Canadian Intergovernmental Conference Secretariat

Report to Governments 2000 – 2001

Canadian Intergovernmental
Conference Secretariat

Report to Governments

2000 - 2001

Our front cover symbolizes intergovernmental conference activity in Canada.
Portrayed are fourteen official Coats of Arms beginning with that of Canada at the
top then, from left to right, those of the provinces and territories in order of entry
into Confederation. They are placed around the CICS logo depicting the
governments sitting around a conference table.

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

CICS is an agency of both the federal and provincial governments and, as such, acts as a neutral intergovernmental body. Not only is its budget supported by both orders of government, but its staff is selected from both federal and provincial governments. This blend of personnel not only reinforces the intergovernmental nature of the agency but also provides a special environment of cooperation within the Secretariat which is reflected in the quality of service provided to its clients.

In addition to the increasingly important cost efficiencies and the economies of scale which clients can achieve through CICS, the Secretariat also offers the usual advantages of confidentiality, continuity, neutrality, and overall expertise in the planning and organizing of high level intergovernmental conferences in Canada.

In addition to acting as the permanent secretariat of the federal-provincial First Ministers' Conference, CICS serves other meetings of First Ministers such as the Annual Premiers' Conference, the meetings of Eastern Canadian Premiers and New England Governors, and the Western Premiers' Conference.

The core of the Secretariat's work, however is providing services to meetings of Ministers and Deputy Ministers. Secretariat services are available to federal, provincial and territorial departments that are called upon to organize and chair such meetings. CICS' role is to relieve those departments of the administrative tasks associated with the convening of the conferences, and to provide continuity to its clients between conferences. The Secretariat serves conferences in virtually every major sector of government activity.

In addition to providing conference services, the Secretariat maintains an archives of conference documents and audio-visual material for the use of governments and the public. It also publishes material relating to intergovernmental conference activities.

Message from the Secretary

Photo: Leclair

"Time, like an ever-rolling stream, bears all its sons away." This seemed particularly true in the year 2000 which bore away two persons of seminal importance to our Secretariat.

Our first loss came in August when Henry F. Davis, the first Secretary, passed away. Mr. Davis served as an RCAF bomber pilot in the Second World War, and had a distinguished diplomatic career with the Department of External Affairs, including a period as Chief of Protocol. In 1969 he was named Secretary of the Constitutional Conference, the predecessor of CICS. He was appointed Secretary, Canadian Intergovernmental Conferences, when CICS was created in 1973, and served in that capacity until 1980. Author of the Manual of Official Procedure of the Government of Canada, and twice Canadian Secretary to Her Majesty during royal visits to Canada, he served as an advisor to Prime Ministers, Premiers and senior government officials on legal, constitutional, and protocol matters. He was very active in a number of volunteer organizations, most notably the YMCA, locally, nationally, and internationally. To honour his memory we have named our main boardroom the Henry F. Davis Boardroom.

The second, and much more public loss, came in late September with the passing of former Prime Minister Pierre Elliott Trudeau. Prime Minister Trudeau chaired the May 1973 First Ministers' Conference which agreed to the creation of CICS, and he gave active leadership in the process of its establishment. He was in a very real sense, the founder of the Secretariat, and to commemorate this we placed his portrait taken from a photograph by Mr. Yousuf Karsh in our boardroom with the following inscription:

The Right Honourable Pierre Elliott Trudeau
Prime Minister of Canada
1968 - 1979   1980 - 1984
Founder
Canadian Intergovernmental Conference Secretariat

The details of another very busy year of conference activity I leave to the main body of the Report, which, to mark the contribution of these two distinguished mentors, is dedicated to their memory.

Stuart MacKinnon
Secretary, Canadian Intergovernmental Conferences
Ottawa, October, 2001

