



Canadian Intergovernmental Conference Secretariat

2002-2003
Estimates

Part III – Report on Plans and Priorities

Canada

The Estimates Documents

Each year, the government prepares Estimates in support of its request to Parliament for authority to spend public monies. This request is formalized through the tabling of appropriation bills in Parliament. The Estimates, which are tabled in the House of Commons by the President of the Treasury Board, consist of three parts:

Part I – The Government Expenditure Plan provides an overview of federal spending and summarizes both the relationship of the key elements of the Main Estimates to the Expenditure Plan (as set out in the Budget).

Part II – The Main Estimates directly support the *Appropriation Act*. The Main Estimates identify the spending authorities (votes) and amounts to be included in subsequent appropriation bills. Parliament will be asked to approve these votes to enable the government to proceed with its spending plans. Parts I and II of the Estimates are tabled concurrently on or before 1 March.

Part III – Departmental Expenditure Plans which is divided into two components:

- (1) **Reports on Plans and Priorities (RPPs)** are individual expenditure plans for each department and agency (excluding Crown corporations). These reports provide increased levels of detail on a business line basis and contain information on objectives, initiatives and planned results, including links to related resource requirements over a three-year period. The RPPs also provide details on human resource requirements, major capital projects, grants and contributions, and net program costs. They are tabled in Parliament by the President of the Treasury Board on behalf of the ministers who preside over the departments and agencies identified in Schedules I, I.1 and II of the *Financial Administration Act*. These documents are tabled in the spring and referred to committees, which then report back to the House of Commons pursuant to Standing Order 81(4).
- (2) **Departmental Performance Reports (DPRs)** are individual department and agency accounts of accomplishments achieved against planned performance expectations as set out in respective RPPs. These Performance Reports, which cover the most recently completed fiscal year, are tabled in Parliament in the fall by the President of the Treasury Board on behalf of the ministers who preside over the departments and agencies identified in Schedules I, I.1 and II of the *Financial Administration Act*.

The Estimates, along with the Minister of Finance's Budget, reflect the government's annual budget planning and resource allocation priorities. In combination with the subsequent reporting of financial results in the Public Accounts and of accomplishments achieved in Departmental Performance Reports, this material helps Parliament hold the government to account for the allocation and management of public funds.

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**Canadian
Intergovernmental
Conference Secretariat**

**2002-2003
Estimates**

Report on Plans and Priorities

Jean Chrétien

The Right Honourable

Prime Minister of Canada

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Section 1 : Messages

Agency Head's Message

The multilateral intergovernmental conference is a key feature of Canadian federalism. It is a significant instrument for consultation, coordination and negotiation among governments. Not only is the multilateral intergovernmental conference utilized by the federal and provincial orders of government, it is also favored as an instrument for consultation among provinces and territories.

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

In addition to the increasingly important cost efficiencies and the economies of scale which clients can achieve through CICS, the Secretariat also offers the advantages of confidentiality, continuity, neutrality and expertise in the planning and organizing of high level intergovernmental meetings in Canada. The requests for our services have increased significantly in recent years, averaging 100 conferences served annually in the last three years.

In 2002-2003, we will continue providing expert and cost-effective services to governments. These services are provided by experienced, well trained and highly professional staff who will, in their day-to-day work, further the development of innovative and flexible policies and procedures and make use of cutting-edge technology to improve the high standard of services provided to our clients.

Stuart MacKinnon
Secretary

Management Representation Statement

MANAGEMENT REPRESENTATION

I submit, for tabling in Parliament, the 2002-2003 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 plans and priorities.**
- **Is consistent with the reporting principles contained in the Guide to the preparation of the 2002-2003 Report on Plans and Priorities**
- **Is comprehensive and accurate.**
- **Is based on sound underlying agency information and management systems.**

I am satisfied as to the quality assurance processes and procedures used for the RPP production.

The Planning, Reporting and 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
January 30, 2002**

