

**ANNUAL SUMMARY OF TRAVEL, HOSPITALITY & CONFERENCE EXPENSES
FOR THE FISCAL YEAR ENDED MARCH 31**

The Standards Council of Canada (SCC) leads and facilitates the development and use of national and international standards and accreditation services in order to enhance Canada's competitiveness and well-being. SCC carries out a variety of functions intended to ensure the effective and coordinated operation of standardization in Canada. It also represents Canada's interests on standards-related matters in foreign and international development meetings and engagement forums.

SCC's mission involves working with our stakeholders and customers in promoting efficient and effective standardization that strengthens Canada's competitiveness and social well-being. Everything SCC does is aimed at improving Canadians' quality of life and is aligned with Government of Canada priorities.

As required by the Treasury Board Directive on Travel, Hospitality, Conference and Event Expenditures, this report provides information on the total annual expenditures for each of travel, hospitality and conferences at SCC for the fiscal year ending March 31.

All expenses fall within the guidelines set forth by the Treasury Board, as well as SCC's travel and hospitality policies.

(\$ 000s)	2018	2017	Increase / (Decrease)
TRAVEL	1,973	1,863	110
OPERATIONS	1,153	1,163	(10)
KEY STAKEHOLDERS	513	400	113
INTERNAL GOVERNANCE	191	209	(18)
TRAINING	58	27	31
OTHER	58	64	(6)
HOSPITALITY	266	75	191
CONFERENCES	251	115	136
TOTAL	\$ 2,490	\$ 2,053	\$ 437

TRAVEL:

Operations related travel expenses at SCC are driven by its accreditation services assessment activities. While operations related travel costs are the majority of travel costs at SCC, most of these are recoverable via billings to customers. The year over year change in operations related travel was not significant.

Key Stakeholder travel costs are non-recoverable costs incurred by SCC's operating branches to attend standards setting, policy development and stakeholder engagement meetings. The year-over-year increase of \$113K is attributable to increased government engagement and international participation as SCC begins to increase activity related to its Infrastructure and Innovation programs.

Internal Governance travel costs are non-recoverable travel costs incurred by SCC's internal services branches to represent SCC at various general and administrative meetings. A large proportion of this travel is related to representing SCC at the annual general meetings of its peer standardization organizations. The year-over-year change was not significant.

Training travel costs are related to transportation, accommodation and living expenses incurred by SCC stakeholders while on training. The year-over-year increase of \$31K stems from a focus on promoting staff individual development plans and a corresponding increase in training.

Other travel costs are costs related to SCC's corporate secretariat and communications teams to conduct quarterly meetings as well as special events. The year-over-year change in other travel costs was not significant.

Overall, there has not been a significant increase (<10% change) in year-over-year travel costs.

HOSPITALITY:

Hospitality costs increased by \$191K in 2018 because SCC hosted annual meetings for Pacific Area Standards Congress (PASC), the Pan American Standards Commission (COPANT) and ISO's Committee on Conformity Assessment (CASCO) in Vancouver. This was a one-time event where hospitality costs were \$278K.

CONFERENCES:

Conference related costs increased by \$136K in 2018 because SCC hosted annual meetings for Pacific Area Standards Congress (PASC), the Pan American Standards Commission (COPANT) and ISO's Committee on Conformity Assessment (CASCO) in Vancouver. This was a one-time event where conference and meeting costs were \$99K.