The Secretariat provides assistance and advice to governments with the planning, organization and logistics management of senior level intergovernmental conferences. The goal is to relieve clients of the numerous technical and administrative tasks associated with the arrangement and conduct of these meetings.
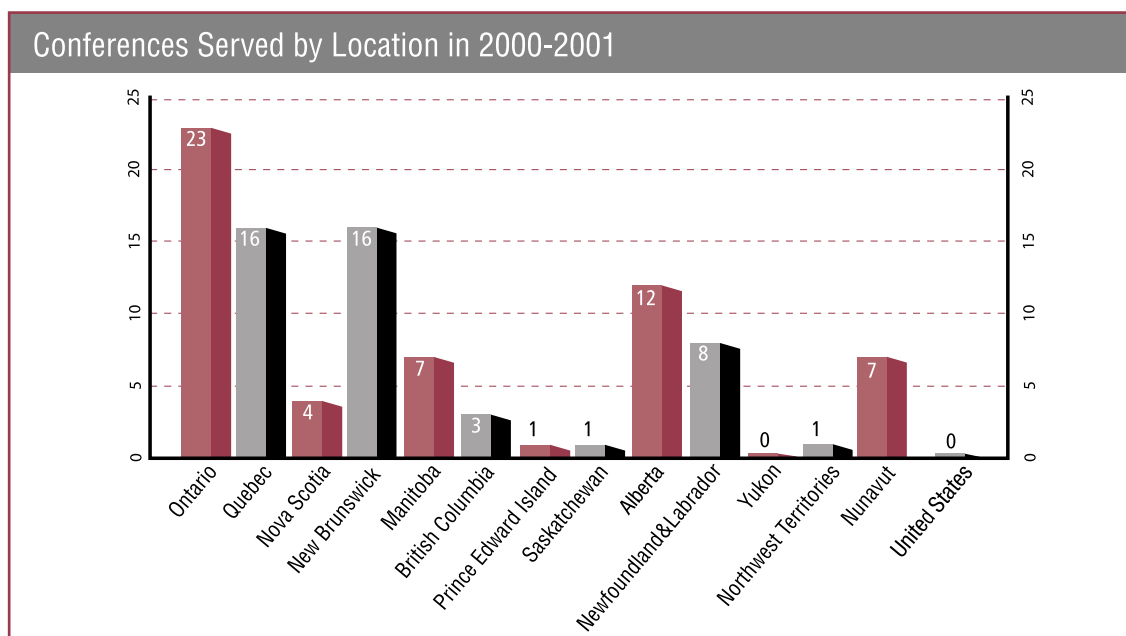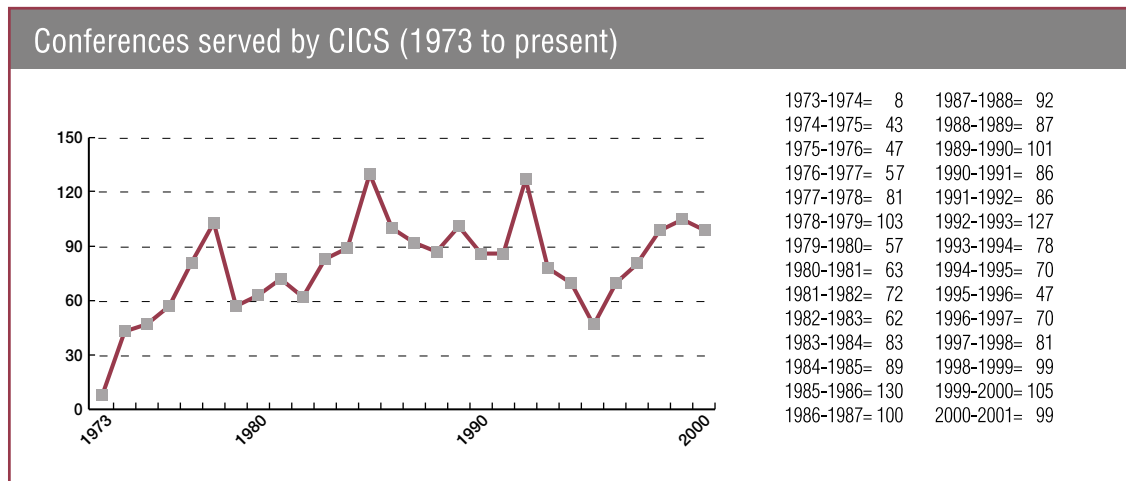
Conference Activity

Conference activity remained at a very high level during 2000-2001, with 99 meetings being served. This, in spite of the fact that a federal election campaign, a traditional inhibitor of intergovernmental conference activity, was held in the fall of 2000. The annual average for the past 3 years is just over 100 conferences. At peak periods, such as September/October when we served 34 conferences, this level of activity puts considerable pressure on Secretariat personnel.

