



BRITISH  
COLUMBIA  
Best Place on Earth

## TRAVEL AUTHORIZATION

This form must be used for all out-of-province travel requests.  
It may, at the discretion of ministries, be used for in-province travel requests.

☐ Out-of-Province ☒ Out-of-Canada ☐ In-Province

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)

ENVIRONMENT

EMPLOYEE NAME

SUSANNA LAAKSONEN-CRAIG

POSITION

HEAD

BRANCH / LOCATION / REGION

CLIMATE ACTION SECRETARIAT

DATE DEPARTING

2015/11/28

DATE RETURNING

2015/12/12

NO. OF WORKDAYS AWAY

15

ESTIMATED OVERTIME CLAIM

HOURS

IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS

☒ N/A OR:

DESTINATIONS

PARIS, FRANCE

METHOD OF TRAVEL

AIR, CAR, TAXI, SHUTTLE

PURPOSE OF TRAVEL

Give details of event to be attended, project name / number, program involved, refills to Ministry, etc.

Updated travel authorization for UNFCCC/COP21  
Previous approval documents attached

EMPLOYEE'S SIGNATURE

DATE SIGNED  
YYYY / MM / DD

### SIGNATURES

Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities.  
PLEASE SIGN ONE BOX ONLY

DIRECTOR

APPROVED

NOT APPROVED

DATE SIGNED  
YYYY / MM / DD

ASSISTANT DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED  
YYYY / MM / DD

DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED  
YYYY / MM / DD

Approved via  
eApprovals

NOV 03 2015

MINISTER

APPROVED

NOT APPROVED

DATE SIGNED  
YYYY / MM / DD

ESTIMATED COSTS (IN CAN. \$)	
Transportation	4,200
Meals	2,200
Lodging	4,500
Overtime	
Fees	
Other incdt'ls	650
SUB TOTAL	11,550
Less Costs paid by others	
TOTAL COSTS	11,550

Reset Form

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MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR)

ENVIRONMENT

EMPLOYEE NAME

SUSANNA LAAKSONEN-CRAIG

POSITION

HEAD

BRANCH / LOCATION / REGION

CLIMATE ACTION SECRETARIAT

DATE DEPARTING

YYYY / MM / DD

2015/12/03

DATE RETURNING

YYYY / MM / DD

2015/12/11

NO. OF WORKDAYS AWAY

9

ESTIMATED OVERTIME CLAIM

HOURS

IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS

☒ N/A, OR:

DESTINATIONS

PARIS, FR

METHOD OF TRAVEL

AIR, TAXI

PURPOSE OF TRAVEL

Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc.

CONFERENCE OF THE PARTIES (COP21)

(see attached for rationale)

EMPLOYEE'S SIGNATURE

DATE SIGNED  
YYYY / MM / DD

### SIGNATURES

Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities.

PLEASE SIGN ONE BOX ONLY

DIRECTOR

APPROVED

NOT APPROVED

DATE SIGNED  
YYYY / MM / DD

ASSISTANT DEPUTY MINISTER

APPROVED

NOT APPROVED

DATE SIGNED  
YYYY / MM / DD

DEPUTY MINISTER

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NOV 03 2015

MINISTER

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## **Rationale – MOE Representatives to COP 21, Paris:**

**Event:** Climate Negotiations under the United Nations Framework Convention on Climate Change (UNFCCC), 21st Conference of the Parties (COP 21)

