

### 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, 1 December 2021  
**TIME:** 9:43am – 11:45am  
**TAKEN BY:** All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. <b>Welcome</b>	The IC led a gift-giving game, to inspire the team's year-end social.	None
2. <b>Staff Meeting Minutes</b>	1. Staff meeting minutes for October and November 2021 were deferred for approval until January 2022, as they were not ready in time.	<ul style="list-style-type: none"> <li>• Staff to finalise Oct minutes.</li> <li>• Staff to finish drafting Nov minutes.</li> </ul>
3. <b>Review Team</b>	<p>1. Review statistics as of 30 November 2021 were as follows:</p> <ul style="list-style-type: none"> <li>▪ Total applications: 188</li> <li>▪ Pending investigations: 42</li> <li>▪ Pending validation: 4</li> <li>▪ Closed – decided: 91</li> <li>▪ Closed – resolved: 20</li> <li>▪ Closed – invalid: 24</li> <li>▪ Closed – abandoned: 7</li> </ul> <p>In November 2021, the ICO:</p> <ul style="list-style-type: none"> <li>▪ received 5 new applications</li> <li>▪ issued 3 decisions</li> <li>▪ resolved 0 cases</li> <li>▪ closed 1 case because it was invalid, and</li> <li>▪ closed 0 cases because it was abandoned.</li> </ul> <p>2. Highlights were shared about Decisions 13/2021 to 15/2021, with compliance pending in Decisions [REDACTED] and [REDACTED].</p> <p>3. A brief update on the ongoing judicial review was given. The IC encouraged all staff to plan to attend the in-person court hearing.</p> <p>4. The status for Workpro remains the same.</p>	<ul style="list-style-type: none"> <li>• Staff to attend Court hearing on Wed 8 Dec.</li> </ul>
4. <b>Finance/Administration</b>	1. The annual staff photos is scheduled for the afternoon of Friday, 10 December, with the same photographer engaged last year.	<ul style="list-style-type: none"> <li>• Staff to prepare for annual photos on 10 Dec.</li> </ul>

	<ol style="list-style-type: none"> <li>2. Budget preparation for 2022/2023 has completed. The IC has requested an increase. This will accommodate local and overseas training for existing and new staff.</li> <li>3. The ICO/OPC physical floor plan, to accommodate new staff for both offices, is being re-discussed. The OPC has requested budget to rent the other side of the floor. Pending this budgetary decision, the IC will re-consider the office/cubicle arrangements for the review team.</li> <li>4. It was brought to the ICO's attention that our contact details resulting in some online searches may refer to our former location and phone number. The IC has spent some time making the appropriate requests for amending metaverse searches. Since the former phone number is owned by the government, SB attempted to reach Wintel via IDT, and TS will now progress the matter.</li> <li>5. The deskphone in the (unmanned) reception area has been re-activated for the ICO/OPC's use. It may be used for both internal and external calls. It seems to have been disconnected accidentally at some point after the move.</li> <li>6. The IC and TS are aware that the ICO has received some OPC calls in error.</li> <li>7. Configuring the ICO's phone system can be a project for the new year.</li> </ol>	<ul style="list-style-type: none"> <li>• TS to email AW cc GG re OPC calls getting routed to ICO.</li> <li>• TS to contact Wintel about resetting the ICO voicemail greeting on former phone, if able.</li> </ul>
<p><b>5. Human Resources</b></p>	<ol style="list-style-type: none"> <li>1. The IC has learned that some online courses offered for the UK's public sector officers are accessible to Bermuda's public officers via DEOD. Staff are encouraged to peruse the offerings.</li> <li>2. Performance appraisal mid-year reviews have been delayed until January 2022. The IC will discuss training plans with each officer during their one-on-one session.</li> <li>3. The IC was pleased for the ICO to have received 64 applications for the new Investigation Officer post, which was consistent with past recruitments. Applications were of a high calibre. The goal is to interview 6-8 people, scheduled for Thursday, 9 December and Friday, 10 December; they will end by noon on International Human Rights Day, to accommodate the external panellist. Notices will be sent today. Initial interviews and skills testing will be done virtually, with the final interview in-person. The IC would like to conclude this recruitment in January, with some overlap with the Deputy Information Commissioner's recruitment which will open on Monday, 6 December.</li> <li>4. Staff were encouraged to consider scheduling leave during December. The IC will be on-island for the holiday period.</li> </ol>	<ul style="list-style-type: none"> <li>• TS to circulate DEOD's Ignite directory.</li> <li>• GG to schedule mid-year reviews in Jan.</li> <li>• Staff to prep for mid-year reviews, including reflecting on training.</li> <li>• Staff to consider taking leave during Dec.</li> </ul>
<p><b>6. Compliance</b></p>	<ol style="list-style-type: none"> <li>1. Annual return packages have been distributed. The IC and SB considered ways to avoid the process being overwhelming for Information Officers. Enquiries are expected, especially from new Information Officers, and may be directed to SB. The first submission deadline is 31 December.</li> </ol>	<ul style="list-style-type: none"> <li>• Staff to direct annual returns related enquiries to SB.</li> </ul>

