

SMT - proposed agenda

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Date: Fri, 26 Jan 2018 15:31:26 -0500
Attachments: 201718 Q3 ApplauseStandingOvations_v1.pptx (247.63 kB); 2017-18 Q3 Phase 1 Deck v10-DMO and MO CoS-F.PPTX (440.84 kB); TOC.PDF (20.25 kB)

Hi Helen,

Below is the draft SMT agenda for Monday. Let me know if this works for you.

SMT

- 1. Opening – 5 minutes**
- 2. Transition of New Minister (DMO) - 10 minutes**
 - o We are working with program areas in developing a foundation binder. The table of contents is attached.*
 - o MO will let us know if briefings are required for specific topics.*
- 3. Transition Planning [COMM (Bryant), with support from CSD (Anna)] – 15 minutes**
 - o Initial discussion on planning for returning or new government*
 - o Comms is in the process of developing a tip sheet for appropriate language that should be used. CSD is working with divisions to review the procurements, appointments and in-year decisions that need to proceed now vs. after caretaker period*
 - o This could be a standing topic for SMT meetings.*
- 4. Q3 Applause Awards and Standing Ovations (CSD) (deck is attached) - 15 minutes**
- 5. Roundtable – 15 minutes**
- 6. Q3 Report Phase 1 - (deck is attached) - INFORMATION ITEM (no time allotted)**

**Thanks,
Allison**

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