



Canadian Intergovernmental Conference Secretariat

Performance Report

For the period ending
March 31, 1999

Canada

Improved Reporting to Parliament Pilot Document

The Estimates of the Government of Canada are structured in several parts. Beginning with an overview of total government spending in Part I, the documents become increasingly more specific. Part II outlines spending according to departments, agencies and programs and contains the proposed wording of the conditions governing spending which Parliament will be asked to approve.

The *Report on Plans and Priorities* provides additional detail on each department and its programs primarily in terms of more strategically oriented planning and results information with a focus on outcomes.

The *Departmental Performance Report* provides a focus on results-based accountability by reporting on accomplishments achieved against the performance expectations and results commitments as set out in the spring *Report on Plans and Priorities*.

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Foreword

On April 24, 1997, the House of Commons passed a motion dividing on a pilot basis what was known as the annual *Part III of the Estimates* document for each department or agency into two documents, a *Report on Plans and Priorities* and a *Departmental Performance Report*.

This initiative is intended to fulfil the government's commitments to improve the expenditure management information provided to Parliament. This involves sharpening the focus on results, increasing the transparency of information and modernizing its preparation.

This year, the Fall Performance Package is comprised of 82 Departmental Performance Reports and the government's report *Managing for Result* - Volume 1 et 2.

This *Departmental Performance Report*, covering the period ending March 31, 1999, provides a focus on results-based accountability by reporting on accomplishments achieved against the performance expectations and results commitments as set out in the department's pilot *Report on Plans and Priorities* for 1998-99. The key result commitments for all departments and agencies are also included in Volume 2 of *Managing for Results*.

Results-based management emphasizes specifying expected program results, developing meaningful indicators to demonstrate performance, perfecting the capacity to generate information and reporting on achievements in a balanced manner. Accounting and managing for results involve sustained work across government.

The government continues to refine and develop both managing for and reporting of results. The refinement comes from acquired experience as users make their information needs more precisely known. The performance reports and their use will continue to be monitored to make sure that they respond to Parliament's ongoing and evolving needs.

This report is accessible electronically from the Treasury Board Secretariat Internet site:
<http://www.tbs-sct.gc.ca/tb/key.html>

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Canadian Intergovernmental Conference Secretariat

Performance Report

**For the
period ending
March 31, 1999**

The Right Honourable Jean Chrétien
Prime Minister

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Chart of Key Results Commitments

Canadian Intergovernmental Conference Secretariat (CICS)		
to provide Canadians with:	to be demonstrated by:	achievements reported at:
expert, impartial and cost effective administrative support services for senior level intergovernmental conferences	<ul style="list-style-type: none"> ● responsive, flexible and cost effective administrative services to conferences 	<ul style="list-style-type: none"> ● page 6 and 7
	<ul style="list-style-type: none"> ● ability to organize conferences effectively within short-term time frame 	<ul style="list-style-type: none"> ● page 7
	<ul style="list-style-type: none"> ● fully-satisfactory post conference evaluations 	<ul style="list-style-type: none"> ● pages 7 and 8
	<ul style="list-style-type: none"> ● technologically up-to-date communication and information services 	<ul style="list-style-type: none"> ● page 8

Section I: The Message

The Canadian Intergovernmental Conference Secretariat (CICS) was created by the Prime Minister and the Premiers to provide administrative services to senior level intergovernmental conferences. Those meetings are a dynamic and vital component of the governance of the Canadian federation as they provide a forum for governments to discuss common issues and coordinate their various policies and programs.

The Secretariat served 100 conferences in 1998-1999, more than in any of the last five fiscal years. Of these meetings, 5 were at the level of First Ministers which included the Conference of New England Governors and Eastern Canadian Premiers held in June 1998, the 1998 Western Premiers Conference, the 39th Annual Premiers' Conference held in Saskatoon in August and the First Ministers' Meeting held in Ottawa in February 1999.

