

**Canadian
Intergovernmental
Conference
Secretariat**

**1998-99
Estimates**

Report on Plans and Priorities

Approved

Prime Minister

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Section I: Messages

A. Agency Head's Message

Intergovernmental conferences are a key feature of Canadian Federalism, providing opportunity for governments to consult on and coordinate their policies and programs. The Canadian Intergovernmental Conference Secretariat (CICS) was created to provide cost-effective administrative services and support to these conferences which cover virtually every sector of government activity.

Looking ahead, we expect the numerous issues facing governments will require a continuing high level of intergovernmental conference activity. CICS must be prepared to continue its well established mandate of providing high quality conference services to governments in a period of rapidly developing technology and diminishing financial resources. In addition, CICS wishes to prepare for the next millennium by addressing long term issues and identifying steps to ensure the success of the organization in the future.

In the context of the Secretariat's ongoing review of its operations, CICS has examined the present and future needs of the organization and the level of client satisfaction with its services. This was accomplished through a survey of federal, provincial and territorial clients done by Consulting and Audit Canada in 1997. The information gathered through the survey will be instrumental in the development of a strategic plan for the agency, the implementation of which will occur in 1998-99.

Stuart MacKinnon
Secretary

B. Management Representation Statement

MANAGEMENT REPRESENTATION Report on Plans and Priorities 1998-99

I submit, for tabling in Parliament, the 1998-99 report on Plans and Priorities (RPP) for the Canadian Intergovernmental Conference Secretariat (CICS).

To the best of my knowledge the information:

- Accurately portrays the agency's mandate, plans, priorities, strategies and expected key results of the organization.
- Is consistent with the disclosure principles contained in the *Guidelines for Preparing a Report on Plans and Priorities*.
- Is comprehensive and accurate.
- Is based on sound underlying departmental information and management systems.
- I am satisfied as to the quality assurance processes and procedures used for the RPP's production.

The Planning and Reporting Accountability Structure (PRAS) on which this document is based has been approved by Treasury Board Ministers and is the basis for accountability for the results achieved with the resources and authorities provided.

André M. McArdle
Assistant Secretary
February 12, 1998

Section II: Agency Overview

The Canadian Intergovernmental Conference Secretariat (CICS) was created by the First Ministers of Canada in May 1973 to provide administrative services to federal-provincial and interprovincial meetings of First Ministers, Ministers and Deputy Ministers. The CICS is an agency of both the federal and provincial governments and, as such, acts as a neutral intergovernmental body. Its budget is supported by both orders of government and its staff includes both federal and provincial public servants. The Secretary reports to all governments annually. The operations are reviewed by federal and provincial senior officials designated by their respective First Ministers. The CICS reports to Parliament through the Prime Minister.

A. Mandate, Roles, and Responsibilities

The Canadian Intergovernmental Conference Secretariat was established pursuant to an agreement reached at the May 1973 First Ministers' Conference, and designated a department of the federal government by an Order-in-Council dated November 29, 1973. Its mandate is to provide administrative services for the planning and conduct of senior level federal-provincial-territorial and provincial-territorial conferences.

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

In addition to the above conference services which are available anywhere in Canada, a document archives (the Intergovernmental Document Centre (IDC)) is maintained by the Secretariat for the use of governments. CICS is the principal source of unclassified intergovernmental conference documentation for legislative, university and municipal libraries across Canada. It also publishes material relating to intergovernmental conference activities.

B. Objective

To provide administrative and support services for the meetings of First Ministers, as well as for federal-provincial and interprovincial meetings of ministers and deputy ministers.

C. Financial Spending Plan

Canadian Intergovernmental Conference Secretariat

Financial Spending Plan

(\$ millions)	Forecast Spending 1997-98*	Planned Spending 1998-99	Planned Spending 1999-00	Planned Spending 2000-01
Gross Program Spending:				
Canadian Intergovernmental Conference Secretariat	3,404	3,074	3,062	3,057
Net Program Spending	3,404	3,074	3,062	3,057
Less: Revenue Credited to the Consolidated Revenue Fund	872	963	890	890
Plus: Cost of Services Provided by Other Departments	368	345	345	345
Net Cost of the Agency	2,900	2,456	2,517	2,512

* Reflects best forecast of total planned spending to the end of the fiscal year.

Section III: Plans, Priorities and Strategies

Planned Spending

(\$ millions)	Forecast Spending 1997-98	Planned Spending 1998-99	Planned Spending 1999-00	Planned Spending 2000-01
Gross Expenditures	3,404	3,074	3,062	3,057
Net Program Spending	3,404	3,074	3,062	3,057
Less: Revenue Credited to the Consolidated Revenue Fund	872	963	890	890
Total Net Expenditures	2,532	2,111	2,172	2,167

Objective

The objective of the Secretariat is excelling in the planning, conduct, and the serving of intergovernmental conferences at the most senior levels, with the objective of relieving 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. This is a one business line program.

