

ICDPPC Executive Committee Agenda

ICDPPC Executive Committee meeting

2 December 2014 at 8am

In attendance in Vancouver:

[ICBC Concourse Salon 10, Morris J. Wosk Centre for Dialogue – Simon Fraser University, 580 West Hastings Street, Vancouver]

John Edwards, Chair

Blair Stewart, NZ

Julie Brill, USA

Guilherme Roschke, USA

Joining by teleconference

Mauritius

France

Netherlands

New Zealand

Dialling Instructions

Vancouver	Mauritius	Netherlands	France	New Zealand
8am	8pm	5pm	5pm	5am (Wed 3 Dec)
1 855 380 4253	+649 379 4086	+649 379 4086	+649 379 4086	649 379 4086

Once connected enter Conference call code: 8208980525

For operator assistance at any time please dial *0

1. Formalities:
 - a. Apologies
 - b. Adopt agenda

2. Previous meeting (16 October 2014):
 - a. Approve minutes
 - b. Review action points

Task	Committee Member	Notes
1. Thank you letter to outgoing committee member	Chair/Secretariat	Complete
2. Committee members to submit brief notes to the Secretariat on the tasks that they have performed on the previous committee for compilation.	All	
3. Write to UNHCHR regarding Privacy in the Digital Age	Chair/Secretariat	
4. Prepare a proposal for handling administrative tasks anticipated in the 'International Cooperation' resolution	Secretariat	Annex A
5. Identify suitable time for December meetings (between 1-4 December to coincide with APPA Forum, Vancouver)	Secretariat	
6. Submit suggestions to Secretariat for possible format/themes for next year's closed session for discussion at December meeting	All	

- c. Matters arising from the minutes (other than matters already listed on the agenda)

3. Standing items
 - a. Update from the Secretariat:
 - Timetabling meetings:
 - Proposal to have next meeting in 3 months' time and thereafter at 2 monthly intervals i.e. March, May, July, September
 - Suggest either the week commencing 2 March – IAPP Conference week – and thereafter the first week in May, July, September
 - Committee members are asked to notify the Secretariat of any particular dates to avoid in those weeks, or to indicate if the weeks are unsuitable
 - Other matters
 - b. Update from host of forthcoming conference (NL)
 - c. Applications for accreditation (if any), including any carried over applications (USA)
 - d. Notice of any upcoming meetings of international organisations requiring representation or any report back from recent meetings (France)

4. Committee tasks anticipated in the 'International Cooperation' resolution
 - a. A paper will be circulated by the Secretariat to assist discussion

5. Communications (Chair/Secretariat)
 - a. Evaluation survey
 - b. Proposal for a newsletter (Annex B):

- Secretariat will publish a newsletter that will establish a regular channel of communications with a range of items about the conference, the DPA community and reports from the Committee
 - NZ will project manage
 - c. Proposal for a website
 - Secretariat will establish a website that will provide a permanent repository for core conference materials and be suitable to be handed on to future Secretariats
 - NZ will project manage the website
 - The proposal takes account of the objectives of the 2009 Conference [resolution](#) recommended by the Website Working Group
 - The Committee will discuss issues of resourcing, including funding sources within the Committee, within the Conference and external funding (e.g. sponsorship)
6. Call for proposals for future hosts(s)
 - a. Process
 - b. Timing: Chair proposes:
 - December: Call for expressions of interest to be received by February (no supporting documentation required at this stage)
 - February: Secretariat to provide authorities that expressed interest with details and guidance for proposals to be submitted by end-April
 - Decisions to be taken on hosting no later than late-July
 7. Closed session 2015
 - a. Discussion of process: Objective to have topic and format settled at March meeting to allow 6 months for settling of speakers, programme and arrangements
 - b. Preliminary discussion topic and presenter ideas
 8. Conference working group updates:
 - a. Digital Education WG (France)
 - b. Strategic Direction WG (NZ)
 9. Use of funds remaining from the 36th conference (Mauritius)
 10. Draft report of the 36th conference (Netherlands)
 11. General business
 12. Next meeting March 2015
 - a. Proposal the week commencing 2 March – IAPP Conference week – otherwise the following week commencing 9 March

