**Guidelines for Applicant Authorities to Host the GPA Secretariat**

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

Written by the Secretariat Selection Committee: [November 11th, 2022]

1. **Introduction**

These guidelines have been prepared by the Secretariat Selection Committee to assist authorities to understand the requirements and application form for hosting the GPA Secretariat. The general requirements and roadmap towards a new funding model have already been agreed by the GPA Membership in its resolutions on the Future Funded Secretariat in 2021 and 2022.

This guidance sets out:

* Explanations about the expectations for future GPA Secretariat Hosts; and
* Guidance in filling in the application form

Authorities that are considering applying to host the GPA Secretariat are **strongly encouraged to carefully read this document** prior to submitting their application. If you have any further questions, please contact the GPA Secretariat for more information.

Applicant authorities should complete the application form and submit to the GPA Secretariat by 24 February 2023.

1. **The application and selection process**

In line with the new timeline detailed in the 2022 Resolution to Amend the Roadmap and the Timeline, the 2021 Resolution on the Future of the Conference and the Secretariat, and the GPA Rules and Procedures[[1]](#footnote-1), the application process is as follows:

1. The GPA Secretariat will launch a call for submissions for a new GPA Secretariat in November.
2. The Selection Subcommittee will hold drop-in sessions during the month of January for applicants who wish to have assistance with the application process.
3. After the deadline for applications has been closed, the Secretariat Selection Committee, on behalf of the Executive Committee, will review all applications received. If necessary, the Secretariat Selection Committee will contact applicants to request further information.
4. After reviewing all applications, the Selection Committee will make its recommendation to the Executive Committee on which candidate should run the Secretariat.
5. The Executive Committee, after assessing the Secretariat Selection Committee’s recommendation, will make its own recommendation to the Closed Session.
6. The Closed Session approves the Executive Committee’s recommended Secretariat Host Authority.
7. **How to fill in the application form**

Please read carefully the section below before you fill in your application form. The below is aimed to provide some guidance, but authorities wishing to apply are encouraged to provide any additional information they believe will support their application.

Please note that while the information you provide in the application will be considered carefully, your application’s strength will be considered in its entirety, and not just on individual points.

1. **Section A: Your Authority**

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| **Question** | **Comment** |
| **1. Authority 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. | The Secretariat Selection Committee will use this information to understand your authority’s background and to assess how your authority will be able to perform its duties as the GPA Secretariat host, including any existing or pending limitations in law. |
| **2. 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. | An authority’s legal nature may have implications regarding the decision-making process, including on whether and how monies from external sources can be received and/or distributed. Future GPA Secretariat hosts should be able to demonstrate they can act independently and without any undue influence. Rule 3.4.e. of the GPA Rules and Procedures stipulates that future GPA Secretariat hosts will be accountable for their activity to the GPA Executive Committee (and ultimately the GPA Closed Session) and will have the ability to collect, hold and disburse the proceeds of the membership fees. The Selection Committee also seeks to understand how your authority’s decision-making process may affect any decisions made in your authority’s capacity as GPA Secretariat Host. |
| **3. 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). | Information regarding your authority’s funding methods will be used to assess to what extent your authority will be able to collect, hold and disburse the proceeds of the membership fees. |
| **4. 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. | No comment. |
| **5. International experience:** Please provide details about your authority’s involvement with any other international networks. | No comment. |
| **6. 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). | No comment. |
| **7. 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. |  |

1. **Section B: Funded Secretariat Strategic Plan**

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| **Question** | **Comment** |
| **1. 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.[[2]](#footnote-2)  | By collaborative, transparent, and creative approach, it is meant:**Collaborative approach:** working across with membership, observers, and staff,thinking strategically, in a global context and articulating work across different cultures**Creative** **approach:** Generating unique and original ideas to provide a novel and useful approach to problem-solving, programme design, allows for adaptability. A creative approach increases collaboration.**Transparent approach:** adopting a transparent approach will build trust in the Secretariat with members, working groups, ExCo, etc., about all matters related to the Secretariat’s operations. |
| **2. Capacity-building:** Please provide a brief outline of your plan to support the capacity building approach of the Assembly. | By capacity building approach, it is meant novel, effective and smarter pedagogical approaches. |
| **3. 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). | The Executive Committee and the Selection Committee seek to understand how prospective GPA Secretariat Host authorities aim to coordinate work across committees and working groups.Further details about the Secretariat’s responsibilities toward the Executive Committee and the Strategic Direction Sub Committee can be found in Annex 1. |
| **4.** 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 with, e.g. a communication plan, impact maximization plan or member engagement plan. | By communication plan it is meant: a pre-planned communication strategy with clear goals and objectives, tactics, content development, integration of the GPA narrative, use of diverse communications channels including website updating, newsletter planning, social media, etc. |

**Section C: Financial and Organisational Matters**

**Important Note:** At the 43rd Annual Meeting, the Closed Session agreed to adopt a three-tiered fee-funded model.[[3]](#footnote-3) 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.

