**Application Form to Host the GPA Secretariat**

**First Application Cycle – Secretariat Host 2024-2026/28**

A funded and stable Secretariat is needed to support the Executive Committee and membership in its goal to modernise. Applications will be evaluated based on the criteria established in each question below.

Each question will be graded on a scale of 1 to 6, with 6 being the maximum number of points.

1. **Your Authority**
2. **Contact details**: Please provide the name, title, and email address of the main contact person for this application. Please note that the GPA Secretariat or the Secretariat Selection Committee may contact this person to ask for additional information.
3. **Your Authority’s details:** Please briefly provide background information about your authority, including its full title, place of establishment and law governing its establishment (including whether this law is under review by relevant bodies and the implications for such legal review on the authority’s establishment), its size (e.g., number of staff in FTEs), and current President/Commissioner.
4. **Your Authority’s Legal Nature:** Please explain your authority’s legal nature and the implications this has in its operations and financial decision-making process, including the levels of operational, organizational, and budgetary autonomy established in your country’s law. Please indicate if there are any other government instances involved in the decision-making process, both internally and externally; and consequently, the level of autonomy in the decision-making process of the Secretariat will be evaluated.
5. **Your Authority’s funding method**: Please explain the law(s)/regulation(s) governing your authority’s funding methods (e.g. funding from the national parliament/government, funding from fees, etc).
6. **GPA involvement:** Please explain your authority’s involvement with the GPA and its Working Groups, including any previously held roles in the Executive Committee and previous conference host experience.
7. **International experience:** Please provide details about your authority’s involvement with any other international networks either as a member or observer.
8. **Secretariat-hosting experience:** Please provide details of any experience in providing Secretariat services to a network like the GPA (for example to a regional data protection and privacy network).
9. **Special programmes:** Please provide details of any special or innovative programmes carried out by your authority. For example, awareness raising programmes for children and youth, special programmes for vulnerable populations, etc.
10. **Funded Secretariat Strategic Plan**
11. **Policy voice of the Assembly:** Please provide a brief outline of your plan to support the Assembly with a collaborative, transparent and creative approach in its goal to: a) modernise, b) develop its policy approach, and c) grow in global influence as outlined in the Resolution on The Future of the Conference and the Secretariat adopted in October 2021.[[1]](#footnote-1)
12. **Capacity-building:** Please provide a brief outline of your plan to support the capacity building approach of the Assembly.
13. **Support to the Chair and Executive Committee**: Please provide a brief outline of your plan to support the Chair of the GPA, the Executive Committee, and its Strategic Direction Sub Committee (SDSC).
14. **Please provide a brief outline of your plan to service the GPA Membership.** In particular, please explain how you intend to service the membership and promote meaningful interactions with the membership, e.g. a communication plan, impact maximization plan or member engagement plan.
15. **Finance and Organisational Matters**

**Important Note:** At the 43rd Annual Meeting, the Closed Session agreed to adopt a three-tiered fee-funded model.[[2]](#footnote-2) Any future Secretariat Host must therefore provide detailed accounts of the expected fees for each tier. Please contact the GPA Secretariat to receive an up-to-date copy of the spreadsheet.

1. **Budget: Please provide detailed financial information regarding the estimated budget you will require to host the GPA Secretariat.** Please provide detailed information about the costs you expect to incur as Secretariat, explaining in detail the expected costs for each item. In line with the GPA Rules and Procedures and the 2021 Resolution on the Future of the Conference and the Secretariat, please provide your budget projections for **2 years**, detailing the expected costs for each year separately. Please bear in mind that the membership fees will remain fixed for the duration of your tenure as Secretariat.

Please adjust the table below according to your needs, including adding or deleting any cost descriptions.

|  |  |  |  |
| --- | --- | --- | --- |
| Cost category | Cost description (examples) | Total costs (Year 1) | Total costs (Year 2) |
| Human Resources | Salary for XX staff members (FTEs) | **$ XXX,XXX** | **$ XXX,XXX** |
| Salary oncosts |  |  |
| Travel and representation at international meetings |  |  |
| Legal support (for eg set up of contracts) |  |  |
| Other expenses: Please add |  |  |
| Administrative costs | Records Management System | **$ XXX,XXX** | **$ XXX,XXX** |
| Phone account |  |  |
| Bank charges |  |  |
| Office supplies |  |  |
| Services |  |  |
| Website and maintenance |  |  |
| Total | $ XXXX,XXX | | $ XXXX,XXX |