Annex A

Report by the Secretariat on the mandates of the Enforcement Cooperation resolution

ACTION POINT FROM 16 OCTOBER 2014 MEETING

4. Prepare a proposal for handling administrative tasks anticipated in the 'International Cooperation' resolution	Secretariat
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ENFORCEMENT COOPERATION RESOLUTION

The 36th Conference's Resolution on Enforcement Cooperation mandated the Executive Committee to –

1. continue to ensure that there is an annual opportunity for those particularly interested in issues of privacy and data protection enforcement and coordination to meet and that these meetings should focus on the sharing and development of experience and best practice amongst enforcement practitioners from privacy authorities;
2. manage notices of intent from potential Participants to the Arrangement, and to update the Conference's Rules and Procedures to reflect this at the 37th Conference;
3. initiate discussions with GPEN and other relevant networks with a view to exploring practical options and opportunities for better coordinating their efforts to improve enforcement cooperation and to report on these options to the 37th Conference.

The Secretariat reports on the mandates as follows –

1. ANNUAL OPPORTUNITY TO MEET AND DISCUSS PRIVACY ENFORCEMENT

This mandate does not require the Executive Committee to organise a meeting. Rather it anticipates the Executive Committee identify a suitable meeting that is being arranged by others or, where no such opportunity exists, to encourage someone to arrange such a meeting. Only as a last resort need the Committee actually consider organising such a meeting itself.

The Secretariat has become aware that the Office of the Privacy Commissioner of Canada would like to organise an event in May/June 2015 that will provide the type of opportunity anticipated by the resolution. The OPCC plans to present a formal proposal to the Executive Committee but at this stage tentatively anticipates the event would:

- i. seek to draft guidance and “administrative instructions” (e.g., forms etc.) with a view to operationalizing the Arrangement, and
- ii. explore other practical enforcement cooperation matters.

While the prospective event should meet the requirements of this mandate for 2015, the Secretariat mentions a development that might assist to fulfil the resolution’s objectives for future years. Please see annex which describes the GPEN Training Exchange proposal which, it is understood, may be implemented during 2015.

The secretariat expects that firmer details of the prospective event will be available by the time of the December meeting.

2. GLOBAL CROSS BORDER ENFORCEMENT COOPERATION ARRANGEMENT

The Secretariat understands that the event proposed by the OPCC mentioned above will explicitly seek to develop draft templates, supporting documentation and processes that would be relevant to this mandate. If that eventuates, it will go a long way towards fulfilling this mandate although since this task remains an Executive Committee responsibility the Committee will need to satisfy itself as to the deliverables. We expect that at least one Committee delegate should participate in the planned OPCC event.

The Secretariat recommends postponing taking decisions in relation to implementing this mandate until firmer details of the prospective event are available. The OPCC has indicated that they would welcome Executive Committee feedback to work into their proposal.

3. INITIATE DISCUSSIONS WITH GPEN AND OTHER RELEVANT NETWORKS

To implement this mandate some initial work will be needed to identify the privacy networks in prospect and to firm up a planned approach.

The Chair offers to identify relevant privacy networks and report to the March meeting with a proposal to take this mandate forward.

Executive Committee Secretariat

6 November 2014

ANNEX

GPEN Training Exchange¹ (This is a proposal that is planned to be implemented in 2015.)

To support GPEN's mission to promote cooperation by 'encouraging training opportunities', it is proposed to create a framework to open new training opportunities to staff at GPEN member authorities. These opportunities would be publicised on a part of the GPEN website called the 'GPEN Training Exchange' or 'GPEN Education and Training Clearinghouse'. This summarises a more detailed proposal of 19 May.

