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, 6 October 2021 **TIME:** 9:35am – 10:35am **TAKEN BY:** All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	None	None
2. Staff Meeting Minutes	1. Staff meeting minutes for September 2021 were approved, with no amendments.	• TS to finalise Sep minutes as approved.
3. Review Team	1. Review statistics as of 30 September 2021 were as follows: ▪ Total applications: 179 ▪ Pending investigations: 43 ▪ Pending validation: 0 ▪ Closed – decided: 86 ▪ Closed – resolved: 20 ▪ Closed – invalid: 23 ▪ Closed – abandoned: 7 In September 2021, the ICO: ▪ received 5 new applications (incl. 1 application that was received by late August but unaccounted for in the previous monthly statistics) ▪ issued 3 decisions ▪ resolved 0 cases ▪ closed 1 case because it was invalid, and ▪ closed 0 cases because it was abandoned. 2. Highlights from Decisions 08, 09 and 10/2021 were shared. 3. Compliance with the Order accompanying Decision [redacted] has been confirmed. Compliance is still on-target for the Orders accompanying Decisions [redacted] and [redacted]. Compliance is pending for new Orders accompanying Decisions [redacted] and [redacted] Outstanding compliance with the Order accompanying Decision [redacted] has been fully settled.	• Staff to plan to attend Court hearing on Wed 8 Dec.

	4. For the ongoing judicial review, a Supreme Court hearing date has been set for Wednesday, 8 December at 10am. All staff are encouraged to attend in-person. 5. The status for Workpro remains the same.	
4. Finance/Administration	1. New desktops are scheduled to be installed by Oxygen on Friday, 29 October. Staff may be called on by Oxygen to log on as needed to assist with the process. 2. Staff were reminded to provide their monthly updates to TS, including any recent overtime earned. 3. Confirmations to repay superannuation contributions were due to the AcG by 30 September. AcG has not yet confirmed how the repayments will be organised. 4. The Budget Preparation process for 2022/23 (ZBB Estimates) has commenced, which should be completed in February 2022. AS is supporting GG with related budget planning matters. No furniture or equipment purchases are planned. 5. TS will be checking leave entries to ensure leave records are up-to-date, and may check in with staff for confirmations.	• Staff to send monthly updates by Fri 8 Oct. • TS to update team on ACG's reply re PSSF repayment queries. • TS to email staff individually to confirm whether they opted to repay into their superannuation for payroll purposes. • TS to clarify administration process re superannuation repayment. • Staff to speak with TS/GG asap if anticipate furniture/equipment needs for 2022/23.
5. Human Resources	1. The next staff training will be the ICIC webinar on Wednesday, 27 October on 'state secrecy'. 2. Liz Dolan is continuing to support the review team until 31 December. 3. The IC is submitting the paperwork required for recruiting a third investigator. 4. Staff will continue remote work, and GG will continue briefly visiting the physical office weekly to check for mail etc. GG is monitoring the COVID-19 situation; the hospital remains overwhelmed. Staff who need to go into the physical office should let GG know, and TS can organise cleaning.	• Staff to attend online ICIC webinar on Wed 27 Oct. • Staff to speak with GG if need to go into physical office.
6. Compliance	1. The 2021 Annual Return is scheduled to be distributed to public authorities in mid-November. GG suggested a later date based on the rate of last year's submissions.	None
7. Team/Culture Building	1. A teambuilding activity is scheduled for Friday, 29 October. Staff should set out-of-office messages on Thursday before leaving.	• Staff to set out-of-office for Fri 29 Oct.
8. Outreach/Education	1. Public awareness statistics for September 2021: Facebook: • Post Reaches (The number of people who saw any of our posts at least once) = 6,824 • Post Engagement (The number of times people engaged with our posts through reactions, comments, shares and clicks) = 419 • Page Reaches (The number of people who had any content from your Page or about your Page enter their screen) = 11,565 • Page Engagements (The number of people who engaged with your Page) = 251	• AS & LD to draft insight, decision blurbs, Q&A or Tips for Sep MR by Fri 8 Oct.

	Website: • Google Analytics: ○ Session (A session is a visit to your site) = 256 ○ Session Duration (The average length of a Session) = 1:30 ▪ Top 3 Landing Pages: Homepage, Monthly Roundup, Decisions • Wix Reports: ○ Session (A session is a visit to your site) = 256 ○ Session Duration (The average length of a Session) = 1:30 ▪ Top 3 Landing Pages: Homepage, Monthly Roundup, Decisions 2. SB shared about RTK Week. a. GG conducted an interview with The Daily Hour team on RTKD on Tuesday, 28 September. b. GG delivered her 1st virtual RTKD declaration and released it on ico.bm, FB, IG and YT. c. Four "What Do You Know Now?" public awareness videos were recorded and released on ico.bm, FB, IG and YT. d. A "Thank You" note from GG was distributed via email to IOs. TS created the artwork for the note. The ICO received three responses from IOs saying thank you for the effort to acknowledge their work. 3. The "PATI, People, Progress" Workshop was postponed for health and safety reasons until a later date. 4. Two awardees have been selected for the 2021 Commissioner's Award. 5. The September monthly roundup is scheduled to be published on Wednesday, 13 October, with content due by this upcoming Friday (8 October).	
9. IC Update	1. The Privacy Commissioner's Office has been selected to host the 2023 privacy conference. IC does not anticipate substantive involvement from the ICO for planning or participating at the conference. It may be an opportune time to organise an ICIC meeting for immediately before the conference start, due to the expected attendance of information commissioners who might share responsibilities for privacy.	None
10. A.O.B.	1. The next staff meeting will be on Wednesday, 3 November 2021.	None
****CONFIDENTIAL & SECRET = NOT FOR PUBLIC DISCLOSURE****		

Review Team	1. [redacted] 2. 3. 4. 5. 6.	

APPROVAL: The ICO adopted and approved the 6 October 2021 staff meeting minutes during the 12 January 2022 staff meeting.