

PD&G Deck - Action Required

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Cc: "Greenberg, Martha (CAB)" <martha.greenberg@ontario.ca>
Date: Tue, 05 Sep 2017 16:11:02 -0400
Attachments: DRAFT-APPENDIX PD+G Deck (2017-09-05-1130am).pptx (254.27 kB); DRAFT-PD+G Deck (2017-09-05 11am)_v9.1.pptx (242.28 kB)

Hey David and Karen (Ewa as well!),

Please see below for next steps on the materials for the September PD&G meeting. Looks like this product is now going on September 28th instead of September 14. I'd like to have this product to **Martha by end of day tomorrow** which will allow her a day to review so we can get this back to SIB on Thursday – apparently DMO needs a draft for the DM on Friday.

Based on the current version of the deck, this is what we need to do:

- 1 . Confirm that the high-level milestones that are captured on slide 3 of the deck are what should be highlighted for the PD&G audience. We may want to make additions here.
- 2 . Refine and review slides 5-24:
 - o More specifically, for the “Actions Over the Next Year” column. SIB has asked for each bullet to begin with an action verb (e.g., “complete”, “implement”, etc.) and include dates or targets where appropriate.
 - o David – we also need your team’s input in the attached for these slides. Martha sent back comments on an earlier version of the deck to you, so you can use that to work from and populate into the new deck.
3. Review the attached Appendix to ensure that the milestones, actions and wording are consistent and relevant for the audience. **David and Karen** – in order to populate the appendix, Advisors will need to go into the MYAP and make necessary updates for their files that have not yet been updated, i.e. Consumer Protection – SIB can’t pull anything now to populate the appendix, so we need to go into the MYAP and make updates for the files that have been identified in the priorities report. Once language is in the MYAP, SIB can pull it and we will be given a chance to review when they finalize the language.

If you have questions or concerns let me know, I will forward this note on to Advisors so they will be aware of what we need to do and can get started.

Thanks!

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From: Omole, Cecilia (CAB)
Sent: September-05-17 3:10 PM
To: Johnston, John (CAB); Niyaz, Fatima (CAB); Beyene, Lidya (CAB)
Cc: Lee, Jaimie (CAB); Banwait, Satinder (CAB); Bhatti, Anika (CAB); Frndova, Lucia (CAB); Chatburn, Kelsea (CAB)
Subject: FW: Preparing Materials for September PD&G - Next Steps

Hi Fatima and John,

As mentioned in the message below, we've received some additional direction with regards to the Priorities Report that we are preparing for the upcoming PD&G meeting. It looks like the next meeting has been tentatively rescheduled for September 28th as opposed to September 14th. At this point, we kindly ask that advisors review the latest attached deck and Appendix per the instructions below and **return ADM-approved materials to SiB by end of day Thursday September 7th** before we provide the complete package to the DM on Friday.

Below are the revised timelines that we're working towards:

- **Tuesday Sept. 5th – Thursday Sept. 7th:** Advisors review and edit content in the updated attached deck and Appendix (pre-populated from the DRTP for the Sept 1, 2017 to Sept 30, 2018 horizon).

Please have advisors do the following:

1. Confirm that the high-level milestones that are captured on **slide 3** of the deck are what should be highlighted for the PD&G audience.
 2. Refine the narrative in **slides 5-24**:
 - More specifically, for the “*Actions Over the Next Year*” column, please ensure that each bullet begins with an action verb (e.g., “complete”, “implement”, etc.) and include dates or targets where appropriate/available. They can look at the “Early Years & Child Care” narrative on slide 7 as an example.
 3. Review the text in **slides 5-24** and the attached **Appendix** together to ensure that the milestones, actions and wording are consistent and relevant for the audience. Milestone descriptions on each timeline item in the Appendix should not exceed 150 characters and for clarity, please avoid using acronyms.
- **End of day Thursday, Sept. 7th:** ADM-approved materials sent back to SiB for incorporation into the deck
 - **Friday Sept. 8th :** Updated materials are circulated to CO Policy & Delivery and the DMO
 - **Tuesday Sept. 12th :** DM to check in with Senior PO on desired approach/content for PD&G; further action to be determined following that meeting

If any questions should come up during this process, please feel free to reach out to me and Satinder.
Thanks!
Cecilia