The idea is to open up opportunities to GPEN members to access training delivered by GPEN members, other enforcement networks and other third party providers.

The principal opportunities that might be available to open up to GPEN members are those training opportunities that are delivered by GPEN members through other networks that they're involved in. Three examples are:

- The European Conference of Data Protection Commissioners holds an annual 'Case Handling Workshop'.
- The Office of the Privacy Commissioner of Canada for many years held an annual 'Investigators' Conference' open to federal and provincial privacy investigators.
- The New Zealand Office of the Privacy Commissioner hosted an ad hoc 'APEC Privacy Enforcement Workshop' in 2013.

In each case, these events are held on behalf of closed groups. However, with this new framework in place each might be willing to open their event on some basis to GPEN authorities. Conditions might be placed in some cases e.g. to limit participation to a manageable number or to impose a fee.

It is possible that particularly useful commercial training opportunities could be brought within the arrangement, perhaps with negotiated GPEN member discounts.

There may also be scope to encourage the training providers to consider offering assistance for authorities from other countries to attend. Extending free places would be a good start. In others a discount on fees might be feasible. Occasionally, organisers may have funds to assist attendees e.g. from developing countries.

In the long term it might be possible to establish funds or scholarships to assist meet training goals and developing a sponsorship policy might be a precursor. This is not a part of this proposal. There may also be existing funds that can be drawn upon that could be publicised on the GPEN site.

Secondments would fall squarely within training opportunities along with workshops, seminars and courses. It is suggested that as a complementary piece of work GPEN could create a secondment framework to facilitate secondments. Where offices offer secondments they would also be publicised on the site.

In essence the GPEN Training Exchange would look like a calendar of past and future training opportunities. As with other comparable features on the website (e.g. the calendar) listings would generate an automated notification.

¹ This material is extracted from a summary of GPEN Projects for 2015 available at the GPEN website.

Annex B

Note from Secretariat to Executive Committee: Planned newsletter

Newsletter objectives

The newsletter has both prosaic objectives (e.g. as a channel for Committee announcements) and strategic objectives (e.g. to foster a sense of conference identity between annual meetings). The principal objectives may be summarised as:

- to maintain contact with conference participants on an ongoing basis;
- to provide a vehicle that offers greater scope than single emails for effectively communicating messages;
- to build trust and familiarity amongst Conference participants;
- to raise the Conference profile;
- to promote greater participation in neglected aspects of the Conference (e.g. delegate representation at meetings of international governmental organisations);
- to promote dialogue across diverse membership and diminish misunderstandings; and
- to promote attendance at the annual Conferences.

Summary of the planned newsletter

The Secretariat has established a plan for the newsletter with the following characteristics:

- entirely electronic with flexibility to be as short as a single page with no fixed maximum length;
- flexibility in the publishing schedule with scope for ad hoc issues but in general to be published 2 weeks after each Committee meeting i.e. likely to be in December, March, May, July and September;
- initially distributed in PDF attachment to an email but possibly to switch to distribute of a webpage link once a conference website is established;
- content would always include key communications from the Executive Committee, and working group messages, but would also contain general content that would engage readers with the conference (e.g. its history, previous and recent resolutions) and its membership (e.g. profiles of commissioners, announcements of appointments, retirements, obituaries);
- the Secretariat will coordinate content – some of it written by the Secretariat and some of it commissioned or invited from others – and produce the newsletter.

First newsletter

The first newsletter would follow the December Executive Committee meeting and feature messages arising from it. It will have less general content and is expected to be shorter than latter issues. At the minimum it will include:

- A message from the chair;
- 'Save the dates' notice for Amsterdam;

- Introduction to the Secretariat.

Mock-up of newsletter

A standard Microsoft template is planned to be used for the newsletter.



A simple logo has been developed in house for use on the newsletter and other Secretariat communications.

Executive Committee^{ICDPPC}

Where space allows a globe is included.



Blair Stewart
Secretariat

18 November 2014