

## ICDPPC Executive Committee Minutes

ICDPPC Executive Committee meeting  
2/3 December 2014

### Participants

Chair: John Edwards, New Zealand  
Secretariat: Blair Stewart, Vanya Vida, New Zealand  
France: Isabelle Falque-Pierrotin, Florence Raynal  
Netherlands: Jacob Kohnstamm, Paul Breitbarth, Dominique Hagenauw  
USA: Guilherme Roschke

Apologies: Julie Brill and Drudeisha Madhub

Meeting opened: 8 am (PST)

### 1. Previous meeting

- a. Minutes of the last meeting (16 October 2014) were approved.
- b. All action points from previous meeting complete except the requests that all Committee members submit to Secretariat:
  - brief notes on the tasks they performed for previous committee to enable Secretariat to compile a handbook to facilitate handover of tasks
  - suggestions for possible format/themes for next year's closed session.

*Action point: Outstanding handover notes to be submitted.*

### 2. Standing items

- a. Meetings  
Committee agreed to meetings in 1<sup>st</sup> week of March, May, July and September.

*Action point: Secretariat to identify and circulate dates for future meetings (March, May, July and September).*

- b. Forthcoming conference  
Netherlands gave an update.
- c. Applications for accreditation
  - Carry-over application from DPA of the state of Mexico to be reviewed.
  - Future applications expected from the authorities from Bonaire, Saba, Statia and Ukraine.

*Action point: USA to review Mexico State application or allocate to another member for review.*

### **3. Enforcement cooperation resolution**

Secretariat's report discussed. Committee accepted Canada's offer to host an event in 2015 which will fulfil mandate no. 1 of the resolution and contribute to mandate No 2.

*Action point: Secretariat to notify Canada of acceptance of its proposal in principle, explore and settle other arrangements with Canada and report back to March meeting.*

### **4. Communications**

#### **a. Evaluation survey**

Chair outlined interim results of the survey.

*Action point: Secretariat to circulate a report of final results.*

#### **b. Newsletter**

Committee approved the proposal for a periodic newsletter.

*Action point: Secretariat to circulate first issue of newsletter to follow December meeting.*

#### **c. Proposal for a website**

The NZ proposal was supported by CNIL and the FTC, and although some reservations were expressed by the Dutch DPA about the possible duplication of resource with the host website, it was resolved that the Secretariat should provide further information for consideration at the next meeting

#### **d. Simultaneous Interpretation (*impromptu item*)**

Concern was expressed about the standard of interpretation at the recent conference. France enquired as to whether it would be possible for interpretation in Spanish and French to be provided for as part of the registration fee. There was some discussion about how the Committee might determine which languages should be funded, and the Dutch DPA advised that with the registration fee having been set there was little if any room to accommodate interpretation services for Amsterdam 2015. The Secretariat agreed to review the suggestion and report back at the next meeting, bearing in mind the constraints of the Conference rules and the limits on what might be

possible for 2015. France agreed to submit information to the Secretariat about the provision of interpretation at recent conferences.

*Action point: France to submit information to the Secretariat about the provision of the interpretation service at recent Conferences and the associated costs. The Secretariat is to compile a report on the topic for the March meeting.*

**5. Call for proposals for future hosts**

a. Process

Secretariat will update previously prepared document on the process of assessment of proposals.

*Action point: Secretariat to circulate proposed documentation which would be supplied to authorities that express an interest in hosting a future conference.*

b. Timing

Committee agreed to bring forward the target decision date to June to enable approved host an extra month's preparation time.

**6. Closed session 2015**

a. Process

Committee agreed to finalise theme and format at the March meeting.

b. Preliminary discussion topic and presenter ideas

Possible topics were discussed.

*Action point: All committee members to forward ideas to the Secretariat. (France mentioned it will submit a paper.)*

**7. Use of funds remaining from the 36th conference**

Mauritius was not present on the call, item deferred to the meeting in March or discussion by email.

**8. Draft report of the 36th conference**

Draft report prepared by Netherlands discussed. Noted that Italy abstained from the Enforcement Cooperation resolution.

**9. Next meeting March 2015**

Week commencing 2 March. (Exact date to be advised.)

Meeting ended: 9 am (PST)