ICDPPC Secretariat

Reference Guide

Version 1.1   16 August 2017

Contents

Introduction

The purposes of the Conference are:

a. To promote and enhance internationally personal data protection and privacy rights.

b. To improve data protection and privacy by providing a forum that encourages dialogue, cooperation and information sharing.

c. To draft and adopt joint resolutions and declarations on subjects that warrant the common interest or concern of the accredited members, and promote their implementation.

d. To be a meeting point between accredited members and other international fora or organisations that share common objectives.

e. To encourage and facilitate cooperation and the exchange of information among accredited members, in particular regarding enforcement actions.

f. To promote the development of international standards in the field of protection of personal data. The Conference consists of

- The Closed Session
- The Executive Committee
- Working Groups

Rules and Procedures

The rules (or 'Rules and Procedures') are, in effect, the Conference's constitution. The Secretariat needs to keep them up to date and available to members and the Committee.

Secretariat staff must be familiar with the rules as they assist the Chair and the Executive Committee to operate in accordance with the rules. The Secretariat also keeps the rules under review to ensure they meet the Conference's and Committee's needs.

Making rules available

A consolidated version of the rules and procedures, incorporating amendments, has been compiled by the Secretariat and is available:

https://icdppc.org/document-archive/rules-procedures/

Background documentation: Earlier versions of rules, amending resolutions and background working group reports are to be posted on the same webpage for assistance of members and future Secretariats.

Changing the rules

The Secretariat should keep the rules under review and, if warranted, propose changes to the Committee that might be proposed to the next Closed Session. Typically the Secretariat might schedule a discussion of possible technical rule changes for a Committee meeting 1 to 2 months before the annual meeting. More substantive changes may need to be raised at several Committee meetings before the annual meeting to enable full consideration.

Changes might be brought to the closed session by way of a Committee resolution.

Every time the rules are changed, the amendments need to be made available on the website and the consolidated version updated. The updated version should be re-dated and an administrative note added to show the changes made.

Cycle of routine Secretariat tasks

Each Secretariat will perform its functions slightly differently. However, there will be certain constants such as maintaining the website and serving the Executive Committee meetings.

The core Secretariat function in rule 3.1 is the "management and preservation of the documents and files of the Conference" which is delivered by means of the permanent website repository. The rules do not provide a comprehensive list of responsibilities and, in effect, anything that needs to be done under the rules that is not a host responsibility will fall onto the Secretariat unless otherwise delegated by decision of the Executive Committee.

In addition to responsibilities under the rules, roles tend to devolve upon the Secretariat by tradition, Executive Committee decision, Chair's decision or resolution. If a Committee is particularly keen to advance the action plan, or if a Chair has an ambitious programme, it follows that the Secretariat workload will increase. Occasionally resolutions place burdens upon the Secretariat.

Routine Secretariat tasks

In addition to project based work that has its own timetable and resource needs, the ICDPPC Secretariat has a set of predictable core tasks. These revolve around a 12 month cycle, between annual meetings, and an approximately 2 month cycle, between Executive Committee meetings.

These are summarised as:

Phase	Month after Annual meeting	Secretariat task
Conference	0	Assists chair, takes minutes, reports, communique, services 2 ExCo meetings, etc.
Follow up from previous conference	0-2	Publish a conference report, formats and publishes resolutions, satisfaction survey, member communication
Setting up for new work	1-4	Completes ExCo task allocation, set up year's schedule of meetings, develops work plan, calls for proposals to host Conference, establishes new working group, project work, services 1 or 2 ExCo meetings, member communication
Project work	4-8	Services 1 or 2 ExCo meetings, project work, services 1 or 2 ExCo meetings, member communication
Preparing for Conference	9-10	Services 1 or 2 ExCo meetings, project work, planning for Committee transition, processing accreditations, preparing Day 2 closed session
	11-12	Resolutions, report writing, etc
Conference	12	Assists chair, takes minutes, reports, communique, services 2 ExCo meetings, etc.

Bi-monthly cycle

Phase	Week after ExCo meeting	Secretariat task
ExCo meeting	0	Take minutes, present reports
Follow up	0-1	Draft minutes for Chair's approval, circulate action points, post approved minutes from previous ExCo meeting to website

	1-3	Circulate draft minutes to ExCo, publish and circulate a newsletter to members incl. a summary ExCo meeting report, commission articles for next newsletter
	4-5	Circulate a draft agenda for next ExCo meeting, prepare meeting papers, chase reports
	6	Circulate a compilation of meeting papers with revised agenda and corrected minutes, teleconference call in instructions (at least a week in advance of meeting)
ExCo meeting	8	Activate teleconference including call recording, take minutes, present reports, etc.

