

39th International Conference of Data Protection and Privacy Commissioners
The Office of the Privacy Commissioner for Personal Data (PCPD),
Hong Kong, China

In order to ensure a smooth preparation and hand-over of the hosting from the 38th ICDPPD to be held in Marrakesh, Morocco to Hong Kong, China, it is proposed a communication is established between the two offices so that experience learnt in the organisation of the 38th ICDPPC may be transferred to the PCPD. Furthermore, this transition arrangement may then be established as a blueprint for subsequent hand-over between conferences.

Discussion items on the hand-over of hosting of ICDPPC (This is meant as a blueprint and not all information would be available immediately so both parties will need to communicate on these topics for a period of time. For completeness, it also contains items that have already been obtained by the PCPD.):

1. Participant list with demographic details on professional background and registration classes etc.
2. Venue logistic arrangements including
 - a. General conference-to-conference requirements on space, facilities and logistics;
 - b. Period of hiring;
 - c. Floor areas and utilisation;
 - d. Supporting facilities.
3. Programme committee on the open session
 - a. Terms of reference;
 - b. Time line and composition;
 - c. Meeting minutes.
4. Programme committee on the closed session
 - a. Role and involvement of the host.
5. Financial arrangement including
 - a. General conference-to-conference guidelines on fees, what items are included, sponsorship and subsidy;
 - b. Budget including breakdown on venues, catering, logistics support, simultaneous interpretation, conference organiser, side programmes;
 - c. Details on sponsorship from government and other public/private organisations;
 - d. Details on the 'subsidy' arrangements to speakers (both closed and open sessions) and other participants.
6. Conference website and promotion

- a. Website guidelines (what elements are common across conferences and what elements are the decision of the host);
- b. Promotional activities, logistics and timeline;
- c. Logistical time line.

The Office of the Privacy Commissioner for Personal Data, Hong Kong
August 2016