The Social Union Framework Agreement (SUFA) process resulted in the CICS providing services to 16 Ministerial and Deputy Ministerial conferences, a very busy sector indeed. The Agency also provided for the first time, services to the following sectors: Ministers responsible for Francophone Affairs, Secretaries to Treasury Board/Management Board and Atlantic Fisheries Ministers.

In August 1998, the Agency moved to its new location at 222 Queen Street, Ottawa, Ontario. In that same month, an extensive process of strategic planning carried out by CICS with the assistance of Consulting and Audit Canada came to an end. It marked the beginning of a new era for the Secretariat, one in which the agency is better prepared to meet the many challenges of the future. As a result of this process, the structure of CICS was streamlined, fostering a more cohesive approach to the delivery of the Secretariat's services. Also, the issue of Y2K compliance was seriously addressed by the agency and I am pleased to report that CICS is Year 2000 ready.

The Secretariat's website is now in its second year of operations. In addition to providing key information on CICS and its services, the website's primary focus is to make available to public and private sectors the communiqués from the various conferences served by our organization as soon as they are released on conference site. For fiscal year 1998-1999, the website has had 528,544 "hits". You can visit us at <http://www.scics.gc.ca>.

Stuart MacKinnon
Secretary, Canadian Intergovernmental
Conferences

Section II: Agency Overview

Mandate, Vision and Mission

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. In essence, its mandate is to excel in the planning, conduct, and serving of senior intergovernmental conferences. The objective of the program is to relieve 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. The Secretariat not only provides services to federal-provincial-territorial meetings but as well to provincial-territorial conferences.

CICS services include the set-up of conference site facilities; secretaryship; interpretation; the translation, printing, distribution and control of documents; writing of records of proceedings; media relations; security; and the provision of technical equipment and secretarial assistance. 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.

Operating Environment

Position in the Government

Although designated a federal department for the purposes of the Financial Administration Act, the Secretariat is in fact an agency of both the federal and provincial governments. Not only is its budget supported by both orders of government (see Financial Table 7a), but its staff is selected from both federal and provincial governments. There are currently 30 full-time equivalent positions in the organization, of which 8 are provincial employees. 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.

Objectives and Strategic Priorities

CICS provides administrative and support services for meetings of First Ministers as well as for federal-provincial-territorial and provincial-territorial multilateral meetings of Ministers and Deputy Ministers.

Challenges

It is fundamental to note that the CICS does not convene intergovernmental meetings. The Agency 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 1999-2000. Since these issues cannot be foreseen 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.

As a prime example, Ministers and Deputy Ministers met 16 times in fiscal year 1998-1999 with respect to the Social Union Framework Agreement (SUFA) process. This agreement was signed at a First Ministers meeting held in February, 1999.

Additional funding in the amount of \$700,000 was obtained in 1998-1999 to assist with costs due to the significant increase in conference activity.