Accreditation

Membership

Rules:

Member Status	Rule 5.1
Submissions of applications for membership	Rule 5.2
Requests for review	Rule 5.5

Becoming a Member

Supervisory authorities that consider they meet the criteria for Conference membership may apply to the Executive Committee on the online application form provided by the Secretariat to be a member of the Conference. Applications need to be submitted 3 months before the forthcoming Conference.

The process for becoming a member is laid out here: https://icdppc.org/participation-in-the-conference/become-a-member/

The page includes FAQs and the link to the online application form. Any changes to membership processes may need to be reflected in the page and the form.

Establishing a process to assess the year's accreditation applications

Usually the task of initially assessing accreditation applications is delegated to a particular Committee member. The Secretariat usually asks the Committee to designate the member taking on this task at its first meeting. Sometimes that member will undertake all initial assessments. Sometimes that member will share the task of initial assessment with other members and coordinate who does which application. The Secretariat is not usually responsible for the process but needs to ensure that the designated member completes the task in a timely fashion or else it will cause a burden on the Committee and Secretariat close to the time of the annual meeting.

The Secretariat has developed a template **(annex A)** that can be used to record the results of the initial assessment and the views of other Executive Committee members. If there is complete agreement amongst the Committee the Secretariat can complete the processing on the papers without the need to schedule discussion at a Committee meeting.

Applications

Completion of the online form automatically generates:

- An application in a standard form that is delivered to the Secretariat inbox.

- An emailed acknowledgement to the applicant.

The Secretariat will forward the application to the Committee member designated to coordinate accreditation applications.

Notifications

When the Committee recommends membership the Secretariat will notify the applicant appropriately and include the authority in an accreditation resolution. The notification will explain that the Committee merely makes a recommendation but the actual decision is taken by the Closed Session.

When the Committee recommends against membership the Secretariat will notify the applicant appropriately and explain the Committee's reasoning.

The first formal item of business in each closed session of the Conference is always accreditation of new members.

Updating membership list and contact database

Following admission of new members the Secretariat will update the list of members on the website at: https://icdppc.org/participation-in-the-conference/list-of-accredited-members/

The entry will show the year and link to the accreditation resolution. The links are helpful in ensuring the membership list remains accurate and authoritative.

Contact details will be requested from the new member for the Conference contact databases.

If an authority ceases to be a member, the list should be updated. A new entry should be shown under 'former members' at the foot of the list.

Observers

Rules:

Observer Status	Rule 5.3
Applications for accreditation as Observer	Rule 5.4
Requests for review	Rule 5.5

The process for becoming an observer is laid out here: https://icdppc.org/participation-in-the-conference/list-of-observers/

Organisations that wish to become an accredited observer to the Conference may apply to the Executive Committee on the appropriate online application form https://icdppc.org/participation-in-the-conference/become-an-observer/. All applications should be submitted 3 months before the forthcoming Conference.

Processing observer applications

The task of assessing observer applications can be delegated to a particular Committee member. However, in recent years the Secretariat has handled this fairly simple small task rather than delegating it.

If handling the task itself, the Secretariat considers the application and offers a recommendation to the Committee. If the Committee concurs the recommendation is circulated to the membership allowing for 10 day objection period. If no objections are received the Observer is accredited. The Secretariat accordingly notifies the applicant and updates the records.

Applications

Completion of the online form automatically generates:

- An application in a standard form that is delivered to the Secretariat inbox.
- An emailed acknowledgement to the applicant.

Updating observer list and contact database

Following accreditation of new observers the Secretariat will update the list of observers on the website at: https://icdppc.org/participation-in-the-conference/list-of-observers/

The entry will show the category and duration of observer status. A list is maintained of 'former observers' at the foot of the main list.

Following admission contact details of new observers need to be added to the Conference contact databases.

Contacts databases

One of the greatest administrative difficulties the Conference has faced prior to establishing a Secretariat was creating and maintaining effective contact databases. The Secretariat has put considerable effort into creating useful databases and keeping them current.

A spreadsheet of contacts for each privacy organisation is kept. There are four sections:

1. Members
2. Observers
3. Communications staff at member authorities
4. Alumni
5. Privacy media

The Secretariat's database policy is posted online at: https://icdppc.org/the-conference-and-executive-committee/contact-databases/.

This makes clear that the databases may be shared with a successor Secretariat.

Compiling the lists

Each organisation provides names and email address for the circulation list.

> *Dear*
>
> *On behalf of the ICDPPC Executive Committee we are updating our contact list and I write to ask you to confirm or update the contact email addresses that we hold for your office.*
>
> *The current email address(es) we hold are:*
>
> - *………….*
>
> *We ask that your office confirm or provide the email address for your Data Protection or Privacy Commissioner (or Executive Director, President, etc.) as well as at least one additional contact point to whom ICDPPC communications may appropriately be addressed.*
>
> *Please notify ExCoSecretariat@icdppc.org if any of these contact details change in the future.*
>
> *ICDPPC Secretariat*

Keeping the databases current

The Secretariat has used two strategies for keeping the databases up to date.

