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:** 2 December 2020 **TIME:** 9:35am – 11:00am **TAKEN BY:** All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	The team gave positive affirmations to each other.	None
2. Staff Meeting Minutes	1. Minutes for the November 2020 staff meeting were adopted and approved. 2. The IC will review the approved minutes for posting on the ICO website.	• AS to redact November minutes • TS to send approved minutes
3. Review Team	1. Review statistics as of 30 November 2020 were as follows: ▪ Total applications: 150 ▪ Pending investigations: 28 ▪ Pending validation: 3 ▪ Closed – decided: 75 ▪ Closed – resolved: 17 ▪ Closed – invalid: 20 ▪ Closed – abandoned: 7 In November 2020, the ICO: ▪ received 4 new applications ▪ issued 2 decisions ▪ resolved 0 cases ▪ closed 1 case because it was invalid, and ▪ closed 0 cases because it was abandoned. 2. One of the decisions issued by the IC concerns a PATI request [redacted] 3. The review that was found to be invalid concerned a request for records filed with [redacted]	None

	4. The Review Team provided an update on three Summonses issued by the IC in one of the pending reviews. 5. The Review Team shared that it had adjusted its 2020 case closure target. It expects to close three more cases by decision. 6. The Workpro test site (UAT2) feedback was submitted to CAS on 11 November, and we await their timeframe for when the new testing site (UAT3) will be ready, which should be the final step before go live.	
4. Finance/Administration	1. ICO staff attended the virtual training on the 'Introduction to the Code of Practice' on 18 November 2020 with the Office of Project Management and Procurement (OPMP). Staff noted specific and general questions following the session about the content discussed in the training. 2. The installation of the intercom system for the ICO (and OPC) office space was recently completed by 2 Tech, with the exception of the testing. Orientation of the new system will be scheduled once the testing is completed and when all staff are available. 3. Small works to be completed throughout the office (hanging paper towel dispenser, coat rack and dry erase boards) has been postponed to the new year as a matter of caution due to the pandemic. 4. TS indicated that the usual monthly reminder for deadlines will be forwarded today.	• TS to collate questions to forward to OPMP and Non-Ministry Comptroller, respectively, for response • Staff to forward questions to TS by Friday, 4 December • TS to send December's monthly reminder email to staff
5. Human Resources	1. The IC reviewed recent COVID policy updates in response to local transmission cases. The ICO's existing COVID policies were focused on managing travel and have been updated to address local transmission quarantines, COVID screening/contact tracing forms, renewal of remote work options, and postponement of unnecessary vendors/visitors coming into the office. 2. Mid-year reviews had been postponed but now need to be scheduled. Officers are asked to propose an hour meeting time and date to conduct the mid-year reviews on or before 11 December.	• Staff to schedule mid-year review with GG by 11 December
6. Compliance	1. An update will be sent by email following the staff meeting.	• SB to update staff on annual return process
7. Team/Culture Building	1. The team holiday dinner has been cancelled, due to COVID-19. The team agreed to hold a holiday ornament and card decorating event on Monday, 14 December instead. AS and TS will circulate an email with further details.	• AS/TS to circulate email on the 14 December 2020 event
8. Outreach/Education	1. The Monthly Roundup is due for publishing on Monday, 7 December. 2. The IC Briefing is scheduled for Monday, 7 December and will cover the ICO Annual Return. 3. Further updates will be sent by email following the staff meeting.	• SB to update staff on outreach stats etc.

9. IC Update	1. The final Carter Center Report was received on 29 November and will be distributed to the assessed public authorities this week. Broader publicity will be given to it after the holidays. 2. The IC's s.57 report will be finalised now, but publication will be held off until after the new year.	None
10. A.O.B.	1. Next staff meeting will be on Thursday, 7 January 2021.	• Anyone may suggest agenda items by Monday, 4 January
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Review Team	1. [redacted] 2. 3.	None

APPROVAL: The ICO adopted and approved the 2 December 2020 staff meeting minutes at the 7 January 2021 staff meeting.