



Executive Committee^{ICDPPC}

International Conference of Data Protection and Privacy Commissioners

Guidance for Authorities
Submitting a Proposal to host
the
International Conference of Data Protection and Privacy Commissioners

Any accredited authority that wishes to be considered as a possible host of the 2016 Conference should:

1. Email the Secretariat to express their interest.
2. Submit a written proposal by **15 April 2015** in accordance with this guidance.

The Secretariat can be contacted by email at ICDPPCExCo@privacy.org.nz

The Secretariat
Executive Committee
International Conference of Data Protection and Privacy Commissioners

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Introduction to the Guidance

The Executive Committee has prepared this guidance to assist authorities that wish to submit a proposal to host the International Conference of Data Protection and Privacy Commissioners.

The approved hosting authority will take a leading role in achieving the Conference's mission to seek:

- To be an outstanding global forum for privacy and data protection authorities.
- To disseminate knowledge, and provide practical assistance, to help authorities more effectively to perform their mandate.
- To provide leadership at international level in data protection and privacy.
- To connect and support efforts at domestic and regional level, and in other international forums, to enable authorities to better protect privacy and data protection.

Any authority wishing to host the Conference must submit a written proposal containing sufficient information to enable the Executive Committee to evaluate the proposal and make a recommendation to the Conference. Authorities are encouraged to follow this guidance in preparing proposals.

In addition to the guidance for proposals, this document sets out:

- The criteria that the Executive Committee will apply in evaluating proposals.
- Some expectations of hosts.
- Several questions and answers about the document and process.

Authorities should also have regard to the Conference Rules and Procedures.

Guidance for Proposals

Given that proposals will be called for more than 20 months in advance, the Executive Committee recognises that many elements of any proposal will necessarily be tentative. Where details are simply not known when a proposal is drafted please indicate that. Where arrangements are not settled but several possibilities are under consideration (e.g. for meeting locations or dates), it will be helpful to give details of the options being considered.

The proposal should include information in all the following categories.

A. Overview of the strengths of the proposal

1	Overview	<p>Include an overview summarising the advantages for the Conference of selecting the proposed host and venue.</p> <p>The overview might highlight strengths of the hosting authority and experience of the organisers, benefits of the location, and any special opportunities offered by holding the event at that time and in that place.</p>
2	Dates	<p>Indicate the proposed dates. (The Conference is usually held in September or October.)</p> <p>If possible, confirm that the dates do not clash with other relevant scheduled international meetings that member authorities may normally attend. If a clash is unavoidable please note the fact.</p>

B. Closed session, public events and side events

2	Closed session	<p>Include a summary of the proposal for the closed session arrangements.</p> <p>Two days of meetings should be allowed for. Include details of what is planned for simultaneous interpretation.</p>
3	Public events	<p>Hosts are not obliged to run a public conference but may choose to do so. If a public conference is part of the proposal please explain your plans.</p> <p>Hosts that do not themselves plan to run a public conference may nonetheless facilitate the efforts of a third party to run a major public conference on days before or after the closed session (not billed as the International Conference but benefitting from its presence). If such a conference is part of your proposal please explain your plans.</p>
4	Side events	<p>Explain any plans to promote or facilitate side events.</p> <p>There is usually interest from other organisations and groups (e.g. civil society, industry groups and other networks of DPAs) in holding small side events. It is not the host's responsibility to organise such events but their viability may depend upon some facilitation by the host.</p>

C. Organisation

6	Host authority details	<p>Include relevant details of the authority.</p> <p>For example, briefly state when the authority was established, its size and resources and where it is based. Describe when the authority was accredited to the Conference, its involvement in the work of the Conference and its working groups, its participation in regional data protection forums and in international data protection projects.</p>
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7	Host authority's event experience	Describe the authority's experience in running conferences, international meetings or other major events.
8	Organising team	Please explain who will principally be involved in organising the event. For example, explain conference administration will be handled within the authority or contracted out and whether a programme panel will be convened.
9	Conference planning	Briefly outline the intended approach to planning the event (e.g. in relation to programme planning, partnerships, sponsorship, anticipated number of attendees, intended social events, building a website, support for side events, etc.).