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| **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. | The table provided in the application form is based on the cost estimates provided in the Explanatory Note in Annex 1 of the adopted 2021 Resolution on the Future of the Conference and the Secretariat.Please note that some costs, such as the GPA website maintenance are fixed and cannot be changed. Cost estimates for the fixed items can be provided by the current GPA secretariat to you on request. |
| **2. Funding sources:** Please select how you intend to fund the Secretariat. Please select all those that apply. | As detailed in Rule 3.6 of the GPA Rules and Procedures, a Secretariat Host authority may choose to apply membership fees to fund its secretariat-providing services. However, it is appreciated that some authorities may have other funding resources available to them that would diminish their need to rely on membership fees.Authorities that wish to apply to host the GPA Secretariat are therefore free to decide whether it is necessary to rely on membership fees, fully or partially, providing this is agreed with the Executive Committee in advance of the Host’s appointment. Applications where an authority believes that it can provide the GPA Secretariat without relying on membership fees will also be considered. |
| **3.** **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). |  |
| **4. Secretariat Services:** Article 3.4 of the GPA Rules and Procedures outlines the minimum services that the GPA Secretariat must provide.Additionally, the GPA Secretariat may provide additional ones. Please mark which additional services you plan to provide. | The GPA Rules and Procedures provide basic information regarding the duties of the Secretariat, thereby allowing for some discretion with regard to the specifics. These duties outlined in the Rules and Procedures represent the minimum provision of services. However, as the GPA has continued to modernise and expand and increase its impact globally, the role and duties of the Secretariat have expanded too.For a more detailed analysis of all the (current) duties and functions of the GPA Secretariat, please see the details in Annex 1. The Executive Committee and the Secretariat Selection Committee appreciate that some authorities may be unable to provide all current duties and services. Alternatively they may wish to provide additional ones on top of the minimum required or indeed on top of what the Secretariat currently offers.  |
| **5. Working Languages**: Please confirm that at minimum you have the resources to deliver the Secretariat at least in English[[4]](#footnote-4) 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. | Traditionally, the GPA Secretariat has relied on the Voluntary Translation Network to ensure the GPA’s linguistic diversity is maintained and that all relevant documents are available in English, French and Spanish. Members of the Translation Network have provided their services at no expense in the past, however, due to conflicting priorities there may be occasions when they may not be able to translate documents for the GPA. |
| **6. Human resources**: Please explain how many staff (in total FTEs) you intend to employ, explaining in detail their roles and job descriptions. |  |
| **7. 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. | Prospective GPA Secretariat hosts should bear in mind that as public bodies are subject to their local laws, some GPA members may be restricted in the form and the method of payments they are allowed to make. It would therefore be preferrable, where possible, to provide a range of payment options. |
| **8. 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.
 | The GPA Rules and Procedures state that “Secretariat Host Authority Candidates must demonstrate their commitment to transparent budget reporting on an annual basis, meeting good governance standards”. It is important that GPA members are provided with detailed information on where their monies are spent and how. Therefore it is crucial that Future Secretariat Hosts commit to transparent financial reporting for each year of being the GPA Secretariat. Authorities that are unable to commit themselves to this may not be considered for the role of Secretariat. |
| **9.** 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. | This may include annual reports, annual accounts submitted to national legislatures, oversight by national/federal/regional budgetary responsibility bodies in your jurisdiction. If there is an impact on the calendar that you would expect a formal input/reply from the Executive Committee, please indicate this here. |
| **10. 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.**11. 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. | To ensure stability and continuity of service, members who wish to apply to serve as Secretariat are encouraged to apply for the full hosting term of four years. The Secretariat Selection Committee will take into consideration any mitigating factors that may prevent you from serving the full term of four years. |

**Annexes**

1. List of Responsibilities of the Host Authority and GPA Secretariat for the GPA Annual Assembly

## **Annex 1: List of Responsibilities of the Host Authority and GPA Secretariat for the GPA Annual Assembly**



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| **GPA Secretariat List of Responsibilities (April 2021)** |
| The following list comprises the responsibilities undertaken by the current Secretariat. These are broadly organised into the following categories of work: * Information management
* Support and liaison work
* Communications/publicity campaigns
* GPA Open Session Liaison with the Host Authority
* GPA Closed Session
* GPA Global Privacy and Data Protection Awards
* Other potential roles

Please note that the Secretariat role can be **scaled to need/available resource** as appropriate according to the Chair’s agreement with the Executive Committee. The GPA Rules and Procedures formally provide for a very basic Secretariat function that has been scaled up in practice in recent years. This has enabled the GPA to deliver its ambitious agenda to achieve the Conference’s strategic priorities, which include to maximise the Conference's voice and influence. If you have any queries, please contact: secretariat@globalprivacyassembly.org  |

