



**CANADIAN
INTERGOVERNMENTAL
CONFERENCE SECRETARIAT**

2007-2008

Report on Plans and Priorities

The Honourable Rona Ambrose
President of the Queen's Privy Council for Canada

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SECTION I – OVERVIEW

Agency Head’s Message

The multilateral intergovernmental conference is a key component of Canadian federalism. It is a critical instrument for consultation, coordination, negotiation and agreement among federal, provincial and territorial governments.

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 senior level federal-provincial-territorial and provincial-territorial conferences held throughout Canada.

In addition to the increasingly important cost efficiencies and the economies of scale which governments can achieve through the utilization of CICS, the Secretariat also offers the clear advantages of confidentiality, continuity, neutrality and expertise in the planning and organization of senior level intergovernmental meetings in Canada. The requests for the agency’s services have increased significantly in recent years and we have averaged over 100 conferences served annually in the last five years.

In 2007-2008, the Secretariat will continue providing expert and cost-effective services to governments. These services are provided by experienced, well-trained and highly professional staff consisting of employees from federal, provincial and territorial governments. CICS will continue to develop innovative and flexible policies and procedures which include making use of the latest technological developments in order to provide our clients with the highest standard of services.

André M. McArdle
Secretary

Management Representation Statement

I submit for tabling in Parliament, the 2007-2008 Report on Plans and Priorities (RPP) for the Canadian Intergovernmental Conference Secretariat (CICS).

This document has been prepared based on the reporting principles contained in the *Guide to the preparation of Part III of the 2007-2008 Estimates: Reports on Plans and Priorities and Departmental Performance Reports*.

- It adheres to the specific reporting requirements outlined in the Treasury Board Secretariat guidance;
- It is based on the agency's Strategic Outcome and Program Activity Architecture that was approved by the Treasury Board Secretariat;
- It presents consistent, comprehensive, balanced and reliable information;
- It provides a basis of accountability for the results achieved with the resources and authorities entrusted to it; and
- It reports finances based on approved planned spending numbers from the Treasury Board Secretariat in the RPP.

André M. McArdle
Secretary

Summary Information

Raison d'être

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-program and one-activity 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, provincial and territorial 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 President of the Queen's Privy Council for Canada.

Financial Resources (\$ millions)

2007-2008	2008-2009	2009-2010
6.5	6.5	6.5

Human Resources

2007-2008	2008-2009	2009-2010
36	36	36

Agency Priority (\$ millions)

	Type	Planned Spending		
		2007-2008	2008-2009	2009-2010
Plan, conduct, and serve intergovernmental conferences at the most senior levels in response to requests by governments	Ongoing	6.5	6.5	6.5

Program Activity by Strategic Outcome (\$ millions)

	2007-2008	2008-2009	2009-2010
Multilateral intergovernmental meetings of First Ministers, Ministers and Deputy Ministers are planned and conducted flawlessly.	6.5	6.5	6.5

Agency Plans and Priorities

Mandate

The mandate of the CICS is to serve federal, provincial and territorial governments and Canadians in the planning, conduct, and the serving of senior level intergovernmental conferences. Its primary objective is to relieve client departments in virtually every major sector of governmental 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.

Our Role

To provide continuous, effective, impartial administrative services to senior level federal-provincial-territorial and provincial-territorial conferences on key intergovernmental issues encompassing numerous sectors of intergovernmental activity.

Strategic Outcome

One strategic outcome has been identified by CICS, which is discussed in this document:

- Multilateral intergovernmental meetings of First Ministers, Ministers and Deputy Ministers are planned and conducted flawlessly.

Structure

CICS is structured as a one-activity program:

- Secretary's Office
- Conference Services
- Information Services
- Corporate Services

Priorities and Planning

CICS' key priority for 2007-2008 is to plan, conduct and serve intergovernmental conferences at the most senior level in response to requests by governments. The Secretariat is funded at a level sufficient to finance a level of conference activity in the 110-120 range.

