

Format of Review Panel Meetings (Approximately 90 Minutes)

Chair of the Meeting: Director of Human Resources

Team Presentation

10 - 15 Minutes Design Team Briefs Review Panel r.e Proposal

NOTE: Panel will have had a copy of the proposal forwarded to them one week in advance by RE Coordinator

Presentation Material should be sent to Rewarding Excellence Coordinator in advance in case Member is not able to be present at meeting.

Review Panel Questions

15 – 20 Minutes Review Panel asks questions/makes clarifications with team.

Team will then Leave

Discussion and Decision

15 – 20 Minutes Review Panel Discuss Proposal.

Outcome -

The Director of the Office of Human Resources on behalf of the Review Panel will send the approved proposals to the CAO for review with the transmittal memo.