<p><b>7. Team/Culture Building</b></p>	<p>1. The venue is unavailable on/around the date selected for the year-end social event, Friday, 17 December. Alternative venues were brainstormed, for TS to enquire.</p>	<ul style="list-style-type: none"> <li>• TS to enquire and confirm new booking for social event.</li> <li>• AS/TS to share gift-exchange rules in advance of Fri 17 Dec.</li> </ul>
<p><b>8. Outreach/Education</b></p>	<ol style="list-style-type: none"> <li>1. Public awareness statistics for November 2021 were as follows: <ol style="list-style-type: none"> <li>a. Facebook: <ul style="list-style-type: none"> <li>▪ Post Reaches (number of people who saw any of our posts at least once) = 12,900</li> <li>▪ Post Engagement (number of times people engaged with our posts through reactions, comments, shares and clicks) = 1,332</li> <li>▪ Page Reaches (number of people who had any content from your Page or about your Page enter their screen) = 65,353</li> <li>▪ Page Engagements (number of people who engaged with your Page) = 1,992</li> </ul> </li> <li>b. Website (ico.bm) – Google Analytics: <ul style="list-style-type: none"> <li>▪ Session (visits to our site) = 1,921</li> <li>▪ Session Duration (average length of session) = 1:22</li> <li>▪ Top 3 landing pages: Job Opening, Homepage, Contact</li> </ul> </li> <li>c. Website (ico.bm) – Wix Reports: <ul style="list-style-type: none"> <li>▪ Session (visits to our site) = 1,832</li> <li>▪ Session Duration (average length of session) = 2:15</li> <li>▪ Top 3 landing pages: Job Opening, Homepage, About the ICO</li> </ul> </li> </ol> </li> <li>2. The November monthly roundup is scheduled to be published next Friday, 10 December, with content due by Friday. It will be a lighter edition, due to the review team’s priorities.</li> <li>3. The Bermuda Educator’s Council requested a discussion with the IC, scheduled for 7 December. It will be the final scheduled PATI presentation for the year.</li> <li>4. SB has continued to work with the videographer for the planned video. The script is ready. They are brainstorming about new visuals. The aim is for SB to complete the b-roll tasks before her annual leave starting 17 December. On-camera shots with staff will be postponed until January 2022.</li> <li>5. The annual report process will start in earnest next month. The same designer will be used, ID Associates. Last year’s ‘plan B’ design is also likely to be chosen for this year’s visual layout.</li> <li>6. The designer is working on redesigning a print ‘how to make a PATI request’ pamphlet. An infographic version will be posted on the new website.</li> <li>7. The new website is well underway. The draft mapping will be submitted shortly to SJD World for an estimate, for their consulting on it to begin in mid-January 2022.</li> </ol>	<ul style="list-style-type: none"> <li>• AS &amp; LD to draft decision blurb only for Nov MR by Friday.</li> <li>• Staff to share website ideas by no later than mid-Jan 2022.</li> </ul>

	Staff are encouraged to continue sharing ideas but by no later than mid-January; they may be added directly to the white board or emailed to SB.	
9. IC Update	None	None
10. A.O.B.	1. The next staff meeting will be scheduled for the new year.	None

**\*\*CONFIDENTIAL & SECRET = NOT FOR PUBLIC DISCLOSURE\*\***

Review Team	1.	[REDACTED]	• [REDACTED]
	2.	[REDACTED]	• [REDACTED]
	3.	[REDACTED]	
	4.	[REDACTED]	

**APPROVAL:** The ICO adopted and approved the 1 December 2021 staff meeting minutes at the 12 January 2022 staff meeting.