ICDPPC

International Conference of Data
Protection & Privacy Commissioners

ICDPPC Secretariat

Process regarding proposals to host Conference

Note prepared by ICDPPC Secretariat: version 1.0 (14 March 2017)

Background

This note describes the process that has operated for selecting Conference hosts from the 38th Conference onwards. The process was mandated by a [rule change](#) adopted at the 36th Conference enabling host selection between annual meetings.

The objective is to enable a suitable host to be identified that has demonstrated that it is likely to meet the Conference's needs. The process seeks to accomplish this in a timeframe that allows a host to be approved sufficiently far in advance to provide stability to the Conference and plenty of preparation time for the selected host.

The process has operated since 2014 to select all hosts from the 38th Conference (2016). In 2017 the process was placed upon an annual cycle to allow hosts to be selected and approved at least 2 years in advance.

Participants

The process involves several participants:

- The **ICCDPC Secretariat** which manages the process from an initial call for proposals through to notification of the approved host.
- A **Host Selection Subcommittee** usually comprising the Secretariat plus one other Executive Committee to evaluate all proposals and offer a short list or recommendation to the Executive Committee.
- The **Executive Committee** receives advice from the Subcommittee and formulates a host recommendation to the Conference members.
- The **Conference members** who decide the host by acquiescing in, or voting upon, the Executive Committee recommendation.

Stages

The process goes through several successive phases which are, in broad terms, as follows:

Stage 1
Call for proposals

Stage 2
Evaluation of proposals

Stage 3
Recommendations and decision
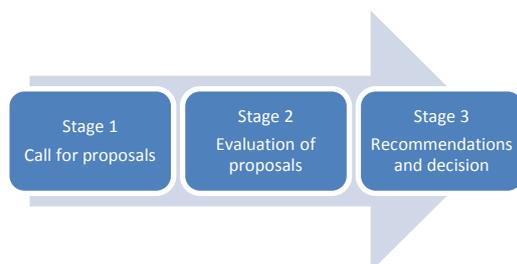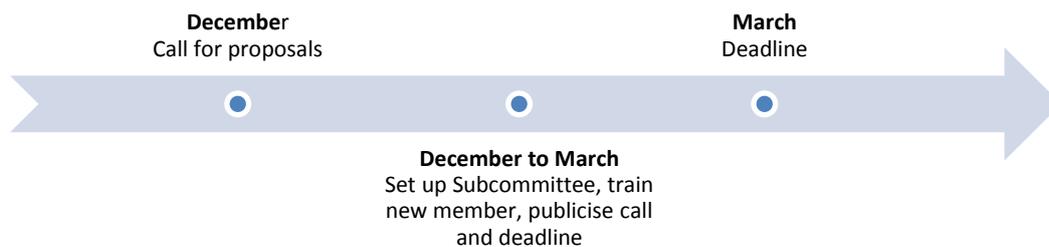
Stage 1: Call for proposals

The process commences by the Secretariat issuing a call for proposals to host a particular Conference and announcing a closing date. From 2017 the Executive Committee has agreed that the closing date should fall in March with the intention that all processes be completed in time to approve a host in advance of that year's annual meeting which usually falls in September or October.

As part of the call, the Secretariat releases a document setting out the requirements for written proposals and expectations on hosts. See: [Guidance for Authorities Intending to Submit a Proposal to host the International Conference of Data Protection and Privacy Commissioners](#).

The Secretariat should issue the call for proposals in December to give interested member authorities plenty of time to formulate a proposal before the March deadline.

If it hasn't already done so, the Executive Committee will establish a Host Selection Subcommittee prior to the deadline. The Secretariat will brief the other subcommittee member if it has not previously been involved in the evaluation process.

Between the time of the call for proposals and the deadline the Secretariat will publicise the call, issue reminders and generally encourage members to submit proposals.

December
Call for proposals

March
Deadline

December to March
Set up Subcommittee, train
new member, publicise call
and deadline

Stage 2: Evaluation of proposals

This stage is undertaken by the Secretariat and the Subcommittee (which usually includes the Secretariat).

The proposals are submitted by email to the Secretariat and are acknowledged by the Secretariat as they arrive. The Secretariat has adopted the practice of not publicly announcing the names of the applicants. However, future Secretariats may change that practice if they think a useful purpose is served by revealing the authorities that have submitted proposals.

The Secretariat undertakes initial basic checks of completeness and seeks further details if they are missing. During the evaluation process the Secretariat or, if agreed, the other subcommittee member, may solicit further details to complete, clarify or illuminate any application. Supplementary written materials are kept with any proposal that is shared with the Executive Committee or Conference members.

