STAFF MEETING MINUTES	
IN ATTENDANCE: Gita Gutierrez (GG), Information Commissioner (IC); Tikitta Suhartono (TS), Office Manager (OM); Answer Styannes (AS), Investigation Officer (IO); Sheena Bassett (SB), Project Officer (PO); LaKai Dill (LD), Investigation Officer (IO) | **ABSENT:** None	**DATE:** 3 February 2021 **TIME:** 2:40pm – 4:05pm **TAKEN BY:** All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	Each received a treat from GG.	None
2. Staff Meeting Minutes	1. Minutes for the December 2020 staff meeting were adopted. No minutes were taken at the January 2021 staff meeting, as the discussion focused on the 2021-2022 ICO goals. 2. The IC will review the minutes for posting on the ICO website once approved.	• AS to redact December minutes
3. Review Team	1. Review statistics as of 31 January 2021 were as follows: ▪ Total applications: 155 ▪ Pending investigations: 34 ▪ Pending validation: 0 ▪ Closed – decided: 77 ▪ Closed – resolved: 17 ▪ Closed – invalid: 20 ▪ Closed – abandoned: 7 In December 2020 and January 2021, the ICO: ▪ received 5 new applications ▪ issued 2 decisions ▪ resolved 0 cases ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. 2. None of the IC's decisions are under judicial review. Compliance with the IC's order is pending for two reviews, where one is overdue and one is on target. 3. In review 20180904-02, a judicial review is now underway. The Ministry of Health is challenging the IC's summonses, asserting the records sought by the IC fall outside the scope of the PATI Act per section 4. The directions hearing, to set the schedule for the judicial review, will be on 18 February 2021. A press release will be issued today to inform the public. 4. The Review team reported on the section 57(3) compliance investigation.	• LD-AS to plan for Ms. Trott's help with scanning etc. case files

	5. The live Workpro site is currently being installed on our servers, with CAS's engineer liaising directly with Oxygen. Since the last update, the third test site was released to us on 12 January, with our testing concluded by 19 January. Then the project moved to deploying the live site to our servers. GG asked the team to call on Ms. Trott for help with scanning and organising case files, while she remains contracted during February.	
4. Finance/Administration	1. TS noted that the end of fiscal year of 2020/21 is approaching. Staff may request work-related year-end purchases via email by Friday, 12 February 2021. 2. TS reminded staff to send signed VLT status reports (reporting period 1 January 2020 – 31 December 2020), which were sent via email on 27 January 2021. Similarly, VLT status reports for the period 1 January 2021 – 31 March 2021 will be forwarded as part of the upcoming year-end process. 3. All staff confirmed with TS that they do not have access to Govconnect. TS to send collective email to IDT to request individual access for staff. 4. OM to complete annual check-in with staff for any updates to personnel file, which includes: a. Dental insurance upgrades b. Registry of Interests c. Address and contact information d. (Pension) Beneficiary information e. Any NIL confirmations 5. Installation and testing of the intercom system is completed and the orientation training will take place on Friday, 5 February 2021 at 11:00am. The training will be conducted by 2 Tech in the office and virtually, respectively. 6. The audit working papers for fiscal year 2019/20 has been submitted to the Office of the Auditor General. The audit planning meeting is expected to be scheduled next week. 7. TS will send the usual monthly reminder email following the staff meeting.	TS to send email reminder to staff re year-end purchases. TS to send email to IDT re access to Govconnect for ICO staff. TS to circulate in an email. TS to circulate monthly reminder email.
5. Human Resources	1. ICO 2021-2022 goals should be used to start developing next year's performance objectives. PA/FJP meetings will be scheduled March 2021. 2. Officer will be attending the Privacy Officer Foundation and Practitioner Course in February	
6. Compliance	1. Currently compiling list of outstanding PAs that may be listed in Annual Report 2.	

7. Team/Culture Building	1. Suggestions mentioned; however, to be discussed further.	
8. Outreach/Education	1. The PO noted the following ICO publications to be posted to the website: a. b. 2. FB Stats December 2020 – Post Reach = 6166, Page Reach = 9584, Post Engagement = 234, Page Engagement = 205 January 2021 - Post Reach = 0, Page Reach = 4445, Post Engagement = 0, Page Engagement = 457 3. Website Stats December 2020 – Sessions (Google Analytics) = 312, Sessions (Wix) = 292, Avg duration of sessions (Google Analytics) = 1:54, Avg duration of sessions (Wix) = 1:47 Top 3 Landing Pages = Homepage, Monthly Roundup, Decisions Jan 2021 - Sessions (Google Analytics) = 241, Sessions (Wix) = 217, Avg duration of sessions (Google Analytics) = 1:23, Avg duration of sessions (Wix) = 1:27 Top 3 Landing Pages = Homepage, Decisions, Public Authorities Listings Monthly Roundup Topics – Decisions (Clerk and Public Lands and Buildings), $50K Contracts (GG to draft) Content to SB by Friday 5 February.	
9. IC Update	1. IC is completing the implementation report for tabling and publication in March 2021. 2. ICO 2021-2022 goals have been finalised and are available on the shared drive. Thank you to everyone for your feedback to improve and refine them. 3. The 2021-2022 budget estimates were reduced.	
10. A.O.B.	1. Next staff meeting will be on 3 March 2021.	
****CONFIDENTIAL & SECRET = NOT FOR PUBLIC DISCLOSURE****		
Review Team	[redacted]	

	[redacted]	

APPROVAL: The ICO adopted and approved the 3 February 2021 staff meeting minutes at the 7 April 2021 staff meeting.