Measuring our Progress

CICS' performance in achieving its commitments over the years 2007-2008, 2008-2009, 2009-2010 will be assessed by several performance indicators:

- Number of conferences served
- Letters of appreciations and or complaints
- Number of conferences refused/ability to meet demand of our clients
- Number of conferences served by non-conference sector personnel

Working Environment

CICS' priorities depend in large part on federal, provincial and territorial governments priorities and are subject to a variety of internal and external influences, which are outlined below.

Request for our Services

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.

Maintaining the Credibility of CICS as a Neutral Conference Service Provider

Given that CICS reports to fourteen governments, the Secretariat must be careful to ensure that its service remains impartial, confidential and equitable to all our clients.

Maintaining Continuity of CICS' Conference Capability

The CICS has an ongoing program of secondments with the provinces and territories. Half of the staff of the Conference Services' sector (eight personnel) are seconded from provinces and territories for a period of 3 to 4 years.

All Conference Services staff receive up-to-date training on the latest computer technology and communication tools.

Additional staff from other sectors of CICS (Information Services and Corporate Services) are also trained and mobilized to serve conferences at peak times (i.e. September of each year).

Maintaining Technology Up-To-Date Equipment

In order to serve our clients well, CICS needs to be at the forefront of technology. A program is in place to constantly review the equipment best required to fulfill the ever increasing needs of our clients.

SECTION II – ANALYSIS OF PROGRAM ACTIVITIES BY STRATEGIC OUTCOME

Analysis by Program Activity

Strategic Outcome: Multilateral meetings of First Ministers, Ministers and Deputy Ministers are planned and conducted flawlessly.

Program Activity Name: Canadian Intergovernmental Conference Secretariat

Program Activity Description:

Provision of expert, impartial support services for the planning and conduct of First Ministers, Ministers and Deputy Ministers level federal-provincial-territorial and provincial-territorial conferences.

Financial Resources (\$ millions):

2007-2008	2008-2009	2009-2010
6.5	6.5	6.5

Human Resources:

2007-2008	2008-2009	2009-2010
36	36	36

As indicated on page 7 under the heading “Requests for our Services”, 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 meeting, 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.

Over the next three years, the Secretariat projects serving approximately 110 to 120 conferences per year.

As for measuring success or failure, in achieving our strategic outcome, the following performance indicators will be used to report on expected resources:

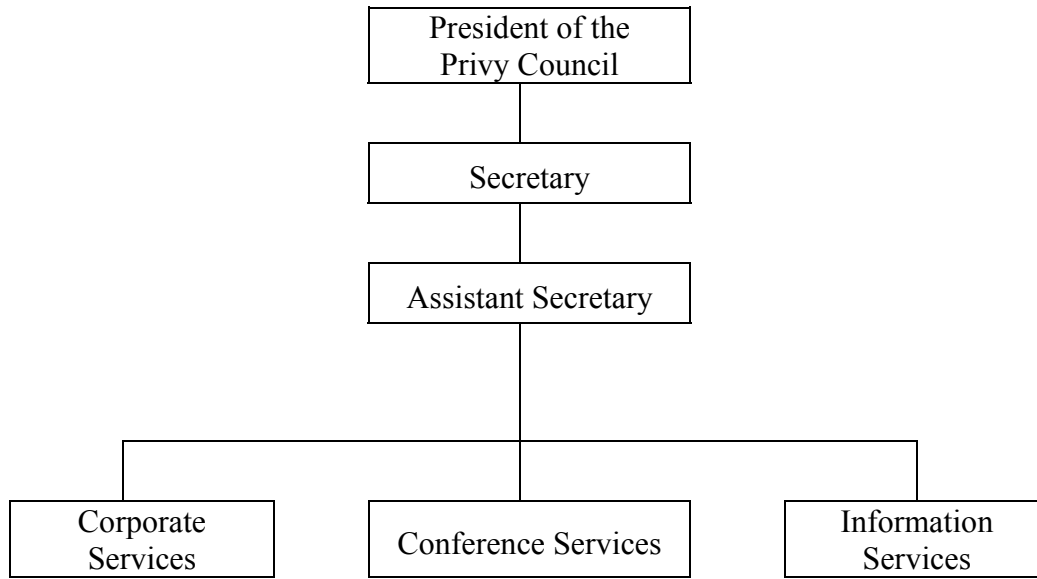
- Number of conferences served
- Letters of appreciations and or complaints
- Number of conferences refused/ability to meet demand of our clients
- Number of conferences served by non-conference sector personnel

