



Public Safety Sécurité publique
Canada Canada

Senior Assistant Sous-ministre
Deputy Minister adjoint(e) principal(e)

Ottawa, Canada
K1A 0P8

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DATE: **APR 24 2019**

File No.: NS 6050
RDIMS No.: 2957860

MEMORANDUM FOR THE DEPUTY MINISTER

**FACE-TO-FACE MEETING OF THE
FIVE COUNTRY MINISTERIAL EXECUTIVE STEERING GROUP**

(Decision sought)

ISSUE

To approve the proposed maximum budget for the face-to-face meeting of the Five Country Ministerial (FCM) Executive Steering Group (ESG) to be held in Ottawa on May 21-22, 2019.

CURRENT STATUS

The meeting of the ESG is a key preparatory event leading up to the annual FCM, as the discussions are focused on nearly finalizing the agenda, topics, and deliverables for ministers. All of the Five Eyes partners have confirmed their attendance. We are planning for delegation sizes of up to four individuals per country for a maximum of 20 participants, including Canada. The ESG (ADM-level) will meet for the first day and a half, followed by a meeting of Sherpas (DG-level) on the afternoon of the second day; this will allow Sherpas the opportunity to consolidate the agreed upon list of action items arising from the ESG discussions. This format is similar to the one used at the previous ESG face-to-face meeting in San Francisco in 2018.

Location and Secured Facilities

Hosting the ESG meeting in Ottawa will help ensure travel costs for Canadian officials are kept to a minimum. It is envisioned that the first day of meetings on May 21 will be held at an offsite venue and the second day of meetings on May 22 at 269 Laurier Avenue West.

Venue options in Ottawa that could accommodate the entire group on May 21 were sought taking into account logistical impacts, catering needs, security, and cost effectiveness. Two offsite venue options have been considered including hospitality, venue rental, and security costs associated with creating a Secret environment at the venue (**TAB A**). Option A: The Canadian Museum of History has been selected as the

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preferred option based on all considerations and has been entered in the THCEE under 2020-NCSB-0460.

Cost Sharing

Canada is hosting the ESG meeting at the request of the UK. Public Safety (PS) is working with UK Home Office counterparts to determine cost sharing options and have informally indicated that they are willing to cover costs up to \$10,000.00 CAD. PS would cover any additional costs over and above this amount. For ease of contracting and payment purposes with vendors PS will pay for the services up front and be reimbursed by the UK on a cost recovery basis up to the agreed cost amount through a bilateral Memorandum of Understanding.

RECOMMENDATION

It is recommended that you approve the maximum budget of \$10,000.00 for this event, as the venue fully meets the requirements for security, catering, logistics, and is within reasonable costs.

Should you require any additional information, please do not hesitate to contact me at 613-990-4976 or John Davies, Director General, National Security Policy Directorate, at 613-991-1970.



Monik Beauregard
Enclosure: (1)

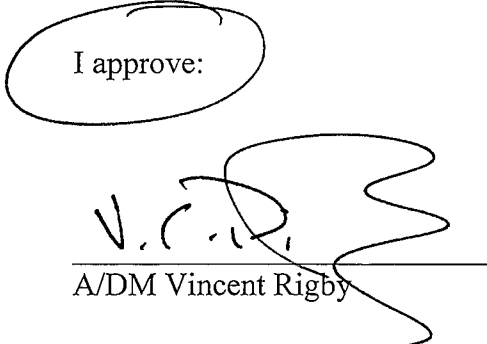
I recommend:



Caroline Weber
Chief Financial Officer and Assistant Deputy Minister
Corporate Management Branch

I approve:

I do not approve:



A/DM Vincent Rigby

A/DM Vincent Rigby

Prepared by: Justin Chan

s.20(1)(b)

s.20(1)(c)

Estimated Program Budget Option A: Canadian Museum of History

Museum Facilities on May 21					
Meeting Venue (Executive Boardroom)					
Lunch Venue (River View Salon)					
				Total Venue	\$2,529.10
Museum-Provided Food and Beverage on May 21		NUMBER OF DELEGATES	COST PER PERSON		
Morning Snacks					
Buffet Lunch					
Afternoon Snacks					
Catering Service Charge					
Catering Admin Fee					
GST + QST					
PS-Provided Food and Beverage on May 22		MAXIMUM ALLOWANCE UNDER TBS			
Morning Snacks	20		\$12.60		
Hosted Lunch	20		\$51.00		
				Total Food and Beverage	\$2,756.04
Contractors					
Security Staff to Maintain Positive Control of Room					
Security Sweep					
				Total Contractors	\$1,000.00
Other					
Ground Transportation (1 bus for \$1,675/two days + HST)					
Water Taxi					
Tour of the Grand Hall					
Hotel Room					
				Total Other	\$2,168.75
ESTIMATED TOTAL FOR PROGRAM OPTION A					\$8,453.89

Estimated Budget Program Option B: The Westin Ottawa

Hotel Facilities on May 21					
Meeting Venue (Oak Room)					
Lunch Venue (Oak Room)					
				Total Venue	\$4,000.20
Hotel-Provided Food and Beverage		NUMBER OF DELEGATES	COST PER PERSON		
Morning Snacks					
Buffet Lunch					
Afternoon Snacks					
HST					
PS-Provided Food and Beverage on May 22		MAXIMUM ALLOWANCE UNDER TBS			
Morning Snacks	20		\$12.60		
Hosted Lunch	20		\$51.00		
				Total Food and Beverage	\$2,714.07
Contractors					
Security Staff to Maintain Positive Control of the Room					
Security Sweep					
				Total Contractors	\$1,000.00
Other					
Ground Transportation (1 bus for \$1,675/two days + HST)	20				
Hotel Room	15				
				Total Other	\$1,892.75
ESTIMATED TOTAL FOR PROGRAM OPTION B					\$9,607.02