

**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)	2020	2019	Increase / (Decrease)
<b>TRAVEL</b>	<b>2,548</b>	<b>2,322</b>	<b>226</b>
OPERATIONS	1,197	1,186	11
KEY STAKEHOLDERS	970	823	147
INTERNAL GOVERNANCE	186	212	(26)
TRAINING	108	40	68
OTHER	87	61	26
<b>HOSPITALITY</b>	<b>147</b>	<b>70</b>	<b>77</b>
<b>CONFERENCES</b>	<b>279</b>	<b>158</b>	<b>121</b>
<b>TOTAL</b>	<b>\$ 2,974</b>	<b>\$ 2,550</b>	<b>\$ 424</b>

**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 \$147K is attributable to increased international participations as well as additional government engagement related to SCC's Infrastructure, Innovation and Intellectual Property programs. SCC has received temporary funding for all three 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 decrease is 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 \$68K stems from a focus on promoting training as part of its employee engagement strategy. Additionally, SCC invested in an accommodations allowance for several new staff to train at its head office location even though they were hired to work from remote locations.

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

**HOSPITALITY:**

Hospitality costs increased by \$77K due to increased engagement related to SCC's Infrastructure, Innovation and Intellectual Property programs. SCC has received temporary funding for all three programs.

**CONFERENCES:**

Conferences and meeting costs increased by \$120K due to increased engagement related to SCC's Infrastructure, Innovation and Intellectual Property programs. SCC has received temporary funding for all three programs.