

ICDPPC Resolutions Process 2019 – FAQs

PUBLIC v1.0

The following FAQs have been produced, following the update of the Conference Rules and Procedures in 2018, to facilitate ICDPPC Members' understanding and engagement with the ICDPPC Resolutions tabling process.

The following guidance on the Resolutions process follows the update of the Conference Rules and Procedures in 2018.

More reasons for this guidance:

- This guidance aims to provide both you as a member and the Executive Committee, including the Host Authority, with a clearer idea of what to expect at the Conference Closed Session.
- Your adherence to the resolutions process will help you as an ICDPPC Member with your individual decision-making on what to expect from this year's Conference, particularly useful around the time when you are considering whether to attend.
- The process also facilitates the Executive Committee's job in bringing you the best plan for the ICDPPC 2019 Closed Session.

This document accompanies the separate 2019 timeline published on the ICDPPC website. Enquiries about the process can be made to excosecretariat@icdppc.org.

1) I want to table an ICDPPC resolution in 2019. What do I need to do?

You need to follow the procedure set out in the [Conference Rules and Procedures](#), as amended in 2018. The Secretariat has also produced this guidance based on the Rules and Procedures, to help you, with a view to making the process more transparent in 2019.

2) What are the notice periods to submit my draft resolution?

There are **three** notice periods that you need to be aware of.

Every Sponsor, no matter what the type of resolution, needs to signal their intention to table a resolution by the end of May. You can do this by sending a short email to the Secretariat: excosecretariat@icdppc.org by end of day **Friday 31 May**, declaring your intention and a short statement of the broad topic area. You do not need to include any other information at this stage, e.g., it is not necessary to include the text of the resolution or its precise title.

Next, you will need to assess which of the two remaining notice periods for submitting draft resolution content is likely to apply to your draft resolution.

- 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 requested to adhere to the first notice period of **28 June**.

- The main Conference notice period for all resolutions of a less complex or technical nature can be received by the Secretariat by **26 August**. See also point 4 below.

3) *I'm aiming for the 28 June notice period as my resolution concerns a particularly complex or technical topic. What do I need to do?*

Send the text of your draft resolution to the Secretariat at: excosecretariat@icdppc.org by the notice period. You do not need to declare co-sponsors at this stage which should allow you to focus on the additional time that you require to discuss content with other ICDPPC Member Authorities. However, remember that you will need to declare co-sponsors by the 26 August notice period.

The Secretariat will check all resolutions received to ensure that there is no overlap in the topics. The Secretariat will liaise with the Host Authority as stated in the Conference Rules and Procedures. The Secretariat will inform you about next steps.

4) *I'm aiming for the 26 August notice period as my resolution does not concern a particularly complex or technical topic. What do I need to do?*

Send the text of your draft resolution to the Secretariat at: excosecretariat@icdppc.org by the notice period. You will need to declare that you have met the Conference requirements of obtaining at least four co-sponsors, representing, insofar as possible, different cultural, geographic and legal backgrounds. You also need to ensure that your resolution meets all criteria set out in rules 4.2 and 4.3 of the Rules and Procedures (set out in Annex for ease of reference).

5) *I'm not intending on submitting a Resolution but I am keen to ensure that I provide comment on the Resolutions proposed for adoption in Tirana and decide on those Resolutions that I would like to co-sponsor. What do I need to do?*

Make sure that you and your relevant colleagues in your Authority are on the Conference mailing list. You can add a colleague to the list by contacting the Secretariat: excosecretariat@icdppc.org. You will be contacted by email from the Secretariat with relevant updates about Resolutions if you are on the Conference mailing list. You should also watch both the Conference website (<https://icdppc.org>) and the Host Authority website (<https://privacyconference2019.info>) for news updates. Sponsors of Resolutions may set up their own mailing list of the group of known authorities interested in a specific Resolution, to facilitate the decision-making process but they should keep the Secretariat informed as a matter of good practice.

6) *I'm not able to attend the Tirana 2019 edition of ICDPPC in person. How do I ensure that my comments can still be taken into account?*

You can still comment on the Resolutions up to the Conference itself. Make sure that you and your relevant colleagues in your Authority are on the Conference mailing list. You should refer to the procedure set out above under Question 5) on not intending to submit a Resolution.

You could also consider contacting a like-minded Authority in advance of the Conference to see whether they could represent your views on a Resolution at the Conference. However, you should also have regard for Conference Rule 2.3 (Closed Session decision-making).

ANNEX

Relevant sections of the Conference Rules and Procedures, as amended by the 2018 Conference:

4.2 Expression and usefulness of resolutions

Proposed resolutions or declarations should be:

- clearly and concisely expressed;
- address matters that are sufficiently related to the purposes of the Conference;
- an offer of enduring guidance or contributing to public debate on matters related to data protection of privacy rights; and
- made available in English and the language of other major linguistic communities.

Note: Text in 4th point of 4.2 inserted by 40th Conference.

4.3 Structure of resolutions

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)
- h. Suggestions for implementation (optional)

Note: Article 4.3(h) inserted by 40th Conference.