

STAFF MEETING MINUTES

IN ATTENDANCE: Gita Gutierrez (GG), Information Commissioner (IC); Answer Styannes (AS), Investigation Officer (IO); LaKai Dill (LD), Investigation Officer (IO); Sheena Bassett (SB), Project Officer (PO); Tikitta Suhartono (TS), Office Manager (OM)

DATE: Wednesday, 6 April 2022
TIME: 9:40am – 11:40am
TAKEN BY: All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	The team shared reflections on what they looked forward to during the 2022/23 year.	None
2. Staff Meeting Minutes	1. Staff meeting minutes for February 2022 were not yet complete and deferred for approval by email.	<ul style="list-style-type: none"> • Staff to complete Feb minutes by 8 Apr; TS to circulate for approval via email.
3. Review Team	<p>1. Review statistics as of 31 March 2022 were as follows:</p> <ul style="list-style-type: none"> ▪ Total applications: 214 ▪ Pending investigations: 52 ▪ Pending validation: 2 ▪ Closed – decided: 107 ▪ Closed – resolved: 21 ▪ Closed – invalid: 25 ▪ Closed – abandoned: 7 <p>In March 2022, the ICO:</p> <ul style="list-style-type: none"> ▪ received 7 new applications ▪ issued 3 decisions ▪ resolved 0 cases ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. <p>2. Highlights were shared about Decisions 06/2022 to 08/2022.</p> <p>3. No update was available for Workpro, though expected by the next meeting.</p>	None
4. Finance/Administration	<p>1. Year-end reporting for FY 2021/22 has started, which requires a number of Returns to be submitted to the Accountant General's Department from April – May 2022.</p> <p>2. As part of the year-end process, TS will circulate individual VLT reports via email for review and confirmation.</p> <p>3. TS will verify and record any assets (such as PCs, earphones, etc.) starting the week of 11 April to update the ICO's asset register.</p>	<ul style="list-style-type: none"> • TS to email VLT reports to staff. • TS to visit work spaces to verify/record ICO assets. • TS to save electronic logs to the Admin shared drive.

	<p>4. Individual mail and vendor logs will be updated as an electronic version and saved to the Administration shared drive for office use.</p> <p>5. The IC reviewed the highlights from the 2022/23 budget. The IC noted areas with limited resourcing and the impact upon officers' work in the new fiscal year.</p>	
5. Human Resources	<p>1. The IC noted updates to the ICO's COVID policies following the changes in the regulations taking effect on 31 March. Per the IC's email of 30 March, the ICO is following the Government's guidelines for quarantine periods for close contacts. Both the ICO and OPC will continue with our policy of wearing masks in open spaces unless seated at a desk and of observing social distancing. All officers will continue with in-person work, and remote work will remain an option for officers able to work effectively at home. The IC noted the caveat that remote work should not be used when officers feel unwell and would be better supported by using certified or uncertified sick leave. The IC also informed officers that COVID antigen tests are available from the office for officers to use at home either when feeling unwell or before returning to the office after a close contact exposure. Officers should continue reporting their test result directly to the IC when using an ICO-supplied testing kit.</p> <p>2. The IC shared that a significant emphasis this year will be on supporting staff health and wellness. Team building and wellness sessions will be incorporated each month to support individual officers as well as build trust and support within the team. Both of these efforts increase productivity and innovation within the ICO.</p> <p>3. PA/FJP one-on-one meetings will be scheduled throughout April. Although resources are limited for trainings, the IC is looking at cost-effective opportunities to continue officers' professional development.</p>	<ul style="list-style-type: none"> • IC to schedule one-on-one meetings in late April. • Officers to prepare for PA/FJP meetings.
6. Compliance	None	None
7. Team/Culture Building	None	None
8. Outreach/Education	<p>1. ICO Video - Staff has provided their final feedback on this project. The PO thanked LD and GG for their participation in the filming of the content for the video. They represented the ICO extremely well. After next round of small edits, the PO anticipates that we should have the final video by next week from Method Media.</p> <p>2. ICO Website - Website is at the programming stage and the first round of programming of the site has begun. The PO shared the draft version of the site with staff so that they could see the progress to date. The SJD team continues to build major parts of the backend (such as document libraries and unique builds like the Decisions page and the PATI request calculator). Weekly meetings continue</p>	

	<p>between SJD and the PO. The IC anticipates that the updated website will launch in June 2022.</p> <p>3. New brochures - TS advised that the English version has been printed and delivered. The Portuguese version has been completed by ID Associates. Our Portuguese translator has reviewed this final pdf. It requires IC approval, then can be printed.</p> <p>4. Annual Report - The press release (PR) is being drafted. In addition to the PR, we have reached out to ID Associates to provide us with a copy of the Highlights pages, which can be distributed with the PR. ID Associates has agreed to provide this for us, and the PO awaits the file from ID Associates.</p> <p>5. Monthly Roundup - The outstanding issue (Jan, Feb, Mar 2022) of the Roundup is in production. The PO has to redraft the initial draft that has been prepared, plus the March Decisions need to also be drafted.</p>	
<p>9. IC Update</p>	<p>1. The IC provided an update on the 2022/23 ICO Goals and Performance Measures. The goals were set for most areas of the ICO's mandate. In light of the 2022/23 budget figures, some adjustments will need to be made for the public awareness outreach and education goals. Once this is completed, the ICO's goals will be finalised and officers may cascade their team and personal goals.</p>	<ul style="list-style-type: none"> • IC and SB to finalise new E&O metrics in mid-April.
<p>10. A.O.B.</p>	<p>1. There was agreement on scheduling time with the OPC to build professional relationships.</p>	<ul style="list-style-type: none"> • IC to follow up with OPC next week.
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<p>Review Team</p>	<p>1. [REDACTED]</p> <p>2. [REDACTED]</p>	<ul style="list-style-type: none"> • [REDACTED]

	3.	[REDACTED]	
Human Resources	1.	[REDACTED]	

APPROVAL: The ICO adopted and approved the 6 April 2022 staff meeting minutes via email on 29 April 2022.