

# Secretariat of the National Security and Intelligence Committee of Parliamentarians

2019–20

## **Departmental Plan**

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The Honourable Bardish Chagger  
Leader of the Government in the House of Commons

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## Chair's message

It is my honour to serve as the Chair of the National Security and Intelligence Committee of Parliamentarians (NSICOP) and to support the submission of the Secretariat's 2019-20 Departmental Plan.

The Committee has a broad mandate to conduct in-depth reviews of agencies and departments within Canada's national security and intelligence community. The Committee's members also have access to highly classified information, differentiating NSICOP from other Parliamentary committees.

In its inaugural year, the Committee produced a special report on the security allegations associated with the Prime Minister's official visit to India and submitted its first Annual Report to the Prime Minister, which included the findings and recommendations from two substantive reviews conducted in 2018. In the coming year, the Committee will pursue an active agenda, conducting four reviews of national security and intelligence matters.

NSICOP would not be able to meet its ambitious objectives without the support of the Secretariat and its Executive Director. The Secretariat ensures that the Committee has timely access to classified information from Canada's security and intelligence agencies, and provides it with expert analysis and advice. With a team that has an appropriate mix of leadership, organizational, research, and analytical skills, the Secretariat is effectively equipped to support the Committee, and I am grateful for its continued efforts.



The Honourable David J. McGuinty, M.P., P.C.

Chair

National Security and Intelligence Committee of Parliamentarians



## Executive Director's message

It is my pleasure to present the 2019-20 Departmental Plan of the Secretariat of the National Security and Intelligence Committee of Parliamentarians.

The Secretariat assists the National Security and Intelligence Committee of Parliamentarians in fulfilling its review mandate of Canada's national security and intelligence organizations.

In its inaugural year, the Secretariat built the tangible components of its organization. It recruited an expert staff, many of whom have significant experience within Canada's security and intelligence community, and moved to its permanent secure facility.

The Secretariat has forged working relationships with the security and intelligence community, while maintaining the independence necessary to effectively fulfil its mandate. To further refine the Committee's knowledge and to support its interest in examining the interplay between national security and the rights of Canadians, in 2019-20, the Secretariat will assist the Committee in continuing its engagement with non-governmental experts, civil rights groups and Canadian and international academics.

The Secretariat looks forward to supporting the Committee's ambitious agenda for 2019-20.



Rennie Marcoux  
Executive Director





## Plans at a glance and operating context

The National Security and Intelligence Committee of Parliamentarians (NSICOP) has been given the broad mandate to review the legislative, regulatory, policy, administrative, and financial framework for national security and intelligence. It may also review any activity carried out by a department or agency that relates to national security or intelligence, as well as any matter relating to national security or intelligence referred to it by a minister of the Crown. The Committee is composed of eight Members of the House of Commons and three Senators, each of whom has been granted a Top Secret security clearance to fulfill their responsibilities.

Each year, the Committee must submit a report of the reviews it conducted during the preceding year to the Prime Minister. The Committee may also produce special reports on any matter related to its mandate. The Prime Minister will ensure the Annual Report is tabled before both Houses of Parliament.

The Committee currently has four planned reviews, which it intends to complete in 2019-20, including a special review of the Department of National Defence and the Canadian Armed Forces' collection, use, retention, and dissemination of information on Canadian citizens as part of defence intelligence activities. The Committee's three remaining reviews will comprise its second Annual Report. The Committee will review the Government of Canada's response to foreign interference and influence activities. For its departmental review, the Committee will analyze the Canada Border Services Agency's national security and intelligence activities. Finally, the Committee will commence a multi-year review on diversity and inclusion in Canada's security and intelligence community.

In addition to supporting the Committee's reviews, the Secretariat will organize a number of briefings to continue building the Committee's understanding of the various components and activities of the security and intelligence community. It will also continue to engage with Canadian and international non-governmental organizations, academics and civil rights actors.

The creation of the NSICOP was a joint mandate-letter commitment of the Leader of the Government in the House of Commons and the Minister of Public Safety and Emergency Preparedness, which was fully met with the introduction and passage of the NSICOP Act.

For more information on the Secretariat of the National Security and Intelligence Committee of Parliamentarians' plans, priorities and expected results, see the "Planned results" section of this report.



