

## January 1, 2019

All Day

New Year's Day

8:30 AM - 5:00 PM

NEW YEARS DAY

## January 2, 2019

7:00 PM - 7:30 PM

Private Appointment

## January 3, 2019

11:00 AM - 11:30 AM

MEETING: Okenge and Craig

8:30 PM - 9:00 PM

Private Appointment

## January 4, 2019

10:00 AM - 10:30 AM

CALL: Discuss Brief with MJD re Implementation of SoC

11:00 AM - 11:30 AM

Don/Okenge

12:25 PM - 1:00 PM

HJ Flight Vic to Van Harbour

2:00 PM - 3:00 PM

MTG: Consul General Tong - Security Concern

4:40 PM - 5:15 PM

HJ Flight Van to Vic Harbour

## January 7, 2019

10:00 AM - 12:00 PM

Prep for DMCSI

5:00 PM - 5:30 PM

REVIEW: High Speed Rail IN - email from Kelly Jan 7

## January 8, 2019

11:00 AM - 11:30 AM	Asia
1:00 PM - 2:30 PM	DMCPSC (Mtg series ends Dec 10/19) --

## January 9, 2019

8:30 AM - 9:00 AM	Completed - REVIEW: IGRS Update - email from Kelly Jan 8
10:30 AM - 11:00 AM	Update - Okenge/Jeremy
11:30 AM - 12:00 PM	Completed - REVIEW: Email to Kassandra for Ministerial Decision - email from Véronique Jan 8
12:00 PM - 1:00 PM	c Bi-lat w/RK
3:30 PM - 4:00 PM	Completed - REVIEW: Q Lot - keep spot? - email from Kelly Jan 8
4:30 PM - 5:00 PM	Completed - REVIEW: BN for Japan CG Mtg - email from Kelly Jan 9
7:00 PM - 7:30 PM	Private Appointment

## January 10, 2019

10:45 AM - 11:15 AM	MTG: CG of Japan, Mr. Takashi Hatori
4:30 PM - 5:00 PM	Update - Okenge/Grant
8:30 PM - 9:00 PM	Private Appointment

## January 11, 2019

10:00 AM - 10:30 AM	Completed - REVIEW: FOI Signoff 87694 - email from Alison Jan 10
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## January 11, 2019 Continued

2:00 PM - 2:30 PM                      CALL: CG Tong

## January 14, 2019

8:00 AM - 8:30 AM                      REMINDER: Scan passport in colour for office

11:15 AM - 11:20 AM                      CALL: Upcoming briefing with MJD

2:00 PM - 2:45 PM                      Catch-up

2:30 PM - 3:00 PM                      transit

3:00 PM - 3:15 PM                      CALL: 3pm, Update

3:15 PM - 3:30 PM                      CALL: 3:15pm, CMEC

4:00 PM - 4:30 PM                      MTG: Intro Discussion

4:30 PM - 5:00 PM                      Update - Pierrette/Okenge

## January 15, 2019

9:30 AM - 9:35 AM                      CALL: Upcoming briefing with MJD

1:00 PM - 1:30 PM                      Completed - REVIEW: IGRS Update - email from Kelly Jan 15

## January 16, 2019

10:00 AM - 10:30 AM                      Completed - REVIEW: Items for Mtg with Geoff - email from Kelly Jan 15

## January 16, 2019 Continued

3:00 PM - 3:30 PM Lunar New Year Dim Sum

7:00 PM - 7:30 PM Private Appointment

## January 17, 2019

2:00 PM - 2:30 PM Completed - REVIEW: CG Tong Bio, itinerary, issues note

8:30 PM - 9:00 PM Private Appointment

## January 18, 2019

7:00 AM - 7:35 AM 7am, HJ Flight 702, Vic to Van - Booking #: Personal Information

9:45 AM - 10:00 AM PRE-BRIEF: Minister Donaldson

10:00 AM - 10:30 AM MTG: CG Tong and Minister Donaldson

12:00 PM - 12:35 PM HJ Flight Van to Vic -

1:45 PM - 2:00 PM CALL: Prep for 2pm Briefing with MJD

2:00 PM - 3:00 PM PHONE BRIEFING: Minister Darcy, DM Yuma Morisho (IGRS), ADM Taryn Walsh (MMHA)

3:30 PM - 4:00 PM Touch Base re CoS Ottawa Mission

4:00 PM - 4:30 PM Completed - FOR APPROVAL: Advice/Recommendations email from Jackie Jan 18

4:30 PM - 5:00 PM Completed - REVIEW: PO Request Tracking - email from Pierrette Jan 18

## January 21, 2019

11:00 AM - 11:30 AM	Upcoming Mtg of Premiers
12:30 PM - 1:00 PM	Completed - REVIEW: Ambassador McCallum BN - email from Kelly Jan 21
1:00 PM - 3:00 PM	Prep for DMCSI
3:00 PM - 3:30 PM	Completed - REVIEW: CG of Japan BN - email from Kelly Jan 21
3:30 PM - 4:00 PM	Completed - REVIEW: 3 Letters - email from Sandra Jan 21
4:30 PM - 6:30 PM	SI

