

MISSION STATEMENT

To work for all of the people of Bermuda to ensure full access to public records within the provisions of the Public Access to Information (PATI) Act 2010. We achieve this by promoting awareness of and safeguarding the public's right to access, ensuring public authorities' compliance with the PATI Act, conducting reviews of decisions made by public authorities and issuing legally enforceable decisions. We carry out our mission guided by principles of independence, integrity, and fairness.

DEPARTMENT OBJECTIVES

- Promote positive cultural change within the public and public authorities in response to the new rights created by the PATI Act
- Promote the effective and responsible use of PATI rights through public awareness and education for the public.
- Encourage and enable public authorities to develop and achieve best practices in their PATI Act policies, procedures, and practices through a combination of oversight, advice, and assistance
- Conduct fair, just, and expeditious reviews of applications (appeals) made to the Information Commissioner that result in settlement or legally enforceable decisions
- Influence and support the development of Bermuda's information law and policy to ensure the effectiveness of the PATI regime as well as guide/comment on its interaction with other laws
- Act independently of the Executive for all areas covering our statutory mandate and continually strengthen our Office's independent functioning

HEAD 98 INFORMATION COMMISSIONER'S OFFICE

**CURRENT
ACCOUNT
ESTIMATES**

GENERAL SUMMARY

EXPENDITURE						DIFFERENCE	
PROG		2015/16	2016/17	2016/17	2017/18	2016/17	
BUSINESS UNIT	DESCRIPTION	ACTUAL	ORIGINAL	REVISED	ESTIMATE	vs	
(1)	(2)	(\$000)	(\$000)	(\$000)	(\$000)	2017/18	%
		(3)	(4)	(5)	(6)	(7)	(8)
9801	GENERAL						
	108000 ADMINISTRATION	509	734	739	751	17	2
	108010 APPLICATIONS (APPEALS)	0	75	74	75	0	0
	108020 COMPLIANCE/BEST PRACTICES	0	14	14	96	82	586
	108030 PUBLIC AWARENESS	0	41	37	35	(6)	(15)
	TOTAL	509	864	864	957	93	11

SUBJECTIVE ANALYSIS OF CURRENT ACCOUNT ESTIMATES

EXPENDITURE						DIFFERENCE	
		2015/16	2016/17	2016/17	2017/18	2016/17	
OBJECT CODE	DESCRIPTION	ACTUAL	ORIGINAL	REVISED	ESTIMATE	vs	
(1)	(2)	(\$000)	(\$000)	(\$000)	(\$000)	2017/18	%
		(3)	(4)	(5)	(6)	(7)	(8)
	SALARIES	298	602	602	599	(3)	(0)
	WAGES	38	0	0	0	0	0
	TRAINING	0	10	15	15	5	50
	TRAVEL	2	22	25	34	12	55
	COMMUNICATIONS	4	12	13	11	(1)	(8)
	ADVERTISING & PROMOTIONS	3	30	30	22	(8)	(27)
	PROFESSIONAL SERVICES	79	101	98	204	103	102
	RENTALS	19	0	5	3	3	0
	REPAIR AND MAINTENANCE	1	42	40	35	(7)	(17)
	ENERGY	3	20	6	8	(12)	(60)
	MATERIALS & SUPPLIES	28	20	20	19	(1)	(5)
	EQUIPMT. (MINOR CAPITAL)	34	2	6	3	1	50
	OTHER EXPENSES	0	3	4	4	1	33
	TOTAL	509	864	864	957	93	11

EMPLOYEE NUMBERS (FULL-TIME EQUIVALENTS)

BUSINESS UNIT (1)	DESCRIPTION (2)	2015/16	2016/17	2016/17	2017/18 ESTIMATE (6)	DIFFERENCE 2016/17 vs 2017/18	
		ACTUAL (3)	ORIGINAL (4)	REVISED (5)		(7)	% (8)
108000	ADMINISTRATION	3	5	5	5	0	0
	TOTAL	3	5	5	5	0	0