Location and venue

10	City	Indicate the city in which the Conference is proposed to be held and why that has been chosen. Where the location is not settled, indicate the cities or regions under consideration.
11	Venue	Provide details of the proposed venue for the closed session and the characteristics that make it suitable. If a public event is planned for another venue please provide details.
12	Accessibility	Describe the accessibility of the city for international travellers (i.e. closest domestic and international airports, available ground transportation). Also confirm that the venue will be accessible for people with disabilities.
13	Accommodation	Describe the general availability of hotel accommodation at convenient distance to the proposed meeting venues. Organisers should, where possible, ensure that there are reasonable-cost accommodation options.

Finances

14	Budgeting	Explain your plan for financing the conference and your high level budgeting assumptions.
15	Sponsorship and other sources of funding	Advise whether you plan to seek or accept sponsorship and other sources of funding, and, if so, what the plan is to secure such funding.

Process and timeline for selecting and working with the host authority

Process for evaluating proposals

The Executive Committee will seek to satisfy itself on various matters before recommending a proposal to the Conference. It will study the written proposal with the following questions in mind:

- What are the overall benefits to the Conference’s mission in accepting this proposal?
- Does the proposal for the closed session meet the Conference’s needs?
- Will aspects beyond the closed session (including, but not limited to, public events) contribute to a good attendance, delegate satisfaction and a useful Conference?
- Can the Conference be confident that the organisation of the event is in capable hands?
- Is the proposed location likely to be appropriate and convenient to participants?
- Is the venue suitable for the closed session and related events?

The Executive Committee will also have regard to the desirability of progressively moving the Conference around different geographic locations.

While the Executive Committee will principally look to the written proposal as the primary source of information in making its evaluation, it may also seek information from public sources, third parties and may explore details directly with the authority concerned.

Working with the host authority and indicative timetable

The Executive Committee has a responsibility to manage and represent the Conference. It will need to work with authorities that have submitted proposals or that have been chosen to be the host to ensure that the Conference achieves its mission.

As proposals are likely to contain only high level information and, in some cases, to be missing some expected details, the Executive Committee will need to continue to explore matters with an authority even after it has been recommended as the hosting authority. In particular, the Executive Committee will want to ensure that the chosen host has a fully developed plan for the Conference by the time of the closed session of the preceding Conference. After the closed session the chosen host will become a member of the Executive Committee and directly participate in achieving its mandate.

Until it actually becomes a member of the Committee in its own right, the Committee will expect the recommended host to submit to the Committee monthly brief progress reports on its preparations and to answer questions that the Chair and Secretariat may put to it. In part this process may clarify details specified in the Guidance which was not able to be settled, or outlined in depth, at the time of submitting the proposal.

An indicative timetable for 2015 follows:

April	Deadline to submit written proposals (<i>the deadline for proposals to host the 2016 Conference is 15 April 2015</i>)
April-May	Committee evaluation of proposals
May-June	Committee recommends host

June	Host approved (in case of objection, voting process applies)
July	Host's 1 st report to Executive Committee
August	Host's 2 nd report to Executive Committee
September	Host's 3 rd report to Executive Committee
October	Host's final report to Executive Committee (different reporting arrangements follow when the host joins the Committee)
October	Host joins Executive Committee ex officio and attends first meeting of new Committee

Questions and Answers

Who may submit a proposal to host the conference?

A proposal to host the Conference may be made by any accredited authority. The Executive Committee will accept a proposal made jointly by several authorities. In such a case it may be helpful to nominate one lead authority as the 'hosting authority'.

Is there a preferred format that should be used for submitting a proposal?

The proposal must be in writing but there is no special format or template that must be used. Feel free to attach further documents such as venue brochures.

Must the proposal follow the order of items set out in the guidance?

The proposal can be set out in any order and need not follow the order of the guidance. However, authorities are asked to ensure that all topics in the guidance are covered somewhere.

We have not settled all of the details referred to in the guidance – can we still submit a proposal?

It is fully understood by the Executive Committee that many details in the proposal must necessarily be tentative. It is also accepted that some details may not be available at all to some authorities when formulating a proposal. Proposals should still be submitted even if some details are not settled. The proposal should be explicit on such matters and note that the details are not yet settled or available.

Are there other relevant documents that a host should consult?

Hosts should familiarise themselves with the Conference Rules and Procedures which outline aspects of the hosting role (e.g. in relation to language and simultaneous interpretation).