Photo provided by Quebec Government

Federal-Provincial-Territorial Public Service Commissioners' Conference, September 2000, Québec, Quebec

Conferences served by CICS (1973 to present)

1973-1974=	8	1987-1988=	92
1974-1975=	43	1988-1989=	87
1975-1976=	47	1989-1990=	101
1976-1977=	57	1990-1991=	86
1977-1978=	81	1991-1992=	86
1978-1979=	103	1992-1993=	127
1979-1980=	57	1993-1994=	78
1980-1981=	63	1994-1995=	70
1981-1982=	72	1995-1996=	47
1982-1983=	62	1996-1997=	70
1983-1984=	83	1997-1998=	81
1984-1985=	89	1998-1999=	99
1985-1986=	130	1999-2000=	105
1986-1987=	100	2000-2001=	99

Conferences Served by Location in 2000-2001

Location	Value
Ontario	23
Quebec	16
Nova Scotia	4
New Brunswick	16
Manitoba	7
British Columbia	3
Prince Edward Island	1
Saskatchewan	1
Alberta	12
Newfoundland&Labrador	8
Yukon	0
Northwest Territories	1
Nunavut	7
United States	0

Conferences

In fiscal year 2000-2001, we served 6 conferences at the level of First Ministers: a First Ministers' Meeting in Ottawa in September dealing with the funding of health care; the 41st Annual Premiers' Conference in Winnipeg in August; the Western Premiers' Conference in Brandon, Manitoba in May; and the Conference of New England Governors and Eastern Canadian Premiers in Halifax in July. In addition, we served the Council of Atlantic Premiers in Moncton, New Brunswick in May, and provided interpretation services to the National Forum on Shipbuilding, Marine Fabrication and Technology held in St. John's in October 2000. For the first time in many years, the number of Deputy Ministers meetings (50) surpassed the total of First Ministers and Ministers conferences (49).
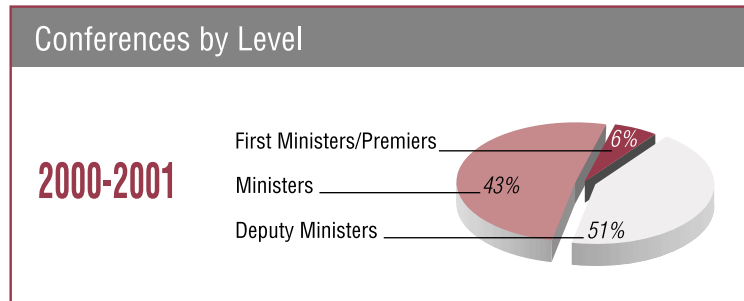
Slightly over 60 percent of the conferences were federal-provincial-territorial, with 40 percent provincial-territorial. As has been the case in recent years, the most active sector was Human Resources and Social Services with a total of 19 meetings served. This was followed by Health with 10, and Justice and Solicitor General with 10. Other busy sectors included Environment and Status of Women.

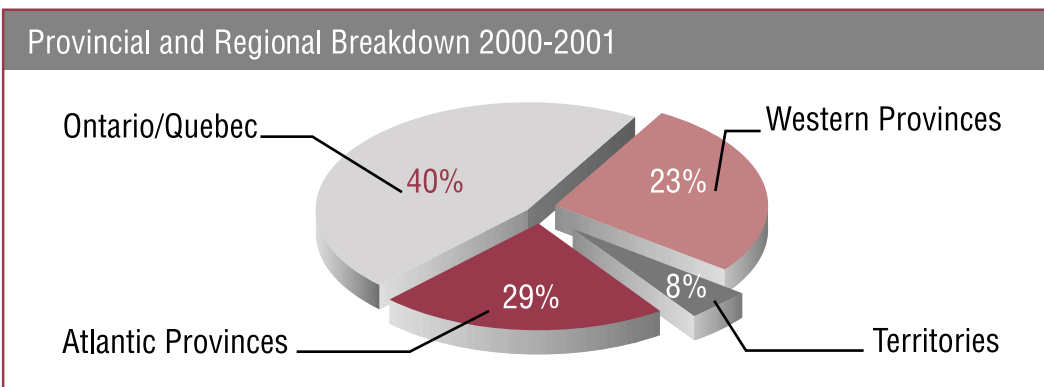As usual, the conferences we served were held from coast to coast, with an unprecedented number (8) in the North, 7 of which were held in Nunavut. Twenty-three meetings were held in the West, over half of which were in Alberta (12). Atlantic Canada hosted 29 conferences, with New Brunswick being the most popular location (16). The National Capital Region was the locale for 18 meetings, the highest number there since 1992-1993. The balance of conferences were held elsewhere in Ontario (12) and Quebec (9).

