

November 1, 2020

All Day PECSF Campaign - September 23 to November 6 inclusive

November 2, 2020

All Day PECSF Campaign - September 23 to November 6 inclusive
Please See Above

Security Concern

9:30 AM - 11:30 AM DM Succession & Development Conversation (1 of 2) -

11:30 AM - 12:00 PM TB Sub - Okenge/Bruce/Sandra/Shirley -- Skype Meeting

12:30 PM - 1:00 PM Completed - REVIEW: Draft All-Agency Message

1:00 PM - 1:30 PM Update - Okenge/Joanne -- Joanne to call Okenge

1:30 PM - 3:30 PM Executive Committee -- Skype Meeting

3:30 PM - 4:00 PM Completed - FOI REQUESTS X3

4:00 PM - 4:30 PM Check-In Mtg - Okenge/Fazil -- Fazil to call Okenge

4:30 PM - 5:30 PM Prep for Mtg with DW

November 3, 2020

All Day PECSF Campaign - September 23 to November 6 inclusive
Please See Above

10:30 AM - 11:00 AM Completed - APPROVE: Agency Awards Script

11:00 AM - 11:30 AM Completed - REVIEW: Draft Response

11:30 AM - 12:00 PM Completed - APPROVE: Judge/Adjudicator Ltrs

November 3, 2020 Continued

12:00 PM - 12:30 PM	Invitation from DM Finance: Lori Wanamaker -- Skype Meeting Broadcast
1:00 PM - 2:00 PM	CARC DOCS
2:00 PM - 2:30 PM	Monthly Check-In Mtg - Okenge/Chris -- Chris to call Okenge
2:30 PM - 3:00 PM	Completed - REQUEST: Comp Adjustment
3:00 PM - 3:30 PM	Monthly Communications Meeting -- Skype Meeting
3:30 PM - 4:00 PM	Completed - REVIEW: Influenza BN
4:00 PM - 4:30 PM	Creating a Benchmark - Okenge/Sandy -- Sandy to call Okenge
4:30 PM - 5:00 PM	B2V REPORT

November 4, 2020

All Day	PECSF Campaign - September 23 to November 6 inclusive Please See Above
9:30 AM - 10:30 AM	Completed - DND - REVIEW TOR
11:15 AM - 12:00 PM	Okenge / Joanne: 1:1 -- Joanne to call Okenge
1:00 PM - 1:45 PM	Mtg with ETM -- Skype Meeting
2:30 PM - 3:00 PM	PECSF BoD - Okenge/Gillian -- Gillian to call Okenge
3:30 PM - 4:00 PM	Completed - PARTICIPATION PREP

November 4, 2020 Continued

4:15 PM - 4:45 PM Discuss B2V Presentations - Okenge/Norma/Elizabeth -- Skype Meeting

5:00 PM - 5:30 PM Completed - eApprovals 375

November 5, 2020

All Day PECSF Campaign - September 23 to November 6 inclusive
Please See Above

9:00 AM - 10:30 AM DM Succession & Development Conversation (1 of 2) - ^{Security Concern}

10:30 AM - 12:00 PM READING BLOCK

1:00 PM - 1:30 PM Completed - SEARCH: Email for Competition

1:30 PM - 2:15 PM Okenge / Deb 1:1 -- Deb to call Okenge

3:00 PM - 4:00 PM Weekly Update - Okenge/Shirley/Kelly - ^{Security Concern}

4:30 PM - 5:00 PM ECDI Pre-Brief Mtg - Okenge/Deb/Priscilla -- Skype Meeting

November 6, 2020

12:00 AM - 12:00 AM PECSF Campaign - September 23 to November 6 inclusive
Please See Above

8:00 AM - 8:30 AM Travel

8:30 AM - 10:00 AM DMC -- ^{Security Concern} Teams

10:00 AM - 10:30 AM Travel

11:00 AM - 12:00 PM Visible Minority EX-01 Process Board & Panel Touchpoint -- Zoom Conference

