

# Canadian Intergovernmental Conference Secretariat



Report to Governments 1999–2000



## Canadian Intergovernmental Conference Secretariat

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## Report to Governments 1999-2000

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 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

Looking back over the events of the past two fiscal years, I believe it is nothing short of a miracle that we were able to serve over 200 conferences in that period of time.

At the beginning, as we passed our 25<sup>th</sup> anniversary in May 1998, we were just concluding a rigorous self-examination as an organization. The result, announced in August, was a reorganization of the Secretariat, streamlining its structure and fostering a more cohesive approach to the delivery of conference services.

In that same month, we moved to a new location in Ottawa, just prior to serving the Annual Premiers' Conference in Saskatoon, one of our most demanding annual conferences. September arrived all too quickly for us, bearing with it no fewer than 22 conferences, an all-time monthly record. The high level of conference activity continued throughout the fall and winter of 1998-1999, driven particularly by the intensive round of discussions on the Social Union Framework. That process culminated in the February 1999 First Ministers' Meeting in Ottawa and the signing of the Social Union Framework Agreement. By the end of March 1999 we had served a total of 99 conferences, and on the way, had passed a significant milestone; our 2000<sup>th</sup> conference, the federal-provincial-territorial deputy ministers of Health in Toronto on December 3<sup>rd</sup>, 1998.

Fiscal year 1999-2000 brought with it a new client for us as the territory of Nunavut came into being on April 1<sup>st</sup>. We amended our logo to recognize the fact that we now had fourteen delegations around the table in a federal-provincial-territorial meeting. With the new fiscal year came a budget increase of \$400,000 to cover the costs of increased conference activity. That figure increases to \$500,000 for fiscal year 2000-2001. That increase was certainly more than justified as 1999-2000 exceeded the previous year by six, with a total of 105 conferences. Once again, September proved to be the peak season with 22 conferences served.

Meanwhile, back at the office, the Secretariat's staff were challenged by an unusual number of major initiatives underway in the federal government: a fundamental change in the job classification system, i.e. the Universal Classification Standard (UCS); a new approach to financial reporting (Financial Information Strategy); coping with the results of a comprehensive employee survey with the federal government; carrying out the complex calculations arising out of the extensive pay equity award to federal public servants; and, like the rest of the world, preparing for Y2K.

Throughout all this, our website has shone like a beacon, attracting almost 1.4 million visits by the end of March 2000, less than three years after its establishment. We look forward to its even greater use as we develop the contents and governments, the media, and the public increasingly use the internet to find the information they need.

I began by marvelling at how, under the circumstances, the Secretariat had been able to serve over 200 conferences in the past two years. That we have done so with success is due to the dedication, hard work and professionalism of our personnel and I want to commend them for a job well done.

A handwritten signature in black ink that reads "Stuart MacKinnon".

Stuart MacKinnon  
Secretary, Canadian Intergovernmental Conferences

Ottawa, May, 2000

The Conference Services unit of CICS 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.