SECTION III – SUPPLEMENTARY INFORMATION

Organizational Information

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 include both federal, provincial and territorial 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 President of the Queen’s Privy Council for Canada.

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 major conferences we serve.

Table 1: Departmental Planned Spending and Full Time Equivalents

(\$ millions)	Forecast Spending 2006-2007	Planned Spending 2007-2008	Planned Spending 2008-2009	Planned Spending 2009-2010
Canadian Intergovernmental Conference Secretariat	6.4	6.5	6.5	6.5
Budgetary Main Estimates (gross)	6.4	6.5	6.5	6.5
Total Main Estimates/Planned Spending	6.4	6.5	6.5	6.5

Total Planned Spending	6.4	6.5	6.5	6.5
Less: Non-Respendable revenue	1.2	1.2	1.2	1.2
Plus: Services received without charge	0.6	0.6	0.6	0.6
Net cost of Program	5.8	5.9	5.9	5.9

Full Time Equivalents	36	36	36	36
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Table 2: Voted and Statutory Items (\$ thousands)

2007-2008			
Vote or Statutory Item	Truncated Vote or Statutory Wording	Current Main Estimates	Previous Main Estimates
5	Program expenditures	6,056	5,978
(S)	Contributions to employee benefit plans	460	454
	Total Department or Agency	6,516	6,432

Table 3: Services Received Without Charge

2007-2008	
	Canadian Intergovernmental Conference Secretariat (CICS) (\$ millions)
Accommodation provided by Public Works and Government Services Canada (PWGSC)	0.4
Contributions covering employers' share of employees' insurance premiums and expenditures paid by the Treasury Board Secretariat (excluding revolving funds)	0.2
Total 2007-2008 Services received without charge	0.6

Table 4: Sources of Non-Respendable Revenue

(\$ millions)	Forecast Revenue 2006-2007	Planned Revenue 2007-2008	Planned Revenue 2008-2009	Planned Revenue 2009-2010
Canadian Intergovernmental Conference Secretariat				
Transfer payments from other governments (See Table 4b)	1.2	1.2	1.2	1.2
Miscellaneous Revenues	0.0	0.0	0.0	0.0
Total	1.2	1.2	1.2	1.2

Table 4a: Information on the Federal-Provincial CICS Cost-Sharing Formula

Determination of operating costs to be co-shared (\$ thousands)	Forecast 2006-2007	Planned 2007-2008	Planned 2008-2009	Planned 2009-2010
Main Estimates	6,432.0	6,516.0	6,516.0	6,516.0
Less: Budget Cut	30.0	0.0	0.0	0.0
	6,402.0	6,516.0	6,516.0	6,516.0
Less: Items excluded from cost-sharing with the provinces				
○ Contributions to federal employee benefit plans	-454.0	-460.0	-460.0	-460.0
○ Translation costs	-600.0	-600.0	-600.0	-600.0
○ Tenant services	-9.0	-9.0	-9.0	-9.0
○ Capital	-215.0	-215.0	-215.0	-215.0
Total amount to be co-shared	5,124.0	5,232.0	5,232.0	5,232.0
Allocation of co-shared amount				
○ Provincial governments (50%)	2,562.0	2,616.0	2,616.0	2,616.0
○ Federal government (50%)	2,562.0	2,616.0	2,616.0	2,616.0

Table 4b: Information on the Federal-Provincial CICS Cost-Sharing Formula

First Line: Amounts in roman type are federal-provincial financing formula calculated amounts