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| **Task** | **Detailed Description** |
| **Information Management** | * The Secretariat is tasked with the management and preservation of the documents and files of the Assembly. At present, this comprises the files and records from all secretariat work to support the Assembly and its Executive Committee in the current host’s information management system. The role also includes oversight of the GPA Website, which contains present and historical reference documents.
	+ Adopted Resolutions
	+ Declarations and Communiques
	+ Working Group Reports
	+ Rules and Procedures
	+ Accreditation
	+ Executive Committee documents
	+ Representation at Meetings of International Organisations
	+ Closed Session Minutes and Correspondence
	+ Misc. (includes conference closed session agendas, papers etc.)
	+ GPA Annual Report
* The Secretariat is required (rule 4.5) to maintain a record of any domestic or regional actions taken as a result of or in reference to the adoption of an Assembly resolution or declaration.
* In consultation with the Chair and the Executive Committee the Secretariat updates the GPA Rules and Procedures to ensure they meet the Assembly’s and Committee’s needs.
* The Secretariat ensures the overview of the GPA Executive Committee elections records and gathers notices from the Executive Committee members in line with Rule 3.1 of the Conference Rules and Procedures.
* Regular review of the GPA membership email contact list and the members online details.
* Responsibility for the Data Protection Impact Assessment for the website and GPA activities in line with our legal obligations under the GDPR law (GPA as a service targeting individuals in the EU), and managing any risks associated with GPA activities.
* Review and update of the GPA Website Privacy Policy, where appropriate.
* Servicing and checking the application forms for the Global Cross Border Enforcement Cooperation Arrangement, updating the participants list on the website.
* To update the Secretariat Reference Guide and Website Reference Guide as appropriate to transfer know-how to future Secretariats.
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| **Support and Liaison Work** | * The Secretariat currently acts as the principal intermediary between the Chair, the Executive Committee and the GPA membership, although this is not stipulated in the Rules and Procedures.
* The Secretariat is responsible for monitoring and responding to queries received into the GPA Microsoft 365 mailbox.
* The Secretariat supports the Chair and Executive Committee with their Executive Committee meetings, which are required to take place at least twice annually, but currently take place on approximately a two-monthly cycle:
	+ Scheduling and managing the meetings
	+ Setting agendas
	+ Taking Minutes/Action Points
	+ Supporting projects
	+ Preparation and circulation of meeting papers including any GPA Executive Committee Joint Statements
	+ Meeting logistics
	+ Associated communications
* Drafting, consulting on and promoting the Conference Strategic Plan and provide any required policy advice to the Committee for the plan.
* The Secretariat supports the Executive Committee, the Working Groups and GPA membership in the production and distribution of GPA documents working group reports, resolutions/declarations/joint statements and related promotional materials.
* The Secretariat supports the Future of the Conference Working Group (with another Co-chair authority alongside the GPA Chair where agreed) to drive forward the Conference’s work.
* The Secretariat coordinates the work to produce the GPA Census every three years, liaising with any external contractors (if hired), or international organisations or other stakeholders which are interested in using the Census results.
* The Secretariat supports the Executive Committee’s Accreditation Sub-Committee and the accreditation process for new members and observers.
* The Secretariat supports the Executive Committee’s Host Bid Assessments Sub-Committee.
* The Secretariat acts as a liaison point for the Volunteer Translation Network and ensures information is appropriately translated into French and Spanish to ensure inclusivity and respect the conference’s diversity.
* Following the 41st GPA Annual Meeting, the Secretariat took up the responsibility of coordinating the establishment of the GPA Reference Panel. The role of coordinating future work during the Panel’s two-year term will be the task of the new Reference Panel Chair but recruitment of future Reference Panel members (either within or at the end of the two-year term), whilst carried out by an Assessment Group, is expected to require Secretariat support.
* The Secretariat coordinates the Executive Committee activity in appointing the host authority for future conferences (usually 2 years in advance of each conference e.g. in 2021, we are currently recruiting for the 2023 Host).
* The Secretariat supports the Host Authority with organising the annual meeting (see further details below).
* The Secretariat supports the Executive Committee with information about developments in other regional/linguistic/other specialist DP and privacy networks that might have a bearing on GPA future direction or who might wish to contribute in some way to the annual Closed Session. This is particularly relevant for the Berlin Group (IWPDPT) that has a special relationship with the GPA and usually reports to the Closed Session.
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| **Communication/Publicity campaigns** | * The Secretariat, on behalf of the Executive Committee, ensures that GPA activities are promoted via the GPA’s main channels of communication:
	+ - GPA Website
		- GPA Newsletter
		- Twitter/Social media accounts
* The Secretariat is responsible for the technical maintenance and use of the following: the GPA Microsoft 365 account, Free Parking (webhosting), Piwiki (web analytics), Sucuri (web application firewall), Twitter (social media), Youtube (social media) and SnapSurvey.
* The Secretariat is responsible for all editorial updates to the GPA website, ensuring all documents and reference materials are accurate and kept up to date. The document repository includes:
	+ - Adopted Resolutions
		- Declarations and Communiques
		- Working Group Reports
		- Rules and Procedures
		- Accreditation
		- Executive Committee documents
		- Representation at Meetings of International Organisations
		- Closed Session Minutes and Correspondence
		- Misc. (includes conference closed session agendas, papers etc.)
		- The GPA Annual Report
* The Secretariat is responsible for the publication of the GPA Newsletter and all associated editorial and production scheduling. The GPA Newsletter is published in January, May and September annually. The current Secretariat has also published a Special Edition Newsletter in November to update the membership on matters arising from the October GPA conference.
* The Secretariat is responsible with the Executive Committee for the production and presentation of the GPA Annual Report, to be made available to the membership at the Closed Session and posted onto the GPA website. The Secretariat project manages production.
* The Secretariat supports the GPA Working Groups in their communications with the GPA Membership via email, the GPA website, newsletter and any promotional campaigns.
* The Secretariat acts as the main point of communication between the GPA and the networks: regional networks, linguistic and cultural networks, specialised networks, miscellaneous networks. All information on the networks on the GPA website is to be kept up to date.
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| **GPA Open Session Liaison with Host Authority** | * Secretariat and host authority to establish regular staff-level meetings to support the organisation of the Conference Open Session and to share relevant information on planning, deliverables and outputs.
* Secretariat to act as liaison between the Executive Committee and host authority and provide appropriate support to develop the following for the GPA Open Session:
	+ - Title/Theme.
		- Logo/branding.
		- GPA own Website to include registration details, Open Session programmes and advise the Host Authority on closed website repository for relevant documents.
		- Communications plan.
		- Provide any support to the Host Authority in advising on the establishment of a Programme Advisory Committee (PAC) for development of the title and themes of the Conference, the selection of speakers/contributors and the skeleton structure of Open Session programme and associated side events: this year we are trialling the use of the Reference Panel as the PAC.
		- The Secretariat to advise the GPA host authority on design and branding for appropriate slide decks and speaker liaison.
		- Development with the host authority of electronic evaluation surveys for all aspects of the event.
		- Organisation of any Executive Committee meetings to be held during the event.
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| **GPA Closed Session** | * The Secretariat in consultation with the Executive Committee is responsible for delivering the GPA Closed Session, to:
	+ - Manage and organise all conference documentation for the Closed Session and ensure timely distribution to the GPA membership.
		- Manage and organise the voting procedure for the Closed Session for adoption of the Working Group Reports, Resolutions/Statements/Resolution, and for any elections.

