



Canadian Intergovernmental
Conference Secretariat

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Report to Governments **2001 - 2002**

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.

In the Canadian federation, with power shared between the federal government and the provinces, there is a constant need for governments to consult each other on key issues and to co-ordinate their policies and programs. One of the most important mechanisms for such consultation and co-ordination is the multilateral intergovernmental conference.

The Canadian Intergovernmental Conference Secretariat (CICS) was created by the First Ministers of Canada in May 1973. It provides administrative services for the planning and conduct of senior-level federal-provincial-territorial and provincial-territorial conferences.

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 Western Premiers' Conference, and the conference of Eastern Canadian Premiers and New England Governors.

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. Our role is to relieve those departments of the administrative tasks associated with convening of the conferences, and to provide continuity to its clients between conferences. CICS serves conferences in virtually every major sector of governmental activity and its services are available anywhere in Canada.

The Secretariat 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 atmosphere of cooperation within the Secretariat which is reflected in the quality of services 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.

Message from the Secretary

Photo: Leclair



International events and heightened concerns over security did not diminish the number of intergovernmental conferences during the past year. The 99 conferences served maintained the annual average of 100 during the past four years. Moreover, September, by far our busiest month, continued to be such in 2001 with no less than 19 conferences. To fulfill our mandate by serving conferences wherever held across the country, our staff are required to travel very frequently, usually by air. The latter part of the year was particularly difficult, with longer times required for airport security, greater delays and cancellations. I commend the patience, fortitude and dedication of all our personnel serving conferences during this trying period.

As in so many other aspects of our lives, information technology has had an immense impact on the way we function in the office and on conference site. It continues to grow in importance by leaps and bounds. Only five years ago we entered the internet age with the establishment of our website; opened in time to cover the 1997 Annual Premiers' Conference in St. Andrews-by-the-Sea. Since that time, the website has become a very important source of conference information. By the end of March 2002 it had received more than 4.25 million "hits", with a current monthly average of well over 100,000.

The St. Andrews' conference also marked the inauguration of our electronic messaging system for delegates, and the provision of computer terminals for delegates' use, both for word processing and internet access. Now, because of overwhelming demand for the service, we provide word processing and internet access on computers for delegates' use at all conferences. Our computer equipment and programs are constantly being updated to keep up with increasingly sophisticated client requirements, such as conference power point presentations. Accordingly, to keep up with the pace of change, our staff are increasing their knowledge and skills on an ongoing basis.

Looking to the future, constant change is a virtual certainty. High speed internet access for all conferences is just around the corner. Demand for colour reproduction on conference site is growing, and will have to be met. Looking farther down the line, we may well see CICS managing dedicated websites on behalf of various sectors of government activity - a natural extension of our neutral secretariat services to all governments.

A handwritten signature in black ink that reads 'Stuart MacKinnon'. The signature is fluid and cursive.

