b>	6.3	6.3	6.3	0.0	<b>6.3</b>

**Table 3: Voted and Statutory Items Listed in Main Estimates**

<b>2005-2006</b>			
<b>Vote or Statutory Item</b>	<b>Truncated Vote or Statutory Wording</b>	<b>Current Main Estimates (\$)</b>	<b>Previous Main Estimates (\$)</b>
5	Operating expenditures	<b>5,893,000</b>	5,897,000
(S)	Contributions to employee benefit plans	<b>423,000</b>	455,000
	<b>Total Department or Agency</b>	<b>6,316,000</b>	6,352,000

**Table 4: Net Cost of Department for the Estimates Year**

<b>2005-2006</b>	
	<b>Canadian Intergovernmental Conference Secretariat (CICS) (\$ millions)</b>
Total Planned Spending	<b>6.3</b>
<i>Plus: Services Received without Charge</i>	
Accommodation provided by Public Works and Government Services Canada (PWGSC)	<b>0.3</b>
Contributions covering employers' share of employees' insurance premiums and expenditures paid by TBS (excluding revolving funds)	<b>0.2</b>
	<b>6.8</b>
<i>Less: Non-responsible Revenue</i>	<b>1.2</b>
<b>2005-2006 Net cost of Department</b>	<b>5.6</b>

**Table 5: Source of Non-Respendable Revenue**

(\$ millions)	Forecast Revenue 2004-2005	<b>Planned Revenue 2005-2006</b>	Planned Revenue 2006-2007	Planned Revenue 2007-2008
<b>Canadian Intergovernmental Conference Secretariat</b>				
Transfer payments from other governments (See Table 5b)	1.1	<b>1.2</b>	1.2	1.2
Miscellaneous Revenues	0.0	<b>0.0</b>	0.0	0.0
<b>Total</b>	1.1	<b>1.2</b>	1.2	1.2

**Table 5a: Information on the Federal-Provincial CICS Cost-Sharing Formula**

<b>Determination of operating costs to be co-shared (\$ thousands)</b>	<b>Forecast 2004-2005</b>	<b>Planned 2005-2006</b>	<b>Planned 2006-2007</b>	<b>Planned 2007-2008</b>
<b>Main Estimates</b>	6,352.0	<b>6,316.0</b>	6,316.0	6,316.0
<b>Less: Budget Cut</b>	158.0	<b>0.0</b>	0.0	0.0
	6,194.0	<b>6,316.0</b>	6,316.0	6,316.0
<b>Less: Items excluded from cost-sharing with the provinces</b>				
○ <b>Contributions to federal employee benefit plans</b>	-424.0	<b>-423.0</b>	-423.0	-423.0
○ <b>Translation costs</b>	-442.0	<b>-442.0</b>	-442.0	-442.0
○ <b>Tenant services</b>	-9.0	<b>-9.0</b>	-9.0	-9.0
○ <b>Capital</b>	-215.0	<b>-215.0</b>	-215.0	-215.0
<b>Total amount to be co-shared</b>	5,104.0	<b>5,227.0</b>	5,227.0	5,227.0
<b>Allocation of co-shared amount</b>				
○ <b>Provincial governments (50%)</b>	2,552.0	<b>2,613.0</b>	2,613.0	2,613.0
○ <b>Federal government (50%)</b>	2,552.0	<b>2,614.0</b>	2,614.0	2,614.0

**Table 5b: Information on the Federal-Provincial CICS Cost-Sharing Formula**

First Line: Amounts in roman type are federal-provincial financing formula calculated amounts

Second Line: Amounts in italic type are projected contribution by provinces

Third Line: Amounts in bold italic type are shortfalls, if any, on account of partial contributions

