STAFF MEETING MINUTES	
IN ATTENDANCE: Answer Styannes (AS), Acting Information Commissioner (A/IC); LaKai Dill (LD), Acting Deputy Information Commissioner; Kentisha Tweed (KT), Investigation Officer; Ian Cameron (IAN), T/A Investigation Officer; Tikitta Suhartono (TS), Manager – Finance & Administration; Sheena Bassett (SB), Project Officer (PO) | **ABSENT:** Gita Gutierrez (GG), Information Commissioner (IC)	**DATE:** Wednesday, 7 July 2023 **TIME:** 9:35am – 11:25am **TAKEN BY:** All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	The A/IC led the team in a game.	None
2. Staff Meeting Minutes	1. The May 2023 meeting minutes were previously approved via email on 4 July 2023 and ready to be redacted for publication. 2. The June 2023 meeting minutes were approved and, once circulated, will be ready to be redacted for publication.	• TS to circulate approved June minutes • AS to redact approved May-June minutes • TS to upload redacted May-June minutes on 15 July (obo SB)
3. Review Team	1. Review statistics as of 30 June 2023 were as follows: ▪ Total applications: 264 ▪ Pending investigations: 47 ▪ Pending validation: 3 ▪ Closed – decided: 147 ▪ Closed – resolved: 30 ▪ Closed – invalid: 30 ▪ Closed – abandoned: 7 In June 2023, the ICO: ▪ received 6 new applications ▪ issued 7 decisions ▪ resolved 1 case ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. 2. Of June's IC decisions, 5 were for 'failure-to-decide' reviews, including 4 orders for the public authority to issue their outstanding internal review decision. For the substantive	None

	reviews, Decision 14/2023 highlighted the opportunity for new PATI officers to take a fresh look at their predecessors' positions, as doing so could help to resolve a case. Decision 15/2023 was precedent-setting, as the IC expanded on her interpretation of how to appropriately apply the section 38 exemption, when a public authority wishes to decline to state whether a requested record exists. 3. No matters were currently under judicial review, and the one matter where a potential legal action was contemplated has been resolved without an application to the courts. 4. The Court of Appeal issued its ruling on costs, for the summonses-related judicial review application, in favour of the ICO. Staff were encouraged to read the Court of Appeal's ruling, which rejected the Attorney-General's argument that each party should settle their own legal fees given all funds come from the Consolidated Fund. 5. No Workpro progress has been made.	
4. Finance/Administration	1. The ICO have received its Financial Statements for year ended 31 March 2021, following the Auditor General's unqualified audit opinion, and will be submitted for tabling in the House of Assembly. 2. Staff to inform TS of any office needs, which should be sent to accounts@ico.bm. Please provide a description of the item(s), and TS will assist with obtaining quotes if needed.	• TS to update staff when the related financial statements are tabled. • Item request(s) to be submitted by end of August.
5. Human Resources	No updates.	None
6. Compliance	No updates.	None
7. Outreach/Education	1. Right to Know Week, Sept 25-29. Items being considered: Media interviews (Power 95 and the Daily Hour), Launch of Blog on ico.bm, Panel featuring PATI requesters, Competition for Bermuda's creatives community, tabling on RTKD, Information Commissioner's Award, Token of appreciation for Information Officers. Staff were invited to provide feedback and suggestions on these items. Follow-up meeting to be booked. Suggestions can also be forward to SB via email. 2. Future Leaders Programme 2023. Two Investigators (TBC who the 2 will be) are scheduled to speak to the cohort on Mon 17 July. Confirm who will present to Seon Tatem directly in SB's absence. 3. Monthly Roundup. The aim is to publish this issue before SB is on leave. 4. Press Releases/Decisions: Several press releases are pending re: Decisions 10-17. The Decisions that are ready will be preloaded into the backend of the website to publish while SB is on leave. Press Release for audit has been drafted an is ready for when the audit is released.	None

8. IC Update	1. The Bermuda ICO was re-elected to the ICIC's Executive Committee until 2026, which means the next Bermuda IC will continue in an international leadership role for ATI advocacy. 2. LD updated the team on her experience of the 14th ICIC conference (and debrief) in the Philippines. A highlight was that it was broadly attended from across different regions, with more depth and dialogue noted as key takeaways for future conferences.	None
9. A.O.B.	No updates.	None