

March 2, 2020

7:30 AM - 7:45 AM	Update --
8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern
9:00 AM - 10:00 AM	block
10:15 AM - 10:45 AM	MEETING: Agendas -- Security Concern
1:00 PM - 2:00 PM	CCR Prep Meeting -- Security Concern
2:30 PM - 3:00 PM	block
3:00 PM - 3:30 PM	Covid-19 Planning

March 3, 2020

8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern
9:30 AM - 10:00 AM	Weekly Project Updates -- Security Concern
10:00 AM - 10:00 AM	call Wes Shoemaker re staffing
11:00 AM - 11:30 AM	Donna/Nammi/Raman -- Security Concern
1:00 PM - 3:30 PM	Personal Information
5:30 PM - 6:30 PM	LNG Steering Committee - bi-weekly meeting -- Security Concern

March 4, 2020

8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern
9:00 AM - 11:00 AM	Cabinet -- Security

March 4, 2020 Continued

11:00 AM - 11:30 AM	block
11:30 AM - 12:00 PM	Donna/Eric -- Security Concern
12:00 PM - 2:00 PM	Block
2:30 PM - 3:00 PM	GCPE Budget -- Security Concern
3:00 PM - 3:30 PM	Economic Framework -- Security Concern
3:30 PM - 4:00 PM	block

March 5, 2020

7:30 AM - 7:45 AM	Update --
8:00 AM - 8:30 AM	block
8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern
9:00 AM - 9:05 AM	Check-in with DM -- Security Concern
9:30 AM - 10:00 AM	block
10:00 AM - 10:30 AM	1:1 Donna/David -- Security Concern
11:00 AM - 11:30 AM	Donna/Don/Nammi/Jean-Marc
12:00 PM - 1:00 PM	block
1:00 PM - 1:30 PM	Staffing -- Security Concern

March 5, 2020 Continued

1:30 PM - 2:00 PM

block

2:00 PM - 5:00 PM

P&A -- Security Concern

March 6, 2020

8:30 AM - 10:00 AM

DMC -- Security Concern

8:30 AM - 9:00 AM

Senior Staff Meeting -- Security Concern

9:00 AM - 9:05 AM

Check-in with DM -- Security Concern

1:00 PM - 2:00 PM

****TO BE RE-SCHEDULED** MIRR Comms Shop Visit -** Security Concern

3:00 PM - 3:30 PM

en route to Security Concern

3:30 PM - 4:30 PM

HR & GCPE Check-In Mtg - Okenge/Donna -- Security Concern

4:30 PM - 9:30 PM

Private Appointment

March 9, 2020

7:30 AM - 7:45 AM

Update --

8:00 AM - 8:30 AM

block

8:30 AM - 9:00 AM

Senior Staff Meeting -- Security Concern

9:00 AM - 9:05 AM

Check-in with DM -- Security Concern

2:00 PM - 2:30 PM

Donna/Don/Grant/Nammi -- Security Concern

March 10, 2020

8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern
9:00 AM - 9:05 AM	Check-in with DM -- Security Concern
9:30 AM - 10:00 AM	Weekly Project Updates -- Security Concern
10:00 AM - 11:00 AM	Executive Meeting -- Security Concern
11:00 AM - 11:30 AM	update cd covid19 meetings -- Security Concern
12:30 PM - 3:00 PM	block
3:00 PM - 5:00 PM	Covid-19 DMCEM Meeting --Security Concern

March 11, 2020

8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern
9:00 AM - 9:05 AM	Check-in with DM -- Security Concern
9:30 AM - 11:00 AM	COVID-19 -- Security
11:00 AM - 12:00 PM	block
2:00 PM - 2:30 PM	Donna/Raman -- Security Concern
4:30 PM - 5:00 PM	block for prep
5:00 PM - 5:30 PM	Donna/Lori/Don/Katie

