



Guidance for Authorities  
Intending to Submit a Proposal to host the  
International Conference of Data Protection and Privacy Commissioners

**Introduction**

Each year, the ICDPPC Secretariat will invite member authorities to submit proposals to the Executive Committee to host a future annual Conference. The Secretariat's invitation will specify a deadline by which proposals must be received. The deadline will be set with the objective of enabling a host to be selected a full 2 years before the event.

The approved hosting authority will take a leading role in achieving the Conference's mission:

- To be an outstanding global forum for privacy and data protection authorities;
- To disseminate knowledge, and provide practical assistance, to help authorities to perform their mandate more effectively;
- 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 fora, to enable authorities to better protect privacy and data protection.

Any authority wishing to host the Conference must submit a written proposal containing sufficient information to enable the Executive Committee to evaluate the proposal and make a recommendation to the Conference. Authorities are encouraged to follow this guidance in preparing proposals. Proposals should seek to cover all matters listed below.

This guidance sets out:

- Expectations of hosts;
- The criteria that the Executive Committee will apply in evaluating proposals;
- Questions and Answers about the process.

Authorities should also have regard to the Conference Rules and Procedures and to the Conference's Strategic Plan which are both available on the Conference website at [icdppc.org](http://icdppc.org).

**High level statement of expectations**

The Executive Committee expects the approved hosting authority:

- To deliver an event that broadly accords with the written proposal submitted and to consult the Committee if significant departures from the proposal are warranted.
- To support the Conference's mission and strategic priorities.
- To cooperate with the Executive Committee and to provide all necessary logistical support for the delivery of the closed session.
- To maintain a sound working relationship with the Chair and Secretariat.
- To ensure a smooth transition to the following host.

## Guidance for Proposals

Given that proposals will be called for more than 24 months in advance, the Executive Committee recognises that many elements of a proposal will necessarily be tentative. Please signal wherever details are unknown at the time a proposal is drafted. Where a proposal allows for several possibilities (e.g. for alternative city locations), it would be helpful to give details of the options under consideration.

The proposal should include information in all of the following categories:

### A. Overview of the strengths of the proposal

1	<b>Overview</b>	<p>Include an overview summarising the advantages for the Conference of selecting the proposed host and venue.</p> <p>The overview should 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.</p> <p>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.</p>
2	<b>Supporting the Conference's strategic direction</b>	<p>Indicate how the proposal supports the Conference's strategic direction. The Conference refreshes its strategic direction every few years – prospective candidates are strongly encouraged to consult the Conference's strategic plan prior to submitting a proposal.</p>

### B. Closed session, public events and side events

3	<b>Closed session</b>	<p>Include a summary of the proposal for the closed session arrangements.</p> <p>Two days of meetings should be allowed for. Include details of what is planned for simultaneous interpretation.</p>
4	<b>Public events</b>	<p>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.</p> <p>It is not necessary to name particular themes, topics or speakers. However, it would 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.</p> <p>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.</p>
5	<b>Side events</b>	<p>Explain any plans to promote or facilitate side events.</p> <p>There is usually interest from other organisations and groups (e.g. civil society and other networks) in holding small side events.</p> <p>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).</p>

### C. Organisation

<b>6</b>	<b>Host authority details</b>	<p>Include relevant details of the authority.</p> <p>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.</p>
<b>7</b>	<b>Host authority's event experience</b>	Describe the authority's experience in running conferences, international meetings or other major events.
<b>8</b>	<b>Organising team</b>	<p>Explain who will principally be involved in organising the event.</p> <p>For example, explain whether conference administration will be handled within the authority or contracted out and whether a programme panel will be convened.</p>
<b>9</b>	<b>Conference planning</b>	<p>Briefly outline the intended approach to planning the event.</p> <p>For example, mention the approach being taken to programme planning, partnerships, sponsorship, intended social events, building a website, support for side events, etc.</p>