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Performance Measures

MEASURE/INDICATOR	ACTUAL OUTCOME 2015/16	ORIGINAL FORECAST 2016/17	REVISED FORECAST 2016/17	TARGET OUTCOME 2017/18
BUSINESS UNIT: 108000 ADMINISTRATION				
Publish and file with the Legislature the ICO's s.58 Annual Report by 31 March 2017	New Measure	Lay before Parliament by 31 March 2017	Lay before Parliament by 31 March 2017	Lay before Parliament by 31 March 2018
Complete yearly review of internal guides, procedures, and policy manuals and publish revised editions by 31 December 2016	New Measure	Complete by 31 December 2016	31 March 2017	31 March 2018
Information Commissioner to attend 3 overseas training/conferences/meetings per year <ul style="list-style-type: none"> · Records Management Training/Conference · Information rights law conference · Management/information rights training 	New Measure	To be completed or attended before year end	31 March 2017	31 March 2018
Operational staff to attend one overseas training/conference/meeting per year <ul style="list-style-type: none"> · Information rights training · Records Management Training · Mediation/investigation training · Information rights law conference 	New Measure	To be completed or attended before year end	31 March 2017	31 March 2018
ICO to host 3 volunteers, interns, and/or work shadow candidates per year	New Measure	3	10	1
Complete electronic and security audit by 31 September 2016	New Measure	Complete by 31 September 2016	Moved to next fiscal year after new IT infrastructure is in place	Complete by 31 March 2018
Conduct monthly internal education sessions on best practices, information rights principles, or other professional development topics	New Measure	12	12	12
BUSINESS UNIT: 108010 APPLICATIONS (APPEALS)				
Requesters make appeals to the Information Commissioner of negative decisions by the heads of authority	New Measure	60%	60%	60%
Acknowledge receipt of applications for review within 5 days	New Measure	100%	90%	100%
Complete validation of applications for review within 3 weeks	New Measure	95%	45% - Not fully staffed	95% - All posts will be filled by 31 December 2017
Compete and close valid applications within 4 months	New Measure	95%	45% - Not fully staffed	95% - All posts will be filled by 31 December 2017
Publish Information Commissioner's decisions on www.ico.bm website within 10 days of being issued	New Measure	100%	90%	90%
Number of judicial review cases appealed against decisions by the Information Commissioner	New Measure	10% of total IC decisions	10% of total IC decisions	10% of total IC decisions
Reduce the number of invalid applications submitted to the Information Commissioner	New Measure	50% reduction	50% reduction	50% reduction
Maintain strict confidentiality with respect to the ICO's work on reviews and comply with statutory confidentiality obligations	New Measure	100%	100%	100%

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Performance Measures

MEASURE/INDICATOR	ACTUAL OUTCOME 2015/16	ORIGINAL FORECAST 2016/17	REVISED FORECAST 2016/17	TARGET OUTCOME 2017/18
BUSINESS UNIT: 108020 COMPLIANCE/BEST PRACTICE				
Publish all current 2016 Information Statements in publicly available database on www.ico.bm website by 1 August 2016	New Measure	100%	100%	100%
Conduct audit review for compliance of Information Statements by 28 February 2017	New Measure	95%	95%	95%
Complete investigations under s.57 within 4 months	New Measure	95%	45% - Not fully staffed	95% - All posts will be filled by 31 December 2017
Complete project plan for the ICO's s.57(1) report on two-year review and investigation into general operation of the PATI Act across public authorities by 31 September 2016	New Measure	Complete by 31 September 2016	31 March 2016	N/A to fiscal year 2017/18
Begin ICO's review and investigation into general operation of the PATI Act across public authorities as required by s. 57(1) two years after Act comes into operation	New Measure	New Measure	New Measure	1
Complete yearly review of existing ICO guidelines on the application of the PATI Act exemptions and other PATI Act provisions and publish revised editions by 31 March 2017	New Measure	Complete by 31 March 2017	Complete by 31 March 2017	Complete by 31 March 2018
Organise and deliver quarterly best practice, leadership, and/or good governance events for public authorities	New Measure	4	1 - Not fully staffed	4
Conduct and complete a voluntary compliance audit of 1 public authority	New Measure	Complete 1 by 31 August 2016	Complete 1 by 31 March 2017	N/A measure captured below
Develop self-assessment tool for public authorities to improve their Information Statements	New Measure	New Measure	New Measure	Publish by 31 March 2018
Respond to enquiries from public authorities on general questions about the PATI Act and its provisions	New Measure	100	100	100
Provide official comment on any draft Bills which impact/impede PATI Act provisions	New Measure	Ongoing	Ongoing	N/A measure captured below
Provide official comment or consultation on draft legislation, statutory provisions and practice codes which impact PATI Act or Regulations, or the right to access public records	New Measure	Ongoing	Ongoing	Ongoing
Propose beneficial legislative amendments to strengthen the PATI Act and Regulations	New Measure	Ongoing	Ongoing	Ongoing