Agency Organization

Business Line

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

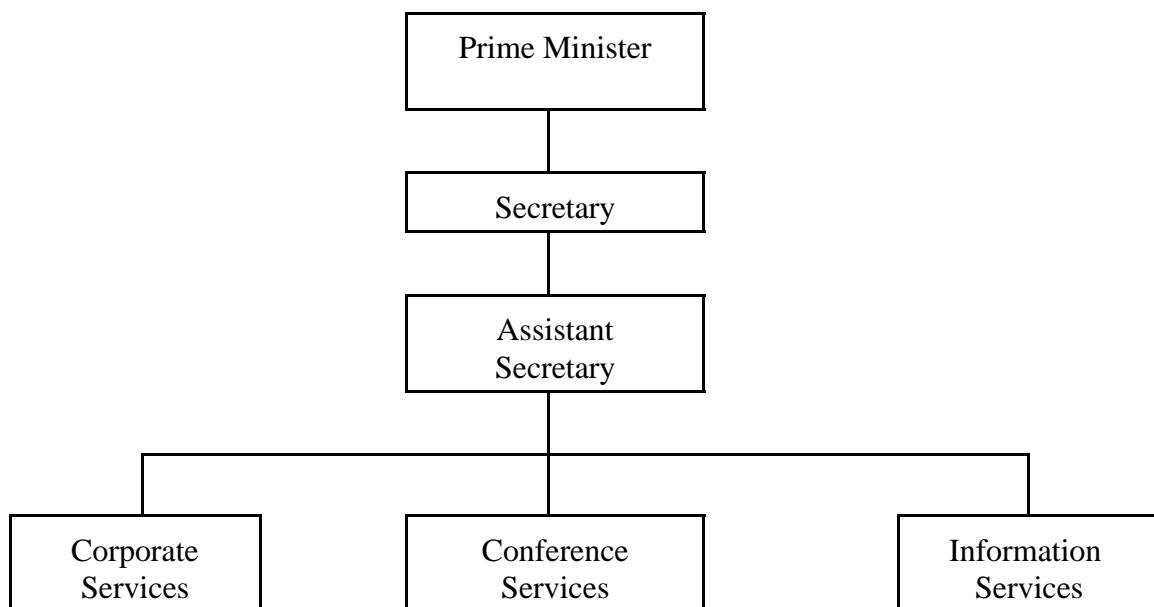
Organization Structure

From its office, located in Ottawa, the CICS delivers conference services to intergovernmental meetings held throughout Canada. The Secretary is the chief executive officer and is appointed by the Governor-in-Council after consultation with the Premiers. The organization reports to Parliament through the Prime Minister.

The organization has the following sub-activities:

- o Conference Services consisting of four conference teams organized to provide administrative, logistical and technical support to individual intergovernmental conferences throughout Canada;
- o Information Services (IS) which provides document control and records management for conferences served, consultation services for public conference documents, acts as an intergovernmental document archives for federal, provincial and territorial governments, and provides information technology support services for the CICS which includes the management of the Secretariat's website and;
- o Corporate Services which provides Financial, Personnel and Administrative Support Services for the Secretariat .

Organization Chart



Section III: Agency Performance

A. Performance Expectations

CICS must be prepared to continue providing high quality conference services to governments in a period of rapidly developing technology and diminishing financial resources. Particular emphasis will be placed on the adaptation and application of advances in communications and information management technology to the provision of conference services.

B. Presentation of Financial Information

Canadian Intergovernmental Conference Secretariat	
Planned Spending	\$ 3,074,000
<i>Total Authorities</i>	<i>3,912,787</i>
Actual Expenditures	\$ 3,833,403

C. Agency Performance Accomplishments

Responsive, flexible and cost effective administrative services to conferences

Following an extensive and thorough review of its operations through a strategic planning exercise, the Secretariat has streamlined its structure and developed and implemented flexible and innovative policies and procedures to improve the level of services provided to its clients.

With increasing operating costs, rapidly evolving technology and decreasing budgets over the past several years, the Secretariat has had to review the way it delivers its conference support program in an attempt to reduce costs while maintaining service quality. The Agency now offers numerous services individually, enabling its involvement to be tailored to the specific needs of each client group or even each conference. The greatest savings in expenditures for the organization and ultimately to the taxpayer have been achieved in the following two areas: advance airline bookings, combined with weekend air travel when economical; and, the purchase or long-term leasing of conference related equipment.

Given the high number of meetings served each year, the Secretariat continues to benefit from preferential rates when procuring interpretation and audio-visual equipment and technician services, as well as the rental of photocopiers, for example. The organization has also eliminated positions and maintained temporary vacancies in others, in an attempt

to reduce expenditures with respect to salaries and benefits; the standard length of secondments for provincial government employees has also been extended by one year, thus reducing relocation costs.

