STAFF MEETING MINUTES	
IN ATTENDANCE: Gita Gutierrez (GG), Information Commissioner (IC); LaKai Dill (LD), Acting Deputy Information Commissioner (A/DIC); Kentisha Tweed (KT), Investigation Officer; Ian Cameron (IAN), T/A Investigation Officer; Tikitta Suhartono (TS), Office Manager **ABSENT:** Sheena Bassett (SB), Project Officer; Answer Styannes (AS), Investigation Officer	**DATE:** Wednesday, 3 May 2023 **TIME:** 9:35am – 10:55am **TAKEN BY:** All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	The IC showed the team an advocacy group's promo video for access to information in the Bahamas, which was released before their legislation was tabled in 2017, to celebrate what access to information can achieve and as an example of what could be done to promote PATI.	None
2. Staff Meeting Minutes	1. The approved April 2023 meeting minutes were redacted and ready for publication.	• SB to upload redacted Apr on 15 May
3. Review Team	1. Review statistics as of 30 April 2023 were as follows: ▪ Total applications: 250 ▪ Pending investigations: 45 ▪ Pending validation: 1 ▪ Closed – decided: 139 ▪ Closed – resolved: 29 ▪ Closed – invalid: 29 ▪ Closed – abandoned: 7 In April 2023, the ICO: ▪ received 1 new application ▪ issued 3 decisions ▪ resolved 0 cases ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. 2. Decision 05/2023 reminded public authorities that their decision to transfer a PATI request to another public authority was reviewable. Decision 06/2023 discussed the public interest balancing in protecting confidential information where a process relied on external parties' voluntary efforts, in the context of a PATI request for shipwreck records. The public authority also acknowledged how the legislation gave an over-expectation of what would be publicly accessible information about shipwrecks, and will seek to address that gap.	

	Decision 07/2023 highlighted how PATI request is not meant to circumvent disclosures that are guided by existing processes, unless such disclosure would be neutral. No records were ordered for disclosure in those April decisions, as the Commissioner upheld the public authorities' denials. 3. LD demoed the Workpro test site, with our latest configuration, for our staff and other non-ministry offices on 1 May. The review team aims to begin case migration this month.	
4. Finance/Administration	1. The completed 2020/21 audit file has been submitted to the Office of the Auditor General for final review. We anticipate receiving the Auditor General's report by next week. 2. The ICO's year-end file for FY22 will be completed by the end of June and is on track. 3. Staff are encouraged to submit any leave requests for approval to assist with planning for the remainder of the calendar year. 4. TS reminded staff to respond to the Personnel File email circulated in February. Also noted that the Registry of Interest confirmations are required for the annual independent audit. 5. TS reminded staff that the BPSU Membership meeting concerning the status of Government negotiations are being held this Thursday, May 4th.	• IAN to contact Oxygen about network sign-in prompt (and RPost) • Staff to submit any annual leave requests via email for approval. • Outstanding responses to Personnel File email to be forwarded to TS as soon as possible.
5. Human Resources	1. No update	
6. Compliance	1. AS and KT met with the Customs Department's officers who handle their PATI requests, at their request, on 26 April to discuss their queries. 2. AS and LD presented on effective search for public authorities, hosted at the Bermuda College, on 27 April, using the same material delivered for the March Quarterly Briefing. About 20 people attended from a range of authorities, and their contributions during the session were insightful. 3. The IC and IAN met with the Economic Development Department, at their request, to discuss the PATI process and their specific queries. 4. For the June Quarterly Briefing, the IC may present on the information officers' responsibilities. For the September one, the IC may repeat her refresher on the PATI process, as in past years.	
7. Outreach/Education	1. 2.	• GG/SB to discuss posting Bahamas video with blurb on ICO social media
8. IC Update	1. Update provided on pending lease amendment.	
9. A.O.B.		

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APPROVAL: The ICO adopted and approved the 3 May 2023 staff meeting minutes via email on 4 July 2023.