STAFF MEETING MINUTES	
IN ATTENDANCE: Gita Gutierrez (GG), Information Commissioner; LaKai Dill (LD), Acting Deputy Information Commissioner; Tikitta Suhartono (TS), Manager – Finance & Administration; Answer Styannes (AS), Senior Investigation Officer; Ian Cameron (IAN), T/A Investigation Officer; Caitlin Conyers (CC), T/A Investigation Officer; Sheena Bassett (SB), Project Officer | **ABSENT:** Kentisha Tweed (KT), Investigation Officer	**DATE:** Wednesday, 1 May 2024 **TIME:** 9:35am – 11:05am **TAKEN BY:** All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	The team celebrated Ian's farewe[redacted].	None
2. Staff Meeting Minutes	1. The January, February and March meeting minutes were not ready for approval. The Commissioner explained the importance of finalising staff meeting minutes in a timely manner, including that they were being reviewed as part of the Office of the Auditor General's audit. 2. The April meeting was cancelled due to staff leave.	• Finalise/approve Jan-Mar this week
3. Review Team	1. Review statistics as of 31 March 2024 were as follows: ▪ Total applications: 315 ▪ Pending investigations: 39 ▪ Pending validation: 1 ▪ Closed – decided: 199 ▪ Closed – resolved: 36 ▪ Closed – invalid: 33 ▪ Closed – abandoned: 7 ▪ Decisions pending compliance: 11 In March 2024, the ICO: ▪ received 2 new applications ▪ issued 6 decisions ▪ resolved 1 cases ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. 2. Review statistics as of 30 April 2024 were as follows: ▪ Total applications: 317 [corrected 20 June] ▪ Pending investigations: 31	None

	▪ Pending validation: 1 [corrected 20 June] ▪ Closed – decided: 202 ▪ Closed – resolved: 43 ▪ Closed – invalid: 33 ▪ Closed – abandoned: 7 ▪ Decisions pending compliance: 9 In April 2024, the ICO: ▪ received 2 new applications [corrected 20 June] ▪ issued 3 decisions ▪ resolved 7 cases ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. 3. The Commissioner and Acting Deputy commended the office and review team for significant progress in resolving the ICO's backlog of reviews, highlighting some comparisons. Highlights from April's review work was also discussed. This included Decisions 13/ and 14/2024, where the Commissioner discussed her understanding of quasi-judicial functions in the context of section 4(1)(a) for the first time. [redacted]	
4. Finance/Administration	1. The year-end process was underway and would continue until June when TS submits all required paperwork to the Accountant General's Department. 2. The new non-ministry comptroller, Victory Chimbi, began full-time in April. A meet-and-greet with the ICO was scheduled for next week. 3. Staff were reminded to reply to TS's 19 March email for their personnel file check-in, including if 'nil'. This was to support the auditor's requirements. 4. PrivCom began its 'Road to PIPA' training with day-long, in-person sessions onsite, and dates will be circulated in advance. ICO staff should expect members of the public to be in the boardroom and public areas more frequently on these days. 5. The FY2021/22 audit was nearly completed. Once done, the ICO will complete the FY2022/23 and FY2023/24 audits together.	None
5. Human Resources	1. All officers were invited to participate together in the public service's wellness walk on 22 May. The IC circulated the registration information. 2. An estates planning workshop was available on 21 June at the HRC. Details were circulated for registering. 3. The Commissioner reminded officers that flex hours were available, and officers were responsible for ensuring that their working hours were accounted for.	None

	4. The Commissioner extended congratulations to an Investigation Officer who completed a postgraduate certificate in information rights law and practice.	
6. Compliance	1. The public authority master contact list was being updated and could be relied on for the latest changes to assigned information officers and heads of authority. Updates to public authority's phone numbers would take some time as government as recently changed most of their phone numbers. 2. A structured enforcement programme was being planned, following the 2023 annual return submissions and starting with outstanding contract gazette notices. [redacted] It was anticipated that, in the future, the ICO and OPMP would engage formally in information sharing, to benefit from OPMP's technical expertise and expected increased capacity in monitoring public procurement alongside the Commissioner's legal authority under the PATI Act to compel a public authority's compliance—stemming from the ICO's discussion with OPMP last October. 3. SB spoke with the [redacted] information officer to introduce the ICO and available resources, at their request.	None
7. Outreach/Education	1. An ICO programme for the Chamber of Commerce has been initiated, but the details were not yet finalised. 2. The Commissioner's quarterly briefing schedule would be set soon, with the next one held in May. The delay in planning depended on whether the approved budget would continue to allow for hosting the sessions offsite. A suggestion was also raised on holding hybrid sessions to increase attendance.	None
8. IC Update	1. The Commissioner provided an update on the Road to PIPA training. The ICO will need to respond to the impact of PIPA on (1) any pending ICO reviews as of 31 December 2024, (2) the ICO's operations, and (3) guidance for PAs on processing PATI requests on 1 January 2025 and thereafter. The December IC briefing topic will be on item 3. 2. The Commissioner also gave a summary of recent meetings [redacted]. 3. The Commissioner and LD will attend the ICIC in Albania and will travel on 31 May. The Commissioner will speak at the closing of day 1 at the conference. During the closed session, a new regional report will be introduced for North America and the Caribbean, and the Commissioner will help to coordinate for the Caribbean Information Commissioners.	None
9. A.O.B.	1. Staff were reminded that the BPSU's annual general meeting would be held later that day. [redacted]	None