The first is to use them regularly through dissemination of newsletters and occasional email communications (whereas in earlier years databases were used only in the months before the annual meeting).

The second is a regular database checking process. Twice yearly the list is updated by emailing each office:

>*TEXT:*

>*Dear Commissioner*

>*On behalf of the ICDPPC Executive Committee we are updating our contact list database.*

>*The database is the principal means for the Secretariat to communicate with members and details of how this information is used can be found here: https://icdppc.org/icdppc-executive-committee-secretariat/contact-databases/*

>*I write to ask you to confirm or update the contact email addresses that we hold for your office.*

>*- insert email (s) on contact database*

>*We also ask that your office confirm or provide the email addresses for the following personnel:*

>> *- Data Protection or Privacy Commissioner (or Executive Director, President, etc.);*
>> *- at least one general contact point that will not change with any changes in Commissioner or personnel;*
>> *- a communications person who can, where appropriate, disseminate any information from the secretariat to the appropriate staff.*

>*This final category of communications staff member is a new request and is intended to help improve the effectiveness of Conference communications.*

>*Any future changes in contact details should be notified to ExCoSecretariat@icdppc.org.*

>*Thank you for your cooperation.*

>*Yours faithfully*

>*ICDPPC Secretariat*

Spreadsheets

The current contact lists will be passed on to successor Secretariat separately from this handbook.

Members online

An online list for all members' social media presence was created from responses to the 2017 ICDDPC Census. See: https://icdppc.org/participation-in-the-conference/members-online/.

This was a new endeavour drawn solely from the inaugural census and so no updating process has been committed to or previously undertaken.

Key to common sites

🏠 Website	🐦 Twitter	f Facebook	▶ YouTube	in LinkedIn	📶 RSS
📷 Instagram	G+ Google +	⤳ Other			
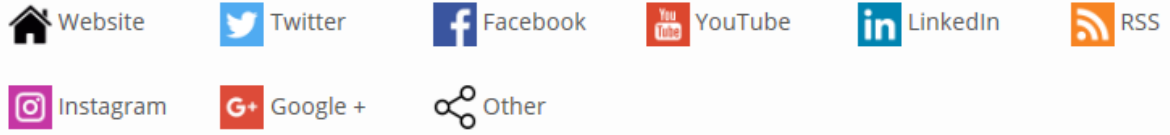
Global Cross Border Enforcement Cooperation Arrangement

The 36th Conference resolved to establish a Global Cross Border Enforcement Cooperation Arrangement. The Secretariat had the task of implementing this which was delivered through the website with FAQs and participant list at: https://icdppc.org/participation-in-the-conference/global-cross-border-enforcement-cooperation-arrangement-list-of-participants/.

Online application forms (notices of intent, commitment, withdrawal) are available at: https://icdppc.org/participation-in-the-conference/become-a-participating-pea-under-the-global-cross-border-enforcement-cooperation-arrangement/.

The online forms automatically generate notices to the Secretariat inbox and acknowledgements to applicants.

The Secretariat has the tasks of checking notices for completeness and updating of the participant list.

Any changes to the arrangement may need the Secretariat to make changes to FAQs and forms, etc.

Executive Committee

Rules

Executive Committee   Rule 3.1

Functions   Rule 3.2

Composition

The Executive Committee has five members. Three members are elected by the closed session and two members are the current and former Conference host. Elected members are elected for 1 term (two years) and can be re-elected for another 1 term. Elected members cannot be on the Committee for more than 2 terms, i.e., 4 years.

The Chair of the Committee provides the Secretariat for the Conference.

The Committee should proactively plan for continuity and transition. The Committee should discuss any changes to the composition of the Committee much in advance of the forthcoming Conference.

Committee Profiles

With each new Committee the Secretariat posts profiles for information of the membership: https://icdppc.org/the-conference-and-executive-committee/executive-committee/.

Committee Documents

Documents related to the Committee's work should be uploaded to the website: https://icdppc.org/document-archive/committee-documents/.

Documents may include meeting agendas, minutes of meetings, meeting papers, annual reports, annual satisfaction survey, closed session minutes, policies and practices, presentations by the Chair and Secretariat at international meetings

Committee meetings

According to the rules the Committee shall meet at least twice annually in person or by teleconference. However the Committee has been more active and meets 7 times during one Committee term. Three members constitute a quorum for a meeting.

