



**Canadian
Intergovernmental
Conference Secretariat**

**2003-2004
Estimates**

Report on Plans and Priorities

The Right Honourable Jean Chrétien
Prime Minister of Canada

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Section 1 : Messages

Agency Head's Message

The multilateral intergovernmental conference is an important feature of Canadian federalism. It is a significant instrument for consultation, coordination and negotiation among governments, federal, provincial, and territorial.

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, and we have averaged over 100 conferences served in the last four years.

In 2003-2004, 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 2003-2004 Report on Plans and Priorities (RPP) for the Canadian Intergovernmental Conference Secretariat (CICS).

This document has been prepared based on the reporting principles and disclosure requirements contained in the *Guide to the preparation of the 2003-2004 Report on Plans and Priorities*:

- It accurately portrays the organisation's plans and priorities.
- The planned spending information in this document is consistent with the directions provided in the Minister of Finance's Budget and by TBS.
- Is comprehensive and accurate.
- Is based on sound underlying departmental information and management systems.

The 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 14, 2003

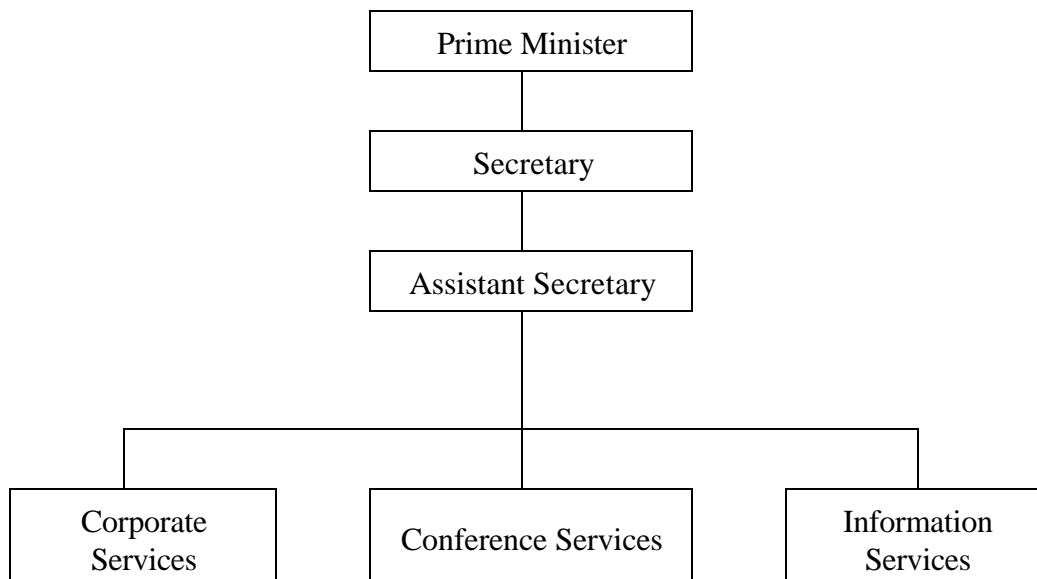
Section II: Raison d'être

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; 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 2003-2004. 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 2002-2003*	Planned Spending 2003-2004	Planned Spending 2004-2005	Planned Spending 2005-2006
Budgetary Main Estimates (gross)	3,746.0	3,930.0	3,930.0	3,930.0
Total Main Estimates	3,746.0	3,930.0	3,930.0	3,930.0
Adjustments**	1,595.1	2,362.0	2,362.0	2,362.0
Net Planned Spending	5,341.1	6,292.0	6,292.0	6,292.0
Less: Non-respendable revenue	1,050.6	1,443.0	1,251.8	1,251.8
Plus: Cost of Services received without charge	439.1	458.6	458.6	458.6
Net Cost of Program	4,729.6	5,307.6	5,498.8	5,498.8
Full time Equivalents	31	36	36	36

* 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.	\$6,292.0
<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

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Table 4.1 Source of Non-respendable Revenues

(\$ thousands)	Forecast Revenue 2002-2003	Planned Revenue 2003-2004	Planned Revenue 2004-2005	Planned Revenue 2005-2006
Canadian Intergovernmental Conference Secretariat				
Transfer payments from other governments	1,049.6	1,443.0	1,251.8	1,251.8
Miscellaneous Revenues	1.0	0.0	0.0	0.0
Total	1,050.6	1,443.0	1,251.8	1,251.8

