



Guidance for Authorities
seeking to have an event
designated as an
ICDPPC-recognised Enforcement Cooperation Meeting

Any accredited authority that wishes to have an event designated by the Executive Committee as an ICDPPC-recognised Enforcement Cooperation Meeting should submit a written proposal to the Secretariat in accordance with this guidance.

The Secretariat will periodically notify deadlines for proposals with the intention that there be a minimum of one annual opportunity for those particularly interested in issues of privacy and data protection enforcement and coordination to meet. On occasion there may be more than one meeting designated in a calendar year especially where that will make it more feasible for authorities in a various regions, or speaking languages other than English, to participate.

The Secretariat can be contacted by email at ICDPPCExCo@privacy.org.nz.

Deadline: Proposals to host an ICDPPC-recognised meeting in 2017 should be submitted to the Secretariat at ICDPPCExCo@privacy.org.nz by **12 November 2016**.

The Secretariat, Executive Committee
International Conference of Data Protection and Privacy Commissioners

Released: 25 August 2016

Introduction

The ICDPPC Secretariat has prepared this guidance to assist authorities that wish to have an event designated by the Executive Committee as an ICDPPC-recognised Enforcement Cooperation Meeting.

The Executive Committee undertakes the designation process under a mandate given by clause 3 of the [Resolution on Enforcement Cooperation](#) adopted at the 36th Conference which provided:

To mandate the Executive Committee ... to continue to ensure that there is an annual opportunity for those particularly interested in issues of privacy and data protection enforcement and coordination to meet and that these meetings should focus on the sharing and development of experience and best practice amongst enforcement practitioners from privacy enforcement authorities.

Any authority wishing to be designated to arrange an ICDPPC-recognised event, or have an already planned enforcement-related event designated as an ICDPPC-recognised meeting, should submit a written proposal by the announced deadline. Authorities are encouraged to follow this guidance in preparing proposals.

Guidance for Proposals

The proposal should include information in all the following categories.

A. Overview of the strengths of the proposal

1	Overview	Include an overview summarising the advantages for the Conference of designating the proposed event as an ICDPPC-recognised Enforcement Cooperation Meeting. The overview might highlight the key merits of the proposal and any special opportunities offered by holding the event at the proposed time and place.
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B. Enforcement Cooperation Meeting

2	Format, programme or content	Summarise the format planned for the meeting and the approach the authority plans to take to organising the programme or content of the meeting. Also indicate whether the meeting is planned to be organised solely by the authority itself or whether it is planned to be arranged in conjunction with other authorities or in conjunction with another network (e.g. a regional forum of DPAs, CPEA or GPEN). Indicate if it is intended that other privacy and data protection events be held alongside the meeting. It will be assumed that proceedings will be held in English unless indicated otherwise.
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3	Dates and duration	<p>Indicate the proposed dates and duration of the planned meeting.</p> <p>If possible, seek to ensure that the dates do not clash with other relevant scheduled international meetings that member authorities may normally attend. If a clash is known but unavoidable please note the fact.</p> <p>Typical duration warranting international travel by participants is a minimum of 1.5 days.</p>
4	Location	<p>Indicate the city and venue in which the meeting is proposed to be held and details of accessibility for international participants.</p> <p>Explain why the city has been chosen. If a venue has been selected please provide brief details.</p> <p>Mention whether the meeting will be limited to participants from ICDPPC member authorities or be open to other participants. If open to others, explain the basis upon which this will be done.</p> <p>Describe the general availability of hotel accommodation at convenient distance to the venue.</p>

The Executive Committee will seek to satisfy itself on various matters designating a meeting host. It will study the written proposals with the following questions in mind:

- What are the overall benefits in accepting this proposal?
- How will the event advance enforcement collaboration?
- Will all aspects of the proposal contribute to a well-attended and productive meeting?
- Can the Executive Committee be confident that the organisation of the event is in capable hands and will reflect well on the Conference?

The Executive Committee will also have regard to the desirability of making the opportunity to meet and discuss issues of enforcement cooperation and coordination available to authorities throughout the regions of the world. This will involve considerations outside the control of the proposed host such as the timing and location of other designated meetings.

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 elsewhere and may explore details directly with the authority concerned.

Questions and Answers

What does it mean that an event is “ICDPPC-recognised”?

ICDPPC recognition means that the event in question is formally acknowledged as providing the opportunity referred to in the enforcement resolution. An ICDPPC-recognised event must be open to any ICDPPC accredited member to attend (space permitting). The Secretariat will publicise an ICDPPC-recognised event to Conference members.

Who may submit a proposal to have an event designated as ICDPPC-recognised?

A proposal may be made by any accredited authority. Proposals may be made jointly by several authorities or by a member authority in conjunction with another network involved in privacy and data protection enforcement.

Must we have a complete programme ready and settle all details before submitting a proposal?

No. It is not necessary to finalise a programme and settle all details before submitting a proposal. It will suffice to provide an outline of the intended approach. It is expected that work will be undertaken to firm up the programme, and settle further details, after an event is designated as an ICDPPC-recognised Enforcement Cooperation Meeting.

Will the Executive Committee only designate one event each year?

No, the Committee is willing to designate more than one meeting in a year and encourages authorities and regional networks to consider submitting proposals. The Committee’s goal is to ensure that the opportunity to meet and discuss enforcement issues and share experiences extends to our global membership. This objective may be met in part by moving meetings around different parts of the world each year. However, the objective may more effectively be achieved by holding multiple events in a year, especially if they are complementary and will not detract from each other. For example events in different regions at different times of the year may complement each other. Similarly additional events conducted in languages other than English may spread the benefits of such opportunities more widely.

Has any guidance on organising a successful ICDPPC-recognised enforcement cooperation meeting?

Yes, the Secretariat has published a [note](#) offering suggestions for organising a successful ICDPPC-recognised enforcement cooperation meeting. The note contains tips for organisers based on experience of similar workshops held in the past.

Is the designated-host or Executive Committee responsible for the meeting programme?

The designated host (together with meeting participants) is entirely responsible for the programme of the meeting. However, the Executive Committee may occasionally make suggestions to hosts as to matters that they might usefully include in their programme. Such suggestions will be offered to support the Conference’s [strategic goals](#) or to contribute to enforcement tools such as periodic updating of [An Enforcement Cooperation Handbook](#) which is a living tool intended to be enriched as further insights emerge.