External Factors Influencing the Program

It is important to note that the CICS does not convene intergovernmental meetings. It is called upon to respond to decisions taken by governments to meet on key national or specific issues. **Decisions concerning the location of such 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 1998-99. Since these cannot be predicted 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.

Key Plans, Priorities and Strategies

Canadian Intergovernmental Conference Secretariat	
(Plan) to provide Canadians with:	(Strategies) to be demonstrated by:
conference services to federal-provincial and interprovincial meetings/conferences	<ul style="list-style-type: none"> ● post-conference evaluations ● ongoing monitoring and review of services provided ● periodic surveys of our clients, senior level consultations and gathering pertinent conference statistical information.

Expected Results

The Secretariat will continue to provide services upon request to meetings of First Ministers, 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's 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 CICS is called upon to serve meetings in virtually every major sector of government activity. The Secretariat's services are available anywhere in Canada.

Following, a client survey, an environmental scan, and a strategic planning exercise, the Secretariat will proceed in 1998-99 with the implementation of operational strategies aimed at ensuring the success of the organization in the future.

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Table 1: Spending Authorities - Ministry Summary Part II of the Estimates

Vote (thousands of dollars)		1998-99 Main Estimates	1997-98 Main Estimates
Canadian Intergovernmental Conference Secretariat			
10	Program expenditures	2767	2850
(S)	Contributions to employee benefit plans	307	254
Total Agency		3074	3104

Table 2: Organization Structure

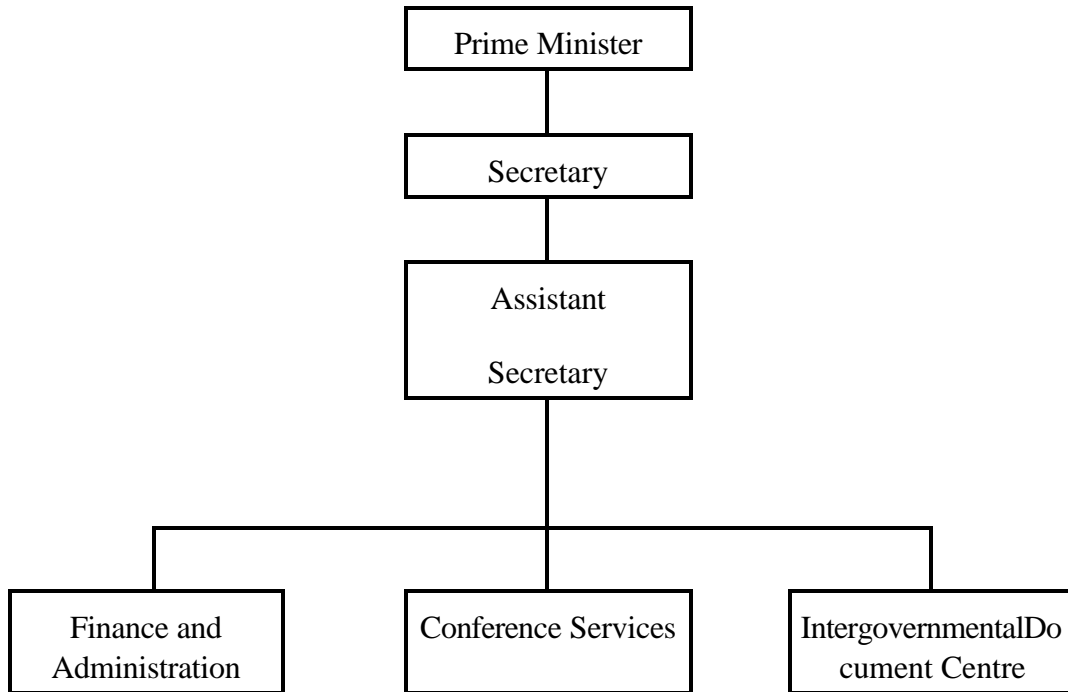


Table 2.1: Planned Full Time Equivalents (FTEs) by Program

	Forecast 1997-98	Planned 1998-99	Planned 1999-00	Planned 2000-01
Canadian Intergovernmental Conference Secretariat	31	30	30	30
Departmental Total	31	30	30	30

Table 2.2: Details of FTE Requirements

(\$ dollars)	Forecast 1997-98	Planned 1998-99	Planned 1999-00	Planned 2000-01
<30,000				
30,000-40,000	17	16	16	16
40,000-50,000	5	5	5	5
50,000-60,000	5	5	5	5
60,000-70,000	2	2	2	2
70,000-80,000	1	1	1	1
>80,000	1	1	1	1
Total	31	30	30	30

Table 3: Agency Summary of Standard Objects of Expenditure

(\$ millions)	Forecast Spending 1997-98	Planned Spending 1998-99	Planned Spending 1999-00	Planned Spending 2000-01
Personnel				
Salaries and wages	1,551	1,461	1,461	1,461
Contributions to employee benefit plans	254	307	307	307
	1,805	1,768	1,768	1,768
Goods and services				
Transportation and communications	580	480	480	480
Information	40	40	40	40
Professional and special services	604	516	504	499
Rentals	285	180	180	180
Purchased repair and maintenance	15	15	15	15
Utilities, materials and supplies	60	60	60	60
Minor Capital	15	15	15	15
	1,599	1,306	1,294	1,289
Net budgetary expenditures	3,404	3,074	3,062	3,057