Stuart MacKinnon
Secretary, Canadian Intergovernmental Conferences

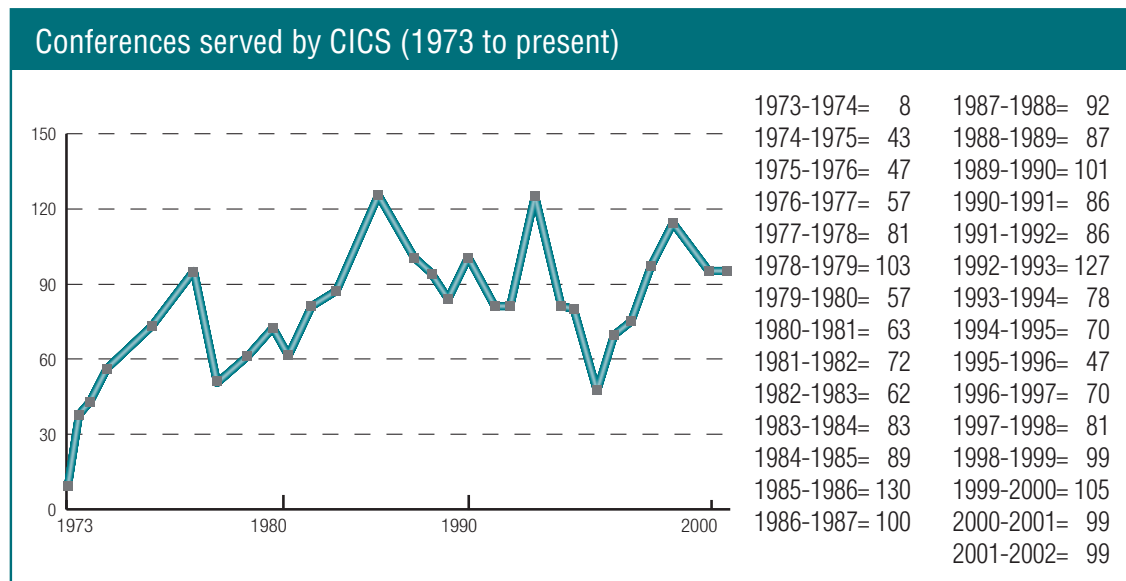
Ottawa, October, 2002

The boom in intergovernmental conferences showed no signs of abating in 2001-2002 in spite of international events and a more restrictive air travel regime. The 99 conferences we served kept the average for the last four years above 100. September is traditionally the busiest month for intergovernmental conferences and 2001 was no exception. There were 19 conferences that month, in spite of increased disruptions and difficulties with air travel. CICS personnel travelling to and from conference sites across the country persevered through this trying time with patience and dedication.

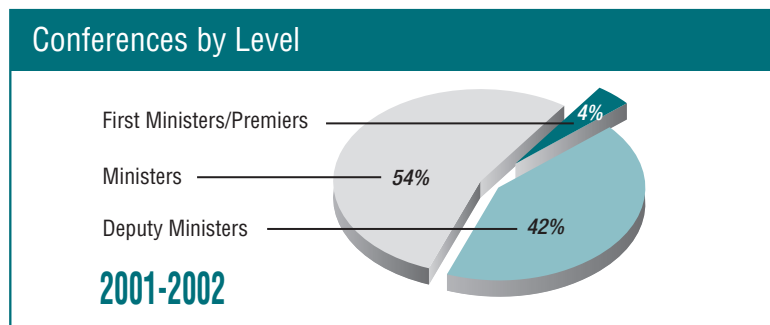


Courtesy of « Le Secrétariat à la condition féminine, Gouvernement du Québec »

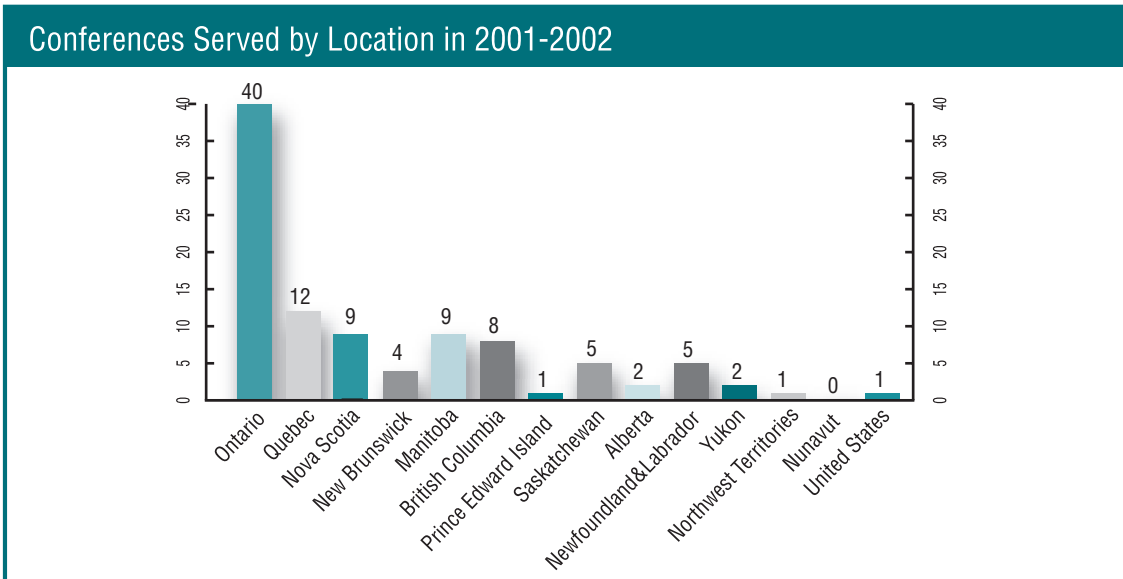
20th Annual Federal-Provincial-Territorial Meeting of Ministers responsible for the Status of Women, September 19-21, 2001, Québec, Quebec



The four conferences at the First Ministers' level, down slightly from recent previous years, included a special meeting of Premiers in Vancouver in January 2002 on health care as well as three annual meetings: the 42nd Annual Premiers' Conference in August, 2001 in Victoria, B.C.; the Western Premiers' Conference, May 30th to June 1st in Moose Jaw, Saskatchewan and the 26th Annual Conference of New England Governors and Eastern Canadian Premiers in Westbrook, Connecticut in August. Returning to a more normal pattern, the total number of First Ministers' and Ministers' meetings (57) exceeded the number of Deputy Ministers' meetings (42) by a considerable margin.