November 6, 2020 Continued

12:30 PM - 1:00 PM	Completed - eApprovals ID 427
1:00 PM - 2:30 PM	DM Succession & Development Conversation (1 of 1) - TAC -- MS Teams Meeting
2:30 PM - 3:00 PM	Completed - eApprovals ID 429
3:00 PM - 4:30 PM	Roundtable / DMC Debrief -- Skype Meeting
4:30 PM - 5:00 PM	Update - Okenge/John -- John to call Okenge
5:00 PM - 5:30 PM	Completed - eApprovals ID 428
5:30 PM - 6:30 PM	REVIEW: Update to TB Sub

November 8, 2020

11:15 AM - 11:45 AM	Update -- Skype Meeting
11:30 AM - 12:00 PM	Discuss PHO orders -- Conference Call

November 9, 2020

10:00 AM - 10:30 AM	MTG: Okenge, Iris and Anita - Weekly Executive Recruitment Update -- Security Concern
10:30 AM - 11:00 AM	Completed - eApprovals ID 428
11:00 AM - 11:45 AM	Okenge / Bruce 1:1 -- Bruce to call Okenge
1:00 PM - 3:00 PM	DM Succession & Development Conversation (1 of 1) Security Concern

November 9, 2020 Continued

3:00 PM - 3:30 PM	Completed - eApprovals ID 429
4:00 PM - 4:30 PM	PROVIDE FEEDBACK: Revised TB Sub
4:30 PM - 5:00 PM	Completed - ECDI DECISION

November 10, 2020

8:00 AM - 8:30 AM	PHONE CALL: Christina Z and Okenge - bi-weekly call -- Okenge to call Christina
9:30 AM - 10:00 AM	Travel
10:00 AM - 11:00 AM	MEETING: Don Wright and Okenge Yuma Morisho - Weekly Meeting -- Security Concern
11:00 AM - 11:30 AM	Travel
11:30 AM - 12:00 PM	Debrief - Okenge/Iris/Anita -- Skype Meeting
12:30 PM - 1:00 PM	Travel Security Concern
1:00 PM - 2:00 PM	Agency Awards Video - Okenge/Matt/Lauren -
2:00 PM - 2:30 PM	Travel
2:30 PM - 3:00 PM	REVIEW: Revised TB Sub
3:00 PM - 3:30 PM	Review Audit Report/Sign Off on OAG Ltr -- Skype Meeting
3:30 PM - 4:30 PM	Prep for Nov 17 Mtg with Iris
4:30 PM - 5:00 PM	DMs Meeting -- Microsoft Teams Meeting

November 10, 2020 Continued

5:00 PM - 5:30 PM Completed - REVIEW: Exec Comm Mins

5:30 PM - 6:00 PM Completed - INDEMNITY REQUEST

6:00 PM - 6:30 PM Completed - eApprovals ID 437

November 11, 2020

8:00 AM - 5:00 PM Remembrance Day

November 12, 2020

9:30 AM - 11:00 AM DM Succession & Development Conversation (1 of 1) - MAH -- MS Teams Meeting

11:15 AM - 12:00 PM Okenge / Rueben 1:1 -- Rueben to call Okenge

1:00 PM - 1:45 PM Security Concern
Okenge / Iris 1:1 --

2:00 PM - 2:30 PM Completed - SECONDMENT

2:30 PM - 3:30 PM Prep for Nov 17 Mtg with Iris

November 13, 2020

9:00 AM - 9:45 AM Okenge / John 1:1 -- John to call Okenge

10:00 AM - 10:30 AM Check-In Mtg - David/Okenge -- David to call Okenge

10:30 AM - 11:00 AM Completed - eApprovals ID 427

November 13, 2020 Continued

11:00 AM - 12:00 PM	Roundtable -- Skype Meeting
12:00 PM - 12:30 PM	Completed - RUSH APPROVAL: FAQs
12:30 PM - 1:00 PM	Completed - RESPOND: Bobbi's email
1:00 PM - 1:45 PM	ADMPR Feedback on the HRMS End of Term Review -- Skype Meeting
2:00 PM - 2:30 PM	Completed - eApprovals ID 439
2:30 PM - 3:30 PM	Weekly Update - Okenge/Shirley/Kelly -- Skype Meeting
3:30 PM - 4:00 PM	Completed - REVIEW/RESPOND: Oath
4:00 PM - 5:15 PM	Celebrating Gerry Salembier - 34 years of service -- Zoom Meeting
5:30 PM - 6:00 PM	Completed - APPROVE: Indemnity Ltr