## January 22, 2019

9:30 AM - 10:00 AM	Upcoming Mtg of Premiers
11:00 AM - 11:30 AM	Completed - REVIEW: PJH Speech for WA Legislature - email from Jeremy Jan 22
5:00 PM - 5:15 PM	Feb 4 DMCSI

## January 23, 2019

8:30 AM - 9:00 AM	Check In Mtg
10:00 AM - 10:30 AM	Completed - REVIEW: Reading recommended for Exec Leadership session Jan 24 / Survey - email from Eventbrite Jan 10
10:30 AM - 11:00 AM	Completed - REVIEW: IGRS Update - email from Kelly Jan 23
11:00 AM - 11:30 AM	Skip Level Mtg - Véronique/Okenge

## January 23, 2019 Continued

11:30 AM - 12:00 PM	Completed - REVIEW: GM Items - email from Kelly Jan 23
3:30 PM - 4:00 PM	MTG: Bi-Weekly Update
4:30 PM - 5:00 PM	Completed - REVIEW: SPs for Chinese Spring Festival - email from Kelly Jan 23
7:00 PM - 7:30 PM	Private Appointment

## January 24, 2019

9:30 AM - 9:45 AM	Pre-brief: Meeting with Ambassador McCallum
9:45 AM - 10:30 AM	Meeting: Canadian Ambassador to China, John McCallum
11:30 AM - 11:45 AM	Briefing: Consul General Japan
11:45 AM - 12:15 PM	Meeting: Consul General Japan
1:00 PM - 4:00 PM	Executive Leadership Innovation Sessions - States of Change
4:15 PM - 4:45 PM	Completed - REVIEW: Silver/McLeod BN - email from Kelly Jan 24 - DUE TO PO BY 4:30PM
5:00 PM - 6:00 PM	Completed - REVIEW: Binder for WA state visit - will receive by eod
8:30 PM - 9:00 PM	Private Appointment

## January 25, 2019

All Day	Private Appointment
10:30 AM - 11:00 AM	REVIEW: International Travel Request from Fazil - email from Kelly Jan 25
11:00 AM - 11:30 AM	REVIEW: CME BC Invite Mar 7 - email from Kelly Jan 25

## January 25, 2019 Continued

11:45 AM - 12:45 PM                      11:45am - Farewell Lunch for Sarah

2:30 PM - 3:00 PM                      Update - Pierrette/Okenge

3:00 PM - 3:15 PM                      Geoff's Trip to Ottawa

## January 28, 2019

All Day                                      PJH Lunch with PSS (YT) and PBM (NT)

10:30 AM - 11:00 AM                      Completed - REVIEW: Diplomatic Mtg Request - email from Pierrette Jan 28

3:30 PM - 4:00 PM                      Diversity and Inclusion Survey

4:00 PM - 4:30 PM                      Completed - REVIEW: OBC Call for Nominations Email to DMs - email from Lucy Jan 28

## January 29, 2019

7:45 AM - 8:00 AM                      CONFERENCE CALL: DMC Check In

2:00 PM - 2:30 PM                      Mtg with Lori - call Kirsten (Sandra) @ 778-974-4041 when you arrive

2:30 PM - 3:00 PM                      2:30pm, Geoff/Okenge

3:00 PM - 3:30 PM                      Completed - REVIEW: Draft Message to PTs - email from Karen Jan 29

3:30 PM - 3:45 PM                      3:30pm, Amber/Okenge

## **January 30, 2019**

9:00 AM - 10:00 AM	All Agency Live Meeting (Monthly)
9:00 AM - 10:00 AM	MTG: TMX DM Update
9:45 AM - 10:00 AM	Okenge and Joanne 1:1
2:00 PM - 3:00 PM	PIDA Pre-Brief Meeting
2:00 PM - 3:00 PM	PIDA Pre-Brief Meeting STILL ON
3:00 PM - 3:30 PM	Okenge and John 1:1
3:45 PM - 4:00 PM	Okenge and Bruce 1:1
7:00 PM - 7:30 PM	Private Appointment

## **January 31, 2019**

8:00 AM - 8:30 AM	FW: MTG: Ken, John, Colleen: Dismissal Reviews - ABC's
9:15 AM - 9:45 AM	Mtg: Okenge, Sandra and Kirsten
9:45 AM - 10:00 AM	Okenge and Carrie to Discuss Office Set-up, Furniture etc.
10:00 AM - 11:00 AM	COF Steering Committee Conference Call
11:00 AM - 11:30 AM	Okenge and Trish 1:1
1:00 PM - 1:30 PM	Okenge and Iris 1:1



**January 31, 2019 Continued**

2:15 PM - 3:15 PM                      Meeting: Okenge and Lori | Transition Discussions

8:30 PM - 9:00 PM                      Private Appointment