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Performance Measures

MEASURE/INDICATOR	ACTUAL OUTCOME 2015/16	ORIGINAL FORECAST 2016/17	REVISED FORECAST 2016/17	TARGET OUTCOME 2017/18
BUSINESS UNIT: 108030 PUBLIC AWARENESS				
Conduct general public education sessions on using the PATI Act (outside of Right to Know Day activities)	New Measure	4 by 31 March 2017	2 by 31 March 2017 - Not fully staffed	2
Conduct targeted education sessions to interest groups	New Measure	22 by 31 March 2017	22 by 31 March 2017	15
Collaborate with local charities/advocacy organisations to co-sponsor public awareness event on information rights	New Measure	1 by 31 March 2017	1 by 31 March 2017	1
Feedback from education sessions rated good or excellent	New Measure	80%	80%	80%
Conduct public educational events to commemorate Right to Know Day on 28 September through 1 October 2016	New Measure	3	4	4
Conduct media interviews to commemorate Right to Know Day on 28 September through 1 October 2016	New Measure	2	4	4
Sponsor secondary school essay, photo, or video contest for Right to Know Day	New Measure	1	0 - Not fully staffed	1
Engage in media interviews by Information Commissioner to promote awareness of PATI Act	New Measure	20 by 31 March 2017	20	20
Social media ad campaigns outreach	New Measure	30,000 people by December 2016	60,000 people	60,000 people
Social media ad post engagements	New Measure	750 people by 31 December 2016	2,000 engagements	2000 engagements
Unique visitors to our website, www.ico.bm	New Measure	300 by 31 December 2016	2500 users	Discontinue
Number of Google analytic sessions on ICO website	New Measure	New Measure	New Measure	3500
Average duration of Google analytic sessions on ICO website	New Measure	New Measure	New Measure	2:30 minutes

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Performance Measures

MEASURE/INDICATOR	ACTUAL OUTCOME 2015/16	ORIGINAL FORECAST 2016/17	REVISED FORECAST 2016/17	TARGET OUTCOME 2017/18
BUSINESS UNIT: 108030 PUBLIC AWARENESS - cont.				
Offer late opening hours at least 1 day per week	New Measure	100%	95%	95%
Translate our public guides and flyers into Portuguese	New Measure	Ongoing	Ongoing	Ongoing
Increase number of PATI requests year-over-year	New Measure	↑ 30% by 31 December 2016	↑ 30% by 31 December 2016	Discontinue
Conduct annual research survey of public's awareness of PATI rights	New Measure	New Measure	1	1
Respond to enquiries from the public on questions concerning the PATI Act and their rights	New Measure	250	250	250
Develop and produce public awareness videos on PATI rights	New Measure	2	1	1
Develop and publish educational materials on information rights for primary, middle, and secondary school students (with a set of learning materials for each age grouping)	New Measure	Ongoing	Ongoing	Ongoing

**CAPITAL ACCOUNT ESTIMATES
SCHEDULE C**

CAPITAL ACQUISITIONS

BUSINESS UNIT	DEPARTMENT/PROJECT/NOTE		ACTUAL 2015/16 (\$000) (3)	ORIGINAL ESTIMATE 2016/17 (\$000) (4)	REVISED ESTIMATE 2016/17 (\$000) (5)	ESTIMATE 2017/18 (\$000) (6)
(1)	(2)					
NON-MINISTRY DEPARTMENTS						
GOVERNOR AND STAFF						
76878	OFFICE FURNITURE & EQPMT.	R	0	0	16	0
			0	0	16	0
LEGISLATURE						
76661	DESKTOP PC AND PRINTER	N	0	0	0	28
76715	SECURITY SYSTEM	N	0	0	7	0
76767	COMPUTERIZED HANSARD	N	0	100	0	100
76879	OFFICE FURNITURE & EQPMT.	R	0	0	15	0
			0	100	22	128
OFFICE OF THE AUDITOR						
76605	COMPUTER EQUIPMENT	N	5	6	6	0
76615	OFFICE FURNITURE	R	10	0	1	22
			15	6	7	22
HUMAN RIGHTS COMMISSION						
76428	OFFICE FURNITURE	R	0	0	3	0
76429	OFFICE EQUIPMENT	M	11	15	15	0
76651	DESKTOP PC	R	2	0	0	0
			13	15	18	0
PARLIAMENTARY REGISTRAR						
76675	DESKTOP PC AND PRINTER	N	3	0	0	4
76844	OFFICE FURNITURE & EQPMT.	R	1	0	16	0
			4	0	16	4
OMBUDSMAN'S OFFICE						
76725	OFFICE FURNITURE & EQPMT.	R	0	0	0	11
76773	COMPUTER EQUIPMENT	R	1	0	0	0
			1	0	0	11
INTERNAL AUDIT						
76877	COMPUTER SOFTWARE	M	15	0	0	0
			15	0	0	0
INFORMATION COMMISSIONER'S OFFICE						
76873	FURNITURE	N	17	0	0	3
76874	COMPUTER SOFTWARE	N	0	0	27	0
			17	0	27	3
PRIVACY COMMISSIONER'S OFFICE						
76882	OFFICE FURNITURE & EQPMT.	N	0	0	0	37
76883	COMPUTER EQUIPMENT	N	0	0	0	60
			0	0	0	97
			65	121	106	265
CABINET OFFICE DEPARTMENTS						
CABINET OFFICE						
76340	PHOTOCOPIER	R	0	6	6	0
			0	6	6	0
DEPT. OF STATISTICS						
76811	PHOTOCOPIER	R	0	17	0	0
			0	17	0	0
DEPT. OF HUMAN RESOURCES						
76484	OFFICE EQUIPMENT	R	1	0	0	0
76817	HR INFORMATION MGMT. SYST.	N	32	0	0	0
			33	0	0	0