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:** 6 May 2020 **TIME:** 3:30pm – 5:00pm **TAKEN BY:** TS

TOPIC	ISSUE & DECISION	ACTION REQUIRED	
		BY	DETAILS
1. Welcome	1. The IC has discussed the fiscal impact of COVID-19 with each team member. 2. The IC arranged for a surprise cameo by Racho Compassion Farm Sanctuary for the welcome and stress relief.		
2. Staff Meeting Minutes	1. Meeting minutes for the following staff meetings were adopted and approved: a. February 2020 b. March 2020 2. Approved minutes may be published on website with secret/confidential sections redacted. 3. The April 2020 minutes will be approved in June 2020.	TS AS SB	Forward PDF version to staff. Redact confidential information Publish redacted final version on ICO website
3. Review Team	1. Review statistics as of 31 May 2020 were as follows: ▪ Total applications: 135 ▪ Pending investigations: 31 ▪ Pending validation: 0 ▪ Closed – decided: 63 ▪ Closed – resolved: 15 ▪ Closed – invalid: 19 ▪ Closed – abandoned: 7 In May 2020, the ICO: ▪ 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. 2. Over the next 4 months, the review team will plan to move forward with closing a number of identified cases.		

	3. The review team finished testing the Workpro demo site this week. The full list of requested changes will be forwarded to CAS, and as a next step CAS will review the review team's feedback and identify the issues which can be fixed for 'go live' and which ones are 'outside of scope'. Once agreed with CAS on the issues to be resolved for 'go live', including the cost and timeframe, then the IC will approve for CAS to make the changes. Once CAS finishes making the requested changes, the review team will test the site again. After each issue is checked and the review team is satisfied, the ICO will approve for CAS to release the live site to us. After the review section is up-and-running, the ICO will start on the configuration for the annual returns section of Workpro.		
4. Finance/Administration	1. An inbox has been created to receive invoices, statements, reimbursement requests, and any correspondence related to ICO accounts. The address is [redacted]@ico.bm. 2. Year-end for fiscal year 2019-2020 is still ongoing, and the OM is working closely with the IC and the financial controller to meet the deadlines for returns to the AcG. 3. The OM requested confirmations of any updated Register of Interests by 22 May. 4. Staff are reminded to submit TIL schedules, and any pay-out requests related to overtime by tomorrow, 7 May.		
5. Human Resources	1. Officers are reminded to complete PA/FJP Forms by Friday, 8 May. The IC will schedule PA meetings over the next two weeks (2 officers per week) to ensure that the process is completed by 31 May. Objectives for 2020-2021 will be agreed at the PA meetings, so dialogue should occur in advance about objectives. 2. The IC does not anticipate the physical office being open regularly until Bermuda moves into Phase 3 or 4, because we can effectively work remotely. 3. At this time in Phase 1 and 2, officers may continue to work remotely, but must go into the office as needed or make arrangements for site visits, etc., while ensuring that they maintain physical distancing, use masks, and reduce the number of people physically meeting as much as practical. The key is that officers must work effectively through a combination of primarily remote work and on-site work as needed. 4. Any attendance at the physical office must be scheduled through the IC. 5. As we move into Phase 3 and 4, the ICO may need to open our physical office on a more regular basis. When this occurs, it is feasible that we will either have a single person in the office each day or staggered teams to prevent the entire staff from having contact with each other. Officers should be preparing	All staff GG GG	Complete pp.2-7 of the PA form. Complete pp.8-11, and pp.13-14 of officers' final draft of objectives. Schedule PA meetings with officers.

	themselves for the likelihood of attending the office one day a week when we move into Phase 3 and 4. 6. With extended remote work and the possibility of future shelter-in-place orders if new surges occur, the ICO should be prepared for remote work. If any officers need additional resources to effectively work remotely, please notify the IC by Thursday COB. 7. The IC will update the ICO remote work policy and procedures to allow for the following: a. Officers may print items at home that are not secret case materials or confidential HR records. For example, education and outreach, tribunal or IC decisions and guidance, finance records, etc., can be printed at home. Officers should take care with draft documents to ensure that confidentiality is maintained and drafts are properly stored for destruction. b. Officers must place materials for destruction in their ICO bags and put them in the destruction bin when officers go into the physical office. c. At the end of the remote work period, all officers will need to attest to their adherence to these policies and procedures. 8. The ICO telephony system needs to be configured, with the option under consideration to assign each officer an external direct line. This would allow officers to forward their direct line to another phone. We also agreed that an additional work cell phone would facilitate remote work for the new investigator and be a helpful asset for any future physical office closure. 9. Officers were reminded that it is now the fifth month of 2020, and vacation time should be considered to ensure that officers do not have an excess of vacation time carried over into 2021.	All staff TS GG GG and TS TS	Notify IC of resources needed; cc OM. Process procurement requests for IC approval. Update remote policy for distribution to staff. Configure telephone system; OM review YeaLink manual. Prepare procurement request for cell phone for IC approval.
6. Compliance	No updates.		
7. Team/Culture Building	1. A virtual afternoon meeting is scheduled for next Friday, 15 May at 3:30pm.		
8. Outreach/Education	1. Due to the pandemic, the ICO will be shifting the execution style of its messaging to the public. Efforts will be made to convert to more online presence. 2. Performance measures for public outreach and education will be reviewed.		
9. IC Update	1. See updates provided during HR discussion.		
10. A.O.B.	1. Next staff meeting will be on 3 June 2020.		

APPROVAL: The ICO adopted and approved the 6 May 2020 staff meeting minutes at the 5 August 2020 staff meeting.