STAFF MEETING MINUTES	
IN ATTENDANCE: Gita Gutierrez (GG), Information Commissioner (IC); Answer Styannes (AS), Acting Deputy Information Commissioner (A/DIC); LaKai Dill (LD), Investigation Officer; Kentisha Tweed (KT), Investigation Officer; Ian Cameron (IAN), T/A Investigation Officer; Tikitta Suhartono (TS), Manager – Finance & Administration | **ABSENT:** Sheena Bassett (SB)	**DATE:** Wednesday, 7 June 2023 **TIME:** 9:35am – 10:50am **TAKEN BY:** All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	The IC and the team enjoyed refreshment in celebration of staff recognitions.	None
2. Staff Meeting Minutes	1. The May 2023 meeting minutes needs to be finalised, approved via email and redacted for publication.	• Team to finalise and approve the May and meeting minutes via email • AS to redact the approved May minutes • SB to upload redacted May minutes on 15 June
3. Review Team	1. Review statistics as of 31 May 2023 were as follows: ▪ Total applications: 258 ▪ Pending investigations: 49 ▪ Pending validation: 3 ▪ Closed – decided: 140 ▪ Closed – resolved: 29 ▪ Closed – invalid: 30 ▪ Closed – abandoned: 7 In May 2023, the ICO: ▪ received 8 new applications ▪ issued 1 decision ▪ resolved 0 cases ▪ closed 1 case because it was invalid, and ▪ closed 0 cases because it was abandoned. 2. Decision 08/2023 highlighted the challenges which the Ministry of Finance HQ has been experiencing with processing PATI requests. The decision laid out the procedural history,	

	which included attempts by the ICO to assist the Ministry HQ with bringing itself into compliance. The decision nicely exhibited that the Information Commissioner will work together with public authorities, when appropriate, to meet their obligations under the PATI Act.	
4. Finance/Administration	1. Salaries increase is noted for public officers, which will be processed on the July 2023 payroll. 2. TS shared that there has been an issue with the photocopier, due to lack of power. 3. The IC informed the team that the lease for office relocation has been approved and the relocation is targeted for 1 July. A guest wifi will be available once we have relocated to the new space.	
5. Human Resources	1. Collective Bargaining Agreement (CAB) amendments are currently being discussed and negotiated with the BPSU and the Bermuda Government. The current CAB is out of contract, but by default still enforceable. 2. The IC reminded the team to schedule and communicate summer vacation plans ahead. 3. A meeting with the BPSU representative is scheduled for 14 June. All BPSU members are encouraged to attend. The BPSU representative would like to introduce herself to the members at the ICO. The team is reminded that they can attend the meeting as part of their working hours. 4. By the end of June, TS and AS will propose a date in August for team summer activity	• TS to save proposed CAB amendments to shared drive.
6. Compliance	1. The IC's briefing will be held tomorrow, Thursday 8 June. There will be morning and afternoon sessions offered.	
7. Outreach/Education	1. May Monthly Roundup will be issued next week.	
8. IC Update	1. The IC and LD will attend the ICIC in the Philippines and will travel on 15 June. Both the IC and LD will speak on two different panels during the open session.	
9. A.O.B.	1. The team agreed to have a holiday dinner in early December. 2. The Government is holding the wellness challenge, Virgin Pulse Challenge, starting on 28 June. The team expressed interests to join.	• TS to propose holiday dinner dates and send a list of restaurants • AS to follow up with DCI to make sure that the team can sign up using their ico.bm email address
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Review team	1. 2.	[redacted]	