



Suggestions for organising a successful ICDPPC-recognised enforcement cooperation meeting

These notes have been prepared by the ICDPPC Secretariat as a resource to assist authorities that are proposing to hold, or are organising, an ICDPPC-recognised enforcement cooperation meeting.

About this note

The ideas in this note are merely suggestions, not mandatory requirements. Some are drawn from the approach taken in previous events. It is intended to update this note periodically to incorporate further experience from ICDPPC-recognised events and other sources.

The note is focused upon experience sharing events of the type anticipated under the 36th Conference's [Enforcement Cooperation Resolution](#) and that might be endorsed under the process established in the [Guidance for Authorities seeking to have an event designated as an ICDPPC-recognised Enforcement Cooperation Meeting](#) (August 2016). These meetings are described as an:

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.

Accordingly, this note is not, for example, directed to modes of remote engagement (such as webcasting or teleconferences), policy forums or training courses (although it may be possible to hold ICDPPC-recognised meetings in conjunction with those other types of engagement or in some cases combine elements within the meeting).

Practical considerations

This note does not seek to offer a guide on practical organisation of an international event. However, attention to certain practical considerations may have a big impact on participation in an event.

To be successful as an ICDPPC-endorsed event (as against one with a purely domestic-focus) staff from authorities in a number of countries must be willing to travel to participate in the meeting. Give special care to when and where to hold the event. For example, you might want to consider holding a meeting in conjunction with, or nearby, another event that might encourage people to attend.

Examples:

GPEN wished to encourage heads of privacy enforcement authorities to share experience on the strategic use of publicity as a regulatory compliance technique. Accordingly, they arranged the meeting alongside the ICDPPC Conference in Mauritius and achieved high participation rates amongst the key target audience.

The APEC Cross-border Privacy Arrangement (CPEA) held an APEC Privacy Enforcement Workshop alongside a meeting of the Asia Pacific Privacy Authorities Forum. Co-locating the events was a major fact in successfully achieving participation of 70 people from 18 economies despite the vast travel distances in the Asia Pacific.

Tips:

- ✓ Check the [ICDPPC events calendar](#) and other sources to avoid your event clashing with another event that will affect attendance.
- ✓ Settle the dates of your event well in advance and effectively publicise the event to your target audience so that people can commit to attend and make travel arrangements in plenty of time.

Format considerations

A successful ICDPPC-endorsed meeting for the sharing of experience and best practice will be one in which everyone has an opportunity to contribute their experience and everyone learns something.

Tips:

- ✓ Find ways to engage as many participants or participant authorities as possible. Everyone will have some relevant experience to share, even if only briefly.
- ✓ Consider variations of format during the day to keep participants engaged and to recognise that people have different interests and learn in different ways. Case studies; round table discussions; expert lectures; break out workshops; team-building exercises; theoretical presentations; working through scenarios; and, forensic and legal analysis; may potentially all feature in a successful programme.
- ✓ Development of the programme may continue for many months and may be adjusted right up to the day of the event itself. Identify and plan for key aspects well in advance but also leave yourself some flexibility (e.g. through unallocated time slots) to adjust and enhance as new ideas emerge.
- ✓ Participants are a resource for programme development. Find ways to draw out their ideas for useful discussion topics or where they can contribute.
- ✓ In exploring 'best practice' don't just focus upon successes. Aim to create a safe environment where participants are willing to share experiences of problems or approaches that did not work out. There can be value in learning from mistakes and sharing problems.

Format examples

The 2-day **APEC Privacy Enforcement Workshop** (2013) featured 35 presenters or discussion leaders covering 12 principal business topics. The format switched between keynote presentations (2), panels (8), expert presentations (2) and daily summaries from rapporteurs. A particular feature were two 'Enforcement Toolbox' sessions where 9 practitioners 'from the coalface' gave quick 5 minute accounts of a technique or tool they had found particularly useful and a lesson for participants to take away.

The 2.5 hour **2014 GPEN Workshop** was split into three parts. The major portion was devoted to 'the use of publicity as a regulatory compliance technique'. The 80 minute session was run as a moderated discussion using 6 presenters each giving 5 minute introductions to an aspect of the topic to start discussion. The second part of the workshop (35 minutes) features three discrete topics. The third part of the workshop was opened to the public and involved an expert demonstration of an online tool (the International Privacy Law Library).

The **European Case Handling Workshops** have [documented](#) their objectives and format. The focus of those workshops is on the day-to-day practicalities of DPAs and on sharing national experiences and best practices. The workshops are described as informal 'working conferences' and focus on concrete cases. They emphasise interaction, sharing experience, exchanging information and discussion with an expectation of active input from all participants. For each item, sufficient time is allowed for discussion. Meetings start with a follow-up from the results of the previous workshop. Typically, one of the two days of the workshop is devoted to a variety of issues with the other day dedicated to in-depth elaboration of just one or two specific topics. To share the organisational burden, the host may allocate the organisation of specific topic to a particular participant. During the specialised day, the organiser may decide to organise parallel sessions. The parallel sessions will have fewer participants and therefore allow for more active participation.

Online resources

Organisers of ICDPPC-recognised enforcement cooperation meeting may find assistance from online resources in areas such as previous events, best practice, case reports and enforcement tools.

Tips:

- ✓ If looking for inspiration in the programmes of previous enforcement events don't limit searches only to ICDPPC events: several [other networks](#) of privacy enforcement authorities and data protection authorities at domestic and international level have run enforcement cooperation workshops.
- ✓ It can also be rewarding to look beyond data protection to the experiences of other types of enforcement body. Lessons relevant to privacy enforcement have been learned from, for example, investigation, enforcement and complaints handling in areas as diverse as civil aviation, competition and consumer affairs.

Resources related to previous enforcement meetings are often hard to get hold of and need to be requested directly from an organiser or participant. However, resources (sometimes limited to agendas) are known to be available online in relation to the following events:

- ❖ Report on ICDPPC [enforcement cooperation meeting](#) held in March 2016 in Manchester.

- ❖ Report from the ICDPPC [enforcement cooperation meeting](#) held in Ottawa in June 2015 and [associated enforcement handbook](#).
- ❖ APEC [Privacy Enforcement Workshop](#) held in Auckland in July 2013. The [project completion report](#) provides information that may be of interest from an organisational perspective.
- ❖ Resources relating to a number of 'European Case Handling Workshops' remain online, for instance agendas or reports are available for the events in [2012](#), [2014](#) and [2015](#).

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