



Guidance for Authorities Intending to
Submit a Proposal to host the
Global Privacy Assembly Annual Meeting

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Introduction

Each year, the Global Privacy Assembly (GPA) Secretariat will invite member authorities to submit proposals to the Executive Committee to host a future annual meeting. The Secretariat's invitation will specify a deadline by which proposals must be received. The deadline will be set with the objective of enabling a host to be selected a full 2 years before the event.

The approved hosting authority will take a leading role in achieving the GPA mission:

- To be an outstanding global forum for privacy and data protection authorities;
- To disseminate knowledge, and provide practical assistance, to help authorities to perform their mandate more effectively;
- 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 fora, to enable authorities to better protect privacy and data protection.

Any authority wishing to host the Annual Meeting must submit a written proposal containing sufficient information to enable the Executive Committee to evaluate the proposal and make a recommendation to the GPA members. Authorities are encouraged to follow this guidance in preparing proposals. Proposals should seek to cover all matters listed below.

This guidance sets out:

- Expectations of hosts;
- The criteria that the Executive Committee will apply in evaluating proposals;
- Questions and Answers about the process.

Authorities should also have regard to the [GPA Rules and Procedures](#) and to the [GPA's Strategic Plan](#) which are both available on the Conference website at globalprivacyassembly.org.

High level statement of expectations

The Executive Committee expects the approved hosting authority:

- To deliver an event that broadly accords with the written proposal submitted and to consult the Committee if significant departures from the proposal are warranted.
- To support the Assembly's mission and strategic priorities.
- To cooperate with the Executive Committee and to provide all necessary logistical support for the delivery of the closed session.
- To maintain a sound working relationship with the Chair and Secretariat.
- To ensure a smooth transition to the following host.

Guidance for Proposals

Given that proposals will be called for more than 24 months in advance, the Executive Committee recognises that many elements of a proposal will necessarily be tentative. Please signal wherever details are unknown at the time a proposal is drafted. Where a proposal allows for several possibilities (e.g. for alternative city locations), it would be helpful to give details of the options under consideration.

The proposal should include information in all of the following categories:

A. Overview of the strengths of the proposal

1	Overview	<p>Include an overview summarising the advantages for the GPA of selecting the proposed host and venue.</p> <p>The overview should 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> <p>Indicate the proposed dates (the Annual Meeting is usually held in September or October.) 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>
2	Supporting the GPA's strategic direction	<p>Indicate how the proposal supports the GPA's strategic direction. The GPA refreshes its strategic direction every few years – prospective candidates are strongly encouraged to consult the GPA's strategic plan prior to submitting a proposal.</p> <p>If the strategic plan in place at the time of making the application is due to expire before the conference takes place, then referring to the current strategic plan is sufficient with a statement of commitment by the candidate host to remain in close consultation with the Executive Committee about any revised approaches required closer to the event.</p>

B. Closed session, public events and side events

3	Closed session	<p>Include a summary of the proposal for the closed session arrangements.</p> <p>One and half to two days of meetings should be allowed for. Include details of what is planned for simultaneous interpretation.</p>
4	Public events (Open Session)	<p>Hosts are not obliged to run a public event (often referred to as the 'Open Session') but may choose to do so. If a public event is part of the proposal, please explain your plans.</p> <p>It is not necessary to name particular themes, topics or speakers. However, it would be helpful to outline details such as the planned duration, whether the event will be a single stream or multi-stream conference, and approximately how many sessions/panels/speakers might be anticipated.</p> <p>Hosts that do not themselves plan to run a public conference (Open Session) may nonetheless facilitate the efforts of a third party to run a</p>