The Secretariat is responsible for scheduling Committee meetings. The Secretariat has used the following link https://www.timeanddate.com/worldclock/meeting.html to schedule meetings.

A checklist for Committee meetings **(Annex B)** was developed by the Secretariat which lists all the things that need to be done before and after a Committee meeting.

For templates for an agenda and minutes see **(Annex C)**

Work Plan

At the beginning of each Committee year the Secretariat plans the work to be achieved and allocates tasks. Example: Item 3: Committee tasks 2017 https://icdppc.org/wp-content/uploads/2015/02/ExCo-Dec-Agenda-and-Compilation-of-meeting-papers.pdf

Strategic Direction

The 37th Conference adopted the current Conference strategic direction 2016 – 18 available at https://icdppc.org/the-conference-and-executive-committee/strategic-direction-mission-and-vision/https://icdppc.org/wp-content/uploads/2015/02/Conference-strategic-plan-2015-2018.pdf.

At the 40th Conference in 2018 the closed session will have to adopt a new strategic direction. The Executive Committee will need to submit a resolution to the closed session for adoption.

After the new strategic direction is adopted the Secretariat will need to update the mission and vision on the website https://icdppc.org/the-conference-and-executive-committee/strategic-direction-mission-and-vision/.   The former strategic plan should be added to the foot of the page.

Executive Committee Projects

The Secretariat supports Committee projects by acting as chair for the projects they convene.

If the Committee is not the chair, then the convenor needs to contact the Secretariat to have documents uploaded on website.

Conference Secretariat

Rule

Executive Committee   Rule 3.1

The Secretariat

The Conference Secretariat is provided by the Chair. The Secretariat is responsible for the management and preservation of Conference documents and files.

Functions

Over the past three years the Secretariat has been preforming the following functions

- Support the Chair and the Executive Committee
- Maintain the permanent Conference website as the central repository for Conference documents
- Schedule and manage Executive Committee meetings
- Prepare meeting documents for Executive Committee meetings
- Perform functions assigned by the closed session
- Manage the accreditation process
- Manage the host selection process
- Prepare closed session documents
- Publish a Conference newsletter every 2-3 months
- Manage the Secretariat twitter account
- Disseminate information about the Conference to members, observers and whenever necessary to alumni and privacy media
- Issue media releases for the Chair
- Provide assistance to working group convenors
- Process notices received under the Global Cross Border Enforcement Cooperation
- Liaise between the Executive Committee and future hosts

New Secretariat

Information about the new Secretariat should be updated on the Conference website at https://icdppc.org/the-conference-and-executive-committee/office-of-the-privacy-commissioner-new-zealand/.

Email Profile

The Conference has two mailboxes, one for the Conference Secretariat and one for the digital education working group.

Conference Secretariat email: █████████████████████
███████████████████

Digital Education working group email: ████████████████████
█████████████████

Conference email mailboxes are used for Conference work only. The email mailboxes can be easily moved around different jurisdictions.

For information on costs and control refer to the Conference email policy (**Annex D**).

Permanent Conference Website

The Conference website is the repository for Conference documents. The Secretariat is responsible for maintaining the Conference website. For maintenance and updates refer to the instructions in the website manual.

The website is created using Freeparking http://www.freeparking.co.nz/. The Secretariat manages the Freeparking account and services. Log-in details:

████████████████████
████████████

The following services are attached to the freeparking account:

Service	Renewal date	Cost
Standard hosting plan	10 February 2018	NZD 228.85
Domain name	10 February 2018	NZD 44.85
Dedicated IP address	30 September 2018	NZD 69
Hosted ComodoSSL Certificate	9 September 2018	NZD 79.35

The Freeparking account can be easily transferred to the next Secretariat. The process is defined on the Freeparking website at https://helpdesk.freeparking.co.nz/index.php?/Knowledgebase/Article/View/64/15/how-do-i-change-the-registrant-legal-holder-of-a-domain-name.

In addition to the services mentioned above the website has a Sucuri firewall and Piwik analytics. Refer to the website manual for log-in details.

The site map for the Conference website is the website manual.

Newsletter

The Conference Secretariat publishes a newsletter every 2-3 months. The newsletter usually has had the following articles

- Chair's foreword
- Update on the Executive Committee meeting
- Commissioner profiles
- Updates on previous Conference resolutions
- Profiles of other privacy networks
- Updates from working groups
- Updates on forthcoming Conference
- Comings and goings of Commissioners
- Awards or recognition
- Historical privacy events
- Upcoming events

Process

Two months before the scheduled publication the Secretariat draws out a list of articles and accordingly commissions them. Some articles are prepared in house by the Secretariat such as the Chair's foreword, updates on Committee meetings, comings and goings of Commissioners, awards or recognition, historical privacy events, upcoming events.