A scoresheet is used to undertake the basic evaluation (see attachment). Authorities seeking to be selected as host were invited to submit a proposal that provided information in a number of specified categories. The score sheet enables each subcommittee member to rate each proposal against the specified categories. The scores are combined by the Secretariat and assigned a weighting (not shown in the attachment) settled in advance based upon the significance of the various criteria.
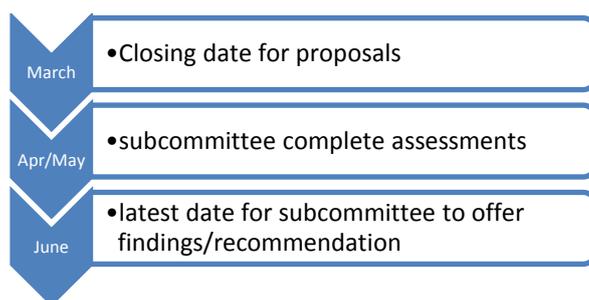
The scoring process is designed to be objective and fair to all applicants. It has been found to be a useful tool to separate a number of proposals that otherwise appear difficult to differentiate or rank because they look either too similar or, conversely, too dissimilar.

Occasionally, the scoring process might reveal a single clear frontrunner. This may provide the basis for a clear recommendation to the Committee.

However, more frequently the scoring process can be used to identify and eliminate the weaker proposals to enable a shortlist to be prepared. In such cases the scoring process will leave the subcommittee with a shortlisted group of entries that are fairly evenly scored – tiny differences in scores should not be accorded undue importance. In such cases it may be possible to try a second rescoring of all the shortlisted entries with the weaker proposals omitted as this may enable a greater spread of scores to be revealed. Regard may be had to factors outside the scope of individual proposals such as the need to move the Conference around different regions of the world.

The Secretariat will write up a brief report of the subcommittee's findings and recommendation for the Committee. Prior to this point the Secretariat does not usually reveal the names of the authorities submitting proposals to the Committee.

To enable the final processes to be completed well in advance of the annual meeting, the subcommittee should complete its assessment and render its findings and recommendations no later than mid-June. Precise timings should take account of the date of Committee meetings and of the annual meeting for that year.

March	•Closing date for proposals
Apr/May	•subcommittee complete assessments
June	•latest date for subcommittee to offer findings/recommendation

Stage 3: Recommendation and decision

The Committee then considers the findings and recommendation of the subcommittee and agrees a hosting authority recommendation to submit to the Conference membership for ratification.

Committee members should remain impartial in this process and not give any promises of support to authorities submitting proposals nor take any action that would bring the process into disrepute.

The Secretariat will notify the Conference membership of the Committee's recommendation and specify a deadline for any member to notify an objection. In the past the Secretariat has allowed 10 working days for objections. If an objection is received the Secretariat is to arrange electronic voting on the recommendation.

It is desirable to have all processes complete before the busy period in the lead up to the Conference. Ideally, the approved host should be announced at least 2 clear months before the annual meeting. The target should be an announcement no later than July.

ATTACHMENT:

SCORESHEET
[Insert name of applicant]

Proposals to Host XXXX Conference: Scoresheet for Host Selection Subcommittee

Explanation

This score sheet is to be used by members of the Evaluation Subcommittee set up by the Executive Committee to assist with the initial evaluation of hosting proposals.

Part A-E of the scoresheet (A-E) is modelled upon the guidance given to authorities as to what information should be included in proposals. Extracts from the Guidance are quoted in the score sheet.

Part F covers key considerations that the Executive Committee has signalled it will consider before recommending a proposal to the Conference. This part covers some of the same ground as aspects of Part A-E in order to accentuate aspects that are important to the assessment.

The members of the Subcommittee will individually score each proposal against each criterion using a 0-10 point range.

Scoring Guidance	No information supplied or known	Basic proposal	Satisfactory proposal	Good proposal	Excellent proposal
0-10 point range	0	1-2	3-6	7-9	10

Subcommittee members may add comments if they wish. For example if more information is needed in a critical area this can be requested by the Secretariat from a candidate.

The Secretariat will combine the scores and apply a weighting agreed amongst the subcommittee in advance. Note that the scores are merely an aid to evaluation do not replace professional judgment of the subcommittee (and later the Committee). The scores should help identify strengths and weaknesses of proposals and aid comparison in an objective way. The score card may, for example, help in a process of elimination if multiple proposals are received.

The completed scoresheets, together with other documentation demonstrating how the subcommittee and Executive Committee have arrived at their assessment, recommendation and decision may be provided to each authority that submitted a proposal when the decision is notified to the Conference membership.