November 16, 2020

7:30 AM - 8:00 AM	Travel
8:00 AM - 8:30 AM	Security Concern Mtg: Lori & Okenge -- I
8:30 AM - 9:30 AM	Office Time
9:30 AM - 10:30 AM	Security Concern Check-In Mtg - Okenge/Kaaren
10:30 AM - 11:00 AM	Security Concern Update - Okenge/Deb
11:00 AM - 12:00 PM	Office Time

November 16, 2020 Continued

1:00 PM - 1:30 PM	MTG: Okenge, Iris and Anita - Weekly Executive Recruitment Update -- Meeting	Security Concern	DR Skype
2:00 PM - 3:30 PM	DM Succession & Development Conversation (1 of 2)	Security Concern	
4:00 PM - 5:30 PM	Performance Audit Information Session -- Microsoft Teams Meeting		
6:00 PM - 7:00 PM	Prep for Nov 17 Mtg with Iris		

November 17, 2020

9:00 AM - 9:30 AM	Prep for 10am Mtg		
9:30 AM - 10:00 AM	Travel		
10:00 AM - 11:00 AM	MEETING: Don Wright and Okenge Yuma Morisho - Weekly Meeting --	Security Concern	
11:00 AM - 11:30 AM	Travel		
11:30 AM - 1:00 PM	DM Succession & Development Conversation (1 of 1) - PSA --	Security Concern	
1:20 PM - 1:30 PM	Update - Okenge/Angela -- Angela to call Okenge		
1:45 PM - 2:30 PM	Okenge / Joanne: 1:1 -- Joanne to call Okenge		
3:00 PM - 4:30 PM	DM Succession & Development Conversation (1 of 1) -	Security Concern	
4:30 PM - 5:00 PM	Completed - eApprovals ID 441		

November 17, 2020 Continued

5:00 PM - 6:00 PM

PREP FOR INTERVIEW PANEL

November 18, 2020

7:45 AM - 9:00 AM

Interview Panel - Pre-brief & Interview #1 -- Microsoft Teams Meeting

9:00 AM - 10:30 AM

DM Succession & Development Conversation (1 of 1) - AEST -- MS Teams Meeting

11:00 AM - 12:00 PM

Interview Panel - Interview #2 -- Microsoft Teams Meeting

12:00 PM - 12:30 PM

Update -- Conference Call

12:30 PM - 1:00 PM

Completed - DRAFT MESSAGE RE FIN KWS

1:00 PM - 3:00 PM

DM Succession & Development Conversation (1 of 1) - AG -- MS Teams Meeting

3:00 PM - 3:30 PM

Completed - REVIEW: Draft Messaging

3:30 PM - 4:00 PM

Completed - EMAILS TO REVIEW

4:00 PM - 4:30 PM

Update -- Conference Call

4:30 PM - 5:00 PM

Quick Update -- Skype Meeting

5:00 PM - 5:30 PM

Completed - REVIEW/RESPOND RE BRIEFING: Policy Development Guidelines

November 19, 2020

8:30 AM - 9:00 AM

PECSF Board Meeting -- Skype meeting

9:30 AM - 9:50 AM

Mtg with ETM -- Skype Meeting

November 19, 2020 Continued

10:00 AM - 12:00 PM	OFFICE TIME
1:00 PM - 1:20 PM	Okenge / Deb 1:1 -- Deb to call Okenge
1:30 PM - 2:00 PM	Completed - eApprovals ID 444
2:00 PM - 4:00 PM	DM Succession & Development Conversation (1 of 1) - CITZ -- MS Teams Security Concern
4:00 PM - 4:30 PM	Quick Chat - Okenge/Norm -- Okenge to call Norm
4:30 PM - 5:30 PM	PREP FOR INTERVIEW PANEL

