

### 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, 4 August 2021  
**TIME:** 9:40am – 11:45am  
**TAKEN BY:** All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. <b>Welcome</b>	The IC shared thanks to AS and TS for a well-executed team summer social.	None
2. <b>Staff Meeting Minutes</b>	<ol style="list-style-type: none"> <li>Staff meeting minutes for July 2021 were approved, with no amendments.</li> <li>Past staff meeting minutes will be uploaded onto the ICO website once it has been redesigned.</li> </ol>	<ul style="list-style-type: none"> <li>TS to finalise July minutes as approved.</li> </ul>
3. <b>Review Team</b>	<ol style="list-style-type: none"> <li>Review statistics as of 31 July 2021 were as follows: <ul style="list-style-type: none"> <li>Total applications: 173</li> <li>Pending investigations: 41</li> <li>Pending validation: 1</li> <li>Closed – decided: 82</li> <li>Closed – resolved: 20</li> <li>Closed – invalid: 22</li> <li>Closed – abandoned: 7</li> </ul> <p>In July 2021, the ICO:</p> <ul style="list-style-type: none"> <li>received 3 new applications</li> <li>issued 3 decisions</li> <li>resolved 0 cases</li> <li>closed 0 cases because it was invalid, and</li> <li>closed 0 cases because it was abandoned.</li> </ul> </li> <li>Highlights were shared about Decisions 04/2021 to 06/2021.</li> <li>A possible topic for the September IC quarterly briefing is the exemption discussed in Decision 05/2021.</li> <li>Compliance is pending for 2 [REDACTED] Decisions [REDACTED], along with the overdue compliance with an IC order as previously discussed.</li> <li>A brief update on the ongoing judicial review was given. The IC encouraged all staff to plan to attend the in-person court hearing.</li> </ol>	<ul style="list-style-type: none"> <li>LD to share Workpro login details.</li> </ul>