Ability to organize conferences effectively within short-term time frame

The Secretariat is usually informed at least two to three months ahead of each upcoming conference. Improved and increased communications with clients have enabled the organization to benefit from even longer planning periods in recent years. However, the expertise and the resourcefulness of its personnel have enabled the Secretariat to respond to requests on much shorter notice, sometimes as little as one or two weeks. This capability was vividly demonstrated during the recent round of meetings on the Social Union Framework Agreement (SUFA). Furthermore, the excellent relationships which CICS has built with many suppliers over the years translate into extremely fast response times when necessary, while usually avoiding the additional charges that often apply in such cases.

Fully-satisfactory post conference evaluations

The Secretariat receives on a regular basis, correspondence from conference chairpersons, hosts and organizers, praising the agency and its personnel for their level of expertise, their professionalism and the quality of the services provided. This feedback provides a critical means of gauging client satisfaction and identifying areas requiring improvement. The following are extracts from the correspondence received in the past year:

“Permettez-moi de vous offrir mes sincères félicitations et mes profonds remerciements pour votre excellent travail lors de la conférence des Gouverneurs de la Nouvelle-Angleterre et des Premiers ministres de l’Est du Canada”.

***Camille H. Thériault
Premier Ministre,
Nouveau-Brunswick***

“I wish to thank you and your staff for the excellent service CICS provided at the Ministerial Conference on Francophone Affairs. CICS attention to detail was most beneficial in both the planning stage and as the conference unfolded”.

***Ron Janusaitis, Director
Bureau of French Language Services,
Yukon Government***

"I am writing to thank you and your staff for helping to make the Ministers' Conference on Disaster Financial Assistance a memorable one. I appreciate and applaud your commitment and dedication to making this conference a success".

Franklin P. Pitura
Minister of Government Services,
Government of Manitoba

Post-conference debriefings are an essential component of our operations, especially following the more complex meetings in order to properly assess the Secretariat's performance, to discuss difficulties encountered, to consider various options and propose corrective measures for the future.

Technologically up-to-date communication and information services

Because the Secretariat's client base is drawn from 13 governments (14 as of April 1, 1999) and over 26 sectors of government activity, we strive to provide tools to our staff that will achieve the maximum in flexibility and technical compatibility with those in use by governments. Pentium-based, multi-media portable and desktop systems, equipped with a full suite of the latest word processing, spreadsheet, database, and communications applications form the standard operating base for use by our staff both on conference site and in our home office.

During the past year, the CICS has implemented a number of changes which allows its personnel and clients to be better served by what the latest technology has to offer. The agency's internal network was upgraded from Banyan VINES to Windows NT, a new Communication Server was installed allowing rapid and reliable simultaneous connections between conference sites across Canada and the home office.

The Electronic Messaging System developed for use at senior-level conferences has been quite a success and plans are currently underway to make this service available at most ministerial meetings where the layout of the conference facility will accommodate the cabling requirements.

The Secretariat's website launched in 1997 has been an overwhelming success with 528,544 "hits" in 1998-1999. The site contains not only key information on the organization and its activities but most importantly, conference communiqués released immediately after the close of each major conference served by the Secretariat. Our web site is located at <http://www.scics.gc.ca>.

D. 1998-1999 Conference Statistics

The 1998-1999 fiscal year was extremely busy one for the Secretariat which served a total of 100 conferences, 31% above CICS' ten-year average of 76. This increase in conference activity was most prevalent in the months of September and October 1998 and in February 1999 where respectively 22 (ten-year average of 11), 11 (7), and 12 (5) conferences were served.

The Secretariat provided services to five meetings at the First Ministers level in 1998-1999:

- The Eastern Canadian Premiers and New England Governors was held June 7-9 in Fredericton, New-Brunswick;
- The 1998 Western Premiers was held in Yellowknife, Northwest Territories, July 2-4;
- The 39th Annual Premiers Conference took place in Saskatoon, Saskatchewan, August 5-7;
- A First Ministers' Meeting took place in Ottawa on February 4, 1999; and
- The Premiers and Territorial Leaders met with the Leaders of national Aboriginal Organizations in Regina, Saskatchewan on March 22, 1999.