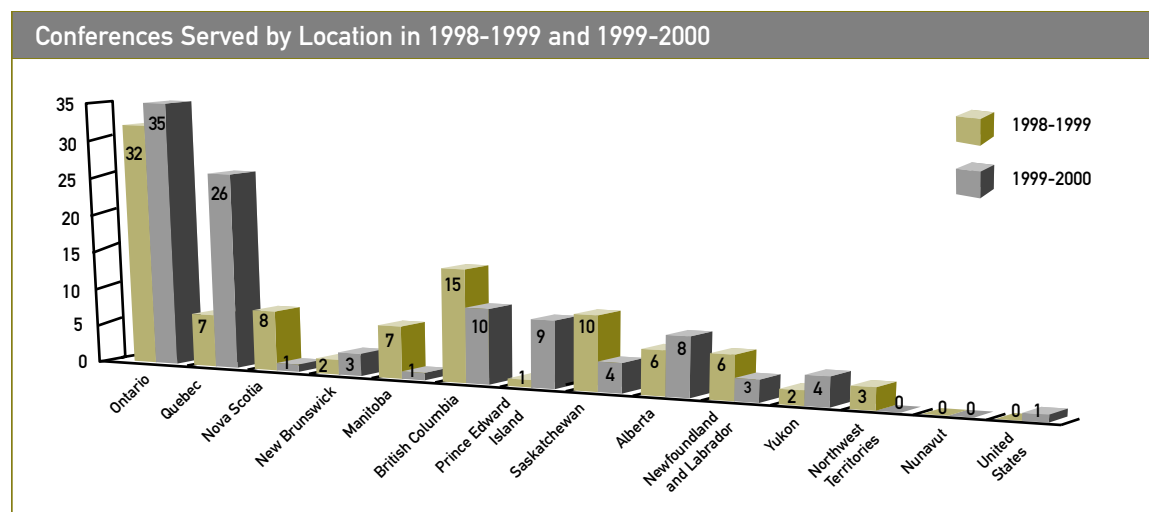
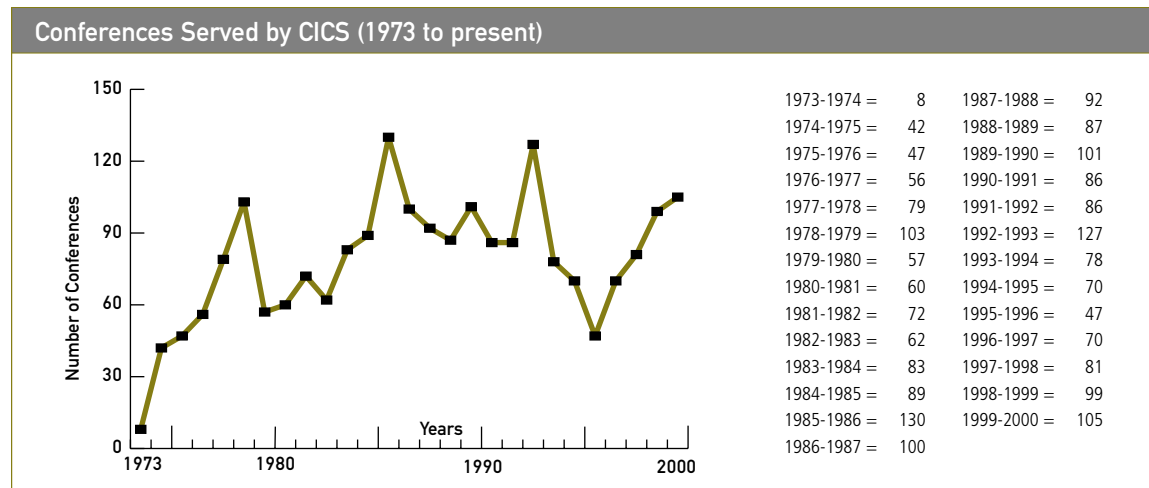


Photo provided by CICS

## Conference Activity

Conference Activity has been steadily increasing from a low of 47 conferences in 1995-1996 to 99 in 1998-1999 and 105 in 1999-2000.

2000<sup>th</sup> conference served by CICS. (left to right) Robert Kehayes, Frank Cholette, Lynn Pothier, Carol Bourgeois



# Conferences

CICS as the permanent secretariat to the Federal-Provincial-Territorial (FPT) First Ministers Conference has seen a decline in the occurrence of these meetings over the past few years, while the number of Provincial-Territorial (PT) Premiers' meetings has increased.



1999 Western Premiers Conference, May 1999, Drumheller, Alberta

Photo provided by CICS

While many of the conferences served by CICS are held in metropolitan areas, we have also coordinated conferences in smaller centres such as Drumheller, Alberta, Inuvik in the Northwest Territories and Iqaluit in Nunavut.

