

STAFF MEETING MINUTES

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

DATE: Wednesday, 1 September 2021
TIME: 9:35am – 11:05am
TAKEN BY: All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	None	None
2. Staff Meeting Minutes	1. Staff meeting minutes for August 2021 were approved, with no amendments.	• LD to finalise August minutes as approved.
3. Review Team	<p>1. Review statistics as of 31 August 2021 were as follows:</p> <ul style="list-style-type: none"> ▪ Total applications: 174 ▪ Pending investigations: 42 ▪ Pending validation: 0 ▪ Closed – decided: 83 ▪ Closed – resolved: 20 ▪ Closed – invalid: 22 ▪ Closed – abandoned: 7 <p>In August 2021, the ICO:</p> <ul style="list-style-type: none"> ▪ received 1 new application ▪ issued 1 decision ▪ resolved 0 cases ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. <p>2. A highlight from Decision 07/2021 was shared.</p> <p>3. Compliance is pending and on-target for 2 [REDACTED] Decisions [REDACTED], along with the overdue compliance with an IC order as previously discussed. Progress is underway on all IC orders.</p> <p>4. For the ongoing judicial review, a hearing date has not yet been set but expected to be held in September.</p> <p>5. The status for Workpro remains the same.</p>	• LD to share Workpro login details.

<p>4. Finance/Administration</p>	<ol style="list-style-type: none"> 1. New desktops have been ordered for all staff. Delivery may occur soon. 2. Staff were reminded to provide their monthly updates to TS, including on recent overtime earned. TIL requests may be made to LD, in GG's absence. 3. Staff were reminded of the superannuation repayment deadline on 30 September. TS awaits ACG's reply to the team's questions. 4. Staff were reminded of the internal memo on using the intercom system, saved on the shared drive. 	<ul style="list-style-type: none"> • Staff to send monthly updates by 13 September (before TS's return). • TS to update team on ACG's reply re PSSF repayment queries. • Staff to decide on PSSF repayment by 30 September. • LD to check where logs are stored. • LD to email 2Tech for SB to have swipe access to the new library. • LD to share overtime info.
<p>5. Human Resources</p>	<ol style="list-style-type: none"> 1. The next staff training will be the ICIC webinar on Wednesday, 29 September. Staff will watch together in-person in the ICO boardroom. The option to post questions or comments in the live chat during the webinar, on behalf of the team, will be considered. 	<ul style="list-style-type: none"> • Staff to attend 29 September ICIC webinar together.
<p>6. Compliance</p>	<p>None</p>	<p>None</p>
<p>7. Team/Culture Building</p>	<ol style="list-style-type: none"> 1. SB raised a team challenge idea for encouraging staff to move their bodies throughout the workday. 	<ul style="list-style-type: none"> • AS & TS to brainstorm exercises per station/activity.
<p>8. Outreach/Education</p>	<ol style="list-style-type: none"> 1. Public awareness statistics for August 2021 were not yet compiled at time of meeting, and will be distributed to staff via email. 2. SB shared plans for the ICO's first <i>PATI, People and Progress</i> workshop. <ol style="list-style-type: none"> a. Invites for the PPP workshop to about 40 organisations have been distributed. One registration was received. SB will start target-calling to entice the invitees. b. Media Maya has been secured. Media Maya has requested that she wishes to do a site visit before the event. c. The ICO team will assist with passing microphones and leading breakout groups. d. Staff are expected to assist with setup at St. Paul's on the evening of Friday, 24 September. 3. SB shared about other plans for RTK Week. <ol style="list-style-type: none"> a. Nomination forms for the IC's Annual Award for Information Officers were distributed. AS suggested the IC could send the reminder, encouraging heads of authorities to nominate. b. Short videos of the IC discussing stories of impactful PATI disclosures will be created for release during the week. AS suggested various topics. LD will consider more topics. c. The team's ideas are sought on various points, including gift packets for panelists. 	<ul style="list-style-type: none"> • SB to email public awareness stats. • AS & LD to draft insight, decision blurb, Q&A or Tips for August MR by 7 September. • SB to draft piece on FLB community fair for August MR. • Team to brainstorm RTK ideas. • Staff to plan for event set-up during 24 September evening. • SB to ask FLB organiser when to expect access to community fair footage; then SB can post on FB. • SB to consider target-calling school year-level team leaders.

	<p>4. The IC, SB and AS attended the Future Leaders Bermuda community fair this past Sunday and set up an information booth about the ICO. SB shared about some highlights, including a steady flow of attendees at the ICO's tent, their specific questions to learn how to engage the PATI process and genuine interest. The ICO's giveaways were evenly shared amongst who visited the tent. Various media were onsite, and the IC was briefly interviewed by Media Maya. The event organisers took photographs and other footage as well. SB will include a write-up in the August monthly roundup.</p> <p>5. The ICO presented 40 ICO-branded giveaways to Gina Spence Productions (GSP) for the children in their Champions Programme, along with ICO brochures that will be included as part of their Each One Reach One back to school programme distribution to approx. 450 of their community clients.</p> <p>6. Other community events being planned for the year include: an ICO information booth for GSP likely in October; the IC presenting to the West Pembroke PTA; and the IC engaging with a group of students, as initiated by a Berkeley teacher.</p> <p>7. The August monthly roundup is scheduled to be published on Friday, 10 September, with content due by next Tuesday.</p>	
9. AIC Update	None	None
10. A.O.B.	1. The next staff meeting will be on Wednesday, 6 October 2021.	None
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Review Team	<p>1. [REDACTED]</p> <p>2. [REDACTED]</p> <p>3. [REDACTED]</p>	<ul style="list-style-type: none"> • [REDACTED] • [REDACTED]

	4.	<p>[REDACTED]</p>	
	5.	<p>[REDACTED]</p>	

APPROVAL: The ICO adopted and approved the 1 September 2021 staff meeting minutes during the 6 October 2021 staff meeting.