25th Annual Conference of New England Governors and Eastern Canadian Premiers, July 2000, Halifax, Nova Scotia

Conferences by Level

2000-2001

First Ministers/Premiers — 6%
Ministers — 43%
Deputy Ministers — 51%

Provincial and Regional Breakdown 2000-2001

Ontario/Quebec — 40%
Western Provinces — 23%
Atlantic Provinces — 29%
Territories — 8%

Conferences

Conferences Served by CICS – From April 1, 2000 to March 31, 2001							
Sector	First Ministers	FPT Ministers	FPT Deputy Ministers	Premiers	P-T Ministers	P-T Deputy Ministers	Total
Agriculture		2			2		4
Education					2	2	4
Environment (includes Wildlife, Endangered Species and Climate Change)		5	3				8
Finance					1		1
Fisheries (includes Aquaculture)		3					3
Health		2	3		2	3	10
Heritage (includes Parks and Francophone Affairs)		2	1				3
Housing		1			1	2	4
Human Resources & Social Services (includes Labour Market and Social Policy Renewal)		4	7		3	5	19
Industry (includes Internal Trade, Science and Technology, Tourism and Consumer Affairs)		1	2		1	1	5
Intergovernmental Affairs	1		1	5		1	8
Justice & Solicitor General (includes Chief Coroners and Chief Medical Examiners)		1	5		1	3	10
Local Government					1	2	3
Northern Development		1					1
Natural Resources (includes Forestry, Energy and Mines)		4	1				5
Public Works & Government Administration (includes Public Service Commissions and Public Works)			2				2
Status of Women		2	4				6
Trade (see Industry)							
Transport		1	2				3
Total	**1**	**29**	**31**	**5**	**14**	**19**	**99**

Conferences

The Secretariat, through its staff expertise, continued to provide advice and support to a variety of other organizations upon formal request, such as the Summit of the Americas, 2001 meeting which was held in Québec, April 20-22, 2001.

Structure

Conference Services is comprised of four conference teams composed of federal and provincial personnel. Each of the four core teams is composed of four members led by a Conference Officer, who acts as the conference secretary and is responsible for liaising with the host and the Chair or Co-Chairs. The Secretariat also contracts for other services which includes audio-visual technicians, interpreters, translators and security guards, as required.

Services

CICS services are available to federal, provincial and territorial departments that are called upon to organize and chair senior level intergovernmental meetings. These services are available to all delegations attending a meeting. The services are provided throughout Canada in both official languages. Any federal, provincial or territorial government department or ministry proposing to convene a multilateral intergovernmental meeting at the First Ministers', Ministers' or Deputy Ministers' level can request the Secretariat's services. CICS assumes the costs of the services it provides. However, expenses for conference social activities, or for other services not provided by CICS, are usually the responsibility of the host government.

Following are some of the services offered by the Secretariat:

Pre-conference
- Assistance and guidance on the planning and coordination of a meeting;
- Distribution of an administrative note, translation services and the pre-distribution of documents;
- Arrangements for on-site interpretation, translation, and security;
- Arrangements for technical and office equipment;
- Media accreditation when applicable.

Photo provided by CICS

First Ministers' Meeting, September 2000, Ottawa, Ontario

On conference site
- Set-up of conference site facilities;
- Delegates' registration and, if required, media accreditation;
- Document coordination and distribution;
- Taping of conference deliberations;
- Provision of Secretariat office services;
- Message and facsimile services;
- Technical support (e.g., electronic presentations and electronic messaging)
- Translation, interpretation and security services;
- Support in the preparation of news releases and communiques.

Post-conference
- Preparation, translation and distribution of documentation and information to delegates;
- Ensure that all conference documents are complete and available through the CICS archives in accordance with pre-designated security classification;
- Website management, including the posting of news releases and communiques.

We are always seeking ways to improve our services and are ready to serve new sectors that fall within our mandate.

Information Services is responsible for the information management, information technology and communication functions of the organization.

In the last fiscal year, an action plan on the future orientation of Information Services was initiated. In the coming months the Secretariat will review the various areas of activity of the Information Services section.

