



**Performance Planning and Review (PPR)**

**SECTION I: Basic Information**

Name of employee	Susanne Lantos	Appointment group & level	IS3
Branch/Institute	CISTI – Publishing	Position Classification	IS3
Name of Supervisor	Carolyn Brown	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: \_\_\_\_\_

**Achievement of Work Objectives**

**Overall Performance Rating:** \_\_\_\_\_

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

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### **SECTION III: Work-Related Objectives and Plans**

**For Period:** Apr. 1, 2008–Sept. 15, 2008 (or maternity leave date)

#### **Key Work-Related Objectives and Plans**

Depending on requirements, the volume of work for any particular section below will vary.

##### **General**

- Complete assigned project tasks on schedule
- Maintain regular communications with colleagues about project or implementation progress
- Communicate with manager as necessary to discuss priorities
- Work with the Production application support technician to support the XML system, through frequent meetings, ad hoc communication about issues, invitations to each other's meetings, etc.

##### **Editorial software**

###### **TRAINING**

- Responsible for end-user (staff or contractor) training in eXtyles, XMetaL, MathType, and MathFlow
- Maintain training materials
- Training of back-up personnel as required, including documentation of procedures

###### **MAINTENANCE**

- Serve as primary liaison with consultants (i.e., Inera, Just Systems, Design Science) concerning development and production issues
- Responsible for maintaining and testing eXtyles rules, and documenting decisions and actions. Vet rules with Style Committee or RP French editors when appropriate
- XML DTD: Primary responsibility for maintaining XML DTD, in collaboration with the innovation coordinator, the production manager, Style Committee, and the manager of journals
- Document procedure for modifying XMetaL CSS and toolbar
- Liaise with T&R to help support installations of editing software

###### **END USER SUPPORT**

- Facilitate XMetaL user group meetings for scientific publishing editors and production editors, as well as eXtyles user group meetings for editorial publishing technicians
- Documentation of eXtyles, XMetaL, MathType, and MathFlow for users
- Responsible for trouble-shooting and working with other staff to find solutions to problems in order to keep editorial work progressing smoothly
- Responsible for establishing and maintaining logs to track production problems
- Support RP Editorial staff during journal rollout
- Assist in journal production as necessary to aid editorial staff to meet their deadlines in new system (this could include editing, premarking, proofing, etc.)
- Provides support for web publishing system, in conjunction with production application support technician, including filing change requests and serving as liaison with Technology and Research directorate

###### **DEVELOPMENT**

- Propose, guide, and test new developments by the vendor for work done in XmetaL, eXtyles, MathType, and MathFlow, as well as new versions of Word and any proposed new software

SUPERSEDES 26 February 2003

EFFECTIVE 12 January 2004

OF

REPLACE 26 février 2003

EN VIGUEUR LE 12 janvier 2004

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ay objectives this period (as possible before leave begins)

- Support transition of CJC and CJP to the XML-based system
- Support new BPM system by troubleshooting XML issues
- Train replacement to fulfil key functions during leave

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**SECTION IV: Career Aspirations** (to be completed by the employee)

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**SECTION V: Recommendations pertaining to Language Training** (to include language profile to be achieved and related training plan) **and/or Personal/Professional Development**

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**SECTION VI: Certifications**

**a) By the employee** (Comments (optional))

S. Lantor  
Employee Signature \*

21 May 2008  
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))

G. Brown  
Supervisor's Signature

May 22 2008  
Date

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

[Signature]  
Reviewing Officer's Signature

May 23 2008  
Date



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