1. **Funding sources:** Please select how you intend to fund the Secretariat. Please select all those that apply.

|  |  |
| --- | --- |
|  | Membership fees[[3]](#footnote-3) |
|  | Regional or other public funds (eg UN, EU funding) |
|  | Own financial resources (own budget) |
|  | Other – please specify: |

1. **Funding sources description:** Please provide further information about the options you selected above, detailing the funding sources for the Secretariat, including whether these have already been secured e.g., regional funds applications. If you intend to use multiple sources of funding, please explain the portions you expect to receive from each source (e.g., 50% from membership fees, 50% from regional funds).
2. **Secretariat services**: Article 3.4 of the GPA Rules and Procedures outlines the minimum services that the GPA Secretariat must provide[[4]](#footnote-4). Additionally, the GPA Secretariat may provide additional ones. Please mark which additional services you plan to provide:

|  |  |  |  |
| --- | --- | --- | --- |
|  | GPA Newsletter |  | GPA Census |
|  | GPA Awards & Giovanni Buttarelli Award |  | GPA Annual Report |
|  | Coordination of the GPA Reference Panel |  | Other(s) - Please specify/explain: |

1. **Working Languages**: Please confirm that at minimum you have the resources to deliver the Secretariat at least in English[[5]](#footnote-5) language. Please detail whether you intend on relying on the Voluntary Translation Network for any translations to the other official languages of the Assembly or whether your authority will be able to translate some of the documents at its own expense. And the relevant linguistic networks
2. **Human resources**: Please explain how many staff (in total FTEs) you intend to employ, explaining in detail their roles and job descriptions.
3. **Payments**: Please explain the method(s) by which you would be requiring payment from GPA members (e.g., bank transfer, card payment, etc). Please bear in mind that GPA members may require specific documentation from the GPA Secretariat Host to enable them to make payments.
4. **GPA Financial reporting**: Please confirm that you would agree to provide detailed financial reports regarding the GPA Secretariat expenses to the GPA Executive Committee and the Closed Session for their approval at least on an annual basis. This should include:

* Detailed accounts about the monies spent;
* Detailed information about the resources allocated to the GPA Secretariat during the entirety of your Authority’s term as GPA Secretariat Host.
* The services provided to the GPA, including any voluntary services your Authority may decide to provide.

1. In addition, please explain what kind of financial reporting and auditing rules your authority is subject to. Please explain how this may impact your reporting to the GPA Executive Committee and Closed Session on Secretariat expenses as Secretariat Host.
2. **Secretariat term**: Subject to Rule 3.4 of the Rules and Procedures, “[t]he Secretariat will be elected for a renewable term of four years, and it must serve a minimum term of at least two years”. Please confirm that you are able to serve for a minimum term of at least two years and whether you intend to serve as Secretariat for the full term of four years.
3. **Secretariat term**: Should you intend to serve for the full term of four years please provide a brief outline of your growth plans after year two, including plans to enhance service to the membership, funding (if it is the case), staff, etc.

1. https://globalprivacyassembly.org/wp-content/uploads/2021/10/Resolution-on-the-Future-of-the-Conference-and-the-Secretariat-adopted-version.pdf [↑](#footnote-ref-1)
2. [Resolution on the Future of the Conference and the Secretariat, Annex 1: The Funded Secretariat Explanatory Note](https://globalprivacyassembly.org/wp-content/uploads/2021/10/Resolution-on-the-Future-of-the-Conference-and-the-Secretariat-adopted-version.pdf). [↑](#footnote-ref-2)
3. Please note that any membership fees imposed must remain fixed for the Secretariat Host Authority’s tenure. [↑](#footnote-ref-3)
4. <https://globalprivacyassembly.org/wp-content/uploads/2021/10/GPA-Rules-and-Procedures-October-2021-amended.pdf> [↑](#footnote-ref-4)
5. Rule 6.2 of the Rules and Procedures – Language/Assembly documents: “Assembly documents, including accreditation and observer applications may be submitted in English or in another language. In the latter case, the documents shall be accompanied by an English version”. [↑](#footnote-ref-5)