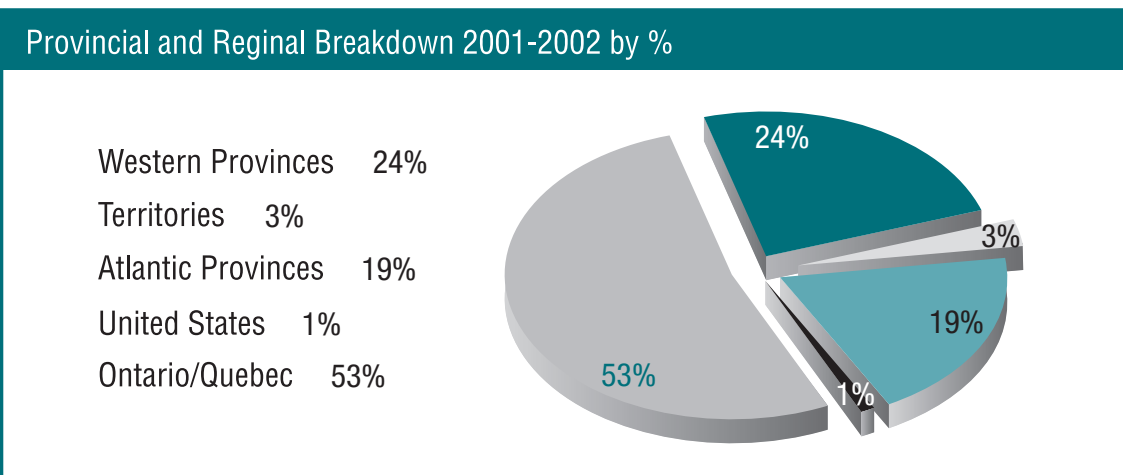


Conferences



The percentage split between federal-provincial-territorial and provincial-territorial meetings remained at 60-40 respectively as in the previous year. The most active sector was Justice and Solicitor General with 14 meetings, followed by Human Resources and Social Services with 10. Education and Housing each accounted for 8 meetings. In fiscal year 2001-2002, the Secretariat served 2 new sectors, Ministers responsible for Northern Development and Deputy Ministers of Rural Coordination.

As in previous years, the Secretariat served conferences from coast to coast. Twenty-four meetings were held in the West, while 19 were convened in Atlantic Canada. More than half of our conferences (52) were held in central Canada: 15 in the National Capital Region with the balance elsewhere in Ontario (26) and Quebec (11).



Conferences Served by CICS - From April 1, 2001 to March 31, 2002

Sector	First Ministers	FPT Ministers	FPT Deputy Ministers	Premiers	P-T Ministers	P-T Deputy Ministers	Total
Agriculture		3	1		1		5
Education (*Canadian Education Statistics Council (CESC))			1*		4	3	8
Environment (includes Wildlife, Endangered Species and Joint Energy & Environment)		6	1				7
Finance					2		2
Fisheries (includes Aquaculture)		2	1				3
Health		1	2		1	2	6
Heritage (includes Culture)			2				2
Housing		2	1		2	3	8
Human Resources & Social Services (includes Labour, Labour Market, Social Policy Renewal and Public Sector Pension Plan Administrators')		3	2		4	1	10
Industry (includes Science and Technology, Tourism and Consumer Affairs)		2			1		3
Intergovernmental Affairs				4		1	5
Justice & Solicitor General (includes Chief Coroners and Chief Medical Examiners and Steering Committee on Organized Crime)		3	5		3	3	14
Local Government (includes Urban Regional Research (ICURR))					1	2	3
Native / Aboriginal Affairs		2	2				4
Natural Resources (includes Forestry, Energy and Mines)		4	1				5
Northern Development		1					1
Public Works & Government Administration (includes Public Service Commissions, Public Works and Management Boards)			3				3
Sports and Recreation		2	1		1	1	5
Status of Women		1	1				2
Trade (see Industry)							
Transport		1	2				3
Total		33	26	4	20	16	99

Information Services

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

During this fiscal year the Secretariat has begun a review of the priorities and structure of the Information Services. With the utilization of technology becoming increasingly critical to the operations of the Secretariat and to the services provided to our clients, its impact on CICS resources both financial and human, must be re-evaluated.