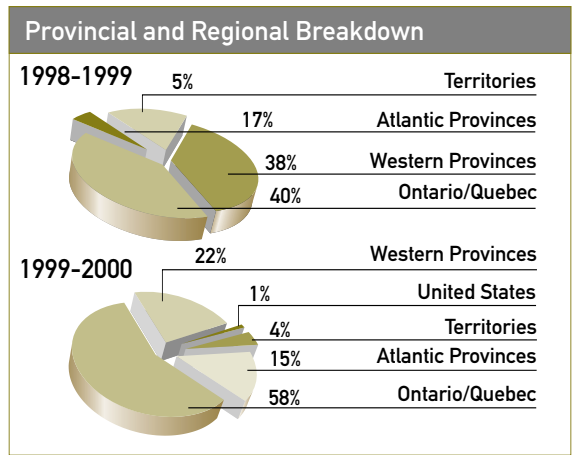


Photo: Marc-André Génier (provided by Quebec Government)

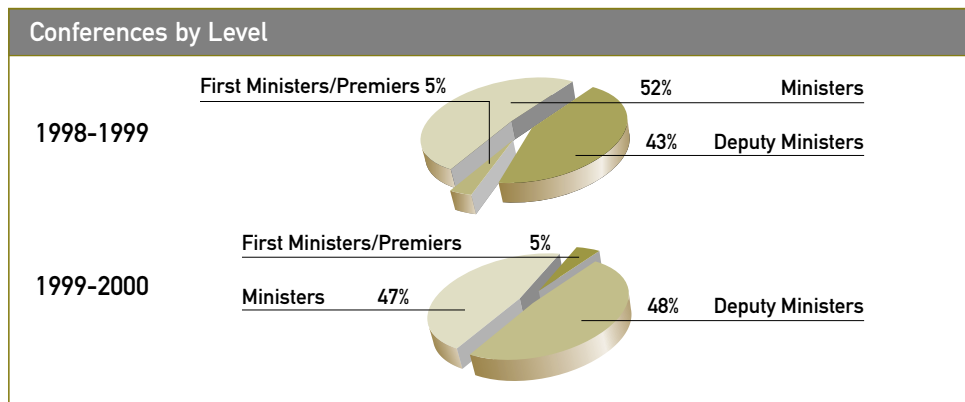
39th Annual Premiers' Conference, August 1999, Québec, Quebec

**Does CICS have regional offices across Canada?**

Traditionally the number of FPT Ministerial meetings were more frequent than those held at the Deputy Ministerial level, however, in 1999-2000 each level held a total of 50 conferences. In general, conference sectors meet on a regular basis ranging from one to four times per year. Changes to the number of conferences from year to year can be attributed to the volatility and emerging high profile issues, or in some cases, federal, provincial and territorial elections. It is also worth noting that there has been an increase in the informality of meetings, particularly, below the ministerial level.



In the past two years, we have provided our services to several new sectors which include Francophone Affairs, Secretaries to Treasury Board/Management Board, Chief Coroners and Chief Medical Examiners and, Public Service Commissioners.



ON

Conferences Served by CICS April 1, 1998 – March 31, 1999 and April 1, 1999 – March 31, 2000														
SECTORS	First Ministers		FPT Ministers		FPT Deputy Ministers		Premiers		PT Ministers		PT Deputy Ministers		Total	
	98-99	99-00	98-99	99-00	98-99	99-00	98-99	99-00	98-99	99-00	98-99	99-00	98-99	99-00
Agriculture			2	4		2			1	1			3	7
Education					2	2			3	3	2	2	7	7
Emergency Preparedness									1		1		2	
Environment (includes Wildlife)			4	4	2	4							6	8
Finance									1	2			1	2
Fisheries			3	4	1	1			1				5	5
Health (includes Seniors)			2	3	5	4			1	2		1	8	10
Heritage (includes Parks)			2	1	2	1							4	2
Human Resources and Social Services (includes Labour Market, Labour and Occupational Health and Social Union Framework Agreement (SUFA))			7	7	6	4			5	3	3	2	21	16
Industry (includes Communications, Science and Technology, Tourism and Consumer Affairs)			2	1	1	3			1				4	4
Intergovernmental Affairs	1						3	5				3	4	8
Justice and Solicitor General (includes Chief Coroner and Chief Medical Examiners, and Human Rights)			1	1	2	4			1	1		2	4	8
Local Government/Housing									1	2		3	1	5
Native/Aboriginal Affairs			1	2		1	1		1				3	3
Natural Resources (includes Forestry, Energy, and Mines)			4	3	2	1							6	4
Government Administration (includes Treasury Board, Public Service Commission and Public Works)					2	2							2	2
Sports and Recreation			1	1	2	1			1	1	2	1	6	4
Status of Women			2	1	4	3							6	4
Trade (includes Internal Trade)														
Transport			2	2	4	4							6	6
<b>Total</b>	<b>1</b>		<b>33</b>	<b>34</b>	<b>35</b>	<b>37</b>	<b>4</b>	<b>5</b>	<b>18</b>	<b>15</b>	<b>8</b>	<b>14</b>	<b>99</b>	<b>105</b>