### D. Location and venue

<b>10</b>	<b>City</b>	<p>Indicate the city in which the Conference is proposed to be held and why that has been chosen.</p> <p>Where the location is not settled, indicate the cities or regions under consideration.</p>
<b>11</b>	<b>Suitable venue</b>	<p>Either provide details of the selected venue or provide an assurance that a suitable venue will be available. The assurance can be provided by way of confirmation that several suitable venues exist and will be able to be secured if approved as conference host. Also confirm that the venue will be accessible for people with disabilities.</p> <p>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.</p>
<b>12</b>	<b>Accessibility</b>	<p>Describe the accessibility of the city for international travellers.</p> <p>For example, list the closest domestic and international airports, and describe the airline and ground transportation options.</p>
<b>13</b>	<b>Accommodation</b>	<p>Describe the general availability of hotel accommodation at convenient distance to the proposed meeting venues.</p> <p>Organisers should, where possible, ensure that there are reasonable-cost accommodation options.</p>
<b>14</b>	<b>Personal safety</b>	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.
<b>15.</b>	<b>Human rights</b>	<p>Provide information on the general situation in the country in terms of respect for human rights.</p> <p>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.</p>

**E. Finances**

<b>16</b>	<b>Budgeting</b>	<p>Explain your plan for financing the conference and your high level budgeting assumptions.</p> <p>For example, indicate the estimated number of attendees that are anticipated to attend and what allowance is made for travel support for speakers.</p> <p>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.)</p>
<b>17</b>	<b>Sponsorship and other sources of funding</b>	<p>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.</p>

## **Process and timeline for selecting and working with the host authority**

### *Process for evaluating proposals*

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:

- What are the overall benefits to the Conference's mission in accepting this proposal?
- Does the proposal for the closed session meet the Conference's needs?
- Will aspects beyond the closed session (including, but not limited to, public events) contribute to or detract from a good attendance, delegate satisfaction and a useful Conference?
- Can the Conference be confident that the organisation of the event is in capable hands?
- Is the proposed location likely to be appropriate and convenient to participants?
- Is the venue suitable for the closed session and related events?

The Executive Committee will also have regard to the desirability of progressively moving the Conference around different geographic locations. This will involve considerations outside the control of the proposed host authority, such as distance from recent conferences. The Executive Committee will also take into account whether the authority has hosted the Conference before.

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 from public sources, third parties and may explore details directly with the authority concerned.

### *Working with the host authority and indicative timetable*

The Executive Committee has a responsibility to manage and represent the Conference. It will need to work with authorities that have submitted proposals or that have been chosen to be the host to ensure that the Conference achieves its mission.

As proposals are likely to contain only high level information and, in some cases, to be missing some expected details, the Executive Committee will need to continue to explore matters with an authority even after it has been recommended as the hosting authority. In particular, the Executive Committee will want to ensure that the chosen host has a fully developed plan for the Conference by the time of the closed session of the preceding Conference. After the closed session the chosen host will become a member of the Executive Committee and directly participate in achieving its mandate.

Until it actually becomes a member of the Committee in its own right, the Committee will expect the recommended host to submit to the Committee brief periodic progress reports on its preparations and to answer questions from the Secretariat. In part this process may clarify details specified in the Guidance which were not able to be settled, or outlined in depth, at the time of submitting the proposal.

## Questions and Answers

### **Who may submit a proposal to host the conference?**

A proposal to host the Conference may be made by any accredited ICDPPC member authority.

The Executive Committee will accept a proposal made jointly by two or more authorities. In such a case, a single authority should be nominated as the main contact point for the ICDPPC Secretariat. In accordance with the Rules and Procedures, co-hosts will share their seat on the Executive Committee.

### **Is there a preferred format that should be used for submitting a proposal?**

The proposal must be in writing but there is no special format or template that must be used.

The size of the proposal document should not exceed 5MB (or if a large document is unavoidable, please split the proposal into two smaller documents before transmitting it to the Secretariat).

Feel free to supply supporting further documents such as venue brochures.

### **Must the proposal follow the order of items set out in the guidance?**

It will assist the Secretariat and the Executive Committee if proposals can follow the order set out in the guidance, though this is not mandatory if there is good reason to do otherwise. Authorities must ensure that all topics in the guidance are covered in the proposal.

### **We have not settled all of the details referred to in the guidance – can we still submit a proposal?**

It is appreciated by the Executive Committee that many details in the proposal must necessarily be tentative. It is also accepted that some details may not be available when formulating a proposal. Proposals should still be submitted even if some details are not settled. The proposal should be explicit if some details provided are not yet settled or available.

### **Are there other relevant documents that a host should consult?**

Hosts should familiarise themselves with the Conference Rules and Procedures, which outline aspects of the hosting role (e.g. in relation to language and simultaneous interpretation), and with the Conference's Strategic Plan.