Once prepared the newsletter is published on the Conference website at https://icdppc.org/news-events/newsletter/. The newsletter link is then sent via email to Conference members, observers, alumni and privacy media. Refer to the contacts database for mailing list.

A template of the current newsletter format will be sent to the new Secretariat separately.

Social Media

Twitter

The Conference Secretariat manages the Conference twitter account. The twitter policy is available at https://icdppc.org/wp-content/uploads/2015/02/ICDPPC-Twitter-Policy.pdf.

Account details:

████████   █████████
██████   ████████████████████████

The twitter account is to communicate Conference news with members and observers and the wider Conference community.

YouTube

The Conference Secretariat manages the Conference YouTube channel where information on Conference videos is available.

Channel: https://www.youtube.com/channel/UCmNLemk1Yuyy6shxt3R1hVQ

Account details:

███████████████████████
██████████████████

Working Groups

Working Groups are composed of members of the Conference. Participation is voluntary. Working Groups derive their mandate and direction from resolutions and the Closed Session. They should report back to the Closed Session and keep the Executive Committee informed of their progress.

Working Groups may be temporary or permanent and should state that at the time of their establishment.

Examples of past working groups:

- Data Protection Metrics
- Digital Education
- Future size and membership
- International Standards
- Organisational Setup
- Privacy and Humanitarian Action
- Strategic Direction
- Enforcement Cooperation
- Website Working Group
- Steering Group

Generally, the Secretariat will provide the administration of working groups only if they are led by the Chair or closely associated with the Executive Committee (e.g. the Working Group on Future size and membership of the Conference). Otherwise the Convenor will be responsible for administration such as the maintenance of contact lists.

A page on the website exists for descriptions of current working groups and to enable convenors to publish periodic updates. The Secretariat should notify convenors of the opportunity to post updates and, if not spontaneously submitted, periodically request an update for the website https://icdppc.org/news-events/updates-from-working-groups/.

Other networks

A part of the website is devoted to information on other privacy and data protection networks that involve ICDPPC member authorities (and, in some cases, staff of member authorities). A description of each network is given with a brief explanation of the relationship with the Conference. In some cases links, contact addresses and other documentation are included in 5 categories.

- Regional Networks
- Linguistic/cultural networks
- Specialised Networks
- Misc. Networks
- Resources

Any changes to the information on other networks should be made to the Conference website at https://icdppc.org/other-networks/.

The Secretariat should keep the information current and periodically check that the links are working.

Where important new networks are created there should be corresponding material developed for the website.

Maintaining good relations with the administrators of these other networks can help the Secretariat achieve its own objectives. For example, they may be willing to distribute a conference message to their own membership.

The Conference Secretariat is appointed as the ICDPPC Liaison Officer for the purposes of GPEN's Network of Networks initiative.

The GPEN Committee should be notified of any changes to the appointed ICDPPC Liaison Officer.

Online Document Archive

The Secretariat function includes the preservation of the documents and files of the Conference, rule 3.2 https://icdppc.org/wp-content/uploads/2015/02/Rules-and-Procedures-including-new-amendment-adopted-at-38-Conference.pdf

The principal parts of the document repository are:

- Adopted Resolutions
- Declarations and Communiques
- Working Group Reports
- Rules and Procedures
- Accreditation
- Committee documents
- Representation at Meetings of International Organisations
- Closed Session Minutes and Correspondence
- Misc. (includes conference closed session agendas, papers etc.)

https://icdppc.org/document-archive/

Virtually all parts of the repository will be added to each year. Most parts will have new documentation added after the annual meeting. Some parts will be added to after every Executive Committee meeting.

This is the principal place that Conference documentation is held. No separate archive of papers is maintained. Accordingly it is important that the Secretariat diligently uploads material onto the website. This must be done in a regular and timely fashion. The Secretariat must not let important documentation accumulate in its own record systems where it is inaccessible to members, the Executive Committee and future Secretariats. This is a key aspect of accountability and transparency and is the Secretariat's primary responsibility under the rules.

Refer to the website manual for making changes to the document archive.

Translations

All conference documents, including proposed resolutions and accreditation and observer applications may be submitted in English or in another language. In the latter case, the documents must be accompanied by an English version.

Members with the ability and the resources to do so are encouraged to translate proposed resolutions and other conference documents. However, in practice few authorities supply translations and documents are typically submitted in English version only. The Secretariat should endeavour to make arrangements for core documents (such as resolutions) to be translated into French and Spanish in advance of the annual meeting. This is usually achieved with the assistance of either the relevant linguistic network or a member authority with the translation capacity.

Annual report

A written account of the activities of the Executive Committee (including the achievements of the Secretariat) should be prepared and presented at the closed session each year. This task typically falls to the Secretariat.

