



**Canadian
Intergovernmental
Conference Secretariat**

**1999-2000
Estimates**

Report on Plans and Priorities

Approved

Prime Minister

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Section I: Messages

A. Agency Head's Message

In a federation like ours, with power shared between the federal government and the provinces, there is a constant need for governments to consult each other and to co-ordinate their policies and programs. In Canada, one of the most important mechanisms for consultation and co-ordination is the multilateral intergovernmental conference.

The Canadian Intergovernmental Conference Secretariat (CICS), was created by governments to provide administrative support to senior-level intergovernmental conferences. The demand for our services has increased significantly in recent years, topping 100 in 1998-99, and we expect that it will remain at that level over the planning period.

In 1999-2000, we will continue providing expert, impartial and cost effective administrative support services for senior level intergovernmental conferences. These services will be provided by a recently streamlined operational structure, following the direction of an extensive strategic planning process within CICS. Work will continue on the development of innovative and flexible policies and procedures and the application of the latest technological developments. We expect these initiatives will reduce overhead costs, while maintaining the high standard of service our clients have come to expect of us.

Stuart MacKinnon
Secretary

B. Management Representation Statement

MANAGEMENT REPRESENTATION Report on Plans and Priorities 1999-2000

I submit, for tabling in Parliament, the 1999-2000 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 structure 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, 1999

Section II: Agency Overview

A. Mandate, Roles, and Responsibilities

The Canadian Intergovernmental Conference Secretariat (CICS) was established pursuant to an agreement reached at the May 1973 First Ministers' Conference and designated a department of the federal government by an Order-in-Council dated November 29, 1973. Its mandate is to provide administrative services for the planning and conduct of First Ministers, Ministers and Deputy Ministers 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 which includes informatics.

In addition to the above conference services which are available anywhere in Canada, a document archives is maintained by the Secretariat for the use of governments. The Secretariat has also launched in 1997 its world wide web site containing not only pertinent information on the organization and its activities but most importantly, conference communiqués released immediately after the close of each major conference we serve.

B. Objective

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.

C. Operating Environment

Although designated a federal department for the purposes of the Financial Administration Act, the CICS is in fact 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 organization 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.

It is important to note that the agency 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 1999-2000. 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.

D. Financial Spending Plan

Canadian Intergovernmental Conference Secretariat

Financial Spending Plan

(\$ millions)	Forecast Spending 1998-99*	Planned Spending 1999-00	Planned Spending 2000-01	Planned Spending 2000-02
Gross Program Spending:				
Canadian Intergovernmental Conference Secretariat	3,908.5	3,089.0	3,082.0	3,082.0
Net Program Spending	3,908.5	3,089.0	3,082.0	3,082.0
Less: Revenue Credited to the Consolidated Revenue Fund	942.0	997.2	894.1	894.1
Plus: Cost of Services Provided by Other Departments	340.7	344.3	370.8	370.8
Net Cost of the Agency	3,307.2	2,436.1	2,558.7	2,558.7

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

Section III: Plans, Priorities and Strategies

Summary of Key Plans, Priorities and Strategies

Chart of Key Results Commitments

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

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.

The agency'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 meetings. The CICS is called upon to serve meetings in virtually every major sector of government activity and its services are available anywhere in Canada. As a result of a strategic planning exercise, the Secretariat has implemented in 1998-99 a number of changes designed to streamline the structure and operations of the agency while improving its overall efficiency.

Planned Spending

Canadian Intergovernmental Conference Secretariat

(\$ millions)	Forecast Spending 1998-99	Planned Spending 1999-00	Planned Spending 2000-01	Planned Spending 2001-02
Gross Expenditures	3,908.5	3,089.0	3,082.0	3,082.0
Net Expenditures	3,908.5	3,089.0	3,082.0	3,082.0

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

(thousands of dollars)		Vote	1999-00 Main Estimates	1998-99 Main Estimates
Canadian Intergovernmental Conference Secretariat				
10	Program expenditures		2,793.0	2,767.0
(S)	Contributions to employee benefit plans		296.0	307.0
Total Agency			3,089.0	3,074.0