As well as to develop: * + - Closed Session Title/Theme.
		- Logo/branding.
		- Agenda; the timing for the Closed Session agenda to be confirmed by the GPA host authority.
		- Logistics for the Closed Session, in consultation with the host authority.
		- Selection and coordination/liaison with speakers and contributors.
		- Slide decks and distribution of the slide template to the relevant speakers/contributors.
		- Website to include registration details, Closed Session programme details.
		- Communications plan and materials.
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| **GPA Global Privacy and Data Protection Awards** | * The Secretariat is responsible for organising and promoting the GPA Awards, in liaison with the Executive Committee, the GPA membership and the host authority:
	+ Prepare a communications plan and organise the launch and promotional activities for the Awards via all GPA communication channels.
	+ Ensure applications for the Awards are posted on the GPA website.
	+ Manage the selection process for the Awards in liaison with the Executive Committee and the GPA membership.
	+ Design/organise the preparation of the awards trophies and certificates.
	+ Support the host authority in organising and managing the logistics for the Awards ceremony (which usually takes place at an agreed appropriate point during the Conference week, or with alternative arrangements where required)
	+ Promotion of award winners through all GPA communications channels.
	+ Develop any new award proposal concepts.
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| **Other potential roles (scalable according to future need, to be decided by future Chair)**:  | * If the future GPA Chair wishes to continue with the operation of the Strategic Direction Sub-Committee, the Secretariat would continue to act as a liaison between the Sub-Committee and the Executive Committee.
* In addition to this, as explained in the *Proposed Plans* paper from the Future of the Conference Working Group, should the GPA Secretariat become its own legal entity, the additional task of overseeing the GPA’s financial affairs would be added to the Secretariat’s duties. This would potentially entail reporting to the Executive Committee and the GPA membership on the yearly budget and expenditures.
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1. See in particular Rule 3.5. [↑](#footnote-ref-1)
2. 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. [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-3)
4. 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-4)