

## ANNUAL SUMMARY OF TRAVEL, HOSPITALITY & CONFERENCE EXPENSES FOR THE FISCAL YEAR ENDED MARCH 31, 2022

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) <sup>1</sup>	2022	2021	Increase / (Decrease)
<b>TRAVEL</b>	<b>26</b>	<b>22</b>	<b>4</b>
OPERATIONS	28	(5)	33
KEY STAKEHOLDERS	(3)	16	(19)
INTERNAL GOVERNANCE	(1)	7	(8)
TRAINING	3	4	(1)
OTHER	(1)	-	(1)
<b>HOSPITALITY</b>	<b>22</b>	<b>8</b>	<b>14</b>
<b>CONFERENCES</b>	<b>39</b>	<b>30</b>	<b>9</b>
<b>TOTAL</b>	<b>\$ 87</b>	<b>\$ 60</b>	<b>\$ 27</b>

### TRAVEL:

**Operations** related travel expenses at SCC are driven by its accreditation services assessment activities. While operations related travel costs are usually 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 due to the COVID-19 pandemic and the gradual return to travel. Accreditation Services were able to conduct remote assessments in order to make up for much of the lost travel. Year over year change is 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 decrease was due to the COVID-19 pandemic and the suspension of most travel. SCC has leveraged modernized tools to enable remote collaboration in order to meet the needs of stakeholders and standards development.

**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 was due to the COVID-19 pandemic and the cancellation of all travel. SCC has leveraged modernized tools to engage remotely and has utilized some of the savings in this area to assist employees with the costs of supplies and setting up their home offices.

**Training** travel costs are related to transportation, accommodation and living expenses incurred by SCC stakeholders while on training. The year-over-year decrease was due to the COVID-19 pandemic and the cancellation of all travel. While SCC has continued to provide training, virtual training has no travel related costs.

**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 reductions was due to the COVID-19 pandemic and the cancellation of all travel. All governance meetings were held virtually and were conducted in accordance with planned timelines.

### HOSPITALITY:

Hospitality expenses arise from meetings with external stakeholders. The in-year spend is a result of meetings that arise in the course of normal business. Generally, the year-over-year increase from 2021 is due to growth in the number of meetings and the annual expenditure is not significant - especially compared to pre-pandemic levels of spending.

### CONFERENCES:

Conferences and meetings costs decreased due to the COVID-19 pandemic and the cancellation of all travel. Spending in 2022 was for remote participation in virtual conferences. Year over year change is not significant.

### Note(s):

1 - Negative amounts reflect reimbursement for activities that did not take place due to the COVID-19 pandemic.