**Where/When:** Event starts November 30, runs to December 11; Paris, France.

### **Rationale for BC MoE staff to attend COP 21:**

- The purpose of COP 21 is to achieve lasting international agreement to avoid dangerous climate change impacts.
- Canada's COP 21 delegation will include the participation of: the Prime Minister of Canada, the Federal environment minister and Environment Canada staff, and political leadership and staff from Provinces/Territories. Almost every PT is planning engagement at COP 21, including Alberta, Quebec, and Ontario (ON's delegation will tentatively include 30 – 50 staff.)
- Rationale for sending BC MoE staff includes the following:
  - **Objectives:**
    - Contribute to Minister of Environment's mandate letter goal to prepare and position BC to make a meaningful contribution at COP 21;
    - Participate with EC in developing Canada's positions during the negotiations to ensure that BC's interests are protected and represented;
    - Demonstrate value of leadership at the subnational level through success of BC's suite of climate policies;
    - Create an international platform to introduce BC's new draft Climate Leadership Plan and other key climate change / land use announcements; and
    - Develop and build relationships with key representatives from global business and trade partners, to further BC's strategic and economic development priorities going forward
  - **Requirements for MoE staff attending COP 21:**
    - Support Premier and Minister of Environment on policy and logistics for speaking engagements and meetings with national and subnational governments and international corporations;
    - Participate in forums featuring senior public officials to discuss climate policy success in British Columbia (including carbon tax, carbon neutral government, climate action charters, etc.); and
    - Provide detailed and substantive input to Canada's negotiating team on the text of the Agreement as it is developed through the COP 21 meeting.
  - **Outcomes:**
    - By sending BC MoE staff to COP 21, the government of British Columbia will be well-positioned to make a meaningful contribution to COP 21, to demonstrate subnational climate leadership by using BC's success as a case study, to create and support a platform to release BC's draft Climate Leadership Plan, and to further BC's trade, investment and strategic priorities with global businesses and trade partners.

**From:** Shoemaker, Wes ENV:EX  
**Sent:** Thursday, September 10, 2015 3:32 PM  
**To:** Laaksonen-Craig, Susanna ENV:EX; Crozier, Bev ENV:EX  
**Subject:** Fwd: Approval for International Travel - 21st Conference of the Parties, Paris, France - Dec. 3 - 11, 2015

FYI.

Wes

W.H. (Wes) Shoemaker, MBA  
Deputy Minister  
Ministry of Environment  
5th Floor, 2975 Jutland Road  
Victoria, BC  
Tel: 250.387.5429 | Fax: 250.387.6003  
E-mail: wes.shoemaker@gov.bc.ca

**\*\*Please note:** This email is intended for the addressee(s) only and may contain legally privileged information. Any unauthorized use, disclosure or reproduction is strictly prohibited. **\*\***

Sent from my iPhone

Begin forwarded message:

**From:** "Shoemaker, Wes ENV:EX" <Wes.Shoemaker@gov.bc.ca>  
**Date:** September 10, 2015 at 3:31:14 PM PDT  
**To:** "Dyble, John C PREM:EX" <John.Dyble@gov.bc.ca>  
**Subject:** **Re: Approval for International Travel - 21st Conference of the Parties, Paris, France - Dec. 3 - 11, 2015**

Yes that is the plan. We are not sure yet about what the Premier's plans are in terms of dates for her travel and any related briefings during the flight she may require.

Thank you John. Will be prepared to provide a very fulsome report out upon our return.

Wes

W.H. (Wes) Shoemaker, MBA  
Deputy Minister  
Ministry of Environment  
5th Floor, 2975 Jutland Road  
Victoria, BC  
Tel: 250.387.5429 | Fax: 250.387.6003  
E-mail: wes.shoemaker@gov.bc.ca

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Sent from my iPhone

On Sep 10, 2015, at 3:13 PM, Dyble, John C PREM:EX <John.Dyble@gov.bc.ca> wrote:

Wes,  
Travel is fine.  
Will you be travelling with the Minister and will she need you for briefings on the flights?

John

**From:** Shoemaker, Wes ENV:EX

**Sent:** Thursday, September 10, 2015 7:34 AM

**To:** Dyble, John C PREM:EX

**Cc:** Wharf, Sandy PREM:EX

**Subject:** Approval for International Travel - 21st Conference of the Parties, Paris, France - Dec. 3 - 11, 2015

John,

As you are aware, BC is preparing for and planning to attend the next round of Climate Negotiations under the United Nations Framework Convention on Climate Change (UNFCCC) to be held in Paris, France in December.

Provinces and Territories have only a short time to finalize and submit their delegates to the federal government so they can be formally accredited as part of the Canadian delegation. Hotels have mostly been sold out for months, but BC has reserved a few blocks of rooms to ensure that we have secured accommodations pending the formal approval to attend the event. At this point, the proposed BC delegation will be relatively small when compared with the delegations of other Provinces such as Quebec and Ontario (whose delegation will be approximately 30 - 50 provincial staff). The delegation at this point will be PCC, plus 2 political staff (and security), Minister Polak and her Chief of Staff, myself and Susanna Laaksonen-Craig. As there will be instances where PCC and MMP will be participating in separate events at the same time, Susanna and I will have to split up to ensure that they each have staff support who are knowledgeable on BC's climate policies and objectives. Additionally, the federal government is prepared to include only Deputies in the confidential daily briefings as to the progress/strategies of the on-going negotiations.

