

Process regarding proposals to host the Conference annual meeting

Note prepared by ICDPPC Secretariat: February 2019

Background

The 36th conference adopted a change to the Rules of Procedure in order to facilitate the host selection between annual meetings. The objective is to enable the selection of a suitable host that has demonstrated that it is likely to meet the Conference's needs. The process outlined in this document seeks to accomplish this objective by establishing a clear timeframe that allows a host to be approved sufficiently far in advance to provide stability to the Conference and to give ample preparation time for the selected host. The process has been streamlined for the selection of the 2021 conference host.

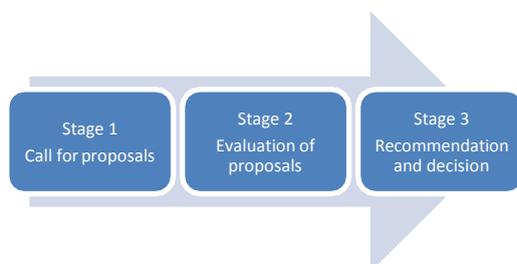
Participants

The process involves several participants:

- The **ICDPPC Secretariat** which manages the process from an initial call for proposals through to notification of the approved host.
- A **Host Selection Subcommittee** comprising the Secretariat plus one or more Executive Committee members 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 will ultimately decide the host by accepting, 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

The Secretariat issues a call for proposals to host the Conference annual meeting and announces a closing date.

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

The Executive Committee will establish a Host Selection Subcommittee.

Between the time of the call for proposals and the closing date, the Secretariat will publicise the call, issue reminders and encourage members to submit bids.

Stage 2: Evaluation of proposals

This stage is undertaken by the Secretariat and the Executive Committee Subcommittee.

The proposals are submitted by email to the Secretariat and are acknowledged by the Secretariat upon receipt. 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 required information is missing. During the evaluation process, the Secretariat or other members of the Executive Committee Subcommittee may solicit further details to complete, clarify or illuminate any application.

A scoresheet is used to undertake the basic evaluation (see Annex A). Bidding authorities are invited to submit a proposal that provides information in a number of specified categories. The scoresheet enables Subcommittee members to rate each proposal against the specified categories. The scores are combined by the Secretariat and assigned a weighting 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 sift 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 Executive Committee. However, more frequently the scoring process can be used to enable a shortlist to be prepared.

Account will be taken of factors outside the scope of individual proposals such as the desirability of moving the Conference around different regions of the world.

The Secretariat will compile a brief report of the Subcommittee's findings including a short list or recommendation for the Executive Committee.

In order to finalise the process well in advance of the annual meeting, the Subcommittee aims to complete its assessment and deliver its findings and recommendations to the Executive Committee by the end of June. Precise timings will take account of the date of Committee meetings and of the annual meeting for that year.

Stage 3: Recommendation and decision

In the final stage, the Executive Committee considers the findings and recommendation of the subcommittee and agrees a hosting authority to be nominated to the Conference membership for ratification.

Executive 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 Executive 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.

Timetable for selection of the 2021 Conference host will be as follows:

22 February 2019	Secretariat Call for Proposals to host the 2021 annual conference.
22 April 2019	Deadline for submission of Proposals to ExCoSecretariat@icdppc.org.
Late April/early May 2019	Initial review of bids. Supplementary enquiries made as needed.
May 2019	ExCo Subcommittee scores and evaluates Proposals; compiles findings, including a short list or recommendation.
June 2019	ExCo considers Subcommittee short list or recommendation.
July 2019	ExCo recommendation circulated to membership. 2 week objection period. Vote organised, if required.

ANNEX A:

SCORESHEET
[Insert name of applicant]

Proposals to Host XXXX Conference: Scoresheet for Host Selection Subcommittee

Explanation

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

The scoresheet (A-E) is modelled upon the guidance given to authorities in relation to the required information to be included in proposals. Extracts from the Guidance are quoted in the scoresheet. Some of the responses will be weighted to reflect their relative importance, as indicated in the scoring totals. In addition to the evaluation scores, other key considerations will be taken into account, including the desirability of moving the venue around different geographical regions as well as the extent to which the Proposal will advance the Conference’s strategic aims and enhance its reputation.

The Subcommittee will 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	3-5	6-8	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.

Please note that the scores are merely an aid to evaluation and do not replace the professional judgment of the Subcommittee (and later the Executive Committee). The scores should help identify strengths and weaknesses of proposals and facilitate 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 carried out their assessment, and reached a recommendation and decision may be provided to each authority that submitted a proposal when the decision is notified to the Conference membership.

The scoresheet

A. Overview of the strengths of the proposal (Weighting x 2 = 40 points) Total []

1	Overview	Score (out of 10)	Include an overview summarising the advantages for the Conference of selecting the proposed host and venue.	Comments (if any)
			<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 this.</p>	
2	Supporting the Conference's strategic direction		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 (Weighting x 2 = 60 points) Total []

3	Closed session	Score (out of 10)	Include a summary of the proposal for the closed session arrangements.	Comments (if any)
			Two days of meetings should be allowed for. Include details of what is planned for simultaneous interpretation.	
4	Public events		<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 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.</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	Side events		<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. 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 (40 points)

Total []

6	Host authority details	Score (out of 10)	Include relevant details of the authority. 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.	Comments (if any)
7	Host authority's event experience		Describe the authority's experience in running conferences, international meetings or other major events.	
8	Organising team		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		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	Score (out of 10)	Indicate the city in which the Conference is proposed to be held and why that has been chosen. Where the location is not settled, indicate the cities or regions under consideration.	Comments (if any)
11	Venue		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		Describe the accessibility of the city for international travellers. For example, list the closest domestic and international airports, and describe the airline and ground transportation options. Also confirm that the venue will be accessible for people with disabilities.	

13	Accommodation		Describe the general availability of hotel accommodation at a convenient distance to the proposed meeting venues. Organisers should, where possible, ensure that there are reasonable-cost accommodation options.	
14	Personal safety		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		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	Score (out of 10)	Explain your plan for financing the conference and your high level budgeting assumptions.	Comments (if any)
			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		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.	

Maximum Possible Score = 220

Total []