		major public conference on days before or after the closed session (not billed as the GPA Annual Meeting but benefitting from its presence). If such an event is part of your proposal, please explain your plans and whether any commitments in principle have been obtained from third parties.
5	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 and other networks) in holding side-events of between 10 – 100 people.</p> <p>It is not the host’s responsibility to organise such events, but their viability may depend upon some facilitation (e.g. to provide rooms for non-commercial events).</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 the authority’s involvement in the work of the GPA and its working groups, its participation in regional data protection forums and in international data protection projects.</p>
7	Host authority’s event experience	<p>Describe the authority’s experience in running conferences, international meetings, or other major events.</p> <p>Also describe any experience in running online events.</p>
8	Organising team	<p>Explain who will principally be involved in organising the event.</p> <p>For example, explain whether conference administration will be handled within the authority or contracted out to a third party (eg conference organiser) and whether a programme panel will be convened.</p>
9	Conference planning and delegate satisfaction assessment	<p>Briefly outline the intended approach to planning the event.</p> <p>For example, you should mention the approach being taken to programme planning, partnerships, sponsorship, intended social events, building a website and other event preparatory and on-site communications, support for side events, etc. (See also section 17 on sponsorship and other sources of financing). A Host’s approach to risk assessment and risk mitigation management should also be outlined.</p> <p>You should also mention any preparations you would make to host the conference online, or to hold a hybrid (online/in-person) event, if this proves to be necessary.</p> <p>Briefly outline the available resource you will devote to producing a conference report showcasing event highlights and coordination of a delegate evaluation process for the event.</p>

D. Location and venue

10	City	<p>Indicate the city in which the Annual Meeting is proposed to be held and why that has been chosen.</p> <p>Where the location is not settled, indicate the cities or regions under consideration.</p>
11	Suitable venue	<p>Either provide details of the selected venue or provide an assurance that a suitable venue will be available. The assurance can be provided by way of confirmation that several suitable venues exist and will be able to be secured if approved as conference host. Also confirm that the venue will be accessible for people with disabilities.</p> <p>If a public event is planned for another venue, please provide details. If particular venues are named for the Closed Session or public event, indicate whether availability is assured or if a tentative booking has been made.</p>
12	Accessibility	<p>Describe the accessibility of the city for international travellers.</p> <p>For example, list the closest domestic and international airports, and describe the airline and ground (public/private) transportation options from airport to city/venue.</p> <p>Describe the access to the venue on public transport.</p>
13	Accommodation	<p>Describe the general availability of hotel accommodation at convenient distance to the proposed meeting venues.</p> <p>Organisers should, where possible, ensure that there are reasonable-cost (and a variety of star ratings eg 2* to 5*) accommodation options.</p> <p>Organisers should describe planned availability for transportation options between the accommodation and main event venue(s) if not covered by section 12 above.</p>
14	Personal safety	<p>Provide information on the general situation in the country in terms of political stability and geographic/geological considerations eg volcanic activity, seismic activity, air quality. Provide general assurances regarding the personal safety of delegates in the proposed venue city in relation to street crime or other local threats.</p> <p>Confirm that you have budgeted for and have access to appropriate security personnel/resource for the event on the event dates.</p> <p>Indicate your plans for ensuring the public health safeguards made available on-site and at available accommodation are of a high standard. This is particularly important in light of the recent global pandemic.</p>
15.	Human rights	<p>Provide information on the general situation in the country in terms of respect for human rights.</p> <p>Hosting the Annual Meeting in a country with a poor human rights record may affect the GPA's reputation and the willingness of member authorities and individual delegates to attend. Assurances are sought in relation to the freedom for presenters to speak critically during the Closed Session without repercussions.</p>