March 12, 2020

7:30 AM - 7:45 AM	Update --
8:00 AM - 8:30 AM	block
8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern
9:00 AM - 9:05 AM	Check-in with DM -- Security Concern
11:00 AM - 11:30 AM	Check in -- Security Concern
12:05 PM - 12:35 PM	Catch up on JIC
12:30 PM - 1:30 PM	block
1:30 PM - 2:00 PM	Staffing -- Security Concern
2:00 PM - 2:30 PM	pre brief for budget meeting -- Security Concern
2:30 PM - 3:00 PM	Donna/Heather/Raman -- Security Concern -- Security Concern
5:00 PM - 5:30 PM	block
6:45 PM - 7:15 PM	Check in - Lori / Donna / Katie -- Skype /Security Concern

March 13, 2020

7:30 AM - 7:45 AM	Check in --
8:00 AM - 8:30 AM	block
8:30 AM - 10:00 AM	DMC -- Security
8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern

March 13, 2020 Continued

10:00 AM - 10:30 AM	block
10:30 AM - 11:00 AM	Check in -- Security Concern
11:00 AM - 11:30 AM	Joint Information Centre All-Agency Conference Call -- Conference Line Security Concern; Government Financial Information
11:30 AM - 12:00 PM	Daily COVID coordination / update
12:00 PM - 1:00 PM	block
1:00 PM - 1:30 PM	COVID Committee Call
1:30 PM - 1:35 PM	Check-in with DM -- Security Concern
3:00 PM - 3:30 PM	discussions re: work from home -- Security Concern

March 16, 2020

7:30 AM - 7:45 AM	Update --
8:00 AM - 8:30 AM	block
8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern
9:00 AM - 9:05 AM	Check-in with DM -- Security Concern
9:30 AM - 10:00 AM	MEETING: Agendas Security Concern
12:00 PM - 1:00 PM	BLOCK
1:00 PM - 2:00 PM	CABINET COVID Check-in -- Security Concern

March 16, 2020 Continued

2:00 PM - 2:30 PM	block
2:30 PM - 3:00 PM	Daily Deputy Minister Check in on Covid 19 -- Skype Meeting
4:30 PM - 5:00 PM	prep for JIC daily morning meeting

March 17, 2020

7:30 AM - 7:45 AM	Check in --
8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern
8:45 AM - 9:00 AM	Daily COVID-19 Call (Updated to end of May) -- Skype Meeting
9:00 AM - 9:05 AM	Check-in with DM -- Security Concern
9:30 AM - 10:00 AM	block
10:00 AM - 11:00 AM	Executive Meeting -- Security Concern
11:00 AM - 1:00 PM	Covid-19 DM Committee Meeting -- Security Concern
1:00 PM - 1:30 PM	COVID Committee Call -- Security Concern
1:30 PM - 2:00 PM	block
2:00 PM - 2:30 PM	Daily Deputy Minister Check in on Covid 19 -- Skype Meeting
3:00 PM - 3:30 PM	Weekly Project Updates -- Security Concern
3:30 PM - 4:00 PM	3:45 Project update
4:00 PM - 4:30 PM	Walk through GAL system