Information Management

The role of Information Management (IM) is to ensure that efficient and effective management of all recorded information is provided to the CICS organization and external clients.

The core activity of Information Management is to manage documentation and related materials emanating from or related to the numerous conferences served by CICS. It is also responsible for the management of all recorded material related to the administration and operation of the organization.

The review of the Secretariat's subject classification system was initiated with the hiring of a consulting firm. They began the process of reviewing the corporate holdings of the Secretariat.

Responsibilities

- **Documentation** - To ensure the protection, safekeeping and confidentiality of documentation and other related materials emanating from conferences served by CICS.

- **Central Registry** - To manage all recorded material related to the administration and operation of the organization. This is accomplished through the central file subject classification system with emphasis on the Secretariat's operations and corporate memory.

- **Library Services** - To provide the library service requirements of the Secretariat, such as the provision of up to date reference materials.

- **Publications** - Coordinate various CICS publications such as the annual *Report to Governments*, etc.

Archives

The CICS archives is a unique collection of documents, which spans virtually every sector of intergovernmental conference activity dating back to 1973. It is unique in nature as it is the only comprehensive archives of this kind in Canada. It is worthwhile to note that the Secretariat is only the custodian of the material, as the documents remain the legal property of the originating government or governments.

While the archives is primarily for the use of governments, unclassified materials are made available upon request from the public and through the Secretariat website.

Documents tabled by delegations at each conference are classified and catalogued in preparation for integration into the Information Centre after the end of each meeting. Additional material created by the Secretariat on behalf of the Chair (such as the final agenda, list of delegates, summary records of proceedings, etc.) is also added to the archives to create a comprehensive record of each conference served by the Secretariat.

In addition to conference documentation, the Information Centre keeps other reference materials relating to intergovernmental meetings. These include a small collection of audio-visual records of open sessions of various First Ministers' and Premiers' conferences, and a selection of digital images and photographic records from some of these meetings.

Number of Conference Documents in the Archives as of March 31, 2001	
Federal-Provincial-Territorial	21,556
Provincial-Territorial	9,320
Grand Total	**30,876**

Information Services

An additional 1,134 new documents were added to the archives in 2000-2001

Conference Type and Level	Type and Number of Documents 2000-2001		
Federal-Provincial-Territorial	**Classified**	**Unclassified**	**Total**
First Ministers	3	5	8
Ministers	403	90	493
Deputy Ministers	375	7	382
Sub-Total	781	102	883
Provincial-Territorial			
Premiers	25	36	61
Ministers	72	13	85
Deputy Ministers	104	1	105
Sub-Total	201	50	251
Total Number of New Documents	**982**	**152**	**1,134**

Requests for Conference Related Materials

The staff of the Information Centre responds to requests for documents, publications and information. Many of the requests for information were received from government officials, universities, students and private firms in Canada, the United States as well as from other countries.

In 2000-2001, the Information Centre received 206 requests from groups and individuals for conference related material. This resulted in the following number of documents, information and publications being made available.

Number of Classified Documents	**31**
Number of Unclassified Documents	**117**
Number of Research or General Information	**162**
Number of Publications	**31**

While the total number of requests were within the average number, the number of document requests was down largely in part to the use of the CICS website by many clients.

Information Technology

The role of Information Technology (IT) is to ensure that high quality services are provided to the CICS personnel and external conference clients while remaining at the leading edge of technological developments.

Responsibilities

- **Corporate Applications** - The Financial Applications, Human Resources Information System plus a total of eleven (11) in-house developed Microsoft Access database applications.

- **User Support** - End user support at the home office and on conference site. IT staff support all hardware platforms and all software installed on CICS computer systems plus a wide range of peripherals used by CICS.

- **Training and Information Sessions** - The IT Manager is responsible for coordinating CICS Informatics training. Information Sessions are also given by IT staff on a variety of software and hardware topics.

- **Research and Development** - Seeking out, testing and implementing new technology allowing CICS to remain at the leading edge of technology and better service its clients is another area of IT responsibility.

- **Security** - IT is responsible for the physical security of its network as well as securing all CICS computers against viruses and data loss.

- **Communications** - Access to CICS' servers from remote locations as well as access to the CICS Intranet, federal government Intranet and the Internet is provided via communication servers supported by IT. The ongoing development of the CICS Intranet and Internet web sites is the responsibility of IT.