Provincial Shares of CICS's Projected Operating Costs (\$ thousands)	Population*	Forecast 2004-2005	Planned 2005-2006	Planned 2006-2007	Planned 2007-2008
Newfoundland and Labrador	1.7	43.4 29.7 <b>13.7</b>	44.4 44.4 <b>0.0</b>	44.4 44.4 <b>0.0</b>	44.4 44.4 <b>0.0</b>
Nova Scotia	3.0	76.6 76.6 <b>0.0</b>	78.4 78.4 <b>0.0</b>	78.4 78.4 <b>0.0</b>	78.4 78.4 <b>0.0</b>
New Brunswick	2.4	61.2 61.2 <b>0.0</b>	62.7 62.7 <b>0.0</b>	62.7 62.7 <b>0.0</b>	62.7 62.7 <b>0.0</b>
Prince Edward Island	0.5	12.8 12.8 <b>0.0</b>	13.1 13.1 <b>0.0</b>	13.1 13.1 <b>0.0</b>	13.1 13.1 <b>0.0</b>
Quebec	24.2	617.6 131.3 <b>486.3</b>	632.3 131.3 <b>501.0</b>	632.3 131.3 <b>501.0</b>	632.3 131.3 <b>501.0</b>
Ontario	38.2	974.9 355.6 <b>619.3</b>	998.2 355.6 <b>642.6</b>	998.2 355.6 <b>642.6</b>	998.2 355.6 <b>642.6</b>
Manitoba	3.7	94.4 30.0 <b>64.4</b>	96.7 30.0 <b>66.7</b>	96.7 30.0 <b>66.7</b>	96.7 30.0 <b>66.7</b>
Saskatchewan	3.3	84.2 84.2 <b>0.0</b>	86.2 86.2 <b>0.0</b>	86.2 86.2 <b>0.0</b>	86.2 86.2 <b>0.0</b>
Alberta	9.9	252.6 252.6 <b>0.0</b>	258.7 258.7 <b>0.0</b>	258.7 258.7 <b>0.0</b>	258.7 258.7 <b>0.0</b>
British Columbia	13.1	334.3 95.0 <b>239.3</b>	342.3 95.0 <b>247.3</b>	342.3 95.0 <b>247.3</b>	342.3 95.0 <b>247.3</b>
<b>Sub-Total</b>		2,552.0 1,129.0 <b>1,423.0</b>	2,613.0 1,155.4 <b>1,457.6</b>	2,613.0 1,155.4 <b>1,457.6</b>	2,613.0 1,155.4 <b>1,457.6</b>
<b>TOTAL</b>		2,552.0 1,129.0 <b>1,423.0</b>	2,613.0 1,155.4 <b>1,457.6</b>	2,613.0 1,155.4 <b>1,457.6</b>	2,613.0 1,155.4 <b>1,457.6</b>

\* Percentages calculated on the basis of the 2001 Decennial Census Provincial Population figures as released by Statistics Canada.



**Table 5c: Information on the Federal-Provincial CICS Cost-Sharing Formula**

<b>Federal Share of CICS's Operating Costs (\$ thousands)</b>	Forecast 2004-2005	<b>Planned 2005-2006</b>	Planned 2006-2007	Planned 2007-2008
Federal co-shared amount	2,552.0	<b>2,614.0</b>	2,614.0	2,614.0
<b>Add:</b>				
<b>o</b> Items excluded from cost-sharing with the provinces (See Table 5a)	1,090.0	<b>1,089.0</b>	1,089.0	1,089.0
<b>o</b> Projected revenues shortfall on account of partial contributions by: (See table 5b)	1,423.0	<b>1,457.6</b>	1,457.6	1,457.6
	2,513.0	<b>2,546.6</b>	2,546.6	2,546.6
Total estimated cost to the federal government	5,065.0	<b>5,160.6</b>	5,160.0	5,160.0

**Table 6: Resource Requirement by Branch or Sector**

(\$ millions)	CICS	Total Planned Spending
Secretary's Office	0.3	<b>0.3</b>
Conference Services	4.5	<b>4.5</b>
Information Services	0.9	<b>0.9</b>
Corporate Services	0.6	<b>0.6</b>
<b>Total</b>	<b>6.3</b>	<b>6.3</b>

## SECTION IV – OTHER ITEMS OF INTEREST

### References

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#### CICS Report on Priorities and Planning

2004-2005 [http://www.scics.gc.ca/pubs/rpp\\_e04\\_05.pdf](http://www.scics.gc.ca/pubs/rpp_e04_05.pdf)

2003-2004 [http://www.scics.gc.ca/pubs/estimate\\_2003\\_2004\\_e.pdf](http://www.scics.gc.ca/pubs/estimate_2003_2004_e.pdf)

#### CICS Performance Report

2003-2004 [http://www.scics.gc.ca/pubs/2003e\\_perfor.pdf](http://www.scics.gc.ca/pubs/2003e_perfor.pdf)

2002-2003 [http://www.scics.gc.ca/pubs/2002e\\_perfor.pdf](http://www.scics.gc.ca/pubs/2002e_perfor.pdf)

#### Report to Governments

2003-2004 [http://www.scics.gc.ca/pubs/rep\\_gov\\_2003\\_04\\_e.pdf](http://www.scics.gc.ca/pubs/rep_gov_2003_04_e.pdf)

2002-2003 <http://www.scics.gc.ca/pubs/report02-03.pdf>

#### First Ministers' Conferences

1906-2004 [http://www.scics.gc.ca/pubs/fmp\\_e.pdf](http://www.scics.gc.ca/pubs/fmp_e.pdf)

#### Premiers' Conferences

1887-2002 [http://www.scics.gc.ca/pubs/premiers\\_report\\_e.pdf](http://www.scics.gc.ca/pubs/premiers_report_e.pdf)

Addendum [http://www.scics.gc.ca/pubs/premiers\\_addendum2003\\_e.pdf](http://www.scics.gc.ca/pubs/premiers_addendum2003_e.pdf)

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