# 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 Asian Pacific Economic Conference (APEC) process.

## Structure

Conference Services is comprised of four conference teams composed of federal personnel and provincial employees, the latter are seconded to the Secretariat. Each of the four core teams are 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;



Photo: Marc-André Grenier (provided by Québec Government)

39<sup>th</sup> Annual Premiers' Conference, August 1999, Québec, Quebec

- 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.

### 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 the news release 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.

Are the CICS headquarters based in Ottawa?

Yes.



Due to a corporate restructuring exercise, the Intergovernmental Document Centre (IDC) is now known as Information Services which incorporates both the information management and information technology functions of the organization.

## Information Management

The role of Information Management, through the Information Centre, is to manage documentation and related materials emanating from conferences served by CICS. 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.) are also added to the archives to create a comprehensive record of each conference served by the Secretariat.

## Archives

The CICS archives is a unique collection of documents, which spans virtually every sector of intergovernmental conference activity dating back to 1973, primarily for the use of governments. As part of the restructuring of Information Services the routine distribution of public documents to legislative, university and public libraries across Canada has been discontinued. However, unclassified materials are made available upon request from the public and through the Secretariat website.

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

### Number of Conference Documents in the Archives as of March 31, 2000

Federal-Provincial-Territorial	20,670
Provincial-Territorial	9,069
<b>Grand Total</b>	<b>29,739</b>

In 1998-1999, the document archives saw an increase of 1,490 new documents in its holdings. An additional 1,383 new documents were added in 1999-2000.

Conference Type and Level	1998-1999			1999-2000		
	Type and Number of Documents			Type and Number of Documents		
	Classified	Unclassified	Total	Classified	Unclassified	Total
<b>Federal-Provincial-Territorial</b>						
First Ministers	0	0	0	0	0	0
Ministers	630	103	733	440	86	526
Deputy Ministers	418	16	434	461	51	512
<b>Sub-Total</b>			<b>1,167</b>			<b>1,038</b>
<b>Provincial-Territorial</b>						
Premiers	30	43	73	36	35	71
Ministers	178	20	198	154	14	168
Deputy Ministers	52	0	52	98	8	106
<b>Sub-Total</b>			<b>323</b>			<b>345</b>
<b>Total Number of New Documents</b>			<b>1,490</b>			<b>1,383</b>

## Requests for Conference Related Materials

In 1998-1999, the Information Centre received 248 requests from groups and individuals for conference related materials, while in 1999-2000 the number of requests reached 194.

# Information Services

This resulted in the following number of documents, information and publications being made available.

	1998-1999	1999-2000
Number of Classified Documents	1,298	95
Number of Unclassified Documents	478	395
Number of Research or General Information	185	140
Number of Publications	65	46

Many of the requests for information were received from government officials, universities, students and private firms in Canada and the United States and also from as far away as Switzerland, Australia and India.

## Future Initiatives

In the last fiscal year, preliminary discussions on the development of a declassification system for conference documents have begun and continue into the coming year. Another interesting initiative underway is a review of the Secretariat's file classification system with a focus on classifying the extensive historical material (i.e. corporate memory) that resides within the Secretariat.

As the archives grows every year, the allocation of archival space will become an issue. As a result, discussions have begun regarding the long term storage and protection of the material while maintaining the integrity and confidentiality of the intergovernmental documentation. While offsite storage is a possibility, the issue of digitization of the archives is also being examined.

## Information Technology

Advances in technology continue to play an increasingly critical role in the provision

of high quality services to our clients and in our internal management as well. CICS endeavours to remain at the leading edge of these technological developments. To this end, future budgets will allocate sufficient funds to ensure that our information technology requirements are met.