Table 2.1: Organization Structure

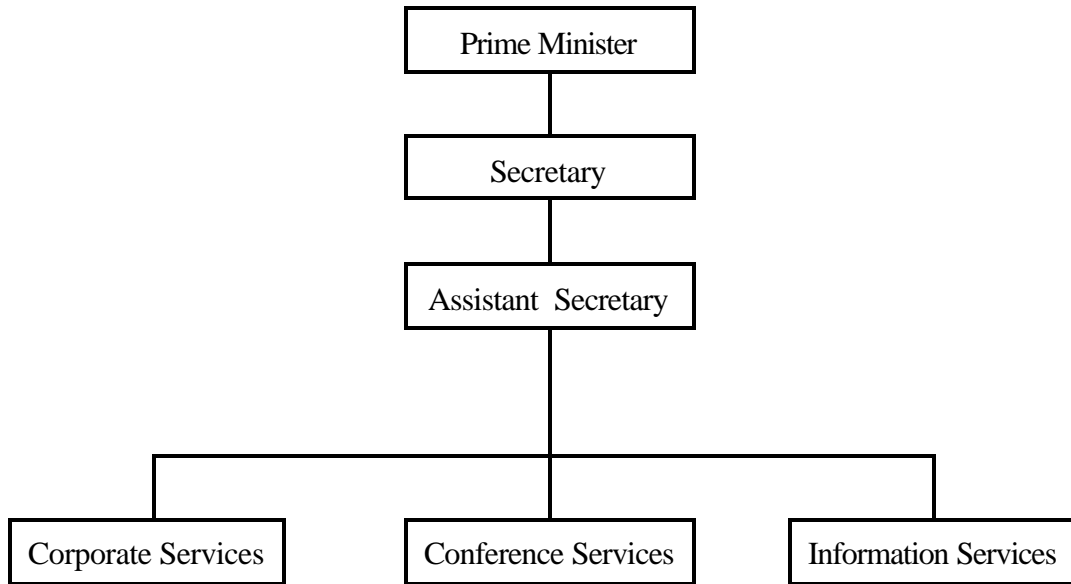


Table 2.2: Planned Full Time Equivalents (FTEs) by Program

	Forecast 1998-99	Planned 1999-00	Planned 2000-01	Planned 2000-02
Canadian Intergovernmental Conference Secretariat	29	29	29	29
Departmental Total	29	29	29	29

Table 3: Agency Summary of Standard Objects of Expenditure

(\$ millions)	Forecast Spending 1998-99	Planned Spending 1999-00	Planned Spending 2000-01	Planned Spending 2000-02
Personnel				
Salaries and wages	1,595.5	1,480.0	1,479.0	1,479.0
Contributions to employee benefit plans	307.0	296.0	295.0	295.0
	1,902.5	1,776.0	1,774.0	1,774.0
Goods and services				
Transportation and communications	900.0	491.0	491.0	491.0
Information	43.0	40.0	40.0	40.0
Professional and special services	520.0	505.0	500.0	500.0
Rentals	453.0	187.0	187.0	187.0
Purchased repair and maintenance	15.0	15.0	15.0	15.0
Utilities, materials and supplies	60.0	60.0	60.0	60.0
Minor Capital	15.0	15.0	15.0	15.0
	2,006.0	1,313.0	1,308.0	1,308.0
Net budgetary expenditures	3,908.5	3,089.0	3,082.0	3,082.0

Canadian Intergovernmental Conference Secretariat

Table 4: Program Resources by Program for the Estimates Year

(\$ millions)	Budgetary					Non-Budgetary	Gross Planned Spending	Less: Revenue Credited to the vote	Net Planned Spending
	FTE	Operating	Capital	Transfer Payments	Planned Spending				
Canadian Intergovernmental Conference Secretariat	29	3,089.0	-	-	3,089.0	-	3,089.0	-	3,089.0
Total	29	3,089.0	-	-	3,089.0	-	3,089.0	-	3,089.0