Second Line: Amounts in italic type are projected contribution by provinces

Third Line: Amounts in bold italic type are shortfalls, if any, on account of partial contributions

Provincial Shares of CICS's Projected Operating Costs (\$ thousands)	Population*	Forecast 2006-2007	Planned 2007-2008	Planned 2008-2009	Planned 2009-2010
Newfoundland and Labrador	1.7	43.6 <i>43.6</i> 0.0	44.5 <i>44.5</i> 0.0	44.5 <i>44.5</i> 0.0	44.5 <i>44.5</i> 0.0
Nova Scotia	3.0	76.9 <i>76.9</i> 0.0	78.5 <i>78.5</i> 0.0	78.5 <i>78.5</i> 0.0	78.5 <i>78.5</i> 0.0
New Brunswick	2.4	61.5 <i>61.5</i> 0.0	62.8 <i>62.8</i> 0.0	62.8 <i>62.8</i> 0.0	62.8 <i>62.8</i> 0.0
Prince Edward Island	0.5	12.8 <i>11.5</i> 1.3	13.0 <i>13.0</i> 0.0	13.0 <i>13.0</i> 0.0	13.0 <i>13.0</i> 0.0
Quebec	24.2	620.0 <i>131.3</i> 488.7	633.1 <i>131.3</i> 501.8	633.1 <i>131.3</i> 501.8	633.1 <i>131.3</i> 501.8
Ontario	38.2	978.7 <i>355.6</i> 623.1	999.3 <i>355.6</i> 643.7	999.3 <i>355.6</i> 643.7	999.3 <i>355.6</i> 643.7
Manitoba	3.7	94.8 <i>94.8</i> 0.0	96.8 <i>96.8</i> 0.0	96.8 <i>96.8</i> 0.0	96.8 <i>96.8</i> 0.0
Saskatchewan	3.3	84.5 <i>84.5</i> 0.0	86.3 <i>86.3</i> 0.0	86.3 <i>86.3</i> 0.0	86.3 <i>86.3</i> 0.0
Alberta	9.9	253.6 <i>253.6</i> 0.0	259.0 <i>259.0</i> 0.0	259.0 <i>259.0</i> 0.0	259.0 <i>259.0</i> 0.0
British Columbia	13.1	335.6 <i>95.0</i> 240.6	342.7 <i>95.0</i> 247.7	342.7 <i>95.0</i> 247.7	342.7 <i>95.0</i> 247.7
Total		2,562.0 <i>1,208.3</i> 1,353.7	2,616.0 <i>1,222.8</i> 1,393.2	2,616.0 <i>1,222.8</i> 1,393.2	2,616.0 <i>1,222.8</i> 1,393.2

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

Table 4c: Information on the Federal-Provincial CICS Cost-Sharing Formula

Federal Share of CICS's Operating Costs (\$ thousands)	Forecast 2006-2007	Planned 2007-2008	Planned 2008-2009	Planned 2009-2010
Federal co-shared amount	2,562.0	2,616.0	2,616.0	2,616.0
Add:				
o Items excluded from cost-sharing with the provinces (See Table 4a)	1,278.0	1,284.0	1,284.0	1,284.0
o Projected revenues shortfall on account of partial contributions by: (See table 4b)	1,353.7	1,393.2	1,393.2	1,393.2
	2,631.7	2,677.2	2,677.2	2,677.2
Total estimated cost to the federal government	5,193.7	5,293.2	5,293.2	5,293.2

Table 5: Resource Requirement by Branch or Sector

(\$ millions)	CICS	Total Planned Spending
Secretary's Office	0.3	0.3
Conference Services	4.7	4.7
Information Services	0.9	0.9
Corporate Services	0.6	0.6
Total	6.5	6.5

SECTION IV – REFERENCES

CICS Report on Priorities and Planning

[2006-2007](#)

[2005-2006](#)

CICS Performance Report

[2005-2006](#)

[2004-2005](#)

Report to Governments

[2005-2006](#)

[2004-2005](#)

CICS WEB SITE

www.scics.gc.ca

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