March 17, 2020 Continued

4:30 PM - 5:30 PM

block

5:30 PM - 6:30 PM

LNG Steering Committee - bi-weekly meeting -- Security Concern

March 18, 2020

7:30 AM - 7:45 AM

Check in --

8:00 AM - 8:30 AM

block

8:30 AM - 9:00 AM

Senior Staff Meeting -- Security Concern

8:45 AM - 9:00 AM

Daily COVID-19 Call (Updated to end of May) -- Skype Meeting

9:00 AM - 9:05 AM

Check-in with DM -- Security Concern

9:30 AM - 10:00 AM

block

10:00 AM - 10:30 AM

Donna/Nammi COVID/PSA/Daily Survey -- call Nammi

10:30 AM - 11:00 AM

block

11:00 AM - 12:30 PM

review scanned docs

1:00 PM - 1:30 PM

COVID Committee Call -- Security Concern

1:30 PM - 2:00 PM

block

2:00 PM - 2:30 PM

Daily Deputy Minister Check in on Covid 19 -- Skype Meeting

4:00 PM - 4:30 PM

Donna/Raman -- Security Concern

5:00 PM - 5:30 PM

block

March 18, 2020 Continued

5:30 PM - 6:00 PM

COVID-19 Call with Don Wright - Deputies Only Please

March 19, 2020

7:30 AM - 7:45 AM

Check in --

8:00 AM - 8:30 AM

block

8:30 AM - 9:00 AM

Senior Staff Meeting -- Security Concern

8:45 AM - 9:00 AM

Daily COVID-19 Call (Updated to end of May) -- Skype Meeting

10:15 AM - 10:20 AM

Check-in with DM -- Security Concern

12:00 PM - 1:00 PM

BLOCK

1:00 PM - 1:30 PM

Check in -- Conference call

1:30 PM - 2:00 PM

Staffing -- Security Concern

2:00 PM - 2:30 PM

Daily Deputy Minister Check in on Covid 19 -- Skype Meeting

2:30 PM - 3:00 PM

block

3:00 PM - 3:30 PM

Health Daily News Conference COVID

3:30 PM - 4:00 PM

Donna/Nammi -- you call Nammi

4:00 PM - 4:30 PM

block

5:00 PM - 6:30 PM

block - notes on advertising and PSA for Cab

6:30 PM - 7:30 PM

Global Town Hall COVID

March 20, 2020

7:30 AM - 7:45 AM	Check in --
8:00 AM - 8:30 AM	block
8:30 AM - 10:00 AM	DMC -- Security Concern
8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern
8:45 AM - 9:00 AM	Daily COVID-19 Call (Updated to end of May) -- Skype Meeting
9:00 AM - 9:05 AM	Check-in with DM -- Security Concern
10:00 AM - 11:30 AM	CABINET -- Security Concern
11:30 AM - 12:30 PM	block
1:00 PM - 1:30 PM	Check in with Donna/Don/Katie
1:00 PM - 1:30 PM	Check-In -- Skype Meeting
1:30 PM - 2:00 PM	block
2:00 PM - 2:30 PM	debrief -- phone
2:30 PM - 3:00 PM	block
3:00 PM - 3:30 PM	Health COVID News Conference
3:30 PM - 5:30 PM	block - work on Strategy Options

March 23, 2020

7:30 AM - 7:45 AM	Check in --
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March 23, 2020 Continued

8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern
8:45 AM - 9:00 AM	Daily COVID-19 Call (Updated to end of May) -- Skype Meeting
9:00 AM - 9:30 AM	MEETING: Agendas -- Security Concern
9:00 AM - 9:05 AM	Check-in with DM -- Security Concern
10:00 AM - 11:00 AM	Daily COVID update newswr
12:00 PM - 12:30 PM	PJH and MOF newswr
1:00 PM - 2:00 PM	MF newser re legislation
2:00 PM - 2:30 PM	Daily Deputy Minister Check in on Covid 19 -- Skype Meeting
4:15 PM - 4:45 PM	Meeting re: Economic Recovery Task Force

March 24, 2020

7:30 AM - 7:45 AM	Check in --
8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern
8:45 AM - 9:00 AM	Daily COVID-19 Call (Updated to end of May) -- Skype Meeting
9:00 AM - 9:05 AM	Check-in with DM -- Security Concern
9:30 AM - 10:00 AM	block
10:00 AM - 11:00 AM	Executive Meeting -- Security Concern

March 24, 2020 Continued

11:00 AM - 1:00 PM	Covid-19 DM Committee Meeting -- Security Concern
1:00 PM - 1:30 PM	block
1:30 PM - 2:00 PM	Weekly Project Updates -- Security Concern
2:00 PM - 2:30 PM	block
2:30 PM - 3:00 PM	Check-in with Donna
3:00 PM - 4:00 PM	COVID update
4:00 PM - 4:30 PM	COVID advertising update -- phone
4:30 PM - 5:00 PM	block
5:00 PM - 5:30 PM	Corporate Executive Call re COVID-19 (CHOOSE EITHER MAR 24 OR MAR 25) -- Via Skype - Details Below

