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); LaKai Dill (LD), Investigation Officer (IO) | **ABSENT:** None	**DATE:** 1 April 2020 **TIME:** 9:30am – 11:30am **TAKEN BY:** TS

TOPIC	ISSUE & DECISION	ACTION REQUIRED	
		BY	DETAILS
1. Welcome	1. The IC officially welcomed LD as the new Investigation Officer. 2. The team shared feedback on the remote work environment.		
2. Staff Meeting Minutes	1. Minutes for the following staff meetings will be adopted and approved at the May 2020 staff meeting: February 2020; and March 2020.		
3. Review Team	1. Review statistics as of 31 March 2020 were as follows: ▪ Total applications: 134 ▪ Pending investigations: 32 ▪ Pending validation: 0 ▪ Closed – decided: 62 ▪ Closed – resolved: 14 ▪ Closed – invalid: 19 ▪ Closed – abandoned: 7 In March 2020, the ICO: ▪ received 1 new application ▪ issued 2 decisions ▪ resolved 0 cases ▪ closed 1 case because it was invalid, and ▪ closed 0 cases because it was abandoned. 2. The review team is currently testing the Workpro demo site, which was delivered to the ICO on 13 March. The next step is to provide feedback to CAS by mid-April, expecting for some changes to be made before 'go live'. We will aim to start using Workpro for the investigation cases by May.		

4. Finance/Administration	1. The year-end process for fiscal year ending 31 March 2020 has commenced. The F/A team will be submitting a number of returns required by the AcG until the end of May. 2. We have received the 2020-2021 budget estimate and will review it for additional cost savings in light of the impact of COVID-19. Officers should expect modified training (online), no travel, and reductions where possible. The reductions, however, should not impact fulfilling the ICO's core mandate.		
5. Human Resources	1. The IC thanked everyone for adhering to the clean desk policy following our office move. This facilitated a rapid, smooth move to the remote work environment last month. 2. We now have the list of staff training requests for 2020-2021. We will include a communications (verbal and written) training for the whole office to focus on clear public communications. Our trainings will also include a session on PIPA. 3. Staff training scheduled for April and May have been postponed due to COVID-19. We will also extend our time for completing performance evaluations and forward job planning, but the process will still need to be completed as close to the end of May as possible.		
6. Compliance	No updates.		
7. Team/Culture Building	1. No social events are planned; however, staff are encouraged to stay connected using our ICO remote 'room'.		
8. Outreach/Education	No updates.		
9. IC Update	1. The IC provided an update on the office fit-out. Construction of additional interior offices is now uncertain. 2. The IC commended the entire team for successfully transmitting the Information Commissioner's 2019 Annual Report to Parliament in a timely manner, despite the impact of COVID-19 and the shelter-in-place order. 3. As we look to 2020-2021, the IC will be updating the ICO's goal to reflect the impact of COVID-19 on our work. Officers should take this into account when completing their individual goals.		
10. A.O.B.	1. Next staff meeting will be on 6 May 2020. 2. LD noted her logon had failed for accessing the office phone via web. Other team members had not yet attempted. GG explained how the office phone system works (where we have 10 lines available, 9 of which are not assigned yet but paid for and available for use), commenting we could better utilise the features. LD offered to contact Oxygen to sort it out then will update the team.		

APPROVAL: The IpCO adopted and approved the 1 April 2020 staff meeting minutes at the 5 August 2020 staff meeting.