

STAFF MEETING MINUTES

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

DATE: 5 November 2020
TIME: 9:30am – 11:40am
TAKEN BY: All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	The team received small gifts to inspire the upcoming team outing before the holidays.	None
2. Staff Meeting Minutes	<ol style="list-style-type: none"> Minutes for the October 2020 staff meeting were adopted and approved. The IC will review the approved minutes for posting on the ICO website. 	<ul style="list-style-type: none"> AS to redact October minutes TS to send approved minutes
3. Review Team	<ol style="list-style-type: none"> Review statistics as of 31 October 2020 were as follows: <ul style="list-style-type: none"> Total applications: 146 Pending investigations: 28 Pending validation: 2 Closed – decided: 73 Closed – resolved: 17 Closed – invalid: 19 Closed – abandoned: 7 <p>In October 2020, the ICO:</p> <ul style="list-style-type: none"> received 4 new applications issued 1 decision resolved 0 cases closed 0 cases because it was invalid, and closed 0 cases because it was abandoned. None of the IC's decisions are under judicial review. [REDACTED] The IC issued her second decision discussing the frivolous or vexatious provision. The Review Team shared some highlights. The Review Team updated on recent progress with [REDACTED]. Testing of the Workpro test site (UAT2) remains underway, since its release to us on 19 October 2020. Some issues will need to be fixed before 'go live', which will require another testing period (UAT3). Hopefully go live will be completed by the end of the calendar year. 	<ul style="list-style-type: none"> Review team to start case migration planning for Workpro, including flagging old files for Temp. Admin. Asst. to scan

<p>4. Finance/Administration</p>	<ol style="list-style-type: none"> 1. Staff virtual training on the 'Introduction to the Code of Practice' is scheduled for 18 November 2020 with the Office of Project Management and Procurement (OPMP) from 10am – 12pm. Revisions to the Code of Practice made effective in July 2020 will also be covered. A pre-questionnaire is required to be completed 2 days before attending the session. 2. A Temp. Administrative Assistant will be joining the ICO on 9 November 2020 to cover some of the finance and administrative duties while the OM is engaged with the ICO 2020 Annual Return process. Assistance will be provided Monday to Friday, 11am – 5pm. 3. In preparation for Workpro, the Temp. Administrative Assistant will also be available to assist with scanning historical case files, which will be uploaded in abbreviated format onto the system once it is up and running. 4. The ICO will be engaged in the 2021/22 Budget Preparation process, which commenced 27 October 2020 and is scheduled to conclude at the end of March 2021. Budget return packages will be prepared in accordance with the Zero-Base Budgeting method. 5. 2021/22 Budget Ceilings have not been distributed by the Budget Office as yet. However, we also anticipate that a budget-cut will be proposed. 6. As part of the budget preparation process, the current ICO Performance Measures will need to be reviewed and updated. The IC will liaise with each section regarding updates. 7. The Austerity Measures 10% Salary/Wage reduction will be lifted in August 2021. Therefore, next year's salaries will be calculated as follows: <ul style="list-style-type: none"> • April 2021 – July 2021: salaries at 10% reduction • August 2021 – March 2022: salaries at ordinary pay scale rate. 8. The IC and OM noted that there will be no change to the 2021/22 budget for the ICO I.T. infrastructure. The main projects will be the website redesign and configuring Workpro for the ICO's compliance activity. 9. The OM requested that needed purchases for items such as books, online training, etc., should be forwarded by the end of January to be received before 31 March 2021. 	<ul style="list-style-type: none"> • TS to send calendar reminder to staff on Friday, 13 November • All staff to submit pre-questionnaire to OPMP by Friday, 13 November (Monday, 16 November at the latest); see OPMP email for questionnaire and return email address • TS to circulate external due date(s) for Performance Measures • AS to begin compiling applications for review stats for budget book • Staff to forward any procurement requests to OM by 29 January 2021
<p>5. Human Resources</p>	<ol style="list-style-type: none"> 1. The ICO's COVID-19 Policy and Procedures have been drafted by the OM and will be circulated to staff once finalised by the IC. 2. Staff mid-year performance review meetings will be scheduled for the week of 16 November. Any adjustments to individual performance measures will also be discussed during this time. Mid-year review details also will be relied on for compiling the office-level performance measure outcomes, which will be published in the Government's budget book. 	<ul style="list-style-type: none"> • GG to circulate mid-year performance review forms to staff • GG to schedule mid-year review sessions for 16-20 November • OM to circulate COVID-19 policy/procedure once finalised

6. Compliance	<ol style="list-style-type: none"> The IC thanked the team for the Annual Return planning meeting held last week. SB and TS will start to send out the Annual Return packages next week, starting 9 November. Any suggested revisions to the package are due tomorrow. Staff are reminded to keep communication open between teams concerning the public authorities under review, changes to their personnel, etc. 	<ul style="list-style-type: none"> AS to suggest revisions to AR package by 6 November AS to email SB list of PAs under current review
7. Team/Culture Building	<ol style="list-style-type: none"> The team dinner booking was made for 11 December. Invitations will be extended to colleagues. 	
8. Outreach/Education	<ol style="list-style-type: none"> The ICO released a public awareness video series during October. Very positive responses were received. All videos are posted on the ICO website (3 on the home page and 1 on the 'How to Make a PATI request' tab). The IC's interview with the BBC was effective and focused on our messaging. The clip is available on BBC's portals. The IC congratulated SB for our great publications and outreach in October. The October Monthly Roundup will be issued next week. The ICO is now posting daily on Facebook about access to information topics. Any suggestions should be sent to SB. The ICO's Instagram (IG) account is now active. The IG campaign start is on hold. 	<ul style="list-style-type: none"> GG to circulate BBC interview clip Anyone may suggest FB postings to SB
9. IC Update	<ol style="list-style-type: none"> The IC has submitted our corrections for the background of the draft Carter Center report. We await a completed assessment report. The IC is aiming to release the s.57 Report (PATI implementation) in November. Discussions have started with the PIPA/PATI Unit on the PIPA/PATI harmonising amendment as well as a standalone PATI amendment. 	<ul style="list-style-type: none"> GG to schedule call re s.57 Report (PATI implementation) rollout plan
10. A.O.B.	<ol style="list-style-type: none"> Next staff meeting will be on 2 December 2020. 	<ul style="list-style-type: none"> Anyone may suggest agenda items by 30 November

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Review Team	<ol style="list-style-type: none"> [REDACTED] [REDACTED] [REDACTED] 	
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APPROVAL: The ICO adopted and approved the 5 November 2020 staff meeting minutes at the 2 December 2020 staff meeting.