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; Kentisha Tweed (KT), Investigation Officer; Caitlin Conyers (CC), T/A Investigation Officer; Sheena Bassett (SB), Project Officer	**DATE:** Thursday, 4 July 2024 **TIME:** 9:35am – 11:50am **TAKEN BY:** All

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	The team shared notes of appreciation with the Acting Deputy for work in June.	None
2. Staff Meeting Minutes	1. The January, February, March and May meeting minutes were approved and published. 2. The June meeting was cancelled due to staff leave. All 2024 meeting minutes were completed.	• Draft Jul by Mon 8Jul
3. Review Team	1. Review statistics as of 31 May 2024 were as follows: ▪ Total applications: 325 ▪ Pending investigations: 33 ▪ Pending validation: 3 ▪ Closed – decided: 204 ▪ Closed – resolved: 44 ▪ Closed – invalid: 34 ▪ Closed – abandoned: 7 ▪ Decisions pending compliance: 7 In May 2024, the ICO: ▪ received 8 new applications ▪ issued 2 decisions ▪ resolved 1 case ▪ closed 1 case because it was invalid, and ▪ closed 0 cases because it was abandoned. 2. Review statistics as of 30 June 2024 were as follows: ▪ Total applications: 328 ▪ Pending investigations: 33 ▪ Pending validation: 2 ▪ Closed – decided: 206 ▪ Closed – resolved: 46	None

	▪ Closed – invalid: 34 ▪ Closed – abandoned: 7 ▪ Decisions pending compliance: 6 In June 2024, the ICO: ▪ received 3 new applications ▪ issued 2 decisions ▪ resolved 2 cases ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. 3. The review team was progressing steadily on closing reviews that had been carried into 2024 from prior years. 4. Highlights were shared about the latest two substantive decisions, which mostly focused on reasonable search (Decisions 16/ and 17/2024), as well as the latest three resolved reviews. Some points would be set out in upcoming 'decisions roundup' blogs.	
4. Finance/Administration	1. The ICO's 2021/22 audited financial statement will be tabled on 12 July. 2. Preparation for the 2022/23 and 2023/24 audits has started and the deadline has been set for submission to the Office of the Auditor General. 3. Discussions led by the BPSU on proposed changes to the Public Service Superannuation Fund have started. One change noted was the calculation of members' pension amount, which will be based on the last 10 pensionable years rather than their salary amount at the time of their retirement. TS will circulate the BPSU's presentation summarising the proposed changes to staff once received. 4. Since 2022, Compensations & Benefits have not run the usual annual pension statements for distribution due to system errors that are being addressed. Any individual could request a current statement on their account via TS, which would be emailed to them directly.	None
5. Human Resources	1. The government's mortgage relief programme was available. LD would share information. 2. The HRC-hosted estates planning workshop was rescheduled to 16 July. Spots remained. 3. LED lightbulbs were available from the Department of Energy. LD would arrange a delivery. 4. A question was raised if any potential impact on the employee health insurance scheme was expected due to the pending merger of insurance companies. 5. The team discussed the status of the IC's succession planning efforts.	None

6. Compliance	1. The IC noted a recent ministerial statement on strengthening public sector procurement and the alignment of the ICO's increased focus on ensuring compliance with the gazetting of details for contracts over $50K. 2. It was noted that the ICO has drafted its initial communication for public authorities who appeared to be outstanding with their contract gazetting requirements. A courtesy notice would be sent to the public service leadership beforehand. At the same time, the Acting Deputy would begin re-engaging the Office of Project Management & Procurement about potential ways to coordinate efforts for monitoring and, where necessary, enforcing compliance. 3. The Commissioner reviewed her expectation for ICO officers in preparing, attending and participating during the Commissioner's quarterly briefings with public authorities. The upcoming briefing was on Tuesday, 9 July, and about 28 people were expected to attend.	None
7. Outreach/Education	1. Public awareness statistics for June would be circulated this week. 2. An update was shared on the upcoming RTKW schedule (for the week of 22 September with RTKD on 28 September) and potentially what was currently being planned. Staff offered additional ideas for consideration that could be incorporated during the RTKW celebrations. 3. Upcoming press releases to be published were on 4 July (for a 'failure-to-decide' decision), 10 July (for a 'failure-to-decide' decision) and 12 July (for the audited financial statement).	None
8. IC Update	1. The Commissioner provided an update on the status of consultations with the PATI/PIPA Unit on proposed amendments to the PATI Act and Regulations. Questions were raised on when the changes would take effect and impacts on existing processes.	None
9. A.O.B.	1. Staff were encouraged to plan a summer outing.	None