As illustrated in Annexe 1, the Secretariat provided its support to 52 ministerial conferences (representing 52% of all meetings served in 1998-99) and 43 conferences of deputy ministers (43%).

On a regional basis (see Annexe 2) the Western provinces hosted 38 conferences (38% of the total) supported by CICS in 1998-1999, while 17 meetings (or 17%) were served in Atlantic Canada; Ontario and Quebec were the site of 33 and 7 conferences respectively and 5 meetings were held in the Territories.

As per Annexe 3, the two most active sectors in terms of conferences served by CICS in 1998-1999 were Human Resources and Social Services. In this context, a total of 17 meetings were held on the Social Union Framework Agreement. Together, these two groups accounted for 29% of all meetings supported by the Secretariat.

E. Information Services (IS)

Now containing in excess of 28,000 classified and unclassified documents (as per Annexe 4), dating as far back as 1973, and spanning all sectors of intergovernmental conference activity, the collection is unique. In 1998-1999, 1,378 new documents were added to its holdings. Although the IS is primarily for the use of governments, unclassified materials are also made available to the public upon request.

Section IV: Consolidated Reporting

Y2K Compliance

The issue of Y2K compliance was addressed by our organization. With the upgrade our Pentium base laptops and desktops as well as the upgrade of our suite of word processing software, presentation, database, spreadsheet and communications applications, the Secretariat is Year 2000 ready.

Listing of Statutory and Departmental Reports

1997-1998 Report to Governments

Section V: Financial Performance

V.1 Financial Performance Overview

The CICS started the year with authorities of \$3.1 millions. Supplementary estimates in the amount of \$0.8 million were then approved to assist with costs due to an increase in conference activity and negotiated collective agreements, thereby increasing total authorities to \$3.9 millions. In 1998-1999, the Secretariat spent \$3.8 millions or 98% of its \$3.9 millions total authorities.

The net cost of the CICS program amounted to \$2.9 millions (Financial Table 2) in 1998-1999 or approximately \$0.09 per Canadian citizen. The price to pay for a neutral intergovernmental agency catering to senior level intergovernmental conferences in virtually all sectors of government activity is small in comparison to the multiplicity of Secretariats that would otherwise be required.

V.2 Financial Summary Tables:

The summary of financial information presented in the following tables includes three figures. These figures are intended to show:

- what the plan was at the beginning of the year (Planned Spending);
- what additional spending Parliament has seen fit to approve to reflect changing priorities and unforeseen events (Total Authorities); and
- what was actually spent (1998-1999 actual).

V.3 Financial Tables included:

The CICS is a small single business line agency, and as such, the only pertinent Financial Tables for the Secretariat are as follows:

- Table 1: Financial Requirements by Authorities
- Table 2: Agency Planned versus Actual Spending
- Table 3: Historical Comparison of Agency Planned versus Actual Spending
- Table 7: Non-responsible Revenues
- Table 7(a): Provincial Contributions towards CICS' Budget

Financial Table 1

Financial Requirements by Authority (\$ millions)				
Vote	Program Name	1998-1999		
		Planned Spending	Total ¹ Authorities	Actual
10	Program Expenditures	2.8	3.6	3.5
(S)	Contribution to Employee Benefit Plans	0.3	0.3	0.3
Total Agency		3.1	3.9	3.8

¹ Total Authorities are main estimates plus supplementary estimates plus other authorities.