The report should be made available to delegates attending the annual meeting and uploaded to the website for the record.

Global Privacy and Data Protection Awards

The awards were the Chair's initiative and were run for the first time in 2017.

The Secretariat manages the process and the Chair judges the entries submitted.

Entries can relate to any initiative taken by the member authority in the current year/time frame up until the closing date. Initiatives may include anything at all. Without limitation examples might include any guidance resource, investigation, tool, publication, video, conference, website, partnership, poster, speech, policy, app, intervention …

Entries are invited in the following categories:
- Research
- Dispute resolution, compliance and enforcement
- Education and advocacy
- Use of online tools

Member authorities can submit as many entries as they wish. Entries can be submitted in one or more categories. In addition to awards in each category there will be an overall Chair's Award selected from all the entries.

Application form for 2017 is available at https://icdppc.org/news-events/icdppc-global-privacy-and-data-protection-awards/.

ICDPPC- recognised Enforcement Cooperation meetings

In the past the Secretariat has managed the process for calling for proposals to host enforcement cooperation meetings.

The Secretariat developed guidance for authorities submitting a proposal to host an ICDPPC-recognised Enforcement Cooperation meeting is available at https://icdppc.org/wp-content/uploads/2015/02/Guidance-for-proposals-to-designate-an-enforcement-meeting-in-2017-1.pdf.

In addition the Secretariat has prepared suggestions for organising a successful ICDPPC-recognised enforcement cooperation meeting available at https://icdppc.org/wp-content/uploads/2015/02/Suggestions-for-organising-a-successful-ICDPPC-recognised-enforcement-cooperation-meeting.pdf

Logos and Letterhead

Logos for the Conference, Executive Committee and Secretariat were professional developed. Logos will be sent separately to the new Secretariat.

A template for the Conference letterhead is at **Annex E**.

Census

[to come]

Host selection

Rule:

3.2 Functions of the Executive Committee

The Secretariat runs a process for the Executive Committee:
- to seek proposals from member authorities to host an annual conference;
- to evaluate the proposals received;
- to select a proposed host to recommend to Conference members;
- to allow an objection process or, if called for, an electronic membership vote on the recommendation.

The process is required to be completed to allow the selected host "sufficient time … to execute orderly preparations" which has been set by the Executive Committee as 2 full years' preparation time.

Annual timeline

The timeline for the annual cycle is as follows:
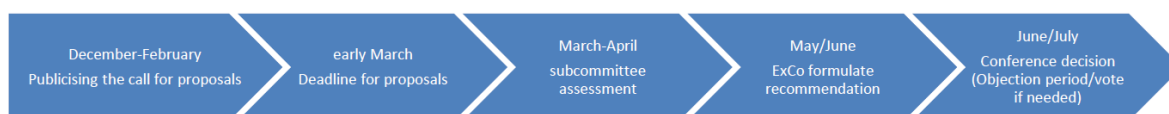
With new Committee typically established in October each year it is important that the Secretariat moves quickly to release a call for proposals no later than December.

Call for proposals

The call for proposals needs to be disseminated by email to all members and then further publicised and reminders give. The key requirements are to:

- explain the process;
- provide the expectations for hosting proposals and the criteria against which proposals will be judged;
- a deadline.

Guidance for authorities submitting a proposal to host the Conference (December 2016) https://icdppc.org/wp-content/uploads/2015/02/Guidance-for-Authorities-2.pdf

The December 2016 Guidance has been revised in the light of experience and has been written in a generic way to work for future calls for proposals without needing to be changed each year.

However, because of its generic nature the Guidance does not specify a deadline which will need to be included in a cover email and other publicity (such as a note on the website).

The process is further described in https://icdppc.org/wp-content/uploads/2015/02/Process-for-evaluating-proposals-to-host-Conference.pdf

Assessment

Practice to date has been to establish an assessment subcommittee comprising the Secretariat and one other ExCo member. This has worked well on the 4 occasions the system has operated.

Each subcommittee member uses a template to numerically score the proposals against the criteria earlier notified to members.

The Secretariat collates the scores and applies a weighting, according to a formula agreed in advance with the subcommittee, to emphasise the aspects that are considered most important to that subcommittee.

The process is fully described, and the assessment template provided, in https://icdppc.org/wp-content/uploads/2015/02/Process-for-evaluating-proposals-to-host-Conference.pdf

The Secretariat reports the results of the subcommittee's assessment to a full Committee meeting where a decision as to which proposal to recommend is taken. Sometimes it is useful to convert the numerical scores into a letter-based coding to de-emphasise small numerical differences that may not be significant.

