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# **UNDERSTANDINGS BETWEEN THE COUNCIL OF MINISTERS OF EDUCATION, CANADA AND THE DEPARTMENT OF EXTERNAL AFFAIRS**

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## **Introduction**

The understandings that exist between the Council of and the Department of External Affairs<sup>1</sup> are found in the two basic documents that constitute this publication:

**A.** Procedures for Canada's Participation in International Education Conferences (1977)

Participation of Delegates in International Conferences Related to Education (1982)

Addendum to the 1977 and 1982 Protocols on Participation in Education-Related International Conferences and Meetings (1987), and

**B.** Mandate  
Federal-Provincial Consultative Committee on Education-Related International Activities.

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## **SECTION A**

### **PROCEDURES FOR CANADA'S PARTICIPATION IN EDUCATION-RELATED INTERNATIONAL CONFERENCES AND MEETINGS 1977, 1982, and 1987**

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#### **PROCEDURES FOR CANADA'S PARTICIPATION IN INTERNATIONAL EDUCATION CONFERENCES 1977**

The following procedures are viewed as guidelines for a cooperative relationship between the Council of Ministers of Education, Canada (CMEC) and the Department of

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<sup>1</sup>

Now Department of Foreign Affairs and International Trade

External Affairs and are intended to facilitate the effective contribution of the provincial<sup>2</sup> governments to Canada's participation in international conferences related to education.

The application of these procedures requires close and continuing consultation between officials of CMEC and of the Department of External Affairs.

**A. Selection of conferences**

1. Each year, the Department of External Affairs will forward to CMEC, by the end of October, a list of international educational conferences on which information is available for the forthcoming calendar year.
2. Following consideration of this information, CMEC will forward its views concerning conference priorities to the Department of External Affairs by the end of January.

**B. Composition of delegations**

1. For those conferences in which Canada will participate, the Department of External Affairs will advise CMEC of conference invitations and provide draft agendas as soon as they become available.
2. CMEC and External Affairs officials will consult on the content of each such conference and its implications for the size and composition of the delegation.
3. CMEC will circulate notification of the conference and the draft agenda to Council members and, where appropriate, to selected nongovernmental organizations, requesting nominations within a specified period.
4. The CMEC Chair will forward a list of proposed delegates to the Secretary of State for External Affairs; this list will include a proposed Head of the delegation for those conferences where education is the principal subject.

**C. Conference preparation**

1. With respect to those conferences where education is the principal subject, CMEC, in cooperation with the Department of External Affairs, will coordinate the preparation of reports and arrangements for the briefing of delegations. For those conferences where education is but one of the components, CMEC will be responsible for coordinating the preparation of reports and briefing materials pertinent to education matters.

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<sup>2</sup> Provincial/Territorial

2. The Department of External Affairs will ensure that the necessary conference documentation is made available to CMEC as early as possible.

**D. Follow-up to conferences**

1. The Head of the delegation will forward the delegation's report to the Minister of Foreign Affairs and International Trade and to CMEC Chair.
2. The Department of External Affairs will ensure that CMEC receives all relevant documentation distributed during the conference.
3. CMEC will disseminate delegation reports and relevant conference documentation to members of the Council and their officials.

**September 19, 1977**

**PARTICIPATION OF DELEGATES IN INTERNATIONAL CONFERENCES RELATED TO EDUCATION  
1982**

**A. Conferences where Education is the principal subject<sup>3</sup>**

1. Administrative arrangements for the participation of delegates will be coordinated by the Department of External Affairs and the Secretariat of the Council of Ministers of Education according to agreed procedures.
2. Delegates are expected to be present for all working sessions of the conference to which they have been named.
3. Delegates will be responsible for accounting for their travel and living costs when advances originate directly from the Department of External Affairs, or will comply with procedures established by the Council of Ministers of Education for advances provided by the Secretariat under the terms of its Grant from the Department of External Affairs.
4. Wherever possible, statements to be delivered at conferences will be prepared in advance. Such statements will be reviewed by all members of the Delegation and approved by the Head of Delegation before delivery. Once appointed, all delegates are delegates of Canada. However, with the approval of the Head of Delegation, delegates may speak to particular experiences in their own

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<sup>3</sup> "Conferences" include meetings.

jurisdictions. All statements will take full account of federal jurisdiction in external affairs and provincial jurisdiction in relation to education.