ICDPPC Secretariat

The scoresheet

A. Overview of the strengths of the proposal (20 points) Total [ ]

1	Overview	Maximum points		Include an overview summarising the advantages for the Conference of selecting the proposed host and venue.	Comments (if any)
		10		The overview might 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. Indicate the proposed dates. (The Conference 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.	
2	Supporting the Conference's strategic direction	10		Indicate how the proposal supports the Conference's strategic direction. The Conference refreshes its strategic direction every few years. The Conference's strategic plan is available on the Conference's website.	

B. Closed session, public events and side events (40 points) Total [ ]

3	Closed session	Maximum points		Include a summary of the proposal for the closed session arrangements.	Comments (if any)
		10			
		10		Two days of meetings should be allowed for. Include details of what is planned for simultaneous interpretation.	
4	Public events	10		Hosts are not obliged to run a public conference but may choose to do so. If a public conference is part of the proposal please explain your plans. It is not necessary to name particular themes, topics or speakers. However, it will 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. Hosts that do not themselves plan to run a public conference may nonetheless facilitate the efforts of a third party to run a major public conference on days before or after the closed session (not billed as the International Conference but benefitting from its presence). If such a conference is part of your proposal please explain your plans and whether any commitments in principle have been obtained from third parties.	
5	Side events	10		Explain any plans to promote or facilitate side events.	

| | | | | There is usually interest from other organisations and groups (e.g. civil society and other networks) in holding small side events. 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). | |

C. Organisation (40 points) **Total [ ]**

6	Host authority details	Maximum points		Include relevant details of the authority.	Comments (if any)
		10		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 Conference and its working groups, its participation in regional data protection forums and in international data protection projects.	
7	Host authority's event experience	10		Describe the authority's experience in running conferences, international meetings or other major events.	
8	Organising team	10		Explain who will principally be involved in organising the event. For example, explain whether conference administration will be handled within the authority or contracted out and whether a programme panel will be convened.	
9	Conference planning	10		Briefly outline the intended approach to planning the event. For example, mention the approach being taken to programme planning, partnerships, sponsorship, intended social events, building a website, support for side events, etc.	

D. Location and venue (60 points) **Total [ ]**

10	City	Maximum points		Indicate the city in which the Conference is proposed to be held and why that has been chosen.	Comments (if any)
		10		Where the location is not settled, indicate the cities or regions under consideration.	
11	Venue	10		Provide details of the proposed venue for the closed session and the characteristics that make it suitable. 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.	
12	Accessibility	10		Describe the accessibility of the city for international travellers. For example, list the closest domestic and	

13	Accommodation	10		Describe the general availability of hotel accommodation at convenient distance to the proposed meeting venues. Organisers should, where possible, ensure that there are reasonable-cost accommodation options.	
				international airports, and describe the airline and ground transportation options. Also confirm that the venue will be accessible for people with disabilities.	
14	Personal safety	10		Provide information on the general situation in the country in terms of political stability and general assurances regarding the personal safety of delegates in the proposed venue city.	
15	Human Rights	10		Provide information on the general situation in the country in terms of respect for human rights. Hosting the Conference in a country with a poor human rights record may affect the Conference'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 Conference without repercussions	

E. Finances (20 points) **Total [ ]**

16	Budgeting	Maximum points		Explain your plan for financing the conference and your high level budgeting assumptions.	Comments (if any)
		10		For example, indicate the estimated number of attendees that are anticipated to attend and what allowance is made for travel support for speakers. Please include provision to support travel for 4 experts to address the closed session (These experts will be selected by the Executive Committee, not the host, but may in some cases also be suitable to present at any public session planned by the host.)	
17	Sponsorship and other sources of funding	10		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.	

F. Key matters (60 points) **Total [ ]**

The Executive Committee will seek to satisfy itself on various matters before recommending a proposal to the Conference. It will study the written proposal with the following questions in mind:

	Maximum points		Comments (if any)
What are the overall benefits to the Conference's mission in accepting this proposal? The Conference's mission is as follows:	10		

"The Conference seeks: ➢ *To be an outstanding global forum for privacy and data protection authorities.* ➢ *To disseminate knowledge, and provide practical assistance, to help authorities more effectively to perform their mandates.* ➢ *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 forums, to enable authorities better to protect and promote privacy and data protection."*			
Does the proposal for the closed session meet the Conference's practical needs?	10		
Will aspects beyond the closed session (including, but not limited to, public events) contribute to a good attendance, delegate satisfaction and a useful Conference?	10		
Is the proposed location likely to be appropriate and convenient to participants?	10		
Is the venue suitable for the closed session and related events?	10		
Does the proposal meet the Executive Committee's goal progressively to move the Conference around different geographic locations? (Include consideration of distance from most recent conferences and whether the authority has hosted the conference previously, as well as any other relevant factors.)	10		

Total   / 240

Note that the points shown on this scoresheet are not the final scores as a weighting overlay will be applied.