

Proposals to update the Conference Rules and Procedures: Administrative processes surrounding application processes (membership/observers) and administration of observers

Note from Secretariat to Executive Committee, 25 June 2015

The Secretariat recommends that the Committee agree to propose to the next closed session the changes to the Conference’s rules and procedures set out in the table at the foot of this note.

This paper focuses solely on the administrative processes surrounding application processes (membership/observers) and administration of observers. It does not propose changes to the substantive aspects of who may be a member/ observer nor who approves members/observers.

In respect of observers the proposed changes seek to make clear that organisations or entities can be approved to be an observer to a single conference or for a period of time spanning more than one conference. In the Secretariat’s view – as outlined in an earlier paper - this is within the scope of the existing rules. However, as this distinction represents a change from the practice applied for the last several years a clarifying rule change is proposed as an appropriate way forward.

The proposals also seeks to streamline the rules to make them less prescriptive and to facilitate applications to be processed on the basis of a single electronic form.

The proposals have their genesis in the current Secretariat’s work in establishing a website as a repository of core Conference documentation. Out of this work emerged the need to publish a list of Observers and to post application forms for both member and observer applications. (On that last point, it might be noted that the permanent website enables the Committee to have forms available in a convenient and timely way in contrast to the former need to rely on annual meeting websites that are built only in the lead up to a meeting.) The Secretariat has also been working on contact database updating and enhancing the Conference’s channels of communications to key stakeholders and has fielded enquiries from previous Observers unsure of their status and additional entities hoping to be Members or Observers.

In undertaking this work the Secretariat has not had ready access to previous Committee documentation. It appears that paper-based documentation generated for membership and Observer applications have not been kept available for further use.

The Secretariat is of the view that the rule changes will benefit the administrative processes relating to the website, applications and contact list maintenance.

Existing rule	Proposed rule
<i>Section 5.2 of the rules: Applications for membership</i>	
5.2 Submission of applications for membership Supervisory Authorities that consider they meet	5.2 Submission of applications for membership a. Supervisory Authorities that consider they

<p>the criteria provided for in the previous section of these Rules may submit, to the Conference's Executive Committee, an application for becoming a Member to the Conference. For that purpose, they shall:</p> <ol style="list-style-type: none"> a. Draft an application letter to become a Member to the Conference. b. Fill in the appropriate application form, by answering all the questions. c. Enclose all the necessary accompanying documents to support their application. d. Provide the documentation to the Executive Committee at least three months before the next Closed Session, to enable it to be properly considered. 	<p>meet the criteria provided for in section 5.1 may apply to the Executive Committee on the form provided by the Secretariat to be a Member of the Conference.</p> <ol style="list-style-type: none"> b. Applications must be received by the Secretariat at least three months before the next Closed Session to be properly considered.
<p>Sections 5.3 and 5.4 of the rules: Observers</p>	
<p>5.3 Observer status</p> <p>The following entities and organisations can take part in the Conference, with an Observer status:</p> <ol style="list-style-type: none"> a. Public entities that do not meet the criteria provided for in the first article, but are involved in dealing with the protection of personal data and/or privacy. b. International organisations whose activity is related to the protection of personal data or privacy. c. Any other organisation that has granted Observer status to the Conference, under the principle of reciprocity. <p>Observer status is granted once an entity or organisation has successfully completed the application process provided for in the next section of these Rules.</p> <p>5.4 Submission of applications for accreditation as Observer</p> <p>Entities or organisations that meet any of the conditions provided for in the previous section of these Rules may submit, to the Executive Committee, an application for becoming an Observer to the Conference. For that purpose, they shall:</p> <ol style="list-style-type: none"> a. Draft an application letter to become an Observer to the Conference. b. Fill in the application form, by answering all the questions. 	<p>5.3 Observer status</p> <p>The following entities and organisations can take part in the Conference, with an Observer status:</p> <ol style="list-style-type: none"> a. Public entities that do not meet the criteria provided for in the first article, but are involved in dealing with the protection of personal data and/or privacy. b. International organisations whose activity is related to the protection of personal data or privacy. c. Any other organisation that has granted Observer status to the Conference, under the principle of reciprocity. <p>Observer status may be granted for a particular annual meeting or for a period of time covering more than one annual meeting.</p> <p>5.4 Submission of applications to be Observers</p> <ol style="list-style-type: none"> a. Entities or organisations that meet any of the conditions provided for in section 5.3 may apply to the Executive Committee on the form provided by the Secretariat to be an Observer. b. Applications must be received by the Secretariat at least three months before the next Closed Session to be properly considered.

- | | |
|---|--|
| <ul style="list-style-type: none">c. Enclose all the necessary accompanying documents to support their application.d. Provide the documentation to the Executive Committee at least three months before the next Closed Session, to enable it to be properly considered. | |
|---|--|