

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, 7 July 2021
TIME: 9:35am – 10:55am
TAKEN BY: All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	The team shared what they looked forward to achieving by year-end.	None
2. Staff Meeting Minutes	1. Staff meeting minutes for June 2021 were approved, with no amendments.	<ul style="list-style-type: none"> • AS to redact the minutes as appropriate. • TS to circulate approved minutes. • SB to confirm when website ready for uploading minutes.
3. Review Team	<p>1. Review statistics as of 30 June 2021 were as follows:</p> <ul style="list-style-type: none"> ▪ Total applications: 170 ▪ Pending investigations: 41 ▪ Pending validation: 1 ▪ Closed – decided: 79 ▪ Closed – resolved: 20 ▪ Closed – invalid: 22 ▪ Closed – abandoned: 7 <p>In June 2021, the ICO:</p> <ul style="list-style-type: none"> ▪ received 4 new applications ▪ issued 0 decisions ▪ resolved 0 cases ▪ closed 2 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, which is overdue. [REDACTED]</p> <p>3. The Review Team provided an update on the ongoing judicial review.</p> <p>4. No update on Workpro was given.</p>	None

<p>4. Finance/Administration</p>	<p>1. TS noted that preparation for the 2020/21 audit is ongoing, and we still aim to submit it to the OAG by 31 July 2021. Also, a depreciation report from the AcG is required to complete the Final Trial balance, and the ICO's request for the report is still pending.</p> <p>2. Independent of the annual and consolidated fund audits, the OAG has recently requested that offices/departments now reconcile their balance sheet accounts for 2013, 2016 and 2018, which fall under their respective office/department. TS is working directly with the Non-Ministry Financial Comptroller and the IC on this task.</p>	<ul style="list-style-type: none"> • Staff to provide monthly responses by Monday.
<p>5. Human Resources</p>	<p>1. The IC will complete the remaining PA/FJP meetings by the end of July.</p> <p>2. The July staff training will be an ICIC webinar on 28 July, <i>Privacy and Transparency in Health Issues</i>.</p> <p>3. Staff were reminded to provide (tentative) dates for annual leave for the summer and the winter holidays by the end of July, so that the IC can ensure office and work coverage.</p> <p>4. Following the change in public health guidelines in July, the IC shared the following updates to the ICO's COVID-19 policies:</p> <p>a. Upon return from overseas travel or hosting overseas visitors in their household, officers may return to work after submitting a negative day 8 COVID-19 PCR test, or after completing any quarantine period under public health requirements.</p> <p>b. During these periods, officers may work from home if they can do so effectively or may take annual leave.</p>	<ul style="list-style-type: none"> • IC to meet with staff for completion of PA/FJPs by 31 July. • Staff to attend 28 July ICIC webinar. • Staff to submit annual leave requests by 31 July.
<p>6. Compliance</p>	<p>No update.</p>	<p>None</p>
<p>7. Team/Culture Building</p>	<p>1. The ICO will be closed on Friday, 23 July for a team summer social.</p>	<ul style="list-style-type: none"> • AS & TS to facilitate planning, incl. August rain day.
<p>8. Outreach/Education</p>	<p>1. Public awareness statistics for June 2021 were as follows:</p> <p>a. Facebook:</p> <ul style="list-style-type: none"> ▪ Post Reaches (number of people who saw any of our posts at least once) = 940 ▪ Post Engagement (number of times people engaged with our posts through reactions, comments, shares and clicks) = 67 ▪ Page Reaches (number of people who had any content from our Page or about our Page enter their screen) = 2424 ▪ Page Engagements (number of people who engaged with our Page) = 60 <p>b. Website (ico.bm) – Google Analytics:</p> <ul style="list-style-type: none"> ▪ Session (visits to our site) = 282 ▪ Session Duration (average length of session) = 1:20 ▪ Top 3 landing pages: Homepage, Monthly Roundup, Decisions 	

	<p>c. Website (ico.bm) – Wix Reports:</p> <ul style="list-style-type: none"> ▪ Session (visits to our site) = 249 ▪ Session Duration (average length of session) = 1:09 ▪ Top 3 landing pages: Homepage, Monthly Roundup, Decisions <p>2. The June monthly roundup is scheduled to be published by Friday, 9 July. Content was due by Monday, 5 July.</p>	
9. IC Update	<p>1. The IC and the PC are meeting regularly to facilitate shared office space and services. Staff were encouraged to bring any relevant requests, concerns or ideas to the IC's attention.</p> <p>2. The IC thanked officers for their cooperation with the network connectivity issues. The IC and the PC are currently assessing with Oxygen whether our broadband needs to be increased.</p>	<ul style="list-style-type: none"> • Staff to raise thoughts on shared office space as relevant.
10. A.O.B.	<p>1. The next staff meeting will be on Wednesday, 4 August 2021.</p>	None
CONFIDENTIAL & SECRET = NOT FOR PUBLIC DISCLOSURE		
Review Team	<p>1. [REDACTED]</p> <p>2. [REDACTED]</p>	

APPROVAL: The ICO adopted and approved the 7 July 2021 staff meeting minutes at the 4 August 2021 staff meeting.