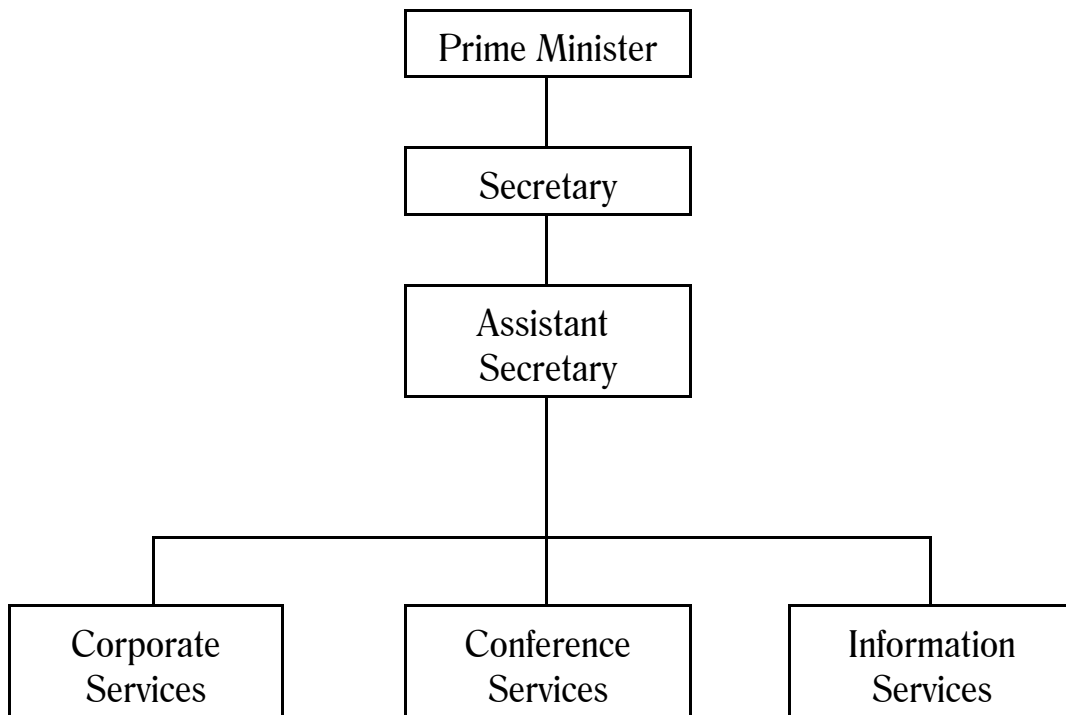
Section II: Raison d'être

2.1 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 one-business line 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.

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.

CICS Organization Structure



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 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.

2.2 Agency Program Objective

The Agency Program Objective 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.”

2.3 Planning Context

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 2002-2003. 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.

2.4 Agency Planned Spending

Canadian Intergovernmental Conference Secretariat

Agency Planned Spending

(\$ thousands)	Forecast Spending 2001- 2002*	Planned Spending 2002-2003	Planned Spending 2003- 2004	Planned Spending 2004- 2005
Budgetary Main Estimates (gross)	3,701.0	3,746.0	3,745.0	3,745.0
Total Main Estimates	3,701.0	3,746.0	3,745.0	3,745.0
Adjustments**	862.1	0.0	0.0	0.0
Net Planned Spending	4,563.1	3,746.0	3,745.0	3,745.0
Less: Non-responsible revenue	1,049.6	1,151.8	1,017.8	1,017.8
Plus: Cost of Services received without charge	416.1	422.0	550.9	559.5
Net Cost of Program	3,929.6	3,016.2	3,278.1	3,286.7
Full time Equivalents	30	30	30	30

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

** Reflects approvals obtained since the Main Estimates

Section III: Agency Plans, Results, Activities and Resources

3.1 Business Line Details

The Canadian Intergovernmental Conference Secretariat is a small, one program, one-business line agency that provides administrative services for the planning and conduct of senior level intergovernmental conferences that it is requested to serve in virtually every sector of government activity.

3.2 Strategic Outcomes, Planned Results, Related Activities and Resources

Strategic Outcomes	Planned Results	Related Activities	Resources (\$ thousands)
<ul style="list-style-type: none">• responsive, flexible and cost-effective administrative services to conferences	The Agency will provide services to all conferences it is requested to serve at the levels of First Ministers, Ministers and Deputy Ministers.	The Secretariat will continue, on an ongoing basis, to review the quality, quantity and continued pertinence of the services it offers to its clients.	\$3,746.0
<ul style="list-style-type: none">• ability to organize conferences effectively within short-term time frame			
<ul style="list-style-type: none">• fully satisfactory post-conference evaluations			
<ul style="list-style-type: none">• up-to-date communication and information services			

Section IV: Financial Information

Table 4.1 Source of Non-respendable Revenue

Table 4.1a Information on the federal-provincial CICS cost-sharing formula -
Determination of operating costs to be co-shared

Table 4.1b Information on the federal-provincial CICS cost-sharing formula - Provincial
shares of CICS's projected operating costs

Table 4.1c Information on the federal-provincial CICS cost-sharing formula - Federal
share of CICS's projected operating costs