## Planned results: what we want to achieve this year and beyond

### Core Responsibilities

#### **Assist the National Security and Intelligence Committee of Parliamentarians in fulfilling its mandate**

##### **Description**

The Secretariat's core responsibility consists of a range of activities to ensure the National Security and Intelligence Committee of Parliamentarians receives timely access to relevant, classified information, as well as strategic and expert advice in the conduct of reviews and development of reports and support to ensure compliance with security requirements.

##### **Planning highlights**

As its overarching result, the Secretariat will directly support Parliamentary scrutiny over national security and intelligence activities. In support of this outcome, the Secretariat will focus efforts in 2019-20 on activities that assist the Committee in fulfilling its mandate. These activities include:

- Providing strategic advice to the Committee and conducting research and analysis to support the Committee's three planned reviews and special report;
- Continuing to build expertise in conducting reviews and the preparation of forthcoming reports;
- Facilitating broader Committee engagement with Canadian and international academics;
- Continuing to work with Canada's national security and intelligence community to build the Committee's knowledge through expert briefings and hearings;
- Briefing new Committee members on pertinent national security and intelligence priorities and activities and Committee procedures, especially its security obligations;
- Preparing the transition to a new Committee, following the next federal election;
- Securing a permanent and ongoing source of funds for the Secretariat and the Committee.

The Committee has three planned reviews for inclusion in its next Annual Report and one special review for 2019-20. The Committee's three Annual Report reviews include:

- The threat of, and the Government of Canada's response to, foreign interference and influence activities. This review analyzes the threat that foreign interference poses to the rights and freedoms of Canadians and Canadian society and institutions. It will also assess the government's strategy to protect Canada's political processes.

- The Canada Border Services Agency’s (CBSA’s) national security and intelligence activities. This review marks the first independent, external review of the national security and intelligence activities of the CBSA. This review seeks to establish a baseline of knowledge on the agency’s role in the security and intelligence community, its authorities to conduct national security and intelligence activities, and the existing governance and oversight structures surrounding these activities.
- Diversity and inclusion in the security and intelligence community. This review examines the degree of representation of designated groups (women, Aboriginal people, persons with disabilities, and members of visible minority groups) within organizations in the security and intelligence community. It also considers the goals, initiatives, programs and measures that departments and agencies have taken to address diversity and inclusion.

For its special report, the Committee is reviewing the collection, use, retention and dissemination of information on Canadian citizens by the Department of National Defence and Canadian Armed Forces (DND/CAF) in the conduct of defence intelligence activities. This review seeks to ensure clarity on the legal and policy constraints around the collection of information on Canadian citizens when conducting defence intelligence activities.

#### Planned results

The Secretariat’s Departmental Results Framework, with accompanying results and indicators, is under development. The Secretariat will work with Treasury Board Secretariat over the next year to finalize its Reporting Framework.

#### Budgetary financial resources (dollars)

2019–20 Main Estimates	2019–20 Planned spending	2020–21 Planned spending	2021–22 Planned spending
2,147,642	2,147,642	2,188,447	0

## Human resources (full-time equivalents)

2019–20 Planned full-time equivalents	2020–21 Planned full-time equivalents	2021–22 Planned full-time equivalents
9.0	9.0	0.0

Financial, human resources and performance information for the Secretariat of the National Security and Intelligence Committee of Parliamentarians' Program Inventory is available in the [GC InfoBase](#).<sup>i</sup>

## Internal Services

### Description

Internal Services are those groups of related activities and resources that the federal government considers to be services in support of Programs and/or required to meet corporate obligations of an organization. Internal Services refers to the activities and resources of the 10 distinct services that support Program delivery in the organization, regardless of the Internal Services delivery model in a department. These services are:

- Management and Oversight Services
- Communications Services
- Legal Services
- Human Resources Management Services
- Financial Management Services
- Information Management Services
- Information Technology Services
- Real Property Management Services
- Materiel Management Services
- Acquisition Management Services

## Budgetary financial resources (dollars)

2019–20 Main Estimates	2019–20 Planned spending	2020–21 Planned spending	2021–22 Planned spending
1,343,086	1,343,086	1,368,604	0

Human resources (full-time equivalents)

2019–20 Planned full-time equivalents	2020–21 Planned full-time equivalents	2021–22 Planned full-time equivalents
1.0	1.0	0.0

**Planning highlights**

In the inaugural year of its operations, the Secretariat obtained a permanent facility, secured according to Top Secret requirements. It also filled all vacant positions and has no planned staffing actions for 2019-20.