Information Management

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 process, started last year, of reviewing the corporate holdings of the Secretariat was finalized with the creation of a new subject classification system incorporating all the CICS material.

Several other initiatives were undertaken this year. The review of the audio-visual library was completed. This involved the conversion of the audio-visual records of various open sessions of First Ministers' and Premiers' conferences to MPEG-1 format (CD-Rom). The original media will be stored off-site in a temperature controlled environment. This project will ensure the long-term protection of the original media while making the information more accessible for use by the Secretariat and its clients.

Another project started this fiscal year was the updating of the Premiers meetings publication. This document covers meetings of Premiers which have been held since 1867. The focus is the Annual Premiers' Conferences as well as other meetings attended by all Premiers. This publication will be distributed this fiscal year to all governments across Canada and will also be available on our website. A companion publication pertaining to First Ministers conferences will also be updated and distributed at a later time.

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 or Co-chairs (such as the final agenda, list of delegates, 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, 2002

Federal-Provincial-Territorial	22,486
Provincial-Territorial	9,739
Grand Total	32,225

An additional 1,349 new documents were added to the archives in 2001-2002.

2001-2002			
Conference Type and Level	Type and Number of Documents		
Federal-Provincial-Territorial	Classified	Unclassified	Total
First Ministers	0	0	0
Ministers	466	110	576
Deputy Ministers	343	11	354
Sub-Total	809	121	930
Provincial-Territorial			
Premiers	18	44	62
Ministers	177	22	199
Deputy Ministers	154	4	158
Sub-Total	349	70	419
Total Number of New Documents	1,158	191	1,349

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 and from other countries.

In 2001-2002, the Information Centre received 226 requests from groups and individuals for conference related material. This resulted in the following number of documents, information and publications being made available.

<i>Number of Classified Documents</i>	18
<i>Number of Unclassified Documents</i>	79
<i>Number of Research or General Information</i>	255
<i>Number of Publications</i>	22

This year has continued to see an increase in the requests for research or general information while the requests for the number documents were down. This is due in large part to the increased use of the CICS website by many of its clients. To date there are approximately 275 clients who have requested notification of our website updates.

Information Services

Information Technology

The role of Information Technology (IT) is to ensure that high quality services are provided to 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 the Secretariat.
- **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 at the home office and on conference sites.
- **Communications** - Access to CICS servers from remote locations is achieved via a Shiva Communication server or via the Internet through a newly implemented Virtual Private Network (VPN). Access to the CICS Intranet, federal government Intranet and the Internet is provided via high speed ADSL lines. The ongoing support for the Communication Technology and the continued development of the CICS Intranet and Internet web sites is the responsibility of IT.

The Electronic Message System at conferences continues to be in demand and is provided by CICS when possible and warranted.

Access to the Internet by delegates on conference sites continues to be in high demand and will be provided at all conferences. New computer systems have been purchased for this purpose.

The provision of video projectors and computers to run PowerPoint presentations on Conference site is another service available to clients.

Communications

Our website (www.scics.gc.ca) continued to enhance significantly 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 communiqués on its Web site immediately after the close of each conference we serve. A total of 63 communiqués were posted in 2001-2002.

The number of visitors to our site in 2001-2002 reached 1,465,354 an increase of over 65,115 from 2000-2001. A sample percentage breakdown of site and file type access is shown below:

WEBSITE ACCESS		FILE TYPE ACCESS	
Canada	47%	PDF	31%
US	11%	HTML	34%
Other*	42%	GIF/JPG	25%
<p>* <i>France, Brazil, Greece, Japan Zimbabwe, Argentina, Spain, Lithuania, Norway and Greenland to name a few.</i></p>		DOC	10%
	PDF	(Publications and documents)	
	HTML	(Communiqués, 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 2001-2002 as compared to 2000-2001, was as follows:

	2001-2002	2000-2001
	\$	\$
Main Estimates	3,701,000	3,666,000
Supplementary Estimates	836,150	537,650
Total Funding	4,537,150	4,203,650

In terms of the Main Estimates for the Secretariat, the funding for 2001-2002 has not increased significantly. With respect to Supplementary Estimates, the above mentioned amounts were secured to fund a projected conference activity of 105 for both years, \$439,650 in 2000-2001 and \$668,150 in 2001-2002. The balance pertains to rising personnel costs pertaining to collective bargaining, \$98,000 in 2000-2001 and \$168,000 in 2001-2002.