November 20, 2020

8:00 AM - 8:30 AM	Travel
8:30 AM - 10:00 AM	Security Concern DMC -- Teams
10:00 AM - 10:30 AM	Travel
10:30 AM - 11:00 AM	Completed - DUE PROCESS
11:00 AM - 12:00 PM	Roundtable / DMC Debrief -- Skype Meeting
1:00 PM - 2:00 PM	Okenge / John 1:1 -- John to call Okenge
2:00 PM - 2:30 PM	Weekly Update - Okenge/Shirley/Kelly -- Security Concern
2:30 PM - 3:00 PM	REVIEW: WHS CAMPAIGN

November 20, 2020 Continued

3:30 PM - 5:00 PM

Interview Panel - Interview #3 & Final debrief -- Microsoft Teams Meeting

November 23, 2020

8:00 AM - 8:30 AM

Travel

Security Concern

8:30 AM - 9:00 AM

Mtg: Lori & Okenge --

9:00 AM - 9:30 AM

Travel

9:30 AM - 11:30 AM

OFFICE TIME

11:30 AM - 12:00 PM

Update - Okenge/Joanne/John/William/Rueben -- Skype Meeting

12:30 PM - 2:00 PM

DM Succession & Development Conversation (1 of 1) - EMBC -- MS Teams Meeting

2:00 PM - 2:30 PM

Completed - REVIEW/SEND: Winterize Msg

2:30 PM - 3:30 PM

Okenge / Rueben 1:1 -- Rueben to call Okenge

3:30 PM - 4:00 PM

Completed - APPROVE: Draft Msg

4:00 PM - 5:00 PM

Okenge / Bruce 1:1 -- Bruce to call Okenge

5:00 PM - 5:30 PM

Completed - SIGNING: Orientation Checklists

November 24, 2020

9:00 AM - 10:00 AM

Okenge / Deb 1:1 -- Deb to call Okenge

November 24, 2020 Continued

11:30 AM - 12:30 PM	Update - Okenge/Iris Security Concern
12:30 PM - 1:00 PM	Okenge / Iris 1:1 Security Concern
1:30 PM - 2:30 PM	Okenge / Joanne: 1:1 -- Joanne to call Okenge
2:30 PM - 3:00 PM	Completed - RUSH APPROVAL: Inquiry
3:00 PM - 3:30 PM	Briefing for Wednesday -- Microsoft Teams Meeting
3:30 PM - 4:00 PM	Prep - Okenge/John -- John to call Okenge
4:00 PM - 4:30 PM	DM Briefing: Lori, Okenge & John -- Skype Meeting
4:30 PM - 5:00 PM	Update - Okenge/Iris Security Concern
5:30 PM - 6:00 PM	Okenge / William 1:1 -- William to call Okenge
6:00 PM - 6:30 PM	Completed - REVIEW: Draft BN
6:30 PM - 7:00 PM	Completed - DECISION: Comp Ltrs
7:00 PM - 7:30 PM	Completed - APPROVE: Indemnity Ltr

November 25, 2020

All Day	AGENCY AWARDS OF EXCELLENCE TODAY
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November 25, 2020 Continued

9:00 AM - 9:30 AM	Completed - RUSH: FOI Request
10:00 AM - 10:30 AM	Completed - REVIEW: Video Draft
11:00 AM - 11:30 AM	Completed - SEARCH: Email
12:30 PM - 5:00 PM	Keep clear
1:30 PM - 2:00 PM	You're Invited to the Agency Awards of Excellence -- Webcast
5:00 PM - 5:30 PM	Completed - APPROVE: FOI List
5:30 PM - 6:00 PM	Completed - eApprovals ID 450

November 26, 2020

8:00 AM - 9:00 AM	Keep clear
9:00 AM - 10:00 AM	Exec Mtg -- Skype Meeting
10:45 AM - 11:15 AM	Call: Lori/Stephanie/Okenge/Doug -- MS Teams
11:30 AM - 12:00 PM	Update - Okenge/William -- MS Teams Meeting
1:50 PM - 3:30 PM	1:50PM SIGN IN: Virtual Swearing-In Ceremony
4:30 PM - 5:30 PM	DMC -- PREM Tech Room Vic PREM:EX; PREM Tech Room Van PREM:EX