

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) | **ABSENT:** LaKai Dill (LD), Investigation Officer (IO)

DATE: 5 May 2021
TIME: 9:30am – 11:05am
TAKEN BY: All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome		None
2. Staff Meeting Minutes	1. Staff meeting minutes for April 2021 was finalised and approved.	<ul style="list-style-type: none"> • AS to redact the minutes as appropriate. • SB to confirm when website ready for uploading minutes. • TS to circulate approved minutes.
3. Review Team	<p>1. Review statistics as of 30 April 2021 were as follows:</p> <ul style="list-style-type: none"> ▪ Total applications: 163 ▪ Pending investigations: 37 ▪ Pending validation: 0 ▪ Closed – decided: 79 ▪ Closed – resolved: 20 ▪ Closed – invalid: 20 ▪ Closed – abandoned: 7 <p>In April 2021, the ICO:</p> <ul style="list-style-type: none"> ▪ received 1 new application ▪ issued 0 decision ▪ resolved 1 case ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. <p>2. Compliance with the IC's order is pending for one review only (which is overdue).</p> <p>3. The Review Team provided an update on the ongoing judicial review.</p>	None
4. Finance/Administration	<p>1. TS is continuing to work with the IC and Financial Comptroller on the year-end returns for FY 2020/21, which is expected to come to a close at the end of May.</p> <p>2. TS will circulate the usual monthly reminder following the staff meeting.</p>	TS to circulate monthly reminder email.

	<p>3. TS acknowledged that May is Mental Health Awareness month, and shared that the Employee Assistance Programme is offering a number of trainings throughout the month on this subject.</p>	<p>TS to forward EAP newsletter to GG.</p>
<p>5. Human Resources</p>	<p>1. Reminder for officers to complete the PA/FJP forms if they have not already submitted them. Completed forms are overdue and performance objectives need to be finalised for the current year.</p>	<p>Officers need to submit completed forms by 7 May and schedule meetings for the following week.</p>
<p>6. Compliance</p>	<p>No update.</p>	<p>None</p>
<p>7. Team/Culture Building</p>	<p>No update.</p>	<p>None</p>
<p>8. Outreach/Education</p>	<p>1. The IC noted the impact of the education and awareness program over the last year. Examples were discussed and the Project Officer commended for the impact the E&O work is having.</p> <p>2. IC gave an overview of the E&O plans for 2021-2022. The draft plan is on the shared drive for review. To ensure that planning for the year is not disrupted, the ICO will continue to offer programming other than in-person gatherings, such as videos and other communications campaigns, virtual IC RTKW Declaration presentations, and so on. We will continue to look at creative education activities. The plan this year also places more emphasis on proactive messaging and planning, versus responding to current events. This will facilitate better team planning and participation throughout the year. Significant projects this year include a potential website design, education about the Implementation Report, RTKW, the Annual Returns and the Annual Report.</p> <p>3. The public awareness statistics for April 2021 are as follows and will also be distributed via email:</p> <p>Facebook:</p> <ul style="list-style-type: none"> • No posts were made during April 2021 • Page Reaches (The number of people who had any content from your Page or about your Page enter their screen) = 6937 • Page Engagements (The number of people who engaged with your Page) = 62 <p>Website (ico.bm):</p> <ul style="list-style-type: none"> • Google Analytics: <ul style="list-style-type: none"> ○ Session (A session is a visit to your site.) = 517 ○ Session Duration (The average length of a Session) = 0:39 • Wix Reports: 	<p>Officers should review the draft Education and Outreach Plan</p> <p>PO will calendar relevant E&O dates when contributions are needed, e.g., Monthly Roundup dates</p>

	<ul style="list-style-type: none"> ○ Session (A session is a visit to your site) = 148 ○ Session Duration (The average length of a Session) = 1:45 	
4. IC Update	<ol style="list-style-type: none"> 1. IC shared announcement about new OPC officer with team and encourage staff to send an email introduction if they had not already 2. ICIC conference will be virtual in June. IC will circulate invitation. Staff should attend open sessions and Investigators should register for closed session with IC. 3. IC will send update on protocol for office re-opening after the net GOB press conference. 	<p>Officers send email introductions to new OPC officer</p> <p>Officers to register for ICIC conference</p> <p>IC to send office re-opening protocols</p>
4. A.O.B.	<ol style="list-style-type: none"> 1. Next staff meeting will be on 2 June 2021. 	
CONFIDENTIAL & SECRET = NOT FOR PUBLIC DISCLOSURE		
Review Team	<ol style="list-style-type: none"> 1. [REDACTED] 2. [REDACTED] 	

APPROVAL: The ICO adopted and approved the 5 May 2021 staff meeting minutes at the 2 June 2021 staff meeting.