

STAFF MEETING MINUTES

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

DATE: 7 October 2020
TIME: 9:31am – 11:11am
TAKEN BY: All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	The team appreciated SB for her excellent work on the Right to Know celebration.	None
2. Staff Meeting Minutes	<ol style="list-style-type: none"> Minutes were adopted and approved for the September 2020 staff meeting. The IC will review the approved minutes for posting on the ICO website. October 2020 minutes will be approved in November 2020. 	<ul style="list-style-type: none"> AS to redact September minutes TS to send approved September minutes
3. Review Team	<ol style="list-style-type: none"> Review statistics as of 30 September 2020 were as follows: <ul style="list-style-type: none"> Total applications: 142 Pending investigations: 26 Pending validation: 1 Closed – decided: 72 Closed – resolved: 17 Closed – invalid: 19 Closed – abandoned: 7 In September 2020, the ICO: <ul style="list-style-type: none"> received 1 new application issued 0 decision resolved 0 case closed 0 case because it was invalid, and closed 0 case because it was abandoned. There is only one [REDACTED]. The Review Team provided an update on [REDACTED]. There has been a delay on CAS's end to release the Workpro test site, but it will do so on 9 October 2020. The ICO will then have 5 days to test the site. Workpro is targeted to go live at the end of October 2020. 	None

<p>4. Finance/Administration</p>	<ol style="list-style-type: none"> 1. Staff are reminded to submit month-end items by this Friday, October 9th: <ol style="list-style-type: none"> a. TIL schedules or confirmation of NIL returns b. Requests for TIL pay-out c. Requests for overtime pay-out d. Reimbursements e. Section meeting notes 2. Staff requested annual leave balance reports to assist with planning leave for the remainder of the calendar year. 3. Ahead of the 31 December 2020 deadline, TS requested for staff to review leave details for accuracy and inform her of any discrepancies to be corrected in the VLT. 4. Staff are appreciated for cleaning up the office as scheduled on 1 October 2020. 5. TS will continue with re-organising the electronic files for finance/admin. LD will support with advice. 	<ul style="list-style-type: none"> • All staff to confirm TIL, overtime etc. by 9 October • TS to forward VLT status reports to staff by 9 October • All staff to review reports for accuracy ahead of 31 December deadline • LD to share tips on e-file organisation
<p>5. Human Resources</p>	<ol style="list-style-type: none"> 1. Two staff mentioned potential vacation days in the near future. 	<p>None</p>
<p>6. Compliance</p>	<p>No updates.</p>	<p>None</p>
<p>7. Team/Culture Building</p>	<ol style="list-style-type: none"> 1. The team agreed to have the holiday dinner on 11 December 2020 at the Loren, including a 'secret santa' exchange. 2. The team agreed that a mid-year activity is no longer needed. 3. The team suggested miniature golf to be included in the next staff activity. 	<ul style="list-style-type: none"> • AS/TS to arrange team dinner for 11 December
<p>8. Outreach/Education</p>	<ol style="list-style-type: none"> 1. The PO noted the following ICO publications were posted to the website: <ol style="list-style-type: none"> a. August Roundup b. Press releases for Decisions 10/2020 to 13/2020 and the IC's Right to Know Day Declaration c. Review statistics 2. Monthly Roundup: <ol style="list-style-type: none"> a. September issue is being drafted with the aim to publish the week of 12 October. It will include a highlight on the 2020 IC awardees. b. Investigator's Insight topic will be fairness. 3. Facebook: <ol style="list-style-type: none"> a. Metrics for September included: Reach: 11,368, Engagement: 774, Post Engagement: 230. b. The PO noted that a review of the FB stats will be done to ensure that data is being reported correctly. c. The PO thanked the Review Team for their input and assistance with responding to FB comments. 4. Website: 	<p>None</p>

	<p>a. Metrics for September were unavailable. There is an issue with Google Analytics as no data was captured for the month of September for ico.bm. The PO has reached out to Oxygen for assistance.</p> <p>5. RTKW 2020:</p> <p>a. The Instagram campaign has been pushed forward to November 2020.</p> <p>b. Online ads will be booked to run during the 3rd and 4th weeks in October to support the release of the awareness videos.</p> <p>c. Appreciation cards have been mailed to all IOs.</p> <p>d. The banners did not arrive on island in time for posting during RTKW, due to delays caused by the storms. Two banners are generic and can be used in the future outside of RTKW.</p>	
9. AIC Update	No updates.	None
10. A.O.B.	1. Next staff meeting will be on 4 November 2020.	None

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Review Team	<p>1. [REDACTED]</p> <p>2. [REDACTED]</p> <p>3. [REDACTED]</p> <p>4. [REDACTED]</p>	None
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Human Resources	1. 2.	[REDACTED]	• [REDACTED]
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APPROVAL: The ICO adopted and approved the 7 October 2020 staff meeting minutes at the 5 November 2020 staff meeting.