GPA Covid-19 Taskforce (hereafter 'the Taskforce')
Terms of Reference

1. Preamble

As countries across the world adjust their response to the COVID-19 health crisis to allow businesses to re-open and citizens to return to a semblance of normal life, the GPA community continues to be confronted with unprecedented common data protection and privacy challenges arising from the pandemic.

Recognising these challenges and the need to show leadership and offer practical support to GPA members and observers at a time when authorities are under unique pressures, the GPA Executive Committee convened on 23 April 2020 in an extraordinary meeting during which the Committee agreed on the establishment of a GPA Covid-19 Taskforce. The Taskforce will be chaired by Executive Committee member Raymund Liboro, National Privacy Commission, Philippines.

2. Purpose

In line with the Assembly's vision and mission of maximising the Assembly's voice and influence and enhancing capacity building for GPA members and observers, the Taskforce will provide leadership within the GPA membership community and in the context of COVID19 by examining the emerging data protection and privacy challenges posed in the context of the pandemic in order to identify:

- the practical ways in which these are being addressed, sharing information with the membership to enhance capacity building for members and observers,

- where GPA network activities can encourage a common good practice approach across jurisdictions;
- relevant engagement opportunities for influencing the international privacy debate on COVID-19 response with external stakeholders in order to demonstrate GPA leadership and influence.

3. Remit and Deliverables

The primary role of the Taskforce is to coordinate and help drive the GPA's practical responses to the privacy challenges emerging from the COVID-19 pandemic, with a view to informing future public positions on COVID-19 related topics by the Assembly and enhancing capacity building capabilities for the GPA privacy community.

Specifically, the Taskforce will:

- Identify and examine the most common pressing privacy issues emerging from the COVID-19 pandemic and share information across the membership ;
- Collate evidence and produce case studies of good practice, including by bringing together – where appropriate – a group of experts from member authorities and observer bodies to provide insights on specific topics and issues such as contact tracing apps or audit tools for apps and data sharing;
- Consider what appropriate outreach to external stakeholders should be done, and by which representative, with a view to influencing common international approaches to, for example, design principles in COVID-19 pandemic related products or services;
- Develop capacity building activities, including by a) providing GPA support and input into workshop and seminar activities to allow operational exchanges and knowledge flow within the GPA membership community and b) providing strategic oversight over the GPA resource gathering initiatives on COVD-19;
- Building on the above, prepare for a resolution on COVID-19 and proposals for further work to be presented for consideration at the GPA virtual closed session in October.

In all the work of the Taskforce, inclusivity and legal and geographical diversity should be considered in order to ensure the delivery of a comprehensive GPA response with the potential to resonate with the whole Assembly's community.

4. Leadership and Relevant Engagement and Reporting Activity

The meetings of the Taskforce will be convened and conducted by the Taskforce Chair, with the support of the GPA Secretariat.

Specifically, the Taskforce Chair will:

- Provide leadership and direction to the Taskforce to ensure it meets its objectives as set out above and within the agreed timeline;

- Convene and chair the meetings of the Taskforce and establish, in consultation with the GPA Secretariat, the content of meeting agendas;

- Ensure that priorities are identified, matters are progressed smoothly and in a timely manner during meetings and in the overall work of the Taskforce;

- Ensure the Taskforce reaches clear decisions over action points and allocated tasks in an inclusive and timely way;

- Monitor the implementation of tasks and action points from previous meetings and ensure these are consistent with the Taskforce agreed remit and Terms of Reference;

- To undertake ad hoc work as the Chair of the Taskforce, including attendance at relevant events, or delegate such work to other members of the Taskforce as appropriate.

- To report, with the support of the GPA Secretariat, on the Taskforce's activities to the Executive Committee and GPA Closed Session, as required.

5. Membership and Responsibilities

Membership of the Taskforce will be inclusive and diverse in order to reflect the different views and geographical perspectives of the GPA community.

Members will:

- Demonstrate commitment by making a practical and meaningful contribution to the work of the Taskforce by ensuring to progress work and complete allocated actions and tasks in between meetings as well as by actively contributing to the preparations ahead of the virtual closed session meeting;
- Ensure relevant documents to inform discussion at meetings are shared with the GPA Secretariat in a timely way;
- Communicate with and provide feedback from their organisations and ensure regular communication with the Taskforce Chair and GPA Secretariat as well as other relevant stakeholders (e.g. Executive Committee) as appropriate;
- Make best efforts to join Taskforce meetings. Where attendance from the main nominated representative is not possible, substitution of a deputy is acceptable provided that the deputy will be able to act with delegated authority. Members submitting apologies for meetings, and who are unable to send a deputy, should notify the GPA secretariat in advance.

6. Frequency of Meetings and Duration of the Taskforce

It is proposed that the Taskforce will meet on a fortnightly basis in the initial stages. Given the varied geographical composition of the Taskforce and in recognition of the difficulty of accommodating different time zones, the meetings will be arranged on the Atlantic and Pacific time zones on an alternate basis. A calendar of meetings will be agreed in advance, at the first meeting or shortly after, in order to ensure predictability. It will be possible to adjust meeting dates when necessary.

The Taskforce will be operational until October 2020, with the possibility to extend its mandate for a further period agreed by the Closed Session, if required.

7. Organisation of work

In view of the size of the Taskforce and in order to maximise its efficiency and ability to progress work quickly, it is envisaged a smaller group with particular expertise and resource capacity will drive the work on emerging privacy issues caused by the COVID-19 pandemic with a wider group of Taskforce members driving the delivery of capacity building activities and development of case studies of good practice.

8. Secretariat

The work of the Taskforce will be supported by the GPA Secretariat.

The Secretariat will:

- Work with the Taskforce Chair to establish the content of meeting agendas;

- Provide necessary project management support to the Taskforce Chair;

- Arrange the meetings of the Taskforce and ensure relevant documents are circulated to participants in a timely way, including the summary and action points of each meeting;

- Provide support to the Taskforce Chair to ensure regular updates on the work of the Taskforce are provided to the GPA Chair and Executive Committee as well as relevant stakeholders, as appropriate;

- Undertake ad hoc policy work as required in support of the Taskforce Chair;

- Ensure the new COVID-19 resources and calendar feature on the GPA website are kept regularly updated;

- Carry out in collaboration with the Taskforce Chair and in consultation with Taskforce members, where appropriate, an event triage process for Taskforce and/or Executive Committee members to relevant COVID-19 events;

- Support the coordination and delivery of capacity building activities;

- Ensure Taskforce outputs for consideration of the GPA virtual closed session are delivered within the established deadline.