The Electronic Message System as well as access to the Internet for delegates at various conferences continues to be in high demand and is provided by CICS when possible and warranted.

The computer systems used by *Translation Services* on conference site have been upgraded. This upgrade provides translators with faster and more reliable systems.

The provision of video projectors and computers to run PowerPoint presentations is another service available from CICS.

Communications

The creation and evolution of our website (www.scics.gc.ca) has significantly enhanced the profile of the Secretariat and facilitated the dissemination of corporate and conference-related information on a global scale.

The Secretariat continues to post, when applicable, conference information and conference communiques on its Web site immediately after the close of each conference we serve. A total of 59 communiques were posted in 2000-2001.

The number of visitors to our site in 2000-2001 reached 1,401,239, an increase of over 700,000 from 1999-2000. A sample percentage breakdown of site and file type access is shown below:

Future initiatives for Information Services

- VPN Gateway for faster remote access for CICS staff.
- Digitization of documents and photographs.
- Electronic document and photograph storage and retrieval system.
- Preparation of various paper publications for publication on our Website.
- Web Site enhancements.
- Wireless communications.

WEBSITE ACCESS		FILE TYPE ACCESS	
Canada	48%	PDF	38%
US	13%	HTML	36%
Other*	39%	GIF/JPG	21%
		DOC	5%

France, Brazil, Germany, Mexico, Croatia, Argentina, Sweden, Ukraine, Norway and Portugal to name a few.

PDF	(Publications and documents)
HTML	(Communiques, backgrounders and attachments)
GIF/JPG	(Graphic files)
DOC	(Word and WordPerfect documents)

Corporate Services

The Corporate Services unit is responsible for the Secretariat's Finance, Personnel and Administration services.

FINANCES

The CICS budget for 2000-2001 as compared to 1999-2000, was as follows

	2000-2001	1999-2000
	$	$
Main Estimates	3,666,000	3,089,000
Supplementary Estimates	537,650	818,796
Total Funding	4,203,650	3,907,796

In terms of the Main Estimates for the Secretariat, the funding for 2000-2001 has increased significantly to reflect an upward trend in conference activity, from an average of 70 per fiscal year to 90. With respect to Supplementary Estimates, the above-mentioned amounts were secured to fund a projected conference activity of 105 for 2000-2001 ($439,650), and rising personnel costs pertaining to collective bargaining ($98,000).

Total spending for 2000-2001 amounted to $3,994,550 or 6.6% above that spent in 1999-2000. CICS served 99 conferences in 2000-2001 as compared to 105 in 1999-2000.

As a consequence, CICS generated a surplus of $209,100 for 2000-2001. Of this amount, $168,150 will be available in 2001-2002 under the Treasury Board 5% carry-forward provisions.

	2000-2001	1999-2000
	$	$
Salaries and Wages	1,659,840	1,589,068
Employee Benfit Plans	340,000	341,000
Sub-total-Personnel Costs	1,999,840	1,930,068
Other Operating Costs	1,798,270	1,713,735
Capital Costs	196,440	104,179
Sub-total-Other Operating & Capital	1,994,710	1,817,914
Total	3,994,550	3,747,982
Surplus (Deficit)	209,100	159,814

The 2000-2001budget increase was added to the 2001-2002 invoice.

The CICS Main Estimates for 2001-2002 has been set at $3,701,000. This amount reflects an increase of 1% over the previous fiscal year.

Additional funding will most likely be required in 2001-2002, the probability of surpassing 90 conferences being high at the time of writing these comments. Consequently, the additional funding would be added to the 2002-2003 invoice.

