

RE: Preparing Materials for September PD&G - Next Steps

From: "Johnston, John (CAB)" <john.johnston3@ontario.ca>
To: "Omole, Cecilia (CAB)" <cecilia.omole2@ontario.ca>
Cc: "Brezer, David (CAB)" <david.brezer@ontario.ca>, "Greenberg, Martha (CAB)" <martha.greenberg@ontario.ca>, "Moore, Karen (CAB)" <karen.moore4@ontario.ca>
Date: Thu, 07 Sep 2017 16:20:42 -0400
Attachments: DRAFT-PD+G Deck (2017-09-06) EEJI Final.pptx (332.9 kB)

Hi Cecilia,

Please see attached EEJI's input into the PD&G deck.

I know you are working with Advisors on what to include in the updated appendix slides – when the appendix is final could you please send it to me so we can review.

I've highlighted some text in red that we are waiting for some numbers on (slide 5) – once we get confirmation on the numbers from MMA I will send this to you. We also will have some examples to add for slide 12, and will get you that when we have it.

As discussed, you'll notice we have made comments on slide 3 for what we think should be added to the "Upcoming Policy & Delivery Milestones" slice. You can work directly with Advisors if you are having trouble locating these items to pull from the MYAP.

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

From: Porter, Jay (CAB)
Sent: September 5, 2017 11:29 AM
To: Greenberg, Martha (CAB); Madhany, Shamira (CAB); Brezer, David (CAB); Moore, Karen (CAB); Gilbert, Tamara (CAB); Francis, Robert (CAB); Niyaz, Fatima (CAB); Johnston, John (CAB); Downarowicz, Ewa (CAB)
Cc: Foster, Robert (CAB); Lee, Jaimie (CAB); Omole, Cecilia (CAB); Bhatti, Anika (CAB); Banwait, Satinder (CAB)
Subject: Preparing Materials for September PD&G - Next Steps

ADMs & ECs,

We received word on Friday that September’s PD&G meeting will be rescheduled from the 14th to later in the month, likely the 28th (with specific timing TBC). This gives us more time to prepare the materials for the meeting than originally planned.

In order to keep us on track for the 28th, we’re proposing the following next steps:

- Today (Tuesday Sept. 5th) - SiB will send out an updated draft PD&G deck + appendices to EAs (John & Fatima) for CO advisor input. The materials will include the most up to date information available, including milestones and descriptions pulled from the DRTP.

- Tues Sept. 5th – Thurs. Sept. 7th - Advisors review priorities in the deck and the appendices to ensure milestones, actions and wording is consistent and relevant for the audience. For Actions Over the Next Year, please start each bullet with a verb (e.g., “complete”, “implement”, etc.) and include dates or targets where appropriate / available. As a reminder, we are interested in the period between September 1, 2017 and September 30, 2018.
- Thursday, Sept. 7th, end of day - ADM-approved materials sent back to SIB
- Friday Sept. 8th – updated materials to be circulated to CO P&D, including to 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.

Please let me know if you have any questions or concerns with this timeline – we’re here to help.

Thanks,
Jay

From: Chatburn, Kelsea (CAB)
Sent: August-21-17 12:52 PM
To: Porter, Jay (CAB); Madhany, Shamira (CAB); Niyaz, Fatima (CAB); Johnston, John (CAB); Brezer, David (CAB); Moore, Karen (CAB); Gilbert, Tamara (CAB); Francis, Robert (CAB); Astill, Michelle (CAB)
Cc: Foster, Robert (CAB); Chatburn, Kelsea (CAB); Lee, Jaimie (CAB); Omole, Cecilia (CAB); Bhatti, Anika (CAB)
Subject: RE: Preparing Materials for PD&G Sept 12th

Hi John,

Thanks for following up, just looping in 4th floor folks on the new proposed approach. Given the busy Cabinet preparation schedule this week, we are proposing to revise the original request and just have policy teams make the following updates by Friday, August 25 2017, includin:

1. Update PD&G deck to capture appropriate info on risks and status – see updated template attached. Note, we have pre-populated the key risks section with the latest August updates teams have been working on for review and updates.
2. Ensure the Digital Risk Tracker Pilot (Tracker) database is up to date with milestones, specifically from the September 2017 to September 2018 time period, including milestone name and description. Monday we will pull the milestones from the system to populate the appendix of the PDG deck before circulating it one more time to teams for validation.

Next steps:

- Early the week of August 28—SIB will consolidate input on the slide deck and create an appendix using milestone description information from the September 2017-2018 that has been inputted in the system.
 - o SIB will share the revised deck with 6th and 4th floor policy teams for validation
- September 1, 2017—draft deck will support a PD&G planning meeting with ADM/ECs/DMO

Please don’t hesitate to contact myself, Cecilia Omole or Anika Bhatti if you have any questions.

Thanks,

Kelsea Chatburn
416.326.6665