

STAFF MEETING MINUTES

IN ATTENDANCE: Gita Gutierrez (GG), Information Commissioner (IC); Tikitta Suhartono (TS), Office Manager (OM); Answer Styannes (AS), Investigation Officer (IO); Sheena Bassett (SB), Project Officer (PO); Sean Murray (SM), Contractor
ABSENT: N/A

DATE: 4 March 2020
TIME: 9:30am – 11:30am
TAKEN BY: TS

TOPIC	ISSUE & DECISION	ACTION REQUIRED	
		BY	DETAILS
1. Welcome	Team building exercise.		
2. Staff Meeting Minutes	1. Meeting minutes for the following staff meetings were adopted and approved: <ol style="list-style-type: none"> July 2019 November 2019 December 2019 2. The IC will review the approved minutes (July, November and December 2019) for posting on the ICO website. 3. February and March 2020 minutes will be approved in April 2020.	GG All staff	Review minutes for posting Approve Feb & Mar minutes next month
3. Review Team	1. Review statistics as of 29 February 2020 were as follows: <ul style="list-style-type: none"> ▪ Total applications: 133 ▪ Pending investigations: 34 ▪ Pending validation: 0 ▪ Closed – decided: 560 ▪ Closed – resolved: 14 ▪ Closed – invalid: 18 ▪ Closed – abandoned: 7 In February 2020, the ICO: <ul style="list-style-type: none"> ▪ received 0 new applications ▪ issued 1 decision ▪ resolved 0 cases ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. 		

	<ol style="list-style-type: none"> 2. The IC issued her first Decision for the year in February. 3. The judicial review on Decision 24/2019 is ongoing. 		
4. Finance/Administration	<ol style="list-style-type: none"> 1. The ICO budget is currently scheduled for Budget Debate on 16 March. 2. In preparation for year-end, the OM will email the Vacation Leave Tracker status reports for staff's review and signature. 3. Staff are reminded to submit time-in-lieu schedules to the OM by this Friday. Any pay-out requests also should be emailed to the OM by that day. 4. In the current 2018-2019 audit, the Office of the Auditor General is going to review the ICO's Statement of Operations rather than the full Financial Statement, to ensure clarity and more appropriate presentation of information to the public on our expenditures. 	<p>TS All staff All staff</p>	<p>Email VLT reports Review & sign VLT reports Submit time-in-lieu & any pay-out requests by Friday</p>
5. Human Resources	<ol style="list-style-type: none"> 1. The ICO welcomes Sean Murray of the Newfoundland Office of the Information and Privacy Commissioner, who will assist us in the upcoming weeks. 2. The IC and the OM received feedback on proposed staff trainings for 2020-2021. Proposed trainings include project management for non-project managers, writing and communications, PIPA, the Bribery Act, and health and safety. 3. The IC reminds staff of the ICO's clean desk policy, particularly now that the ICO shares office space with the Privacy Commissioner and given there will be cleaning and construction work ongoing in March. The IC and the Privacy Commissioner signed an MOU, which includes a shared commitment to developing appropriate policies and procedures for each office related to the shared spaces. 		
6. Compliance	<ol style="list-style-type: none"> 1. The IC commends SB and staff for a terrific job with the 2019 Annual Return process. Out of approximately 202 public authorities, returns were obtained for all but 4 public authorities. 		
7. Team/Culture Building	<ol style="list-style-type: none"> 1. Staff lunch to welcome the ICO's new Investigation Officer and Sean Murray to the ICO will be held next Friday at Cottage Café. 2. The ICO also may have a year-end activity at the end of March. Any suggestions should be submitted to the OM or the IC. 	All staff	Send suggestions for year-end activity
8. Outreach/Education	<ol style="list-style-type: none"> 1. The PO noted the following ICO publications to be posted to the website: <ol style="list-style-type: none"> a. Approved meeting minutes – webpage for these and future uploads b. Audit files and the ICO Financial Statements c. The ICO's MOU with the Privacy Commissioner 2. The IC Briefing is scheduled for 11 March, and the Temporary Administrative Assistant will manage the RSVPs. 	SB	Liaise with Oxygen for Temp. Admin. Assistant's access to RSVP inbox

9. IC Update	<ol style="list-style-type: none"> 1. The office fit out will be ongoing through March. Any issues should be brought to the IC or OM's attention. The need to check the showers in both bathrooms is noted. 2. The Annual Report is on track for tabling on 20 March in the House of Assembly, to ensure it is tabled in the Senate the following week. The IC complements staff for their contribution in making this year's Annual Report a strong, more accessible and simple communication tool. 3. The IC reminds staff that the ICO 2020-2021 goals are on the shared drive. They should be reviewed as staff consider their 2020-2021 performance objectives. 4. Staff meetings will be scheduled for the first Wednesday of every month in 2020-2021. 		
10. A.O.B.	<ol style="list-style-type: none"> 1. Next staff meeting will be on 1 April 2020. 	TS	Circulate invite via calendar email
CONFIDENTIAL & SECRET = NOT FOR PUBLIC DISCLOSURE			
Review Team	<ol style="list-style-type: none"> 1. [REDACTED] 		
IC Update	<ol style="list-style-type: none"> 1. [REDACTED] 		

APPROVAL: The ICO adopted and approved the 4 March 2020 staff meeting minutes at the 6 May 2020 staff meeting.