Over the past several years, the Secretariat has implemented a number of changes which allow us to utilize fully the latest innovations technology has to offer. Our internal network was upgraded from Banyan VINES to Windows NT and a new communication server was installed to facilitate fast and reliable simultaneous connections between conference sites across Canada and our home office located in Ottawa. The implementation of Internet access from our desktop systems allow us to do research, contact suppliers, make travel arrangements and keep updated on the latest news.

Y2K compliance was a priority area that was also addressed by CICS. With the testing and upgrade of our Pentium base laptops and desktops as well as the upgrade of our suite of word processing, presentation, database, spreadsheet and communications applications, the Secretariat entered the new millennium without any major glitch.

The Electronic Messaging System developed for use at senior level conferences has become a service much in demand and plans are currently underway to make this service available when required and where the layout of the facility will accommodate the cabling.

Access to the Internet for delegates at various conference locations is another service being provided by CICS when possible and warranted.

## Communications

In the area of communications, the Canadian Intergovernmental Conference Secretariat continues to post, when applicable, conference communiqués and conference information on its Web site immediately after the close of each



conference we serve. The availability of Media Accreditation forms on our Web site has also made the registration process for media more efficient.

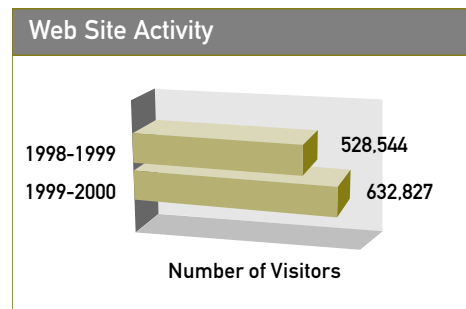
Since 1998 approximately a million and a half visitors have accessed our Web site located at <http://www.scics.gc.ca>.

The continuous positive feedback we have received and the number of regular visitors to our site indicate its usefulness to governments, media organizations, special interest groups and the general public, both in Canada and abroad. A sample percentage breakdown of countries accessing our site is shown below:

Canada	46%
USA	21%
Others	33%

*(Japan, France, Germany, South Africa, United Kingdom, Australia, Denmark, Slovak Republic, Spain, Austria, Russian Federation) to name a few.*

Trends over the last few years have shown a steady increase in our website activity with the number of visitors reaching 632,827 this fiscal year from 528,544 in 1998-1999 and 230,431 in its inception year of 1997-1998. While traditionally it is the high level conferences such as First Ministers' meetings that generate the most activity there has been overall a progressive increase in the use of the site.



Several visual communication initiatives were undertaken in the last few months of the fiscal year 1998-1999 and throughout the fiscal year 1999-2000. These included the design of a new image for corporate publications such as the Annual Report to Governments and marketing products, some of which are distributed to all 14 governments which we serve.

Future initiatives being looked at are:

- Wireless networking on conference site.
- Digitization of documents.

Approximately how many people have visited our Web site since 1998?

Over 1 million visitors.

# Corporate Services

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

The 1998-1999 budget increase was added to the 1999-2000 invoice to the provinces whereas the 1999-2000 budget increase has been added to the 2000-2001 invoice.

## Finances

The CICS budgets for 1998-1999 and 1999-2000 were as follows:

	1998-1999	1999-2000
	\$	\$
Main Estimates	3,074,000	3,089,000
Supplementary Estimates	834,519	818,796
<b>Total Funding</b>	<b>3,908,519</b>	<b>3,907,796</b>

The CICS Main Estimates for 2000-2001 has been set at \$3,666,000. This amount reflects an increase of \$577,000 or 18.7% over the previous fiscal year. Of this amount, \$500,000 was obtained to assist with costs due to an increase in conference activity from an historical average of 70 conferences served per year

In terms of the Main Estimates for the Secretariat, the funding has remained stable over the two year period. With regard to Supplementary Estimates, the above mentioned amounts were secured to fund a significant increase in conference activity, from 81 in 1997-1998 to 99 and 105 in 1998-1999 and 1999-2000 respectively.

to an average of 90 conferences served annually in the last three years.

Additional funding may be required in 2000-2001 if more than 90 conferences are served by the Secretariat. Should this situation occur, the requested funding would be added to the 2001-2002 invoice.