	6. Outstanding issues preventing users' full access to all parts of Workpro have been resolved, some requiring coordination between CAS and Oxygen. The Review Team started building Workpro letter templates. The goal is to complete set-up for real-time progression of reviews by 31 March 2022.	
4. Finance/Administration	<ol style="list-style-type: none"> <li>1. Staff were reminded of the superannuation repayment deadline on 30 September. Questions were raised. TS will liaise with ACG for replies.</li> <li>2. Voluntary suspension of pension contributions to the PSSF and Social Insurance, respectively, ended 31 July 2021. Reduction of 10% to all salaries (and wages) also ended, which will be reflected on 31 August 2021 payroll.</li> <li>3. Preparation of audit file for fiscal year 2020/2021 is still on-going. Deadline to submit to the OAG is to be confirmed.</li> <li>4. Staff fridge is scheduled to be cleaned on Thursday; therefore, staff are asked to clear the fridge of any personal items by the end of lunch tomorrow.</li> </ol>	<ul style="list-style-type: none"> <li>• Staff to provide monthly responses by Friday.</li> <li>• Staff to clear the fridge of personal items, for cleaning tomorrow.</li> <li>• TS to liaise with ACG re PSSF repayment queries.</li> <li>• Staff to decide on PSSF repayment by 30 September.</li> </ul>
5. Human Resources	<ol style="list-style-type: none"> <li>1. The next staff training will be the ICIC webinar on 25 August, <i>Access to Information and Freedom of Press</i>. The IC shared her expectation for all staff to join in-person in the ICO boardroom.</li> <li>2. The IC encouraged all staff to watch the recording of the ICIC webinar held on 28 July, and for future ICIC webinars to catch up if an appointment or leave prevents anyone from joining in real-time.</li> <li>3. Staff were reminded to refer to the shared calendar for upcoming annual leave.</li> </ol>	<ul style="list-style-type: none"> <li>• Staff to watch 28 July ICIC webinar (if plan for 5 August, can coordinate with GG).</li> <li>• Staff to attend 25 August ICIC webinar together.</li> <li>• Staff to submit annual leave requests ASAP.</li> </ul>
6. Compliance	No update.	None
7. Team/Culture Building	No update.	None
8. Outreach/Education	<ol style="list-style-type: none"> <li>1. Public awareness statistics for July 2021 were as follows: <ol style="list-style-type: none"> <li>a. Facebook: <ul style="list-style-type: none"> <li>▪ Post Reaches (number of people who saw any of our posts at least once) = 3,854</li> <li>▪ Post Engagement (number of times people engaged with our posts through reactions, comments, shares and clicks) = 96</li> <li>▪ Page Reaches (number of people who had any content from your Page or about your Page enter their screen) = 10,580</li> <li>▪ Page Engagements (number of people who engaged with your Page) = 131</li> </ul> </li> <li>b. Website (ico.bm) – Google Analytics: <ul style="list-style-type: none"> <li>▪ Session (visits to our site) = 251</li> <li>▪ Session Duration (average length of session) = 1:43</li> <li>▪ Top 3 landing pages: Homepage, Decisions, Monthly Roundup</li> </ul> </li> <li>c. Website (ico.bm) – Wix Reports:</li> </ol> </li> </ol>	<ul style="list-style-type: none"> <li>• AS &amp; LD to draft insight, decision blurb, Q&amp;A for July MR by Friday.</li> <li>• Team to brainstorm RTK ideas.</li> <li>• SB to share Future Leaders Bermuda recent press conference link.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Session (visits to our site) = 206</li> <li>▪ Session Duration (average length of session) = 1:28</li> <li>▪ Top 3 landing pages: Homepage, Monthly Roundup, Decisions</li> </ul> <ol style="list-style-type: none"> <li>2. SB shared about plans for RTK Week. <ol style="list-style-type: none"> <li>a. Theme for RTKW: Now You Know...because of the PATI Act. We will focus on 7 impactful disclosures and what the public now knows because of them. Reinforcing what the public now knows because of PATI requests.</li> <li>b. Saturday, 25 September: ICO will host an in person 3-hour capacity-building workshop. Attendees will be members of the public who are potential PATI requesters; target groups include socially-engaged and community-focused groups. The workshop will include an IC address; a 'fireside chat' between the IC and a moderator; breakout groups on how to make PATI requests, facilitated by the Review Team &amp; IC; a panel and closing Q&amp;A. In case of amendments to Covid-related regulations, we will plan to switch to a virtual format if needed. Invitations will be sent out by mid-August.</li> <li>c. The IC will deliver her annual declaration virtually.</li> <li>d. The IC's Annual Award for Information Officers will continue. Nomination forms will be distributed by next week. The team will present the award by 'motorcade' again.</li> <li>e. The team's ideas are sought on various points, including a 'thank you' for Information Officers and a title and slogan for the workshop.</li> </ol> </li> <li>3. The July monthly roundup is scheduled to be published on Monday, 9 August, with content due by Friday.</li> <li>4. The IC is scheduled to speak with the current Future Leaders cohort on 18 August and will lead a 2-hour discussion about PATI rights in the broader context of good governance. Any staff wanting to attend with GG and SB might do so. The IC thanked SB for facilitating her introduction to an important programme.</li> <li>5. An issue with ico.bm/decisions arose, where a column stopped displaying correctly. The Review Team were encouraged to raise any observations with SB.</li> </ol>	
9. IC Update	None	None
10. A.O.B.	1. The next staff meeting will be on Wednesday, 1 September 2021.	None
<b>**CONFIDENTIAL &amp; SECRET = NOT FOR PUBLIC DISCLOSURE**</b>		

<b>Review Team</b>	1.	[REDACTED]	
	2.	[REDACTED]	
	3.	[REDACTED]	

**APPROVAL:** The ICO adopted and approved the 4 August 2021 staff meeting minutes at the 1 September 2021 staff meeting.