E. Finances

16	Budgeting	<p>Explain your plan for financing the conference and your high-level budgeting assumptions.</p> <p>For example, indicate the estimated number of attendees that are anticipated to attend and what allowance is made for travel cost/logistical support for speakers, in particular high-profile speakers.</p> <p>Indicate what your budget and plan for interpretation would be throughout the event. Hosts are strongly advised to budget for live interpretation from/into English/French/Spanish to ensure that the conference maintains its diversity objectives. Indicate budget available to translate any official documentation required for Closed/public event delivery, and/ or website content.</p> <p>Indicate what your budget would be for any additional public health controls which may be necessary to apply (the Committee is particularly interested to hear about dedicated and sufficient resources to ensure delegate health and safety in view of the recent global pandemic)</p> <p>Indicate whether you intend to charge a conference delegate fee and how you would foresee charging for different categories of delegate.</p> <p>Please include provision to support travel for 4 experts to address the Closed Session (these experts will be selected by the Executive Committee as a whole, not the host, but may in some cases also be suitable to present at any public session planned by the host.)</p> <p>You should also include assurance of consideration of risk assessment to cover cases of loss of funding sources. You should indicate whether event insurance would be included in your plan or if not, and if not, then why the event is exempt.</p>
17	Sponsorship and other sources of funding	<p>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.</p> <p>Many previous hosts have relied on sponsorship for their event, especially where a public event (Open Session) is held. The Secretariat can put you in touch with past Hosts to help inform you in the preparation phase of your event host bid regarding sponsorship types, but the responsibility to secure sponsorship lies entirely with the Host Authority alone.</p>

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 GPA members. It will study the written proposal with the following questions in mind:

- What are the overall benefits to the GPA's mission in accepting this proposal?
- Does the proposal for the closed session meet the GPA's needs?
- Will aspects beyond the Closed Session (including, but not limited to, public events) contribute to or detract from a good attendance, delegate satisfaction and a useful Annual Meeting?
- Can the GPA 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 GPA around different geographic locations. This will involve considerations outside the control of the proposed host authority, such as distance from recent conferences. The Executive Committee will also consider whether the authority has hosted the Annual Meeting before.

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 GPA. It will need to work with authorities that have submitted proposals or that have been chosen to be the host to ensure that the GPA 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 Annual Meeting. After the Closed Session of the year preceding the host's event, 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 brief periodic progress reports on its preparations and to answer questions from the Secretariat. In part this process may clarify details specified in the Guidance which were not able to be settled, or outlined in depth, at the time of submitting the proposal.

Questions and Answers

Who may submit a proposal to host the annual meeting?

A proposal to host the Annual Meeting may be made by any accredited GPA member authority.

The Executive Committee will accept a proposal made jointly by two or more authorities. In such a case, a single authority should be nominated as the main contact point for the GPA Secretariat. In accordance with the Rules and Procedures, co-hosts will share their seat on the Executive Committee.

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.

The size of the proposal document should not exceed 5MB (or if a large document is unavoidable, please split the proposal into two smaller documents before transmitting it to the Secretariat).

Feel free to supply supporting further documents such as venue brochures or photographs of venues or content or weblinks relating to expected high profile speakers or event management companies assisting the Host.

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

It will assist the Secretariat and the Executive Committee if proposals can follow the order set out in the guidance, though this is not mandatory if there is good reason to do otherwise. Authorities must ensure that all topics in the guidance are covered in the proposal.

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

It is appreciated 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 when formulating a proposal. Proposals should still be submitted within the bidding window indicated by the Secretariat, even if some details are not settled. The proposal should be explicit if some details provided are not yet settled or available.

Are there other relevant documents that a host should consult?

Hosts should familiarise themselves with the GPA Rules and Procedures, which outline aspects of the hosting role (e.g. in relation to language and simultaneous interpretation), and with the GPA's Strategic Plan.

Can the Secretariat support me in providing advice on preparing my application?

The Secretariat can provide some limited advice, taking care to ensure a fair approach to all candidate hosting authorities. The Secretariat may for example be able to refer you to certain past Hosts who may be able to inform you about their experience. If you have a question, please contact the secretariat@globalprivacyassembly.org. The Secretariat will be able to defer to the Host Selection Subcommittee for any question. Completing the application within the application window is entirely the responsibility of the candidate hosting authority.