5. Prior to any conference, members of the Delegation should be informed of and should familiarize themselves with the administrative structure and procedures of the conference.
6. The Head of Delegation, following consultation with members of the Delegation, will allocate conference-related responsibilities among the members.
7. Delegates are expected to attend the Delegation's briefing meetings prior to and during the conference, and to participate as required in the necessary follow-up work to the conference.
8. Members of Delegation will normally meet with the Ambassador and senior officers of the Canadian Mission in the country of the conference for the purpose of receiving advice and background information pertaining to foreign policy considerations associated with the conference and of seeking advice on major statements to be delivered in order to ensure compliance with the Canadian foreign policy objectives.
9. Any social functions given by a Canadian diplomatic representative or by the Canadian Delegation relating to a specific conference should be arranged, as appropriate, following consultation between the appropriate representatives of the Government of Canada and the Head of the Delegation.
10. No Delegation shall make any commitment with respect to future activity involving expense, without the prior concurrence of the Department of External Affairs.

**B. Conferences at which education is but one of the components**

1. Paragraphs 1, 2, 3, 5, 6, 7, 8, and 10 inclusive shall apply insofar as the education component is concerned.
2. The Head of Delegation will consider the senior nominee of CMEC as the principal spokesperson for education-related international topics. CMEC shall identify its senior nominees to the Department of External Affairs for this purpose.
3. Wherever possible, statements relating to education to be delivered at conferences will be prepared in advance. Such statements will be first submitted to the principal spokesperson for education, reviewed by all members of the Delegation and approved by the Head of Delegation before delivery. Once appointed, all delegates are delegates of Canada. However, with the approval

of the Head of Delegation, delegates may speak of particular experiences in their own jurisdiction. All such statements will take full account of federal jurisdiction for external affairs and provincial jurisdiction in relation to education.

4. Where a primary address or other intervention of a general or specific nature, but not related exclusively to education, includes a section dealing with education-related international topics, that section will be reviewed in advance by the principal spokesperson cited in paragraph 2, and where practicable, by the other members of the Delegation whose primary responsibilities are for education-related international topics.

**September 1982**

## **ADDENDUM TO THE 1977 AND 1982 PROTOCOLS ON PARTICIPATION IN EDUCATION-RELATION INTERNATIONAL CONFERENCES AND MEETINGS 1987**

### **1. Notice of meetings, draft agendas, and questionnaires**

The Department of External Affairs will establish and monitor the appropriate mechanisms that will ensure that for all education-related international conferences<sup>4</sup> and questionnaires, of the OECD, UNESCO (including IBE, CEPES, and IIEP), the Commonwealth, and the Council of Europe, CMEC will receive the pertinent correspondence through the accredited Canadian Mission. It is understood, however, that the official letters of invitation are to be sent to the Secretary of State for External Affairs.

### **2. Composition of delegations**

Within seven days of the receipt by CMEC of a letter from the Department of External Affairs, concerning an invitation and the draft agenda for a conference, the Secretariat of the CMEC and the Department of External Affairs will consult on the content of each such conference and its implications for the size and composition of the delegation.

### **3. Deadlines for nominations**

For major international conferences, CMEC will endeavour to present its proposals to the Department of External Affairs within five weeks of the receipt by the CMEC Secretariat of conference invitations and agendas (i.e. within four weeks of the consultation on the size and level of representation).

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<sup>4</sup> "Conferences" include meetings.

For other international conferences and meetings, CMEC will endeavour to present its proposals within four weeks of the receipt by CMEC Secretariat of conference invitations and agendas (i.e. within three weeks of the consultation on the size and level of representation).

In the event that an appointed member of a delegation has to withdraw prior to the beginning of a conference, CMEC will endeavour to give official notice to the Department of External Affairs of the recommended replacement at least two weeks prior to the conference.