Financial Table 2

Agency Planned versus Actual Spending (millions of dollars)				
Lines	Business	1998-1999		
		Planned	Total Authorities	Actual
FTEs		30	30	30
Operating		3.1	3.9	3.8
Capital		0.0	0.0	0.0
Voted Grants & Contributions		0.0	0.0	0.0
Subtotal: Gross Voted Expenditures		3.1	3.9	3.8
Statutory Grants and Contributions		0.0	0.0	0.0
Total Gross Expenditures		3.1	3.9	3.8
Less:				
Respendable revenues		0.0	0.0	0.0
Total Net Expenditures		3.1	3.9	3.8
Other Revenues and Expenditures				
Non-Respendable Revenues		1.0	1.0	1.0
Cost of services provided by other departments		0.3	0.3	0.3
Net Cost of Program		2.4	3.2	3.1

Financial Table 3

Historical Comparison of Departmental Planned Versus Actual Spending (\$millions)					
	Actual 1996-1997	Actual 1997-1998	1998-1999		Actual
			Planned Spending Authorities	Total ¹ Authorities	
Canadian Intergovernmental Conference Secretariat	3.0	3.1	3.1	3.9	3.8
Total	3.0	3.1	3.1	3.9	3.8
¹ Total Authorities are Main Estimates plus Supplementary Estimates plus other authorities.					

Financial Table 7

Non-respendable Revenues (\$ millions)					
	Actual 1996-1997	Actual 1997-1998	1998-1999		Actual
			Planned Revenues	Total Authorities	
Canadian Intergovernmental Conference Secretariat ¹	0.9	0.9	1.0	1.0	1.0
Total Non-respendable revenues	0.9	0.9	1.0	1.0	1.0
¹ Provincial Contributions to CICS Budget (see Financial Table 7(a) for breakdown).					

Financial Table 7(a) - Provincial Contributions towards CICS' budget (000's)

Population Census 1991		1998-1999								1999-2000		
		Main Estimates			Contribution payment received					To be added to next billing		
	%	Co-shared ² Amount	Budget Adjustment 1997-1998	Projected ³ Contri- bution	Co-shared ² Amount	Plus: Budget Adjustment 1997-1998 ⁴	Less: Surplus Credit from 1997-1998 ⁵	Total Billed	Actual Contri- bution	Budget ⁶ Adjustment 1998-1999	P.A.Y.E. ⁷ from 1997-1998	Total
Total Budget/Expenditures		3,374.0	300.0	3,074.0		279.0				735.2	(23.8)	711.4
Less: Federal Share¹		1,861.0	150.0	2,445.9		139.5				367.6	(20.9)	346.7
Total Provincial Share		1,213.0	150.0	928.1		139.5				367.6	(2.9)	364.7
Newfoundland	2.1	25.5	3.1	28.6	25.5	3.0	0.0	28.5	28.5	7.7	(0.3)	7.4
Nova Scotia	3.3	40.0	5.0	45.0	40.0	4.6	0.0	44.6	44.6	12.1	(0.4)	11.7
New Brunswick	2.7	32.7	4.1	36.8	32.7	3.8	0.0	36.5	36.5	9.9	(0.3)	9.6
Prince Edward Island	0.5	6.1	0.7	6.8	6.1	0.7	0.0	6.8	6.8	1.9	(0.1)	1.8
Quebec	25.3	306.9	37.9	131.3	306.9	35.3	0.0	342.2	131.3	93.0	0	93.0
Ontario	37.1	450.0	55.7	355.6	450.0	51.7	0.0	501.7	355.6	136.4	0	136.4
Manitoba ⁸	4.0	48.5	6.0	20.0	48.5	5.6	0.0	54.1	40.0	14.7	0	14.7
Saskatchewan	3.6	43.7	5.4	49.1	43.7	5.0	0.0	48.7	48.7	13.2	(0.4)	12.8
Alberta	9.3	112.8	14.0	90.0	112.8	12.9	0.0	125.7	125.7	34.2	0	34.2
British Columbia	12.1	146.8	18.1	164.9	146.8	16.9	(0.1)	163.6	136.0	44.5	(1.4)	43.1
Total	100.0	1,213.0	150.0	928.1	1,213.0	139.5	(0.1)	1,352.4	953.7	367.6	(2.9)	364.7

Notes:

¹ Federal share includes 50% of operational budget/expenditure plus, employee benefit plans for federal employees, translation costs, tenant services, capital and revenue shortfalls resulting from the non-payment or partial payment by the provinces of their respective share.