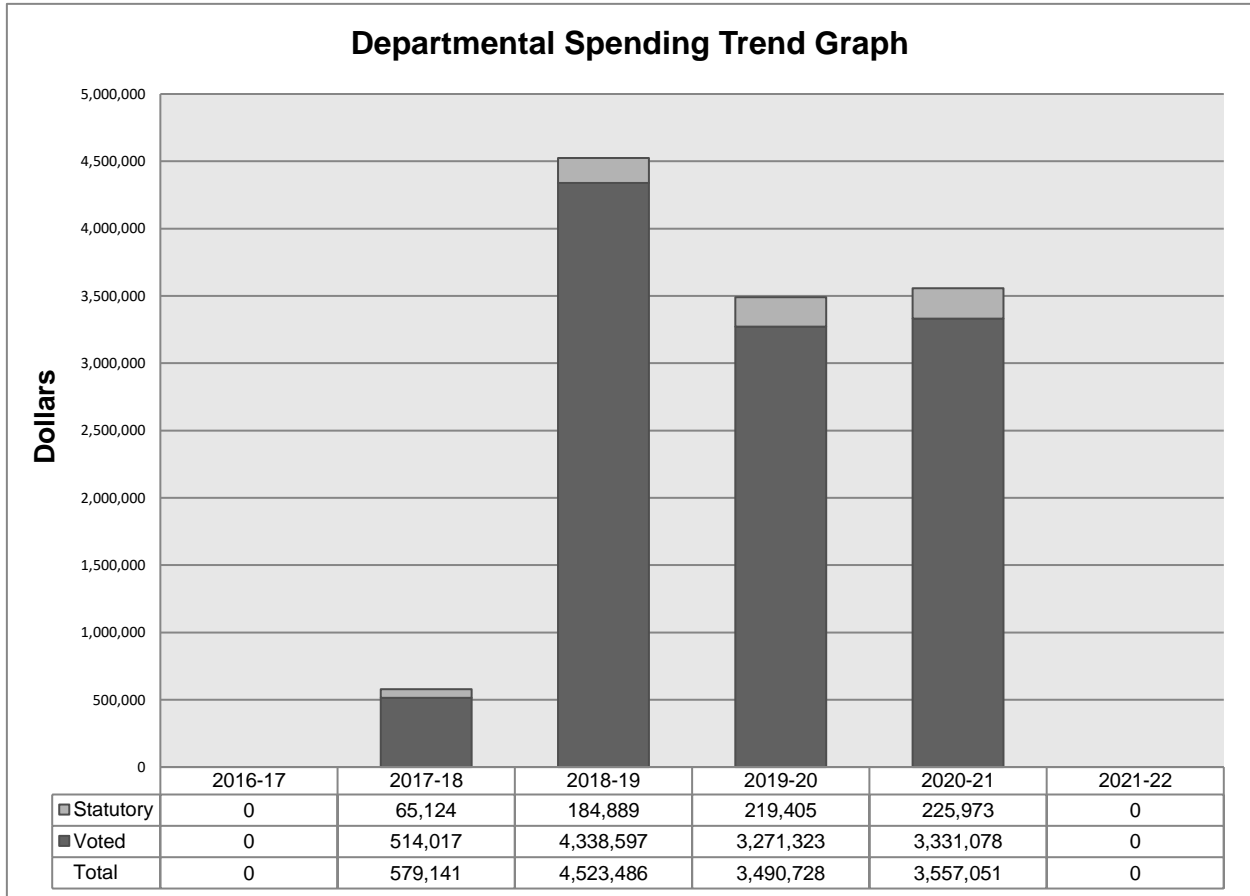
In 2019-20, the Secretariat plans to refine a number of its protocols in order to effectively meet its growing operational requirements. As the Committee embarks on undertaking three substantive and one special review, the Secretariat plans to refine its Information Management/Information Technology (IM/IT) equipment, systems and protocols.

The effective implementation of security protocols remains paramount to the work of the organization and the Secretariat remains dedicated to ensuring that information technology and security requirements continue to be met, including through training and regular briefings, both for Secretariat staff and NSICOP members.

