STAFF MEETING MINUTES	
IN ATTENDANCE: 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 | **ABSENT:** Gita Gutierrez (GG), Information Commissioner	**DATE:** Friday, 9 August 2024 **TIME:** 10:00am – 11:05am **TAKEN BY:** LD

TOPIC	ISSUE & DECISION	ACTION REQUIRED
1. Welcome	As Acting Information Commissioner during Commissioner Gutierrez's leave, LD led the meeting. (Items were discussed in a different order than have been recorded below.)	None
2. Staff Meeting Minutes	The July meeting minute was approved on 8 August and would be published shortly.	None
3. Review Team	1. Review statistics as of 31 July 2024 were as follows: ▪ Total applications: 329 ▪ Pending investigations: 31 ▪ Pending validation: 0 ▪ Closed – decided: 210 ▪ Closed – resolved: 47 ▪ Closed – invalid: 34 ▪ Closed – abandoned: 7 ▪ Decisions pending compliance: 8 In July 2024, the ICO: ▪ received 1 new application ▪ issued 4 decisions ▪ resolved 1 case ▪ closed 0 cases because it was invalid, and ▪ closed 0 cases because it was abandoned. 2. The review team continued to steadily close out reviews that had been carried into 2024 from prior years, with an aggressive pace for closing the rest by year's end.	None
4. Finance/Administration	1. The ICO's audit files for FY2023 and FY2024 were being prepared actively, as a priority, for submission to the Office of the Auditor General.	None

	2. An update was shared on current discussions about the ICO's office location and layout due to the upcoming rental lease expiring in early 2025. Following the meeting, staff would visit another floor in the building where different organisations were sharing the space. 3. Lessons learned were discussed from the building fire alarm on 7 August, including what was agreed tentatively during the debrief between the ICO and PrivCom that TS and LD joined. TS offered to serve as the ICO's fire marshall, with LD as her back-up.	
5. Human Resources	1. Several staff transitions were expected to start taking place in the near future. Plans were underway so the ICO's service delivery could be impacted minimally. Staff were encouraged to brace for change while placing confidence in the ICO's succession planning efforts. Expected transitions included that: a. Succession planning for a new Information Commissioner was underway, due to Commissioner Gutierrez's term expiring in February 2025. s.23(1) exempt b. s.23(1) exempt c. s.23(1) exempt d. s.23(1) exempt e. s.23(1) exempt 2. The ICO was scheduled to recruit a new Investigation Officer, with the first job advertisement to run on 12 August, in preparation for expected staff transitions this fall. 3. Staff congratulated LD for passing the PDP's freedom of information practitioner certificate exam.	None
6. Compliance	1. Compliance notices on the duty to gazette qualifying contracts were being prepared by SB and LD, with the aim to distribute this month. Staff offered several suggestions, including that coordination with the government's existing resources was critical and that the ICO could draw more on TS's experience when developing internal and external guidance, given that the role of Manager – Finance & Administration was involved in the entire procurement process.	None
7. Outreach/Education	1. A separate meeting to update staff on the final plan for Right to Know Week would be scheduled shortly, once SB and GG were ready. 2. Public awareness statistics for July would be circulated shortly.	None
8. IC Update	1. The ICO was scheduled to meet again with the Cabinet Office's PATI/PIPA Unit on the current status of the government's proposed amendments to the PATI Act and Regulations. LD and CC would join on the ICO's behalf. 2. Commissioner Gutierrez was scheduled to attend the UNESCO-sponsored global conference for the universal day of access to information in Accra, Ghana on 1-2 October 2024. GG intended to	None

	progress discussions on building a network among Caribbean ICOs, drawing from the African network's experience.	
9. A.O.B.	1. The summer outing day was agreed to be held on Friday, 23 August.	None