

ICDPPC Executive Committee Minutes

ICDPPC Executive Committee Meeting
16 October 2014

Frangipani Room, Intercontinental Hotel, Mauritius

Participants

Chair: John Edwards, New Zealand
Secretariat: Blair Stewart, New Zealand
France: Isabelle Falque-Pierrotin, Florence Raynal
Mauritius: Drudeisha Madhub
Netherlands: Jacob Kohnstamm, Paul Breitbarth
USA: Julie Brill, Shaundra Watson

Meeting opened: 6pm

Business items

1. Chair's introduction

The Chair expressed the Committee's gratitude to the outgoing committee member (Poland) and host (Mauritius). The Chair emphasised that as a new Commissioner he would welcome advice and assistance from fellow committee members.

The Chair highlighted that this was the first opportunity for a transfer of responsibilities from one Chair and Secretariat to another. It is desirable that the former committee's experience be documented to be made available for the assistance of this and future committees. He therefore requested that each committee member take the time to provide a brief note explaining the tasks that they had been responsible for. These notes will form the core of a committee handbook to be developed and made available as a working resource.

2. Task Allocation

The Chair identified principal tasks for the new committee and the Committee agreed initial task allocation. Allocated tasks included:

- Chair – New Zealand
- Secretariat – New Zealand
- Managing process to seek proposals to host future Conferences – New Zealand
- Evaluation survey of 2014 closed session – New Zealand
- Host 2015 – Netherlands
- Accreditation – USA to coordinate overall process and allocate assessment of particular applications to individual committee members as appropriate
- Coordinating observer representation at meetings of international bodies – France

The 'Privacy in a Digital Age' resolution anticipates the Executive Committee representing the Conference proposed in the multi-stakeholder dialogue. The timing and nature of that process is not yet known and so it is premature to allocate tasks. The Committee agreed that the Chair should write to the UN High Commissioner for Human Rights supplying the Conference resolution and affirming its readiness to participate.

The 'International Co-operation' resolution anticipates the committee performing a number of additional roles. The administrative implications require closer study before settling upon a division of tasks. It was agreed that the matter would be placed on the agenda for the next meeting and that the Secretariat will prepare a proposal as to how the tasks might be handled. It is possible that the former working party co-chairs might be approached for advice or assistance on the new administrative roles.

3. Future meetings

The Chair led a discussion of the possible approach to future meetings. It was desired to continue a mix of physical meetings, held on the margin of other meetings, and teleconferences. Options for a physical meeting in the coming months were explored and it appeared that the most suitable opportunity would be in association with the 42nd APPA Forum to be held in Vancouver in early December. The Secretariat will identify a suitable slot and will make arrangements for other members to be able to join the meeting by teleconference.

The Chair indicated it would be his general wish to set meeting dates for the year well in advance and the Secretariat will endeavour to circulate an agenda at least two weeks in advance of meetings.

4. Format and theme for next year's closed session

Committee members were asked to bring initial ideas for the format and themes for next years closed session to the next committee meeting for discussion. It is possible that the evaluation survey for this year's closed session could be used as a vehicle to commence the engagement with the wider membership. The Chair indicated that he would like to create a process whereby promising topics for discussion at the closed session would be identified by the committee with an opportunity for engagement with the wider membership before settling on a final theme.

5. Conference funds

Mauritius updated the Committee on the matter of Conference funds.

Meeting ended: 6.45pm

Action points:

Task	Committee Member
1. Thank you letter to outgoing committee member	Chair/Secretariat
2. Committee members to submit brief notes to the Secretariat on the tasks that they have performed on the previous committee for compilation.	All
3. Write to UNHCHR regarding Privacy in the Digital Age	Chair/Secretariat
4. Prepare a proposal for handling administrative tasks anticipated in the 'International Cooperation' resolution	Secretariat
5. Identify suitable time for December meetings (between 1-4 December to coincide with APPA Forum, Vancouver)	Secretariat
6. Submit suggestions to Secretariat for possible format/themes for next year's closed session for discussion at December meeting	All