Total spending for 1998-1999 and 1999-2000 amounted to \$3,829,136 and \$3,747,982 respectively. As a consequence, CICS generated surpluses of \$79,383 in 1998-1999 and \$159,814 in 1999-2000:

	1998-1999	1999-2000
	\$	\$
Salaries and Wages	1,639,835	1,589,068
Employee Benefit Plans	307,000	341,000
<b>Sub-total – Personal Costs</b>	<b>1,946,835</b>	<b>1,930,068</b>
Other Operating Costs	1,815,459	1,713,735
Capital Costs	66,842	104,179
<b>Sub-total – Other Operating and Capital Costs</b>	<b>1,882,301</b>	<b>1,817,914</b>
<b>Total</b>	<b>3,829,136</b>	<b>3,747,982</b>
<b>Surplus (Deficit)</b>	<b>79,383</b>	<b>159,814</b>

**Financial Table - 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 <sup>2</sup> Amount	Budget Adjustment 1997-1998	Projected <sup>3</sup> Contribution	Co-shared <sup>2</sup> Amount	Plus: Budget Adjustment 1997-1998 <sup>4</sup>	Less: Surplus credit from 1997-1998 <sup>5</sup>	Total Billed	Actual Contribution	Budget <sup>6</sup> Adjustment 1998-1999	P.A.Y.E. <sup>7</sup> 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 Share <sup>1</sup>		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 & Labrador	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 <sup>8</sup>	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
<b>Total</b>	<b>100.0</b>	<b>1,213.0</b>	<b>150.0</b>	<b>928.1</b>	<b>1,213.0</b>	<b>139.5</b>	<b>(0.1)</b>	<b>1,352.4</b>	<b>953.7</b>	<b>367.6</b>	<b>(2.9)</b>	<b>364.7</b>

**Notes:**

<sup>1</sup> 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.

<sup>2</sup> Provincial contributions are per capita, based on the 1991 population census.

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

<sup>4</sup> Of the \$300,000 supplementary estimates obtained in 1997-1998, \$279,000 was actually spent and therefore half is passed on to provinces.

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

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

<sup>7</sup> Payable at year-end (P.A.Y.E.) overestimation.

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

# Corporate Services

Financial Table - Provincial Contributions towards CICS' budget (000's)												
Population Census 1991		1999-2000								2000-2001		
		Main Estimates			Contribution payment received					To be added to next billing		
	%	Co-shared <sup>2</sup> Amount	Budget Adjustment 1998-1999	Projected <sup>3</sup> Contribution	Co-shared <sup>2</sup> Amount	Plus: Budget Adjustment 1998-1999 <sup>4</sup>	Less: P.A.Y.E. Overestimate 1998-1999 <sup>5</sup>	Total Billed	Actual Contribution	Budget <sup>6</sup> Adjustment 1999-2000	R.P.Y.E. <sup>7</sup> from 1998-1999	Total
Total Budget/Expenditures		3,089.0	834.5	3,923.5		735.2	(23.8)			516.7	(17.3)	
Less: Federal Share <sup>1</sup>		1,863.0	417.3	2,927.3		367.6	(20.9)			258.4	(15.4)	
Total Provincial Share		1,226.0	417.2	996.2		367.6	(2.9)			258.4	(1.9)	
Newfoundland & Labrador	2.1	25.7	8.7	34.5	25.7	7.7	(0.3)	33.1	33.1	5.4	(0.2)	5.2
Nova Scotia	3.3	40.5	13.8	54.2	40.5	12.1	(0.4)	52.2	52.2	8.5	(0.3)	8.2
New Brunswick	2.7	33.1	11.2	44.4	33.1	9.9	(0.3)	42.7	42.7	7.0	(0.2)	6.8
Prince Edward Island	0.5	6.1	2.1	8.2	6.1	1.9	(0.1)	7.9	7.9	1.3	(0.1)	1.2
Quebec	25.3	310.2	105.6	131.3	310.2	93.0	0.0	403.2	215.3	65.4	0.0	65.4
Ontario	37.1	454.9	154.8	355.6	454.9	136.4	0.0	591.3	355.6	95.9	0.0	95.9
Manitoba	4.0	49.0	16.7	20.0	49.0	14.7	0.0	63.7	30.0	10.3	0.0	10.3
Saskatchewan	3.6	44.1	15.0	59.2	44.1	13.2	(0.4)	56.9	56.9	9.3	(0.3)	9.0
Alberta	9.3	114.0	38.8	90.0	114.0	34.2	0.0	148.2	148.2	24.0	(0.8)	23.2
British Columbia	12.1	148.4	50.5	198.8	148.4	44.5	(1.4)	191.5	147.0	31.3	0.0	31.3
<b>Total</b>	<b>100.0</b>	<b>1,226.0</b>	<b>417.2</b>	<b>996.2</b>	<b>1,226.0</b>	<b>367.6</b>	<b>(2.9)</b>	<b>1,590.7</b>	<b>1,088.9</b>	<b>258.4</b>	<b>(1.9)</b>	<b>256.5</b>