## Spending and human resources

### Planned spending

#### Departmental spending trend graph



## Budgetary planning summary for Core Responsibilities and Internal Services (dollars)

Core Responsibilities and Internal Services	2016–17 Expenditures	2017–18 Expenditures	2018–19 Forecast spending	2019–20 Main Estimates	2019–20 Planned spending	2020–21 Planned spending	2021–22 Planned spending
Assist the National Security and Intelligence Committee of Parliamentarians in fulfilling its mandate	0	579,141	4,291,415	2,147,642	2,147,642	2,188,447	0
<b>Subtotal</b>	<b>0</b>	<b>579,141</b>	<b>4,291,415</b>	<b>2,147,642</b>	<b>2,147,642</b>	<b>2,188,447</b>	<b>0</b>
Internal Services	0	0	232,071	1,343,086	1,343,086	1,368,604	0
<b>Total</b>	<b>0</b>	<b>579,141</b>	<b>4,523,486</b>	<b>3,490,728</b>	<b>3,490,728</b>	<b>3,557,051</b>	<b>0</b>

## 2019–20 Budgetary planned gross spending summary (dollars)

Core Responsibilities and Internal Services	2019–20 Planned gross spending	2019–20 Planned gross spending for specified purpose accounts	2019–20 Planned revenues netted against expenditures	2019–20 Planned net spending
Assist the National Security and Intelligence Committee of Parliamentarians in fulfilling its mandate	2,147,642	0	0	2,147,642
<b>Subtotal</b>	<b>2,147,642</b>	<b>0</b>	<b>0</b>	<b>2,147,642</b>
Internal Services	1,343,086	0	0	1,343,086
<b>Total</b>	<b>3,490,728</b>	<b>0</b>	<b>0</b>	<b>3,490,728</b>



## Planned human resources

Human resources planning summary for Core Responsibilities and Internal Services (full-time equivalents)

Core Responsibilities and Internal Services	2016–17 Actual full-time equivalents	2017–18 Actual full-time equivalents	2018–19 Forecast full-time equivalents	2019–20 Planned full-time equivalents	2020–21 Planned full-time equivalents	2021–22 Planned full-time equivalents
Assist the National Security and Intelligence Committee of Parliamentarians in fulfilling its mandate	0.0	4.1	9.0	9.0	9.0	0.0
<b>Subtotal</b>	<b>0.0</b>	<b>4.1</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>0.0</b>
Internal Services	0.0	0.0	1.0	1.0	1.0	0.0
<b>Total</b>	<b>0.0</b>	<b>4.1</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>0.0</b>

## Estimates by vote

Information on the Secretariat of the National Security and Intelligence Committee of Parliamentarians' organizational appropriations is available in the [2019–20 Main Estimates](#).<sup>ii</sup>

## Future-Oriented Condensed Statement of Operations

The Future-Oriented Condensed Statement of Operations provides a general overview of the Secretariat of the National Security and Intelligence Committee of Parliamentarians' operations. The forecast of financial information on expenses and revenues is prepared on an accrual accounting basis to strengthen accountability and to improve transparency and financial management. The forecast and planned spending amounts presented in other sections of the Departmental Plan are prepared on an expenditure basis; as a result, amounts may differ.

A more detailed Future-Oriented Statement of Operations and associated notes, including a reconciliation of the net cost of operations to the requested authorities, are available on the [Secretariat of the National Security and Intelligence Committee of Parliamentarians' website](#).

Future-Oriented Condensed Statement of Operations  
for the year ending March 31, 2020 (dollars)

Financial information	2018–19 Forecast results	2019–20 Planned results	Difference (2019–20 Planned results minus 2018–19 Forecast results)
Total expenses	4,714,000	3,816,000	-898,000
Total revenues	-	-	-
Net cost of operations before government funding and transfers	4,714,000	3,816,000	-898,000

## Additional information

### Corporate information

#### Organizational profile

**Appropriate minister:** The Honourable Bardish Chagger, Leader of the Government in the House of Commons

**Institutional head:** Rennie Marcoux

**Ministerial portfolio:** Privy Council Office

**Enabling instrument:** [National Security and Intelligence Committee of Parliamentarians Act](#)<sup>iii</sup>

**Year of incorporation / commencement:** 2017

#### Raison d’être, mandate and role: who we are and what we do

“Raison d’être, mandate and role: who we are and what we do” is available on the [Secretariat of the National Security and Intelligence Committee of Parliamentarians’ website](#)<sup>iv</sup>.

#### Reporting framework

The Secretariat of the National Security and Intelligence Committee of Parliamentarians’ Departmental Results Framework and Program Inventory of record for 2019–20 are shown below.

