



**Postgraduate Administrator Advisory Committee (PAAC)**

**Date: Monday October 30, 2017**

**Time: 12:00pm – 2:00pm**

**500 University Avenue, 6<sup>th</sup> Floor Boardroom**

**AGENDA**

**Agenda/Minutes**

- |                        |             |              |
|------------------------|-------------|--------------|
| 1. Agenda Approval     | B. Abankwah | For Approval |
| 2. Approval of Minutes | B. Abankwah | For Approval |

**Business Arising from Last Meeting**

- |                                 |                  |                 |
|---------------------------------|------------------|-----------------|
| 3. 2017-2018 Information Series | Nadine McHorgh   | For Information |
| 4. Pediatric Resource Manual    | Savannah Clancey | For Review      |

**Standing Items**

- |   |                   |                 |
|---|-------------------|-----------------|
| 5. DoM Scheduling Best Practices Report     | P. Chandrasegaram | For Information |
| 6. Appreciation Event (Certificates/Awards) | All members       | For Discussion  |

**New Business**

- |  |             |                |
|--|-------------|----------------|
| 7. ICRE Debrief  | All members | For Discussion |
| 8. Committee Membership  | All members | For Discussion |
| 9. Work Plan and Project Teams<br>(PA Award, Recognition Certificate/PA<br>Communication Tool) | B. Abankwah | For Approval   |

**Next Meeting:** Tuesday December 19, 2017