|  |  |  |  |
| --- | --- | --- | --- |
| **CSP Activities (September 2022 – January 2023)** | | | |
| **Activities** | **Details** | **People Involved** | **Time** |
| **CSP Technical Proposal Review and Feedback** | Provided feedback on technical proposals for CSP Baselining (RFP) for:   * BOP * Alvarez & Marsal * PwC * Nordicity | * Kate Hall-Tipping * Eddy van Hamersveld * Jorge E. Pinto * Jennifer M. Russ | 24/1/2023 – 6/2/2023 |
| **Technical Review: Wadi AlFann HR Strategy** | Provided a technical review of Wadi AlFann HR Strategy and provided feedback | * Anna L Thomson * OD Team | 16/1/23 – 23/1/23 |
| **CSP Strategy Job Description Development** | Developed & provided feedback on the following (key position) JDs for CSP:   * Culture Governance and Compliance Manager * Culture Strategy Manager * Business Planning and Development Manager * Culture Impact and Performance Manager * Culture Strategy and Business Planning Manager (merged)   Developed first drafts of the following (non-priority) JDs for CSP:   * Culture Regulations, Policies, & Licensing Manager * Culture Communications Manager * Culture Content Manager * International Affairs Manager | * Kate Hall-Tipping * Eddy van Hamersveld * Jorge E. Pinto * Genevieve A. Angiomorneau * HC | 8/10/22 – 22/12/22 |
| **Culture Sector Strategic Baselining, Metrics, and Reporting: Scope & Charter** | Engaged in the following activities:   * Contributed to RFP development for Culture Sector Baselining project * Developed project Scope of Work * Provided feedback on project content, language, and scope | * Kate Hall-Tipping * Eddy van Hamersveld * Jorge E. Pinto * Jamal J. Hamzeh * Genevieve Angiomorneau * Francesca F. Danmole | 28/11/22 – 11/12/22 |
| **Culture Retail – Business Planning & Operating Model** | * Participated in discussion about Culture Retail Business Plan and Operating Model * Provided feedback on Business Plan * Provided feedback on Operating Model * Engaged in follow-up correspondence to align feedback and recommend changes | * Kate Hall-Tipping * Ashleigh King * Jorge E. Pinto | 30/10/22 – 1/11/22 |
| **CSP Weekly Coordination Meetings** | * Engaged in meetings to discuss upcoming CSP activities * Provided direction on mini-project priorities within CSP to align with mandates * Provided unofficial gap analysis on current Culture assets to steer planning efforts (led to Culture Sector Baselining exercise) | * CSP Team | 15/8/22 – 29/1/23 |
| **CSP Org Chart Formalization** | * Coordinated with both Culture and HC to formalize CSP org chart to begin JD development and hiring * Developed JDs for key positions for priority hiring | * Kate Hall-Tipping * Eddy van Hamersveld * Jorge E. Pinto * Genevieve A. Angiomorneau | 8/10/22 – 19/10/22 |
| **Wadi AlFann Business Plan First Draft** | * Attended online presentation of first draft * Provided feedback on technicalities within the first draft | * Anna L Thomson * Culture Sector | 19/9/22 – 22/9/22 |