**Notes:**

<sup>1</sup> 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.

<sup>2</sup> Provincial contributions are per capita, based on the 1991 population census.

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

<sup>4</sup> Of the \$834,500 supplementary estimates obtained in 1997-1998, \$735,200 was actually spent and therefore half is passed on to provinces.

<sup>5</sup> Credit results from an overestimation of accounts payable at the 1998-1999 year end (PAYE).

<sup>6</sup> Budget adjustment is the result of difference between amount invoiced and share based on actual 1999-2000 expenditures.

<sup>7</sup> Refund of Previous Years' Expenditures (R.P.Y.E.)

## Administration

In August 1998, CICS moved from 110 O'Connor street to its new location on the 10<sup>th</sup> floor, 222 Queen street in downtown Ottawa. In April 1999, CICS hosted an open house to commemorate its 25<sup>th</sup> anniversary and display its new offices.



Photo provided by CICS

The Secretary welcomes guests

## Personnel

The intergovernmental nature of the Secretariat is reflected in the composition of its personnel which consists of federal and provincial employees. Half of the Conference Services unit 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.

## Secondment Program

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.

Within the last two fiscal years, 5 provincial employees completed their secondment terms with the CICS and were replaced with 5 new secondees. The Secretariat has also filled a Conference Officer position by means of a short term secondment from the federal government.

Provincial Secondments to CICS							
	Mgr	CO	ACO	CA	CA(PTS)	OTHER	TOTAL
Ontario	1	8	2	1	1		13
Quebec		6	4	2	1	1*	14
Nova Scotia	1	1	3		1		6
New Brunswick		1			1		2
Manitoba							0
British Columbia		2	2	1	2		7
Prince Edward Island			1		2		3
Saskatchewan		1	1	1	1		4
Alberta		2			2		4
Newfoundland & Labrador	1	2			4	1**	8
						<b>TOTAL</b>	<b>61</b>

MGR	Manager, Conference Services (this position has subsequently been abolished)
CO	Conference Officer
ACO	Assistant Conference Officer
CA	Conference Assistant
CA (PTS)	Conference Assistant (Procurement and Technical Services)
OTHER	*Director, Information Branch; ** Information Officer (these positions have been abolished)

# Corporate Services

In the last year, the Secretariat bid farewell to the following staff:  
**Rodrigue Hurtubise**, Manager, Conferences Services, who has left the Ontario government for the private sector; Conference Officers **Frank Cholette** and **Lise Robitaille** who returned to the governments of Newfoundland and Labrador and Quebec, respectively; two Conference Assistants, **Ed Knight** and **Janet Banks** also returned to their home governments, Newfoundland and Labrador and British Columbia respectively.

While the turnover rate for federal employees has traditionally been low, the following employees have left the Secretariat: **Philippe Sénécal**, Finance Assistant, took a new position with Human Resources and Development Canada. The Manager, Information Services, **Joan Murphy**, has accepted a secondment opportunity with the Canadian Coast Guard.

Joining the organization are: Conference Officers **Roseline Pelletier** from the New Brunswick government and **Johanne Kaszap** from the Federal Treasury Board Secretariat; **Marjolaine Groulx** from the Quebec government as Assistant Conference Officer and **Cynthia Yerichuk** and **Richard Lalonde** as Conference Assistants (Procurement and Technical Services) from the governments of Alberta and Quebec respectively. **Claude Simard** from Elections Canada, joined the agency as Finance Assistant.



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