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

Population Census 1991		2000-2001								2001-2002
		Main Estimates			Contribution payment received					To be added to next billing
	%	Co-shared [2] Amount	Budget Adjustment 1999-2000	Projected [3] Contribution	Co-shared [2] Amount	Plus: Budget Adjustment 1999-2000 [4]	R.P.Y.E. [6] from 1998-1999	Total Billed	Actual Contributions	Budget [5] Adjustment 2000-2001
Total		3,666.0	818.9	4,484.9		516.8	(17.8)			212.6
Less: Federal Share [1]		2,205.0	430.9	2,635.9		258.4	(15.4)			106.3
Total Provincial Share		1,461.0	388.0	1,849.0		258.4	(1.9)			106.3
Newfoundland & Labrador	2.1	30.7	8.1	38.8	30.7	5.4	(0.2)	35.9	35.9	2.2
Nova Scotia	3.3	48.2	12.8	61.0	48.2	8.5	(0.3)	56.4	56.4	3.5
New Brunswick	2.7	39.5	10.5	50.0	39.5	7.0	(0.2)	46.3	46.3	2.8
Prince Edward Island	0.5	7.3	1.9	9.2	7.3	1.3	(0.1)	8.5	8.5	0.5
Quebec	25.3	369.7	98.2	467.9	369.7	65.4	0.0	435.1	131.3	26.8
Ontario	37.1	542.1	144.0	686.1	542.1	95.9	0.0	638.0	355.6	39.4
Manitoba	4.0	58.5	15.5	74.0	58.5	10.3	0.0	68.8	30.0	4.2
Saskatchewan	3.6	52.6	14.0	66.6	52.6	9.3	(0.3)	61.6	61.6	3.8
Alberta	9.3	135.6	36.1	171.7	135.6	24.0	(0.8)	158.8	158.8	10.2
British Columbia	12.1	176.8	46.9	223.7	176.8	31.3	0.0	208.1	160.0	12.9
Total	**100.0**	**1,461.0**	**388.0**	**1,849.0**	**1,461.0**	**258.4**	**(1.9)**	**1,717.5**	**1,044.4**	**106.3**

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. (2001 effective fiscal year 2001-2002)

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

[4] Of the $819,900 supplementary estimates obtained in 1999-2000, $516,800 was actually spent and therefore half is passed on to provinces.

[5] Budget adjustment is the result of difference between amount invoiced and share based on actual 2000-2001 expenditures.

[6] Refund of Previous Years' Expenditures (R.P.Y.E)

Corporate Services

Personnel

The intergovernmental nature of the Secretariat is reflected in the composition of its personnel which consists of federal and provincial employees. Usually half the Conference Services staff are provincial public servants seconded by their respective governments for a period of three to four years. The Information Services and Corporate services units are staffed by federal government employees, as is the Executive office. The Secretary, as Deputy Head, is appointed by federal order-in-council.

Over the years, the mix of federal and provincial public servants has brought varying perspectives, the development of fresh approaches and constantly renewed enthusiasm to the organization while ensuring continuity and a critical level of experience and corporate insight.

In the last fiscal year, 3 provincial employees completed their secondment terms with the CICS.

The departing employees were: Suzanne Prashaw, Conference Officer, Joanne Roy, Assistant Conference Officer both from the Ontario Government and Sylvie Paul-Hus, Conference Assistant, from the Saskatchewan Government.

Joining the organization are: Gaëtan Pelletier, Conference Officer and Lucie Tessier, Conference Assistant both from the Federal Government. Linda Tully joined the agency as Financial Services Assistant in Corporate Services.

CICS Officers

Mailing Address
P.O. Box 488, Station 'A'
Ottawa, Ontario
K1N 8V5

Location / Deliveries
222 Queen St., 10th Floor
Ottawa, Ontario
K1P 5V9

General Inquiries:
(613) 995-2341
Fax: (613) 996-6091
E-mail: info@scics.gc.ca
Web: www.scics.gc.ca

Secretary
Stuart MacKinnon
(613) 995-2344
smackinnon@scics.gc.ca

Assistant Secretary
André M. McArdle
(613) 995-2345
amcardle@scics.gc.ca

Conference Services
Officer, Barry Pugh [1]
(613) 995-4328
bpugh@scics.gc.ca

Officer, Pierre-Luc Perrier
(613) 995-2349
plperrier@scics.gc.ca

Officer, Gaëtan Pelletier [1]
(613) 995-2343
gpelletier@scics.gc.ca

Officer, Johanne Kaszap [1]
(613) 995-3675
jkaszap@scics.gc.ca

Corporate Services
Director, Ronald L. Richer
(613) 995-4444
rricher@scics.gc.ca

Information Services
Fax: (613) 947-4336

Information Management
Coordinator, Jane Dubé
(613) 995-4310
jdube@scics.gc.ca

Information Technology
Specialist, Jean-Pierre Allaire
(613) 995-4203
jpallaire@scics.gc.ca

Translation Services
Manager, Gilles Boileau [2]
(613) 995-4170
gboileau@scics.gc.ca

1   Federal Secondee
2   Public Works and Government Services Canada