

Message

From: Andrew Dow [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6268B334C119488B888395BBA8B155D9-ANDREW DOW]
Sent: 2018-01-09 11:40:36 AM
To: Jane Leckey [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=2d516eef12b444edaca0ee56126664b3-Jane Leckey]; Tim Butters [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=51a65d6ed8cf46629b4c4226b8a7033f-Tim Butters]; John Cannella [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=cd667c6d53774dd0a749783bb02ae89d-John Cannel]; Kate Longmoore [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c7edab7b7ff941b79736d9f0bcff3464-Kate Longmo]
Subject: FW: Communications Coordination Meeting: Revised Format
Attachments: Communications 2017 Calendar.xlsx

Hey all – here is the proposed format for the new monthly communications coordination meeting, which will start including all of us. Let me know if you have any questions or suggestions.

I already asked and heard from most of you a few weeks ago, but if you have anything further to add to the calendar please let me know. Thanks!

Andrew Dow | Communications Strategy Advisor
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From: Andrew Dow
Sent: January 08, 2018 5:24 PM
To: Robert Doyle; Luisa Da Rocha; Nicole Hynum; Martine Holmsen; Carrie Aloussis; Rouselle Gratela; Brian Shields; Tabatha Bull; Dale Fitzgerald; Alexandra Campbell
Cc: Jordan Penic; Mary Bernard
Subject: Communications Coordination Meeting: Revised Format

All,

For tomorrow's meeting we'll proceed as normal, so please come prepared to provide an update as per usual. A (very sparse) communications calendar is attached as a starting point. Also for discussion tomorrow and as previously discussed, we are proposing to evolve these meetings this year. We'll use tomorrow's meeting to discuss the proposed new format and to get the communications calendar populated in advance of sharing more broadly with future company-wide attendees.

The proposed new meetings will be similar to what we've been doing, but taken up a level since it would now be monthly and include representatives from across the company. Less focus on day-to-day and more on the bigger themes, projects, issues, and objectives of our external communications-related activities. This will also be an opportunity to ensure internal alignment on messaging. Here's the proposal:

Meeting objectives:

- inform business units of communications activities and messaging
- answer questions about communications activities and messaging
- provide an opportunity for staff across the IESO to provide input or note considerations for our communications activities
- ensure messaging is credible, consistent, and comprehensive through internal alignment

How it works:

- The Communications team and some representatives from S&PA groups will provide updates on their group's communications activities.
 - Groups include: Communications; Web and Social Media; Customer, Stakeholder & Community Engagement; and First Nations and Métis Relations
- IESO staff will be encouraged to ask questions throughout and inform of any communications considerations they may want to raise from their respective business unit's perspective
 - Director-level staff would be invited to attend, who may delegate if they wish
- A communications calendar will be circulated to guide discussion and as a takeaway for business units future reference.
 - The calendar will be circulated to this group a week in advance of meetings to get updates

Timing: Once a month for one hour

Let us know if you have any questions, suggestions or concerns. See you tomorrow.

Thanks,
Andrew

Andrew Dow | Communications Strategy Advisor

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