

## **Report from Working Group on Conference Membership and Size**

The closed session of the 38th Conference [agreed](#) that a well-informed discussion is warranted on the future size and membership of the Conference. The Chair proposed that a working group should be created with a widespread participation from all members.

### **Working group**

An [invitation](#) for member authorities to join the working group was issued by the Secretariat on 22 December 2016 with a reminder sent on 12 January 2017.

The terms of reference for the working group are set out in **attachment 1** with a list of the 23 participating authorities set out in **attachment 2**.

### **Timeline**

The project fell behind the timeline recorded in the terms of reference due to it taking longer than anticipated to establish a suitably diverse working group and settle survey questions. Key steps included:

- December 2016: Call for volunteers for working group.
- January 2017: ICDPPC Secretariat establishes a project page on website.
- 3 March: 23 member working group established.
- March-May: Survey questions settled.
- 18 May: Survey released with last results accepted on 14 June.
- 12 June: Preliminary survey results available for ExCo meeting.
- 7 July: Final survey results published.
- 12 June: ExCo asks Canada to prepare a paper to guide discussion at closed session.
- 24 August: ExCo received Canada's paper and considers how best to progress matter.
- September: Papers released to Conference membership in advance of 39th Conference.

It took longer to settle the survey questions than anticipated and so the survey was not distributed until May with the last responses accepted after the ICDPPC Secretariat finalised an interim report to the Executive Committee on 12 June (the final report dated 7 July contains several more responses affecting some results). The Secretariat's survey report is circulated as a separate paper.

### **Future work**

The discussion paper released for discussion at the closed session anticipates work being continued into 2018 for decisions to be taken at the 40<sup>th</sup> Conference. The working group will be a useful resource for that purpose.

Blair Stewart  
**ICDPPC Secretariat**

4 September 2017

## Attachment 1: Terms of reference for ‘Future size and membership of Conference’ reference

**Summary of task:** To manage a conversation regarding the desired long term Conference membership and size with a view to enabling the Executive Committee to report back to the 39<sup>th</sup> Conference with findings and, if warranted, recommendations.

**Mandate:** Ad hoc decision of [closed session](#) of 38<sup>th</sup> Conference

Timeline	
Approximate timing	Action
At December ExCo meeting	ExCo agree process
December, after ExCo meeting	Secretariat to call for volunteers for working group (all members who volunteer will be added to the WG, widespread and diverse participation will be sought)
February ExCo meeting	Working group to be set up, to commence active work on settling methodology for soliciting member input (i.e. survey or surveys e.g. perhaps initial survey on conceptual bounds of membership with later survey or surveys on practicality of change if a consensus is clear)
February/ March	Survey questions to be settled, opened for responses, other research, etc.
April (incl. ExCo meeting)	Survey results analysed, follow up survey if warranted, other research, preliminary discussion at in-person ExCo meeting
May/June (incl. ExCo June meeting)/ July	Consideration of results, development of a report to be released to membership in July to study in August and September
25/26 September 2017	39 <sup>th</sup> Conference

**Scope:** To keep the project of manageable size and to ensure the concrete goals can be achieved it is essential to keep the project focused. Tasks kept out of the scope of this project may, if warranted, nonetheless be separately undertaken as part of the ExCo’s regular or ad hoc work.

In scope	Out of scope
<p>Matters bearing upon eligibility to become a Conference member, including, for example:</p> <ul style="list-style-type: none"> <li>• Adequacy of current rules</li> <li>• Purpose of the Conference</li> <li>• Contribution of membership</li> </ul> <p>Matters bearing upon eligibility to become a Conference observer including, for example:</p> <ul style="list-style-type: none"> <li>• Adequacy of current rules</li> <li>• Purpose of the Conference</li> <li>• Contribution of observers</li> </ul> <p>Matters bearing upon size of Conference including, for example:</p> <ul style="list-style-type: none"> <li>• the consequences of broadening eligibility criteria</li> <li>• the consequences of narrowing eligibility criteria</li> </ul>	<p>Processes to become a Conference member or observer</p> <p>Applications received under current rules to become a Conference member or observer</p> <p>The legal or corporate status of the Conference</p> <p>The establishment or funding of a permanent Secretariat</p>

Roles and responsibilities	
Chair	Oversees the project
Secretariat	Coordinates and implements project in a neutral manner
Executive Committee	Reports back to 39 <sup>th</sup> Conference on findings of project
Working Group	Advisory body to assist the ExCo to discharge its mandate
Wider membership	Participates in the conversation and take any resultant decisions

*These terms are a revised version of a Chair’s proposal of 7 December 2016 updated with input from the Executive Committee at its 22 December meeting.*

## **Attachment 2: Authorities participating in the working group on the future size and membership of the Conference**

- Albania: Commissioner for Personal Data Protection
- Argentina: National Direction for Personal Data Protection
- Australia (Victoria): Office of the Commissioner for Privacy and Data Protection
- Belgium: Privacy Commission
- Canada: Office of the Privacy Commissioner of Canada
- Canada (British Columbia): Office of the Information and Privacy Commissioner for B.C.
- Colombia: Superintendence of Industry and Commerce of Colombia
- France: CNIL
- Germany: Federal Commissioner for Data Protection and Freedom of Information
- Ghana: Data Protection Commission
- Gibraltar: Data Protection Commissioner
- Hong Kong, China: Privacy Commissioner for Personal Data
- Italy: Data Protection Commission
- Korea: Personal Information Protection Commission
- Macedonia: Directorate for Personal Data Protection
- Morocco: National Commission for the control and the protection of Personal Data
- Netherlands: Data Protection Authority
- New Zealand: Privacy Commissioner (Chair)
- Philippines: National Privacy Commission
- Switzerland: Federal Data Protection Commissioner
- United Kingdom: Information Commissioner's Office
- Uruguay: Regulatory and Control Unit of Personal Data
- USA: Federal Trade Commission