Table 4: Program Resources by Program for the Estimates Year

(\$ millions)	Budgetary									
	FTE	Operating	Capital	Grants and Contributions	Gross Voted	Statutory Item	Non-Budgetary Loans Investments and Advances	Gross Planned Spending	Less: Revenue Credited to the vote	Net Planned Spending
Canadian Intergovernmental Conference Secretariat	30	3,074			3,074			3,074		3,074
Total	30	3,074			3,074			3,074		3,074

Table 5: Details of Revenue by Program

Revenue Credited to the Consolidated Revenue Fund (CRF) (\$ millions)	Forecast Revenue 1997-98	Planned Revenue 1998-99	Planned Revenue 1999-00	Planned Revenue 2000-01
Canadian Intergovernmental				
Conference Secretariat				
Transfer payments from				
other governments	867	963	890	890
Miscellaneous Revenues	5	0	0	0
Total	872	963	890	890

Table 6: Information on the federal-provincial CICS cost-sharing formula

Determination of operating costs to be co-shared (\$)	Forecast 1997-98	Planned 1998-99	Planned 1999-00	Planned 2000-01
Main Estimates	3104000	3,074,000	3,062,000	3,057,000
Supplementary Estimates	300000			
Less: Recoverable in 1998-99	-300000	300,000		
	3104000	3,374,000	3,062,000	3,057,000
Less: Items excluded from cost-sharing with the provinces				
o Contributions to federal employee benefit plans	-254000	(307,000)	(307,000)	(307,000)
o Translation costs	-317000	(317,000)	(317,000)	(317,000)
o Tenant services	-9000	(9,000)	(9,000)	(9,000)
o Capital	-15000	(15,000)	(15,000)	(15,000)
Total amount to be co-shared	2509000	2,726,000	2,414,000	2,409,000
Allocation of co-shared amount				
o Provincial governments (50%)	1254500	1,363,000	1,207,000	1,204,500
o Federal government (50%)	1254500	1,363,000	1,207,000	1,204,500

Table 7: Information on the federal-provincial CICS cost-sharing formula

Provincial shares of CICS's projected operating costs (\$)	Popu- lation	Forecast 1997-98	Planned 1998-99	Planned 1999-00	Planned 2000-01
Newfoundland & Labrador	2.1	26,300	28,600	25,300	25,300
Nova Scotia	3.3	41,400	45,000	39,800	39,700
New Brunswick	2.7	33,800	36,800	32,600	32,500
Prince Edward Island	0.5	6,300	6,800	6,000	6,000
Quebec	25.3	317,400	344,800	305,400	304,700
Ontario	37.1	465,400	505,700	447,800	446,900
Manitoba	4.0	50,200	54,500	48,300	48,200
Saskatchewan	3.6	45,200	49,100	43,500	43,400
Alberta	9.3	116,700	126,800	112,300	112,000
British Columbia	12.1	151,800	164,900	146,000	145,800
Total		1,254,500	1,363,000	1,207,000	1,204,500

Table 8: Information on the federal-provincial CICS cost-sharing formula

Federal share of CICS's operating costs (\$)	Forecast 1997-98	Planned 1998-99	Planned 1999-00	Planned 2000-01
Federal co-shared amount	1,254,500	1,363,000	1,207,000	1,204,500
Add: Adjustments				
o Contribution to Federal Employee Benefit Plans	254,000	307,000	307,000	307,000
o Translation Costs	324,000	317,000	317,000	317,000
o Tenant Services	9,000	9,000	9,000	9,000
o Capital	15,000	15,000	15,000	15,000
o Projected revenue shortfall on account of partial contributions by:*				
Manitoba	30,200	34,500	28,300	28,200
Alberta	26,700	36,800	22,300	22,000
Quebec	186,100	213,500	174,100	173,400
Ontario	109,800	150,100	92,200	91,300
Total adjustments	947,800	1,082,900	964,900	962,900
Total estimated cost to the federal government	2,202,300	2,445,900	2,171,900	2,167,400

* Based on last contribution received by individual province

Table 9: Net Cost of Program		
(\$ millions)	Canadian Intergovernmental Conference Secretariat	Total
Gross Planned Spending	3,074	3,074
Plus:		
<i>Services Received without Charge</i>		
Accommodation provided by Public Works and Government Services Canada (PWGSC)--	243	243
Contributions covering employers' share of insurance premiums and costs paid by TBS--	102	102
Total Cost of Program	3,419	3,419
Less:		
Revenue Credited to the CRF	963	963
1998-99 Estimated Net Program Cost	2,456	2,456

Table 10: References

CICS Annual Report	Years 1996-97, 1995-96
CICS Performance Report	1996-97