Table 5: Details of Revenue by Program

Revenue Credited to the Consolidated Revenue Fund (CRF) (\$ millions)	Forecast Revenue 1998-99	Planned Revenue 1999-00	Planned Revenue 2000-01	Planned Revenue 2000-02
Canadian Intergovernmental Conference Secretariat				
Transfer payments from other governments	918.0	997.2	894.1	894.1
Miscellaneous Revenues	24.0	0.0	0.0	0.0
Total	942.0	997.2	894.1	894.1

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

Determination of operating costs to be co-shared (\$)	Forecast 1998-99	Planned 1999-00	Planned 2000-01	Planned 2000-02
Main Estimates	3,074.0	3,089.0	3,082.0	3,082.0
Supplementary Estimates - 1997-1998	278.8			
- 1998-1999	834.5			
Less: Recoverable in 1999-2000	-834.5	834.5		
	3,352.8	3,923.5	3,082.0	3,082.0
Less: Items excluded from cost-sharing with the provinces				
o Contributions to federal employee benefit plans	-307.0	-296.0	-295.0	-295.0
o Translation costs	-317.0	-317.0	-317.0	-317.0
o Tenant services	-9.0	-9.0	-9.0	-9.0
o Capital	-15.0	-15.0	-15.0	-15.0
Total amount to be co-shared	2,704.8	3,286.5	2,446.0	2,446.0
Allocation of co-shared amount				
o Provincial governments (50%)	1,352.4	1,643.2	1,223.0	1,223.0
o Federal government (50%)	1,352.4	1,643.3	1,223.0	1,223.0

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

Provincial shares of CICS's projected operating costs (\$)	Popu- lation	Forecast 1998-99	Planned 1999-00	Planned 2000-01	Planned 2000-02
Newfoundland & Labrador	2.1	28.4	34.5	25.7	25.7
Nova Scotia	3.3	44.6	54.2	40.4	40.4
New Brunswick	2.7	36.5	44.4	33.0	33.0
Prince Edward Island	0.5	6.8	8.2	6.1	6.1
Quebec	25.3	342.2	415.7	309.4	309.4
Ontario	37.1	501.7	609.7	453.7	453.7
Manitoba	4.0	54.1	65.7	48.9	48.9
Saskatchewan	3.6	48.7	59.2	44.0	44.0
Alberta	9.3	125.8	152.8	113.8	113.8
British Columbia	12.1	163.6	198.8	148.0	148.0
Total		1,352.4	1,643.2	1,223.0	1,223.0

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

Federal share of CICS's operating costs (\$)	Forecast 1998-99	Planned 1999-00	Planned 2000-01	Planned 2000-02
Federal co-shared amount	1,352.4	1,643.3	1,223.0	1,223.0
Add: Adjustments				
o Contribution to Federal Employee Benefit Plans	307.0	296.0	295.0	295.0
o Translation Costs	317.0	317.0	317.0	317.0
o Tenant Services	9.0	9.0	9.0	9.0
o Capital	15.0	15.0	15.0	15.0
o Projected revenue shortfall on account of partial contributions by:*				
Manitoba	34.1	44.7	28.9	28.9
Alberta	35.8	62.8	23.8	23.8
Quebec	210.9	284.4	178.1	178.1
Ontario	146.1	254.1	98.1	98.1
British-Columbia	27.6	0.0	0.0	0.0
Total adjustments	1,102.5	1,283.0	964.9	964.9
Total estimated cost to the federal government	2,454.9	2,926.3	2,187.9	2,187.9

* Based on last contribution received by individual province

Table 9: Net Cost of Program		
(\$ millions)	Canadian Intergovernmental Conference Secretariat	Total
Gross Planned Spending	3,089.0	3,089.0
Plus:		
<i>Services Received without Charge</i>		
Accommodation provided by Public Works and Government Services Canada (PWGSC)--		
	262.9	262.9
Contributions covering employers' share of employee's insurance premiums and costs paid by TBS--		
	81.4	81.4
Total Cost of Program	3,433.3	3,433.3
Less:		
Revenue Credited to the CRF		
	997.2	997.2
1999-2000 Estimated Net Program Cost	2,436.1	2,436.1

Table 10: References

CICS Annual Report	Years 1997-98, 1996-97
CICS Performance Report	Years 1997-98, 1996-97