

LTEP 2017 Chapter Coordinators

Purpose: To scope the role of LTEP chapter coordinators so that we can request staff volunteers. It was decided to keep LTEP 2017 as separate chapters for as long as possible in the drafting process to facilitate simultaneous editing. Chapter coordinators should cut down on the amount of tracking performed by any individual staff and ensure more rigorous proof-reading of draft content.

LTEP Chapter Coordinators: We are looking for a maximum eight volunteers, each of whom will be responsible for one LTEP chapter.*

Chapters, Leads, and proposed Chapter Coordinators:

Chapter Name	Responsible Division	Chapter Lead	Coordinator
1. Ensuring Affordable and Accessible Energy	ESP	Tim Christie	
2. Flexible Energy System	ESP	Tim Christie	
3. Delivering Fairness and Choice	SNAP	Shruti Talwar	
4. Enhancing our Commitment to Energy Conservation and Efficiency	CRED	Usman Syed	
5. Preparing for the Future/Innovation	SNAP	Sunita Chander	
6. Responding to the Climate Change Challenge	ESP	Tim Christie	
7. Supporting Indigenous Capacity and Leadership	SNAP	Ken Nakahara	
8. Regional Priorities	SNAP	Ken Nakahara	

Responsibilities will include:

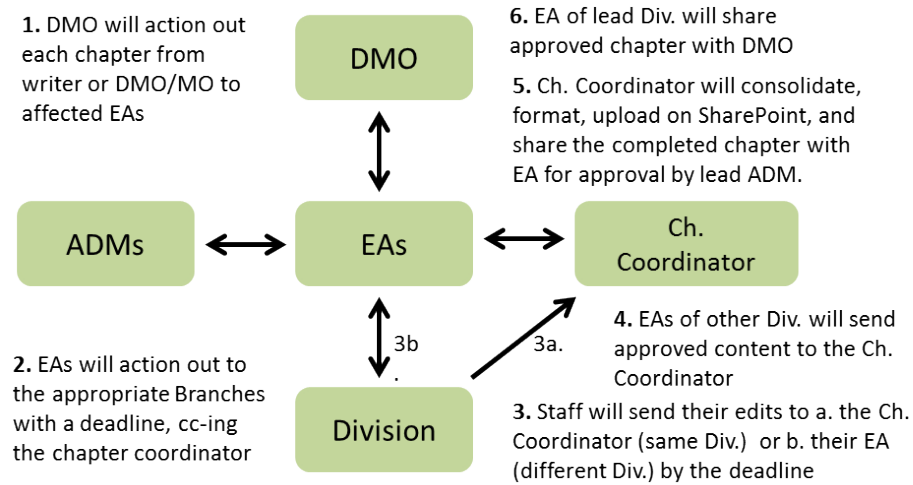
- Tracking written LTEP content and edits for their chapter from all three divisions
- Tracking graphs and charts for their chapter from all three divisions
- Ensuring staff include necessary footnotes for numbers and charts for fact-checking
- Consolidating incoming LTEP content and edits for their chapter and uploading them on SharePoint
- Communicating with EAs to send reminders if edits to their chapter are outstanding past the deadline
- Letting EAs know when their own division's chapter is ready for ADM approval
- Tracking the completion and approval of their chapter in the tracker on SharePoint

Responsibilities will **NOT** include:

- Actioning out requests (This will be performed by the EAs)

*A volunteer could be responsible for more than one chapter especially in cases where the same director is leading multiple chapters.

Process Diagram:



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