

Message

From: Jordan Penic [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7D23BCD450594583BB40B447B35485DA-JORDAN PENI]
Sent: 2018-01-23 8:45:47 AM
To: Dianne Hayes [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b874689c8678458ca67b60576b7662bd-Dianne Haye]
CC: Reena Goyal [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6d1f0afed717401ca4d972ddddd3217-Reena Goyal]; David Barrett [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=ef6f3b035ceb494099260e6fa7603f36-David Barre]
Subject: Communications Calendar for Coordination Meeting
Attachments: Copy of Communications 2018 Calendar.xlsx

Dianne,

Please find attached the updated Communications Calendar to support this morning's Coordination meeting. In addition to the external communications related items, the following internal communications are expected for Peter in the coming months.

- CEO monthly status update (week of January 22-26)
- CEO led town hall (first half of March, date to be confirmed)
- Management meeting with non-represented managers of employees (latter half of March, date to be confirmed)
- Anticipated communication on next phase of restructuring/realignment (date tbd)

Regards,

Jordan

Jordan Penic | Senior Manager, Communications & Government Affairs
Independent Electricity System Operator (IESO) | T: (416) 506-2815
120 Adelaide Street West, Suite 1600, Toronto, ON M5H 1T1
Web: www.ieso.ca | Twitter: [IESO_Tweets](https://twitter.com/IESO_Tweets) | LinkedIn: [IESO](https://www.linkedin.com/company/ieso)
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