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

Determination of operating costs to be co-shared (\$ thousands)	Forecast 2002-2003	Planned 2003-2004	Planned 2004-2005	Planned 2005-2006
Main Estimates	3,746.0	3,930.0	3,930.0	3,930.0
Supplementary Estimates - 2001-2002*	619.2			
- 2002-2003	1,595.1			
- 2003-2004		2,362.0	2,362.0	2,362.0
Less: Recoverable in 2002-2003	-1,595.1	1,595.1		
	4,365.2	7,887.1	6,292.0	6,292.0
Less: Items excluded from cost-sharing with the provinces				
o Contributions to federal employee benefit plans	-323.0	-419.0	-419.0	-419.0
o Translation costs	-317.0	-442.0	-442.0	-442.0
o Tenant services	-9.0	-9.0	-9.0	-9.0
o Capital	-115.0	-215.0	-215.0	-215.0
Total amount to be co-shared	3,601.2	6,802.1	5,207.0	5,207.0
Allocation of co-shared amount				
o Provincial governments (50%)	1,800.6	3,401.0	2,603.5	2,603.5
o Federal government (50%)	1,800.6	3,401.1	2,603.5	2,603.5

* Reflects amount billed to provinces for recoverable portion of \$836.2K
Supplementary Estimate

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

Provincial shares of CICS's projected operating costs (\$ thousands)	Popu- lation *	Forecast 2002-2003	Planned 2003-2004	Planned 2004-2005	Planned 2005-2006
Newfoundland & Labrador	1.7	24.3	57.8	44.3	44.3
Nova Scotia	3.0	49.0	102.0	78.1	78.1
New Brunswick	2.4	38.3	81.6	62.5	62.5
Prince Edward Island	0.5	8.9	17.0	13.0	13.0
Quebec	24.2	430.7	823.1	630.1	630.1
Ontario	38.2	696.2	1,299.2	994.5	994.5
Manitoba	3.7	65.9	125.9	96.3	96.3
Saskatche wan	3.3	54.4	112.2	85.9	85.9
Alberta	9.9	185.1	336.7	257.7	257.7
British Columbia	13.1	247.8	445.5	341.1	341.1
Total		1,800.6	3,401.0	2,603.5	2,603.5

* Percentages calculated on the basis of the 2001 Decennial Census Provincial Population figures as released by Statistics Canada.

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

Federal share of CICS's operating costs (\$ thousands)	Forecast 2002-2003	Planned 2003-2004	Planned 2004-2005	Planned 2005-2006
Federal co-shared amount	1,800.6	3,401.1	2,603.5	2,603.5
Add: Adjustments				
o Contribution to Federal Employee Benefit Plans	323.0	419.0	419.0	419.0
o Translation Costs	317.0	442.0	442.0	442.0
o Tenant Services	9.0	9.0	9.0	9.0
o Capital	115.0	215.0	215.0	215.0
Sub-total	764.0	1,085.0	1,085.0	1,085.0
o Projected revenues shortfall on account of partial contributions by:				
Manitoba	35.9	95.9	66.3	66.3
Quebec	299.4	691.8	498.8	498.8
Ontario	360.6	963.6	658.9	658.9
Alberta	55.1	206.7	127.7	127.7
Total adjustments	1,515.0	3,043.0	2,436.7	2,436.7
Total estimated cost to the federal government	3,315.6	6,444.1	5,040.2	5,040.2

Table 4.2: Net Cost of Program for the Estimates Year

(\$ thousands)	Total
Net Planned Spending	6,292.0
Plus:	
<i>Services Received without Charge</i>	
Accommodation provided by Public Works and Government Services Canada (PWGSC)--	299.5
Contributions covering employers' share of employees' insurance premiums and costs paid by TBS--	159.1
Less:	
Non-responsible Revenue	1,443.0
2003-2004 Net Cost of Program	5,307.6

Section V: Other Information

References

CICS Report on Priorities and Plan	Years 2002-2003, 2001-2002
CICS Performance Report	Years 2001-2002, 2000-2001
Report to Governments	Years 2001-2002, 2000-2001