Table 4.2 Net Cost of Program for the Estimates Year

Table 4.1 Source of Non-respendable Revenues

(\$ thousands)	Forecast Revenue 2001- 2002	Planned Revenue 2002- 2003	Planned Revenue 2003- 2004	Planned Revenue 2004-2005
Canadian Intergovernmental Conference Secretariat				
Transfer payments from other governments	1,048.6	1,151.8	1,017.8	1,017.8
Miscellaneous Revenues	1.0	0.0	0.0	0.0
Total	1,049.6	1,151.8	1,017.8	1,017.8

Table 4.1a: Information on the federal-provincial CICS cost-sharing formula

Determination of operating costs to be co-shared (\$ thousands)	Forecast 2001- 2002	Planned 2002- 2003	Planned 2003- 2004	Planned 2004- 2005
Main Estimates	3,701.0	3,746.0	3,745.0	3,745.0
Supplementary Estimates - 2000- 2001*	212.6			
- 2001-2002	797.3			
Less: Recoverable in 2001-2002	-797.3	797.3		
	3,913.6	4,543.3	3,745.0	3,745.0
Less: Items excluded from cost-sharing with the provinces				
o Contributions to federal employee benefit plans	-309.0	-323.0	-323.0	-323.0
o Translation costs	-317.0	-317.0	-317.0	-317.0
o Tenant services	-9.0	-9.0	-9.0	-9.0
o Capital	-115.0	-115.0	-115.0	-115.0
Total amount to be co-shared	3,163.6	3,779.3	2,981.0	2,981.0
Allocation of co-shared amount				
o Provincial governments (50%)	1,581.8	1,889.6	1,490.5	1,490.5
o Federal government (50%)	1,581.8	1,889.7	1,490.5	1,490.5

- Reflects amount billed to provinces for recoverable portion of \$537.8K Supplementary Estimate

Table 4.1b: Information on the federal-provincial CICS cost-sharing

Provincial shares of CICS's projected operating costs (\$ thousands)	Popu- lation *	Forecast 2001-2002	Planned 2002-2003	Planned 2003-2004	Planned 2004-2005
Newfoundland & Labrador	2.1	33.2	39.7	31.3	31.3
Nova Scotia	3.3	52.2	62.4	49.2	49.2
New Brunswick	2.7	42.6	51.0	40.2	40.2
Prince Edward Island	0.5	7.9	9.4	7.4	7.4
Quebec	25.3	400.1	478.1	377.0	377.0
Ontario	37.1	586.8	701.1	553.0	553.0
Manitoba	4.0	63.2	75.6	59.6	59.6
Saskatchewan	3.6	56.9	68.0	53.7	53.7
Alberta	9.3	147.4	175.7	138.6	138.6
British Columbia	12.1	191.5	228.6	180.5	180.5
Total		1,581.8	1,889.6	1,490.5	1,490.5

* Once the 2001 Decennial Census Provincial Population figures are released by Statistics Canada, the Percentage Distribution will be revised accordingly.

Table 4.1c: Information on the federal-provincial CICS cost-sharing formula

Federal share of CICS's operating costs (\$ thousands)	Forecast 2001-2002	Planned 2002-2003	Planned 2003-2004	Planned 2004-2005
Federal co-shared amount	1,581.8	1,889.7	1,490.5	1,490.5
Add: Adjustments				
o Contribution to Federal Employee Benefit Plans	309.0	323.0	323.0	323.0
o Translation Costs	317.0	317.0	317.0	317.0
o Tenant Services	9.0	9.0	9.0	9.0
o Capital	115.0	115.0	115.0	115.0
Sub-total	750.0	764.0	764.0	764.0
o Projected revenues shortfall on account of partial contributions by:				
Manitoba	33.2	45.6	29.6	29.6
Quebec	268.8	346.8	245.7	245.7
Ontario	231.2	345.4	197.4	197.4
Total adjustments	1,283.2	1,501.8	1,236.7	1,236.7
Total estimated cost to the federal government	2,865.0	3,391.5	2,727.2	2,727.2

Table 4.2: Net Cost of Program for the Estimates Year

(\$ thousands)	Total
Net Planned Spending	3,746.0
Plus:	
<i>Services Received without Charge</i>	
Accommodation provided by Public Works and Government Services Canada (PWGSC)--	300.9
Contributions covering employers' share of employees' insurance premiums and costs paid by TBS--	121.1
Less:	
Non-respendable Revenue	1,151.8
2002-2003 Net Cost of Program	3,016.2

Section V: Other Information

References

CICS Report on Priorities and Plan	Years 2001-2002, 2000-2001
CICS Performance Report	Years 2000-2001, 1999-2000
Report to Governments	Years 2000-2001, 1998-2000