Notification

Following the Committee decision, the Secretariat has a number of notifications to make:

- it must notify the selected authority that it has been recommended – it should be mentioned that the process has yet to be completed and no public statement should yet be made;
- it must notify any unsuccessful authority – a short report about the strengths and weaknesses of the proposals, with any constructive suggestions for future proposals, is usefully provided along with the Conference's sincere thanks;
- the membership is notified allowing an objection period and if necessary an electronic vote on the recommendation arranged;
- a public announcement by news release is made after completion of the process.

Working with host

The Conference Secretariat is the liaison between the host and the Executive Committee. The Secretariat is responsible for getting periodic updates from the host regarding the progress of the Conference. Such reports are circulated to the Committee for their information.

Current host

The Secretariat has to work closely with the host on the logistics of the closed session organisation. The Executive Committee is responsible for the planning of the closed session and the host is responsible for the planning of the open session.

The Secretariat has to notify the host of the progress it makes on planning for the closed session.

The Secretariat has to send all closed session documents to the host one month before start of the Conference.

Future host

In the past the Secretariat has invited the future host to attend an Executive Committee meeting in order to allow for a smooth transition from the existing host to the future host and to establish a connection. The future host would attend the meeting as an observer and provide an update on the progress of the Conference to the Committee.

Resolutions

Members may submit proposed resolutions or declarations to the Chair of the Executive Committee with a copy to the Hosting Authority for consideration at the Closed Session.

Proposed resolutions or declarations must be submitted at least one month before the next Closed Session, to enable the text to be circulated to all Members of the Conference. Where the resolution concerns complex technical or policy issues or relates to a topic that otherwise may require a longer review and comment period prior to the Closed Session, sponsors of resolutions are encouraged to provide such longer time to facilitate consensus resolutions.

Proposed resolutions or declarations must have at least three other cosponsors, representing, insofar as possible, different cultural, geographic and legal backgrounds.
Proposed resolutions or declarations should be:
- clearly and concisely expressed;
- address matters that are sufficiently related to the purposes of the Conference; and
- an offer enduring guidance or contribute to public debate on matters related to data protection of privacy rights.

Proposed resolutions or declarations shall consist of the following parts:
a. Title
b. Member or members that submit the proposal – the sponsor(s)
c. Members that support the proposal – the co-sponsors
d. Recitals (optional)
e. Body of the resolution or declaration
f. Explanatory note (optional)
g. Annex or annexes (optional)

Proposed resolutions or declarations will be voted on by the accredited members at the Closed Session according to the rules set out in 2.2 https://icdppc.org/wp-content/uploads/2015/02/Rules-and-Procedures-including-new-amendment-adopted-at-38-Conference.pdf.

Open and Closed Sessions

[to come]

Post Conference

[to come]

Annex A

Accreditation assessment checklist: Membership

To be completed by secretariat	
Applicant contact	
Name of Authority and country/economy	
Description of Authority	

To be completed by principal assessor *(Insert name of ExCo member)*	
Recommendation (select appropriate recommendation): *Applicant meets criteria, or Applicant does not meet criteria*	
1. Is the applicant a public entity created by an appropriate legal instrument? Yes ☐ No ☐	*Brief comments*
2. Does the applicant have the supervision of the implementation of the legislation on the protection of personal data or privacy as one of its principal regulatory mandates? Yes ☐ No ☐	*Brief comments*
3. Is the legislation under which the applicant operates compatible with the principal international instruments dealing with data protection or privacy? Yes ☐ No ☐	*Brief comments*

4. Does the applicant have an appropriate range of legal powers to perform its functions? Yes ☐ No ☐	*Brief comments*
Does the applicant have appropriate autonomy and independence? Yes ☐ No ☐	*Brief comments*

To be completed by ExCo member other than principal assessor	
I agree with the principal assessor's evaluation that the applicant (**tick the statements that apply**)	
1. is a public entity created by an appropriate legal instrument	
2. has the supervision of the implementation of the legislation on the protection of personal data or privacy as one of its principal regulatory mandates	
3. has a legislation under which it operates is compatible with the principal international instruments dealing with data protection or privacy	
4. has an appropriate range of legal powers to perform its functions	
5. has appropriate autonomy and independence	
Brief comments	
Name of ExCo member	

The table below will only appear if an ExCo member disagrees with the principal assessor's evaluation.