Below is the rationale for our request to attend the COP21 negotiations. As there is currently an Air Canada sale offering business class fare for a significant discount, we'd like to seek your approval to travel and take advantage of these attractive fares. Preliminary estimates for a business class return fare to Paris during this timeframe will be approximately \$3200 plus tax (which is normally well over \$5000) and is comparable to premium economy fares for the roughly 17 hour flight. Hotels will run approximately \$250 euros per night.

I am therefore requesting your approval for Susanna and myself to be part of the BC delegation and as per policy, requesting your approval to purchase business class tickets.

- **Event:** Climate Negotiations under the United Nations Framework Convention on Climate Change (UNFCCC), 21st Conference of the Parties (COP 21)
- **Where/When:** Event starts November 30, runs to December 11; Paris, France.
- **Rationale for BC MoE staff to attend COP 21:**
  - The purpose of COP 21 is to achieve lasting international agreement to avoid dangerous climate change impacts.
  - Canada's COP 21 delegation will include the participation of: the Prime Minister of Canada, the Federal environment minister and Environment Canada staff, and political leadership and staff from PTs. Almost every PT is planning engagement at COP 21, including Alberta, Quebec, and Ontario (ON's delegation will tentatively include 30 – 50 staff.)
  - Rationale for sending BC MoE staff includes the following:
    - **Objectives:**
      - Contribute to Minister of Environment's mandate letter goal to prepare and position BC to make a meaningful contribution at COP 21;
      - Participate with EC in developing Canada's positions during the negotiations to ensure that BC's interests are protected and represented;
      - Demonstrate value of leadership at the subnational level through success of BC's suite of climate policies;

- Create an international platform to introduce BC's new draft Climate Leadership Plan and other key climate change / land use announcements; and
- Develop and build relationships with key representatives from global business and trade partners, to further BC's strategic and economic development priorities going forward
- Requirements for MoE staff attending COP 21:
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  - Provide detailed and substantive input to Canada's negotiating team on the text of the Agreement as it is developed through the COP 21 meeting.
- Outcomes:
  - By sending BC MoE staff to COP 21, the government of British Columbia will be well-positioned to make a meaningful contribution to COP 21, to demonstrate subnational climate leadership by using BC's success as a case study, to create and support a platform to release BC's draft Climate Leadership Plan, and to further BC's trade, investment and strategic priorities with global businesses and trade partners.

I await your approval.

***Wes***

**W.H. (Wes) Shoemaker, MBA**

**Deputy Minister**

**Ministry of Environment**

**5<sup>th</sup> Floor, 2975 Jutland Road**

**Victoria, BC**

**Tel: 250.387.5429 | Fax: 250.387.6003**

**E-mail: [wes.shoemaker@gov.bc.ca](mailto:wes.shoemaker@gov.bc.ca)**

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### **Instructions for the *Travel Authorization Form (FIN 099)***

Every employee requesting approval for out-of-province and out-of-Canada travel will complete form TB/FIN 99 in full.

*Purpose of Travel* – include a clear statement of the reason for the proposed travel.

*Estimated Costs (in Can. \$)* – provide an approximate calculation of the total costs to be incurred.

*Approval Authorities* – required by CPPM 10.3.4 policy 1 (per TB Directive 4/04):

- approvals for staff are made by their respective director;
- approvals for directors and executive directors are made by the assistant deputy minister of the program area;
- approvals for assistant deputy ministers are made by the executive financial officer for the ministry;
- for approval requirements for ministers, parliamentary secretaries, deputy ministers and ministers' office staff, refer to CPPM 10.4.4.

Where approval is obtained, the immediate program area retains copy 3 (pink) and copies 1 (white) and 2 (canary) are returned to the originator.

### **Request for Expense Reimbursement**

The employee requesting reimbursement for out-of-province or out-of-Canada travel will attach copies 1 and 2 of the approved TB/FIN 99 to their travel claim.