² Provincial contributions are per capita, based on the 1991 population census.

³ Revenue shortfalls resulting from the non-payment or partial payment by the provinces are automatically absorbed by the federal government.

⁴ Of the \$300,000 supplementary estimates obtained in 1997-98, \$279,000 was actually spent and therefore half is passed on to provinces.

⁵ Credit is the result of the difference between amount invoiced and share based on actual 1997-1998 expenditures.

⁶ Budget adjustment is the result of difference between amount invoiced and share based on actual 1998-1999 expenditures.

⁷ Payable at year-end (P.A.Y.E.) overestimation.

⁸ Includes Manitoba's contribution for both 1997-1998 and 1998-1999 in the amount of \$20,000 per year.

V1 Other Information

Contact for Further Information

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Annexe 1: CONFERENCES BY LOCATION, TYPE AND LEVEL

Fiscal Year 1998 - 1999

	FEDERAL-PROVINCIAL- TERRITORIAL			PROVINCIAL-TERRITORIAL			TOTAL ³			
	First Ministers	Ministers	Deputy Ministers	First Ministers	Ministers	Deputy Ministers	F.M.	Min.	D.M.	
Ontario ¹	1	8	18	0	4	2	F.M. 1	Min. 12	D.M. 20	33
Quebec ²	0	1	2	0	2	2	F.M. 0	Min. 3	D.M. 4	7
Nova Scotia	0	3	2	0	2	1	F.M. 0	Min. 5	D.M. 3	8
New Brunswick	0	1	0	1	0	0	F.M. 1	Min. 1	D.M. 0	2
Manitoba	0	1	2	0	3	1	F.M. 0	Min. 4	D.M. 3	7
British Columbia	0	8	4	0	2	1	F.M. 0	Min. 10	D.M. 5	15
Prince Edward Island	0	1	0	0	0	0	F.M. 0	Min. 1	D.M. 0	1
Saskatchewan	0	3	3	2	2	0	F.M. 2	Min. 5	D.M. 3	10
Alberta	0	4	1	0	1	0	F.M. 0	Min. 5	D.M. 1	6
Newfoundland and Labrador	0	1	2	0	2	1	F.M. 0	Min. 3	D.M. 3	6
Northwest Territories and Yukon	0	3	1	1	0	0	F.M. 1	Min. 3	D.M. 1	5
TOTAL BY TYPE AND LEVEL	1	34	35	4	18	8	F.M. 5	Min. 52	D.M. 43	100
TOTAL BY TYPE		70			30					100