#### **4. Conference preparation**

In addition to the points contained in article C.1 of the 1977 agreement on Procedures for Participation in International Education Conferences, the following points will apply:

The date for forwarding to the Department of External Affairs the draft of all required country-reports and responses to questionnaires will be the subject of consultations between the CMEC Secretariat and the Department of External Affairs. Provided that questionnaires or country paper guidelines are received with reasonable notice, the draft Canadian contributions should be sent to the Department of External Affairs at least three weeks prior to the conference or the submission date set by the international organization concerned.

Any changes in the CMEC draft contribution will be the subject of consultation between CMEC and the Department of External Affairs. In any event, the final version of all required country papers should be available to members of the delegation at least two days prior to the conference.

The above time lines also apply to the preparation of the delegation briefing book and of the draft of major delegation speeches or draft resolutions. The preparation of the delegation briefing book will be the subject of consultation between the Department of External Affairs and the CMEC Secretariat as to its content.

Briefing sessions for international conferences where education is the principal topic will be organized and hosted by the CMEC, after consultation with the Department of External Affairs concerning a mutually acceptable date and place.

#### **5. Follow-up to conferences**

All delegates are required to submit a report after the conference. Prior to the departure for a conference, all delegates will be informed of the appropriate structure for the delegation's report, have the opportunity to modify this structure for the specific requirements of the conference, and be required to file their

contribution with the Head of the delegation within three weeks of the end of the conference.

Following consultation with the members of the delegation, the Head of the delegation will, within two months of the conclusion of the conference, officially transmit simultaneously to the Secretary of State for External Affairs and Chair of CMEC the complete and full report of the Canadian delegation.

April 30, 1987

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## SECTION B

### MANDATE

#### FEDERAL-PROVINCIAL CONSULTATIVE COMMITTEE ON EDUCATION-RELATED INTERNATIONAL ACTIVITIES

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##### FEDERAL-PROVINCIAL CONSULTATIVE COMMITTEE ON EDUCATION-RELATED INTERNATIONAL ACTIVITIES

###### 1. Preamble

**Noting** the responsibility of the federal government for the conduct of Canada's foreign policy,

**Noting** the jurisdiction of the provinces in the field of education,

**Given** the importance of education as part of Canada's foreign policy as well as the significance of international relations for the provinces in the pursuit of their educational objectives,

**Recognizing** the importance of full and open consultations regarding education-related international activities,

**Considering** also that the Secretary of State for External Affairs will consult the Secretary of State of Canada in his capacity as minister responsible for federal interests in education, and

**In order to** ensure that the interests of Canada are effectively presented and maintained in education-related international activities,

It is decided to establish a federal-provincial consultative committee. The creation of this committee does not preclude bilateral discussions that may take place between the federal government and individual provincial governments.

## **2. Mandate**

The Committee will:

- i) assist the Secretary of State for External Affairs in ensuring reciprocal communication in the field of education between Canada and other countries and with international organizations;
- ii) assist the ministers responsible for education, through the Council of Ministers of Education, Canada (CMEC), in having access to information relating to education-related international activities and facilitate their participation in these activities;
- iii) facilitate the development of mechanisms for cooperation between the federal government and the provinces concerning Canada's involvement in international agreements with education components;
- iv) study and develop recommendations, as appropriate, to the Government of Canada and CMEC, on questions referred to it by ministers and on other questions of mutual interest.

## **3. Operational Procedures**

- i) The committee will be composed of representatives of the federal government and of the provinces.
- ii) The committee will be presided over by two co-chairs, of whom one will be named by the Secretary of State for External Affairs and the other by the Chair of CMEC.
- iii) The co-chairs will report through the Secretary of State for External Affairs to federal authorities and, through CMEC, to ministers responsible for education.
- iv) The committee will meet on a regular basis, at least twice a year, and may convene other meetings if required urgently, as determined by the co-chairs. In order to expedite the implementation of all mutually agreed tasks, such additional subcommittees may be struck, as necessary, to research and develop draft proposals and agreements for consideration of the committee.



- v) The meetings of the committee will be hosted alternately by each co-chair. Secretariat and support services will be provided by the host of each meeting.
- vi) Expenses associated with participation in the activities of the committee shall be borne by the Government of Canada for federal representatives, and by CMEC for the provincial representatives.
- vii) The co-chairmen may by mutual agreement invite observers to attend meetings of the committee.

**March 17, 1986**