

## HRSDC AND SC RESTRICTIONS – CONFERENCES (COLUMN 11)

1. Sponsorship of international conferences is delegated to the Department of Foreign Affairs and International Trade. Sponsorship of a Federal/Provincial conference is delegated to Cabinet. Consultations with the Federal-Provincial Relations Office and possibly Cabinet approval may be required where attendance by officials at a Federal/Provincial conference could have significant policy implications for the government or result in discussions of major policy issues.
2. Chief Financial Officer / Senior Assistant Deputy Minister / Assistant Deputy Minister / Associate Assistant Deputy Minister / Senior General Counsel / Regional Assistant Deputy Minister / Regional Executive Heads may approve sponsorship of departmental conferences only.
3. Deputy Minister HRSDC / Senior Associate Deputy Minister HRSDC, Deputy Minister of Labour and Associate Deputy Minister of HRSDC, or Chief Operating Officer for Service Canada approval is required to authorize the attendance of spouses of official representatives of HRSD, Labour, or SC respectively at conferences when their presence is essential for reasons of protocol to assist in carrying out arrangements for the conference. In such cases, personal expenses incurred may be reimbursed to the official representative in accordance with Treasury Board Travel guidelines.
4. Chief Financial Officer / Senior Assistant Deputy Minister / Assistant Deputy Minister / Associate Assistant Deputy Minister / Senior General Counsel / Regional Assistant Deputy Minister / Regional Executive Heads are authorized to approve attendance at conferences in excess of two delegates.
5. Director General / Director / Chief Audit Executive may authorize attendance at other government sponsored departmental and non-governmental conferences in Canada.