Total spending for 2001-2002 amounted to \$4,438,282 or 11.1% above that spent in 2000-2001. This increase was attributed for the most part to a general increase in the costs directly attributable to holding conferences. CICS served 99 conferences in 2001-2002 exactly the same amount as 2000-2001.

As a consequence, CICS generated a surplus of \$98,888 for 2001-2002. This amount will be available to CICS in 2002-2003 under the Treasury Board 5% carryforward provisions

	2001-2002	2000-2001
	\$	\$
Salaries and Wages	1,750,383	1,659,840
Employee Benefit Plans	309,000	340,000
Sub-total-Personnel Costs	2,059,383	1,999,840
Other Operating Costs	2,205,017	1,798,270
Capital Costs	173,882	196,440
Sub-total-Other Operating & Capital	2,378,899	1,994,710
Total	4,438,282	3,994,550
Surplus (Deficit)	98,868	209,100

The 2001-2002 budget increase was added to the 2002-2003 invoice.

The CICS Main Estimates for 2002-2003 has been set at \$3,746,000. This amount reflects an increase 1% over the previous fiscal year.

Additional funding will most likely be required in 2002-2003, the probability of equating or surpassing the 99 conferences figure attained last year, being very high. Consequently, the additional funding would be added to the 2003-2004 invoices.

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

Population Census 2001		2001-2002							2002-2003		
		Main Estimates			Contribution payment received				To be added to next billing		
	%	Co-shared ² Amount	Budget Adjustment 2000-2001	Projected Contribution ³	Co-shared ² Amount	Plus: Budget Adjustment 2000-2001 ⁴	Total Billed	Actual Contribution	Budget ⁵ Adjustment 2001-2002	2001 ⁶ Decennial Census Adjustment	Total
Total Budget/Expenditures		3,701.0	293.5	3,994.5		212.6			577.8		
Less: Federal Share ¹		2,225.5	187.2	2,412.7		106.3			288.9		
Total Provincial Share		1,475.5	106.3	1,581.8		106.3			288.9		
Newfoundland and Labrador	1.7	31.0	2.2	33.2	31.0	2.2	33.2	33.2	4.9	-5.9	-1.0
Nova Scotia	3.0	48.7	3.5	52.2	48.7	3.5	52.2	52.2	8.7	-4.4	4.3
New Brunswick	2.4	39.8	2.8	42.6	39.8	2.8	42.6	42.6	6.9	-4.4	2.5
Prince Edward Island	0.5	7.4	0.5	7.9	7.4	0.5	7.9	7.9	1.4	0.0	1.4
Quebec	24.2	373.3	26.8	400.1	373.3	26.8	400.1	131.3	69.9	0.0	69.9
Ontario	38.2	547.4	39.4	586.8	547.4	39.4	586.8	355.6	110.4	16.2	126.6
Manitoba	3.7	59.0	4.2	63.2	59.0	4.2	63.2	30.0	10.7	0.0	10.7
Saskatchewan	3.3	53.1	3.8	56.9	53.1	3.8	56.9	56.9	9.6	-4.4	5.2
Alberta	9.9	137.2	10.2	147.4	137.2	10.2	147.4	147.4	28.6	8.9	37.5
British Columbia	13.1	178.6	12.9	191.5	178.6	12.9	191.5	191.5	37.8	14.7	52.5
Total	100.0	1,475.5	106.3	1,581.8	1,475.5	106.3	1,581.8	1,048.6	288.9	20.7	309.6

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 2001 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 \$537,800 supplementary estimates obtained in 2000-2001, \$212,600 was actually spent and therefore half of the \$212,600 is passed on to provinces.

⁵ Budget adjustment is the result of difference between amount invoiced and share based on actual 2001-2002 expenditures.

⁶ Resulting adjustment from applying 2001 Population Census figures to the 2001-2002 provincial levy.

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 fiscal year 2001-2002 there were several personnel changes within the Conference Services sector.

The departing employees were: Lucie Tessier, who returned to the Public Service Commission; Kathy Logan, who obtained a position with Agriculture Canada, Lucie Létourneau, who took an extended leave of absence and Roseline Pelletier, a provincial secondment, who returned to the Government of New Brunswick.

Joining the organization are:
Diane Dugas-Morris, Conference Officer, from the Government of Canada,
Jacqueline Teffaine, Conference Assistant, from the Government of Manitoba, Melody Beck, Assistant Conference Officer, from the Government of Prince-Edward-Island, Doris Comeau, Assistant Conference Officer, from the Government of Nova Scotia and Marie-Claude Nault and Carole Lachaine-Canuel both Conference Assistants, from the Government of Canada.

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