To be completed by ExCo member other than principal assessor	
I disagree with the principal assessor's evaluation that the applicant (**tick the statements that apply**)	
1. is a public entity created by an appropriate legal instrument	
2. has the supervision of the implementation of the legislation on the protection of personal data or privacy as one of its principal regulatory mandates	
3. has a legislation under which it operates is compatible with the principal international instruments dealing with data protection or privacy	
4. has an appropriate range of legal powers to perform its functions	

5. has appropriate autonomy and independence	
Brief comments	
Name of ExCo member	

Notes:

1. Where more information is required from the applicant the principal assessor should get the relevant information from the applicant.
2. Principal assessor's recommendation will be circulated via email to ExCo members. Where the ExCo agrees with the principal assessor's recommendation the secretariat will notify the applicant of the ExCo's decision.
3. If any member of the ExCo disagrees with the principal assessor's recommendation the relevant application/s will be discussed at the following ExCo meeting.

Checklist for Executive Committee meeting: Teleconference

Timeline	Things to do before the teleconference	Tick completed tasks
	Check availability of committee members for proposed meeting date - Send email to committee members enquiring availability	
	Finalise meeting date	
	Finalise agenda - Agenda to include dial-in instructions and conference code	
Ongoing task till the meeting	Draft meeting papers for circulation - Reference agenda item in the title of the meeting paper	
4 weeks before the meeting	Send email to committee members with final meeting date; draft agenda, minutes of the previous meeting and meeting papers - Invite members to add agenda items - Set a date for members to send additional agenda items - Email to include event announcer (timeanddate.com)	
	Get another staff to double check if the final agenda has the dial-in instructions and conference code	
2 weeks before the meeting	Send final agenda and meeting papers to Committee members. Cover email to include dial-in instructions and conference code. - Details in the email and agenda to be doubled check by another staff	
1 week before the meeting	Schedule a meeting with admin staff in other jurisdictions to test teleconference dial-in	
3 days before the meeting	Add comments to the agenda for the Chair - Send chair's version of the agenda to Commissioner	
A day before the meeting	Check if teleconference dial-in works	
	Things to do after the teleconference	
Same day of meeting	Download teleconference recording and save file to objective	
Within 2 days of meeting	Draft minutes - Send minutes to Commissioner for approval	
Within 2 days of meeting	Draft a task list and action tasks	
Within 1 week of meeting	Send draft minutes to members for comments - Set a date for members to send comments	
Within 2 days of meeting	Upload previous meeting minutes to the Conference website	

ICDPPC Executive Committee Agenda

[Insert meeting number] **meeting of ICDPPC Executive Committee**

[insert meeting date]

Meeting scheduled for 60 minutes

Attending via teleconference:

	[insert date]	[insert date]
Insert member country	Insert time	

Dialling Instructions

Insert phone number and details

Agenda

1. Formalities: Apologies/ adopt agenda

2. Previous meeting (insert meeting number): Approve minutes of [insert meeting number] meeting, review action points

3. ...

4. ...

5. ...

6. General business

7. Next meeting [insert details]

ICDPPC Executive Committee Minutes

[insert meeting number] **Meeting of ICDPPC Executive Committee**

[insert meeting date]

Chair *[insert details]*
Secretariat *[insert details]*
Elected member *[insert details]*
Elected member *[insert details]*
Current host *[insert details]*
Former host *[insert details]*

Apologies: *[insert if any]*

Meeting opened: *[insert time]*

1. **Previous meeting** (insert meeting number) **and action points**:
    []

    Action: .....

2. **[insert discussion item]**
    [insert description]

    Action: .....

3. **[insert discussion item]**
    [insert description]

    Action: .....

Next meeting
[insert details]

Meeting closed: *[insert time]*

ICDPPC Secretariat Email Policy

Version 1.0   10 November 2016

Purpose

To provide guidelines to the Secretariat and other users of the ICDPPC email mailboxes.

Scope

This policy applies to the Secretariat and any additional users of other email mailboxes created by the Secretariat.

New email mailbox

The Secretariat new email address is ICDPPCExCo@icdppc.org. Previously the Secretariat's email address was ICDPPCExCo@privacy.org.nz which was linked to the New Zealand Privacy Commissioner's website domain name.

The move to the new email address was done to achieve a smooth transition to future secretariats. The new email address can be easily moved around different jurisdictions without changing its name which gives a reflection of a permanent secretariat.

The new email mailbox has been created using Microsoft Office 365.

At present there are two mailboxes:

1. ICDPPCExCo@icdppc.org for the purposes of the Secretariat
2. digitaleducation@icdppc.org for the purposes of the digital education working group

Use of email mailbox

The email mailboxes should be used only to carry out the work of the Conference and for any other Conference purposes that the Secretariat and other mailbox users may deem fit.

Control

At all times the Secretariat will have access and control of all email mailboxes. The Secretariat's email mailbox will be managed by the Secretariat. Additional email mailboxes will be used by the designated member. At no time should additional email mailbox users change the username and password of the additional email mailbox without the Secretariat's approval.

Costs

The cost to maintain email mailboxes lies with Chair of the Executive Committee until the Conference has a funding model in place.

Annex E