Departmental Results Framework	Core Responsibility: Assist the National Security and Intelligence Committee of Parliamentarians in fulfilling its mandate	Internal Services
	The Secretariat’s core responsibility consists of a range of activities to ensure the National Security and Intelligence Committee of Parliamentarians receives timely access to relevant information, strategic and expert advice in the conduct of reviews and development of reports and support to ensure compliance with security requirements. Results and indicators are under development.	
Program Inventory	Program: Reviews	

## Supporting information on the Program Inventory

Supporting information on planned expenditures, human resources, and results related to the Secretariat of the National Security and Intelligence Committee of Parliamentarians' Program Inventory is available in the [GC InfoBase](#).<sup>v</sup>

## Supplementary information tables

The following supplementary information tables are available on the [Secretariat of the National Security and Intelligence Committee of Parliamentarians' website](#):

- ▶ [Departmental Sustainable Development Strategy](#)
- ▶ [Gender-based analysis plus](#)

## Federal tax expenditures

The tax system can be used to achieve public policy objectives through the application of special measures such as low tax rates, exemptions, deductions, deferrals and credits. The Department of Finance Canada publishes cost estimates and projections for these measures each year in the [Report on Federal Tax Expenditures](#).<sup>vi</sup> This report also provides detailed background information on tax expenditures, including descriptions, objectives, historical information and references to related federal spending programs, as well as evaluations, research papers and gender-based analysis. The tax measures presented in this report are the responsibility of the Minister of Finance.

## Organizational contact information

Secretariat of the National Security and Intelligence Committee of Parliamentarians  
P.O. Box 8015, Station "T"  
Ottawa, Ontario  
K1G 5A6

Web Enquiries: <https://www.canada.ca/en/secretariat-national-security-intelligence-committee-parliamentarians/corporate/contact-us.html>

## Appendix: definitions

### **appropriation (crédit)**

Any authority of Parliament to pay money out of the Consolidated Revenue Fund.

### **budgetary expenditures (dépenses budgétaires)**

Operating and capital expenditures; transfer payments to other levels of government, organizations or individuals; and payments to Crown corporations.

### **Core Responsibility (responsabilité essentielle)**

An enduring function or role performed by a department. The intentions of the department with respect to a Core Responsibility are reflected in one or more related Departmental Results that the department seeks to contribute to or influence.

### **Departmental Plan (plan ministériel)**

A report on the plans and expected performance of an appropriated department over a three-year period. Departmental Plans are tabled in Parliament each spring.

### **Departmental Result (résultat ministériel)**

Any change that the department seeks to influence. A Departmental Result is often outside departments' immediate control, but it should be influenced by Program-level outcomes.

### **Departmental Result Indicator (indicateur de résultat ministériel)**

A factor or variable that provides a valid and reliable means to measure or describe progress on a Departmental Result.

### **Departmental Results Framework (cadre ministériel des résultats)**

The department's Core Responsibilities, Departmental Results and Departmental Result Indicators.

### **Departmental Results Report (rapport sur les résultats ministériels)**

A report on the actual accomplishments against the plans, priorities and expected results set out in the corresponding Departmental Plan.

### **evaluation (évaluation)**

In the Government of Canada, the systematic and neutral collection and analysis of evidence to judge merit, worth or value. Evaluation informs decision making, improvements, innovation and accountability. Evaluations typically focus on programs, policies and priorities and examine questions related to relevance, effectiveness and efficiency. Depending on user needs, however, evaluations can also examine other units, themes and issues, including alternatives to existing

interventions. Evaluations generally employ social science research methods.

**experimentation (expérimentation)**

Activities that seek to explore, test and compare the effects and impacts of policies, interventions and approaches, to inform evidence-based decision-making, by learning what works and what does not.

**full-time equivalent (équivalent temps plein)**

A measure of the extent to which an employee represents a full person-year charge against a departmental budget. Full-time equivalents are calculated as a ratio of assigned hours of work to scheduled hours of work. Scheduled hours of work are set out in collective agreements.

**gender-based analysis plus (GBA+) (analyse comparative entre les sexes plus [ACS+])**

An analytical process used to help identify the potential impacts of policies, Programs and services on diverse groups of women, men and gender-diverse people. The “plus” acknowledges that GBA goes beyond sex and gender differences. We all have multiple identity factors that intersect to make us who we are; GBA+ considers many other identity factors, such as race, ethnicity, religion, age, and mental or physical disability.