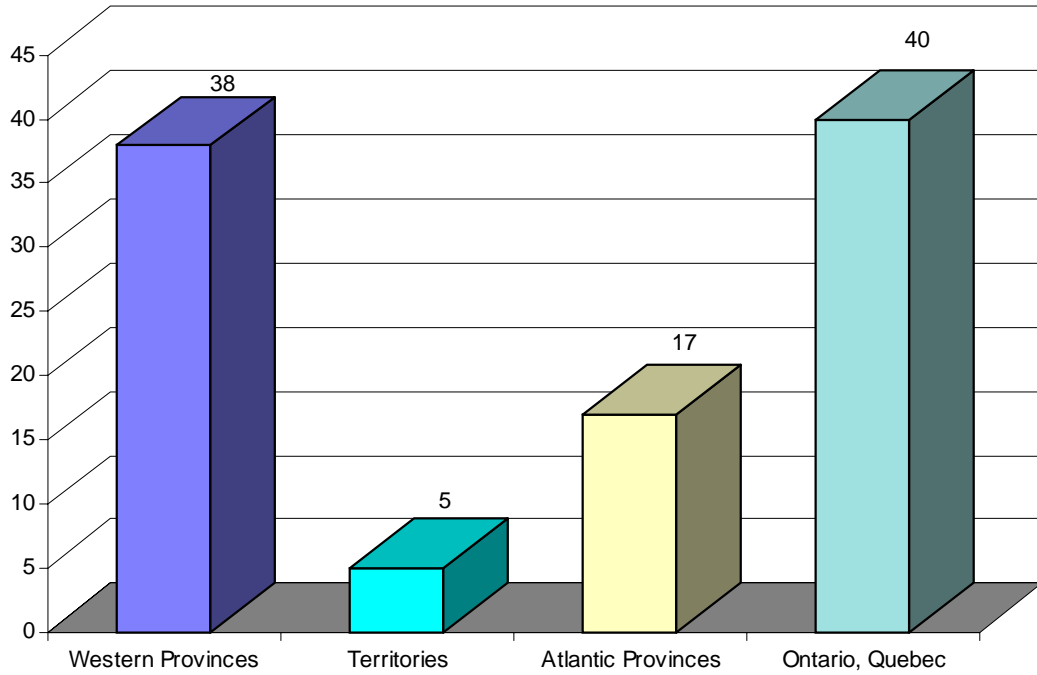
¹ Includes 9 conferences in the National Capital Region.

² Includes 1 conference in the National Capital Region.

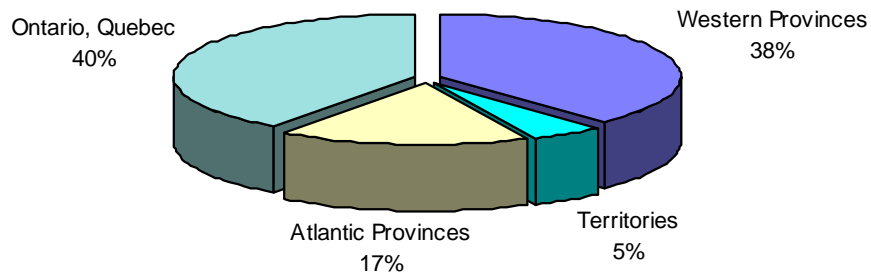
³ F.M. = First Ministers, Min. = Ministers, D.M. = Deputy Ministers

Annexe 2:

CONFERENCES 1998-1999
NUMBER OF CONFERENCES BY REGION



PERCENTAGE OF CONFERENCES BY REGION



**Annexe 3: 1994-1995 to 1998-1999 Intergovernmental meetings -
Distribution by Sector**

	1998-1999	1997-1998	1996-1997	1995-1996	1994-1995
Agriculture	3	2	2	2	3
Citizenship and Immigration	-	-	-	2	1
Economy	-	1	-	-	-
Education	7	7	3	2	4
Emergency Preparedness	2	-	-	-	2
Environment	6	7	10	6	9
Finance	1	2	-	-	-
Fisheries	5	2	2	2	4
Health	8	11	8	6	7
Heritage	4	2	3	1	-
Housing	-	-	-	2	3
Human Resources and Social Services	21	15	14	6	4
Industry	4	2	3	1	-
Intergovernmental Affairs	4	6	4	3	2
Justice and Solicitor General	4	3	7	3	4
Local Administration	1	1	1	1	2
Native/Aboriginal Affairs	3	2	1	-	3
Natural Resources	6	4	5	5	5
Public Works	2	1	1	-	1
Sports and Recreation	7	5	-	-	5
Status of Women	6	2	2	1	1
Trade	-	1	1	3	6
Transport	5	5	3	1	4
Total	100	81	70	47	70

Annexe 4: Conference Documents - Coded, Catalogued, Distributed

	1998-1999	1997-1998	1996-1997
No. of new conference documents received -	1,378	1,231	866
Total no. of documents held in archives -	28,339	27,152	25,921
No. of individual requests for documentation received and served by CICS -	250	202	146