

CREDENTIALS COMMITTEE DOCUMENTATION 1999 – 2006

A. *Introduction*

1. **Preface and people**

Preface

List of members of working group, committee and subgroup

2. **Governing documents**

Criteria and rules for the credentials committee and accreditation principles

Guidelines and procedures for resolutions plus addendum

Reviews of accreditation amendment, 2002

B. *Origins*

3. **Working group documentation**

Discussion document by Bruce Slane to closed session of 21st International Conference on processes for adopting conference resolutions, August 1999

Internal memo Blair Stewart to Bruce Slane, processes for adopting conference resolutions, October 1999

Statement Bruce Slane to 22nd International Conference with revised paper setting out proposed guidelines and procedures for conference resolutions, September 2000

Letter Bruce Slane to working group to establish accreditation features of data protection agencies, March 2001

Letter Iain Bourne to Bruce Slane with UK comments, March 2001

Letter Michel Gentot to Bruce Slane with French comments, March 2001

Internal memo Blair Stewart to Bruce Slane on accreditation features of data protection agencies, April 2001

Fax Blair Stewart to Iain Bourne attaching a paper for consideration by working group, May 2001

Internal memo Bruce Slane to Blair Stewart on accreditation recording meeting of the working group held in Paris, June 2001

Memo Bruce Slane to working group on the proposal for accreditation features of data protection authorities, 10 September 2001

C. Systems

4. Application form

Email Blair Stewart to Credentials Committee and Subgroup proposing to trial an application form, December 2001

Email David Smith to Blair Stewart on accreditation form trial group, February 2002

Memo Blair Stewart to David Smith reporting on the results of piloting application form on a trial group, February 2002

Application forms in English/French (2002 onwards)

Applications forms in English/French (revised, 2006 onwards)

5. Checklist

Checklist used by the Subgroup

6. Administrative documentation

Tables of assigned reviewers (2002,2003, 2004 and 2006)

Periodic update memos (May, 10 and 22 July 2002; January, May, June, July and November 2003; January, June and July 2004; July and December 2005; April and 12 and 19 July 2006)

7. Specimen communications

Notice of a meeting to examine an applicant (KISA, Korea), 2004

Letters notifying adverse recommendations (Monaco, Zurich City)

Emails advising adverse recommendations (Mexico, USA)

Specimen email notifications to successful applicants (joint message to CoE, EU and Interpol, 2003)

Solicitation of applications (EDPS, Romania)

Email exchange with a researcher, 2004

Specimen email with Q&A of an applicant (CoE DPC, 2003)

D. *Positions developed and taken*

8. Committee reports

Annual Report 2002

Annual Report 2003 (and oral summary)

Annual Report 2004 (English, French, Spanish)

Annual Report 2005

9. Accreditation resolutions

Summary list (June 2006)

Accreditation resolution 2002 (English and French)

Accreditation resolution 2003

Accreditation resolution 2004 (English, French, German and Spanish)

Accreditation resolution 2005 (English and French)

10. Interpretative memos

Memo Blair Stewart to Subgroup, Dividing line between national authorities and sub-national authorities, June 2002

Memo Blair Stewart to Credentials Committee, Four disputed applications, July 2002

Memo Blair Stewart to Credentials Committee, Further three disputed applications, July 2002

Email Blair Stewart to Subgroup on circulation of documentation to researchers, July 2002

Memo Blair Stewart to Subgroup, Suggested approach to voting rights questions for international/supra-national DPAs, May 2003, and follow up email of June 2003

11. Guidance to hosts

Email Blair Stewart to [Australian host], Questions about fee classes, August 2003

Email Blair Stewart to [Australian host], Questions about the closed session, September 2003

Email Blair Stewart to [Polish host], Questions about admission to the closed session, August 2004

12. Observer resolution

Minutes of closed session of 26th international Conference (extract), September 2004

Memo Blair Stewart to Subgroup, New Zealand Proposal to amend the criterial and rules of the Credentials [the so called *pro tem* proposal], November 2004

Exchanges of emails between Blair Stewart and Jonathan Bamford and Blair Stewart and Marie Georges concerning *pro tem* proposal, November/December 2004

Memo Blair Stewart to Subgroup, New Zealand proposal regarding observer status, June 2005

Resolution of the Credentials Committee concerning country observers, 2005

Canadian amendments to observer resolution

13. Transition

Internal memo Blair Stewart to Marie Shroff, Credentials Committee Transition Issues, August 2005

Email Blair Stewart to new Committee, Committee Work 2005/06: Description of processes and copies of documentation, October 2005