**government-wide priorities (priorités pangouvernementales)**

For the purpose of the 2019–20 Departmental Plan, government-wide priorities refers to those high-level themes outlining the government’s agenda in the 2015 Speech from the Throne, namely: Growth for the Middle Class; Open and Transparent Government; A Clean Environment and a Strong Economy; Diversity is Canada's Strength; and Security and Opportunity.

**horizontal initiative (initiative horizontale)**

An initiative where two or more departments are given funding to pursue a shared outcome, often linked to a government priority.

**non-budgetary expenditures (dépenses non budgétaires)**

Net outlays and receipts related to loans, investments and advances, which change the composition of the financial assets of the Government of Canada.

**performance (rendement)**

What an organization did with its resources to achieve its results, how well those results compare to what the organization intended to achieve, and how well lessons learned have been identified.

**performance indicator (indicateur de rendement)**

A qualitative or quantitative means of measuring an output or outcome, with the intention of gauging the performance of an organization, Program, policy or initiative respecting expected results.

**Performance Information Profile (profil de l'information sur le rendement)**

The document that identifies the performance information for each Program from the Program Inventory.

**performance reporting (production de rapports sur le rendement)**

The process of communicating evidence-based performance information. Performance reporting supports decision making, accountability and transparency.

**plan (plan)**

The articulation of strategic choices, which provides information on how an organization intends to achieve its priorities and associated results. Generally a plan will explain the logic behind the strategies chosen and tend to focus on actions that lead up to the expected result.

**planned spending (dépenses prévues)**

For Departmental Plans and Departmental Results Reports, planned spending refers to those amounts presented in the Main Estimates.

A department is expected to be aware of the authorities that it has sought and received. The determination of planned spending is a departmental responsibility, and departments must be able to defend the expenditure and accrual numbers presented in their Departmental Plans and Departmental Results Reports.

**priority (priorité)**

A plan or project that an organization has chosen to focus and report on during the planning period. Priorities represent the things that are most important or what must be done first to support the achievement of the desired Departmental Results.

**Program (programme)**

Individual or groups of services, activities or combinations thereof that are managed together within the department and focus on a specific set of outputs, outcomes or service levels.

**Program Inventory (répertoire des programmes)**

Identifies all of the department's programs and describes how resources are organized to contribute to the department's Core Responsibilities and Results.

**result (résultat)**

An external consequence attributed, in part, to an organization, policy, Program or initiative. Results are not within the control of a single organization, policy, Program or initiative; instead they are within the area of the organization's influence.

**statutory expenditures (dépenses législatives)**

Expenditures that Parliament has approved through legislation other than appropriation acts. The legislation sets out the purpose of the expenditures and the terms and conditions under which they may be made.

**sunset program (programme temporisé)**

A time-limited program that does not have an ongoing funding and policy authority. When the program is set to expire, a decision must be made whether to continue the program. In the case of a renewal, the decision specifies the scope, funding level and duration.

**target (cible)**

A measurable performance or success level that an organization, Program or initiative plans to achieve within a specified time period. Targets can be either quantitative or qualitative.

**voted expenditures (dépenses votées)**

Expenditures that Parliament approves annually through an Appropriation Act. The Vote wording becomes the governing conditions under which these expenditures may be made.



## Endnotes

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- i. GC InfoBase, <https://www.tbs-sct.gc.ca/ems-sgd/edb-bdd/index-eng.html#start>
- ii. 2018–19 Main Estimates, <https://www.canada.ca/en/treasury-board-secretariat/services/planned-government-spending/government-expenditure-plan-main-estimates.html>
- iii. National Security and Intelligence Committee of Parliamentarians Act, <http://laws-lois.justice.gc.ca/eng/acts/N-16.6/page-1.html>
- iv. Secretariat of the National Security and Intelligence Committee of Parliamentarians website, <https://www.canada.ca/en/secretariat-national-security-intelligence-committee-parliamentarians/corporate/transparency/departmental-plan/2018-2019/raison-detre-mandate-role.html>
- v. GC InfoBase, <https://www.tbs-sct.gc.ca/ems-sgd/edb-bdd/index-eng.html#start>
- vi. Report on Federal Tax Expenditures, <http://www.fin.gc.ca/purl/taxexp-eng.asp>