



Performance Planning and Review (PPR) – Plan 2005-2006

SECTION I: Basic Information

Name of employee	Susanne Lantos	Appointment group & level	IS-03
Branch/Institute	CISTI - Publishing	Position Classification	IS-03
Name of Supervisor	Rebecca Simpson	Name of Reviewing Officer	Cameron Macdonald

Note: Completion of this document is to be accompanied by review of the content of Section 3.2 of the Human Resources Manual as well as of the appropriate competency profile for the employee.

SECTION II: Performance Review

Review Period: 2005/2006

Achievement of Objectives

Overall Performance Rating: _____

(See Annex 3.2-B of the Human Resources Manual for choice of performance rating and related definitions)



SECTION III: Work-Related Objectives and Plans

For Period: Apr. 11, 2005 – Feb. 10, 2006

Key Work-Related Objectives and Plans

<p>Results Orientation</p> <p>Client focus</p> <p>Communications</p> <p>Teamwork</p>	<ul style="list-style-type: none">• Support implementation of the COPS project (see project plan)• Complete assigned project tasks on schedule• Maintain regular communications with colleagues about project progress • <i>Measure: Tasks completed on schedule</i>• <i>Measure: Participate in lunchtime updates, assisting in presentations to staff, participation in weekly meetings.</i>
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Key activities

	<ul style="list-style-type: none">• Learn XML, eXtyles, eXtyles administration, XMetaL software• Responsible for writing remaining English eXtyles rules and testing all rules, with support from the COPS team and Inera• Responsible for writing French editing rules with consultation from the French editors in the Journal's group• Involved in the final customization of XMetaL user interface functionality, including coordinating a staff focus group• Participate in finalizing and monitoring the XML system workflow• Assist in the development of training materials and deliver training to RP staff in editing software (including Math software)• Support RP Editorial staff during journal rollout• Assist in journal production as necessary to aid EAs and POs to meet their deadlines in new system (this could include editing, premarking, proofing, etc.)• Assist in the maintenance of editing software in response to change/feature requests and issues logged by staff• Contribute to necessary software changes to incorporate future journals (e.g., numbered references) • <i>Measure: Tasks completed as assigned</i>
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SECTION IV: Career Aspirations (to be completed by the employee)

To successfully complete term with COPS team and successfully accomplish goals as outlined on first page.

To become permanent IS3 chemistry publication officer.

To update my French language capabilities.

To become a manager at Research Press.

SECTION V: Training/Personal Developmental Recommendations (to be discussed between supervisor and employee before finalization and should include a discussion on recommendations pertaining to technical training, as well as those pertaining to developmental assignments and to training related to development of behavioural competencies)

CPR training

French training

eXtyles User Group Conference

SECTION VI: Certifications

a) By the employee (Comments (optional))

S. Santos
Employee Signature *

2 May, 2005
Date

* My signature indicates that I have been offered the opportunity by my supervisor to discuss and comment on the content of this PPR.

b) By the supervisor (Comments (optional))

[Signature]
Supervisor's Signature

May 2/05
Date

c) By the reviewing officer (Comments (optional))

Gerald J. Neville
Reviewing Officer's Signature

May 2, 2005
Date

