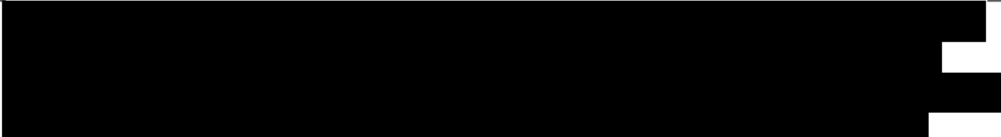
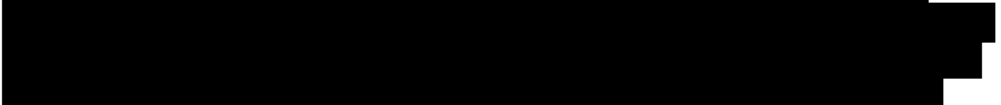


### STAFF MEETING MINUTES

**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 July 2022  
**TIME:** 9:30am – 11:35am  
**TAKEN BY:** All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	The team celebrated the upcoming holiday with a treat.	None
2. Staff Meeting Minutes	1. Approval for the June minutes is pending completion.	• Staff to complete June minutes
3. Review Team	<p>1. Review statistics as of 30 June 2022 were as follows:</p> <ul style="list-style-type: none"> <li>▪ Total applications: 236</li> <li>▪ Pending investigations: 64</li> <li>▪ Pending validation: 1</li> <li>▪ Closed – decided: 115</li> <li>▪ Closed – resolved: 23</li> <li>▪ Closed – invalid: 26</li> <li>▪ Closed – abandoned: 7</li> </ul> <p>In June 2022, the ICO:</p> <ul style="list-style-type: none"> <li>▪ received 3 new applications</li> <li>▪ issued 1 decision</li> <li>▪ resolved 1 case</li> <li>▪ closed 0 cases because it was invalid, and</li> <li>▪ closed 0 cases because it was abandoned.</li> </ul> <p>2. Highlights were shared about Decision 17/2022 and a review where resolution was used, as an alternative approach to investigation, to bring the parties together.</p> <p>3. The review team aims to begin importing active cases into Workpro this month.</p>	None
4. Finance/Administration	<p>1. Cleaning services hours have been extended to accommodate growing staff within ICO and PrivCom.</p> <p>2. Staff should advise TS of any office space needs or concerns.</p>	None
5. Human Resources	<p>1. GG will be conducting one-on-ones in July and has flagged training for officers, along with suggestions for reasonable performance objectives.</p> <p>2. A T/A Investigation Officer is currently in recruitment.</p>	• GG and staff to schedule meetings

	<ol style="list-style-type: none"> <li>3. Staff are reminded to wear masks when moving about the office.</li> <li>4. Staff are reminded that all guests should use the doorbell for entry.</li> <li>5. Staff should note upcoming vacation leave in the shared calendars.</li> </ol>	
6. Compliance	None	None
7. Team/Culture Building	None	None
8. Outreach/Education	<ol style="list-style-type: none"> <li>1. Website update &amp; launch – Website is scheduled to be relaunched on Thursday, 14 July. SJD will begin the process of changing over the site on Monday, 11 July. Any changes needed should be forwarded to SB by midday on Friday, 8 July. SB thanked the ICO team for their patience throughout this project and for all of their assistance to get the project to launch status.</li> <li>2. RTKW – Planning for RTKW week continues. City Hall has confirmed that it is unavailable for us to hang our banners this year. IDT has provided us with the full log from the PATI Request log from the PATI tracking system, which provides us with the background info that we need to take a closer look at what type of information that is being requested. The goal is to create a video series which highlights these findings (which will be released during RTKW) and possibly a MR type-publication to capture our findings. AS will take the first review of what we received from IDT and begin to identify the categories of information. The format of the publication is still to be decided.</li> <li>3. June Monthly Roundup – This issue is scheduled to be released by Wednesday, 13 July. Content will include the ICIC conference overview, RightsCon panel, Decision 17/2022 and Q&amp;A topics.</li> </ol>	None
9. IC Update	<ol style="list-style-type: none"> <li>1. Updates regarding the ICO's broader work with the ICIC included an overview of the role of the ICIC, the regional insights from the closed session of the ICIC, the role of donor bodies (e.g., UNESCO, UN) in recent years, and the ICO's membership in the Transparency By Design Working Group.</li> </ol>	None
10. A.O.B.	None	None
<b>**CONFIDENTIAL &amp; SECRET = NOT FOR PUBLIC DISCLOSURE**</b>		
Review Team	<ol style="list-style-type: none"> <li>1. </li> <li>2. </li> </ol>	None

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**APPROVAL:** The ICO adopted and approved the 6 July 2022 staff meeting minutes via email on 2 September 2022.