

Attendance at the CES C2014 National Conference is a great opportunity for your team’s individual development, as well as their contributions to your department. As public sector organizations are continuously operating under tight budget restrictions, we have come up with some tips for you to consider as you explain why you, or other members of your team, should attend C2014.

TIP: UNDERSTAND THE RULES

The federal [Directive on Travel, Hospitality, Conference and Event Expenditures](#) stipulates the spending limits and approval controls but also outlines some important exemptions:

Requirement	Meaning...
<p>The federal directive establishes requirements on a <u>per event basis</u>.</p> <p>The National Conference (Monday – Wednesday morning) is a single and separate event, as are the pre- and post-conference workshops.</p> <p>The events are scheduled to be adjacent to one another to provide CES members with access to more than one training opportunity at a time, and to ensure an overflow of key networking, learning and information from one event into another.</p>	<p>If a federal department wishes to send staff to pre- and post-conference workshops, and the conference itself, the investments to be made for each event should be calculated individually.</p> <p>Therefore, while separate business cases will need to be developed for each event, more options exist for the department to fund a wider breadth of events and learning opportunities for their evaluation staff.</p>
<p>To send groups of staff to CES C2014: a) Senior departmental manager approval is required when the event has total departmental costs of \$5,000 or less (Directive clause 4.2.4)</p>	<p>The Head of Evaluation typically has delegated authority to spend up to \$5,000, without Deputy Ministerial approval. In practice, this means they can:</p> <ul style="list-style-type: none"> • Send up to 8 CES members to the conference at the member rate of \$575, or 6 people at the non-member rate of \$750 and • Send people to up to 17 days of workshops (combining both half-day workshops at \$140 each and full-day workshops at \$280 each).
<p>b) Deputy Head approval is required when the total departmental costs of the event exceeds \$5,000 but are \$25,000 or less. (Directive Clause 4.2.3)</p>	<p>Should the CAE wish to send a larger contingent of their staff to the conference, all that is required is that the Head of Evaluation make the case to the Deputy Head. Some of the tips below may help explain why this is a great</p>

	opportunity for your department to take advantage of.
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Additional guidance: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27518>

TIP: NOTE THE VALUE

Hosting the CES National Conference in Ottawa means that there will be no travel required for many federal evaluators already located in the nation’s capital. Not only does this mean there are no travel costs to be incurred, it also means less time away from the office.

This conference includes a number of excellent presentations covering a breadth of subject matter, as well as networking opportunities with public and private sector evaluators, coming from within Canada and abroad. Attending C2014 will also provide participants with the opportunity to take advantage of the many workshops offered both before and after the conference itself. Workshops are available for both the new and experienced evaluator, and offer excellent value-for-money as a full day of training is available for only \$280.