March 25, 2020

7:30 AM - 7:45 AM	Check in --
8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern
8:45 AM - 9:00 AM	Daily COVID-19 Call (Updated to end of May) -- Skype Meeting
9:00 AM - 12:30 PM	Cabinet -- Security Concern
9:00 AM - 9:05 AM	Check-in with DM -- Security Concern
12:30 PM - 2:00 PM	block
1:30 PM - 2:00 PM	Daily Deputy Minister Check in on Covid 19 -- Skype Meeting

March 25, 2020 Continued

2:00 PM - 2:30 PM	MMF announcement
2:30 PM - 3:30 PM	Meeting with Nammi/David/Karl re: monitor COVID trends
2:30 PM - 3:00 PM	Donna/Raman -- Security Concern
3:00 PM - 4:00 PM	Dr Henry news conference

March 26, 2020

7:30 AM - 7:45 AM	Check in --
8:00 AM - 8:30 AM	block
8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern
8:45 AM - 9:00 AM	Daily COVID-19 Call (Updated to end of May) -- Skype Meeting
9:30 AM - 10:30 AM	Essential Services newser
11:30 AM - 12:30 PM	review docs
1:30 PM - 2:00 PM	Staffing --
2:00 PM - 2:30 PM	Daily Deputy Minister Check in on Covid 19 -- Skype Meeting
2:45 PM - 3:00 PM	Modelling with Donna/Don/Jean-Marc/Katie
4:00 PM - 5:00 PM	Chat about Model Messaging -- Security

March 27, 2020

7:30 AM - 7:45 AM	Check in --
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March 27, 2020 Continued

8:00 AM - 8:30 AM	block
8:30 AM - 10:00 AM	DMC -- Security Concern
8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern
8:45 AM - 9:00 AM	Daily COVID-19 Call (Updated to end of May) -- Skype Meeting
9:00 AM - 9:05 AM	Check-in with DM -- Security Concern
11:30 AM - 1:00 PM	block
1:00 PM - 1:15 PM	Donna/Katie -- Katie to call Donna
1:30 PM - 2:00 PM	block
3:00 PM - 3:30 PM	written statement from Health Officer

March 30, 2020

7:30 AM - 7:45 AM	Check in --
8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern
8:45 AM - 9:00 AM	Daily COVID-19 Call (Updated to end of May) -- Skype Meeting
9:00 AM - 9:05 AM	Check-in with DM -- Security Concern
9:30 AM - 10:00 AM	MEETING: Agendas -- Security Concern
1:30 PM - 2:00 PM	Dr. H update on COVID 19
2:00 PM - 2:30 PM	Daily Deputy Minister Check in on Covid 19 -- Skype Meeting

March 30, 2020 Continued

2:30 PM - 3:00 PM

block

March 31, 2020

7:30 AM - 7:45 AM

Check in --

8:30 AM - 9:00 AM

Senior Staff Meeting -- Security Concern

8:45 AM - 9:00 AM

Daily COVID-19 Call (Updated to end of May) -- Skype Meeting

9:00 AM - 9:05 AM

Check-in with DM -- Security Concern

11:00 AM - 1:00 PM

Covid-19 DM Committee Meeting -- Security Concern

1:00 PM - 1:30 PM

block

1:30 PM - 2:00 PM

Weekly Project Updates -- SKype

2:30 PM - 3:00 PM

block

3:00 PM - 4:00 PM

hold for COVID update

5:00 PM - 5:30 PM

Corporate Executive Call re COVID-19 (CHOOSE EITHER MAR 31 OR APR 01) -- Skype Meeting