

10 April 2018

Discussion	Action	Whom	By when
Oversight planning			
Project Plan	Update Plan. Overall budget \$55,950 – check with Emma for the correct approved individual event budgets to be inserted into project plan.	Vanya Linda	Next meeting
Communications Plan	Meeting with Coms Team 12 April: <ul style="list-style-type: none"> - What do they want out of meeting? - What is required prior to meeting? - Set agenda? - 	Linda	12 April
Engagement Strategy PRIORITY	Outline for coms team the cross over between APPA and IWGDPT participants: what key messages need to get out to members. Participation <ul style="list-style-type: none"> - Geographical diversity: draft targets – what is realistic / stretch. - Identify individuals with telecoms linkage - Lock in key people - Identify individual contacts from Govt departments - Add GCPO - Overseas Govt depts (Colin Minihan, Australia) - Privacy Advocates Invitations to be sent through secretariat but reach out to individuals in first instance. Draft list to discuss at next meeting	Vanya Blair Linda Blair Linda	Priority
Timeline	Update with deposit to Millennium.	Linda	Next meeting
APPA			
Programme	1.5 or day day format? Check previous forums.	Vanya	Next Meeting
Public Conference			
Format	Half or full day? <ul style="list-style-type: none"> - bring up at SLT - Confirm to venue 	Blair Linda	17 April 20 April

IWGDPT			
Venue	Room bookings :		Next meeting
	<ul style="list-style-type: none"> - Get correct online booking code - Check if room release is for individual nights (i.e. Fir / Sat) - OPC staff attendance (bring up at SLT) - Check availability of flights out of Queenstown Friday pm - 	Linda	
		Linda	
		Blair	
		Linda	
Programme	Thursday full day Friday half day		

Date of next meeting: Thursday 19th April at 2pm

22 August 2018

Discussion	Action	Whom	By when
<p>APPA</p> <p>Draft agenda</p>	<p>No comments from GC meeting.</p> <p>Guest speakers – Jane to reach out to Roger Haines and Robert Lee by email and telephone explaining content of meeting and why they should attend/get out of it</p> <p>Changes:</p> <ul style="list-style-type: none"> - Change footer to version number/date - Guest speakers – change to ‘proposed invitees’. Incorporate title with organisation details. Add Zurich Commissioner to list - 3) DBN – add bullet points: Discussion of survey of members (NZ), Significant jurisdiction developments; Update on OECD survey (check title) - 5) led by Secretariat - 8) led by NZ - 10) Led by NZ. Add first bullet point: relevant developments from members - 11) Led by NZ. Extend to 30 mins (15 mins speaking / 15 mins Q&A) - Add number 12) and correct subsequent numbering - 13) ICDPPC – CA GPEN – HK GPEN Pacific Calls - BC APEC CPE – US RADPA – MO/BF <p>Send updated agenda to APPA Secretariat and ask them to send out asking for:</p> <ul style="list-style-type: none"> - any feedback on timings - additional suggestions for allocation slots - indications where member authorities would like to present on selected topics 	<p>Jane/ Vanya</p> <p>Vanya</p>	
<p>IWGPDT Invitation</p>	<p>Send summary of agenda to members with invitation to attend</p>	<p>Vanya/Linda</p>	

Public Conference	Set up meeting with Annabel / coms team: <ul style="list-style-type: none"> - What is anticipated - How this is to be reported in APPA Forum agenda 	Linda	
IWGDPT			
Hotel Rooms	Release 28 August Check contract re release terms	Linda	
Venues	Make pencil booking for informal meeting and dinner	Linda	
Attendees	Email Melinda and ask her to complete registration. Send data portability issues paper and ask if she wants to collaborate / or at least offer comments on it once written	Vanya	

Date of next meeting: Thursday 30th August at 2.30pm

APPA 50 & IWGDPT 65

Communications and Planning meeting

Thursday 6 Sept

1. IWGDPT

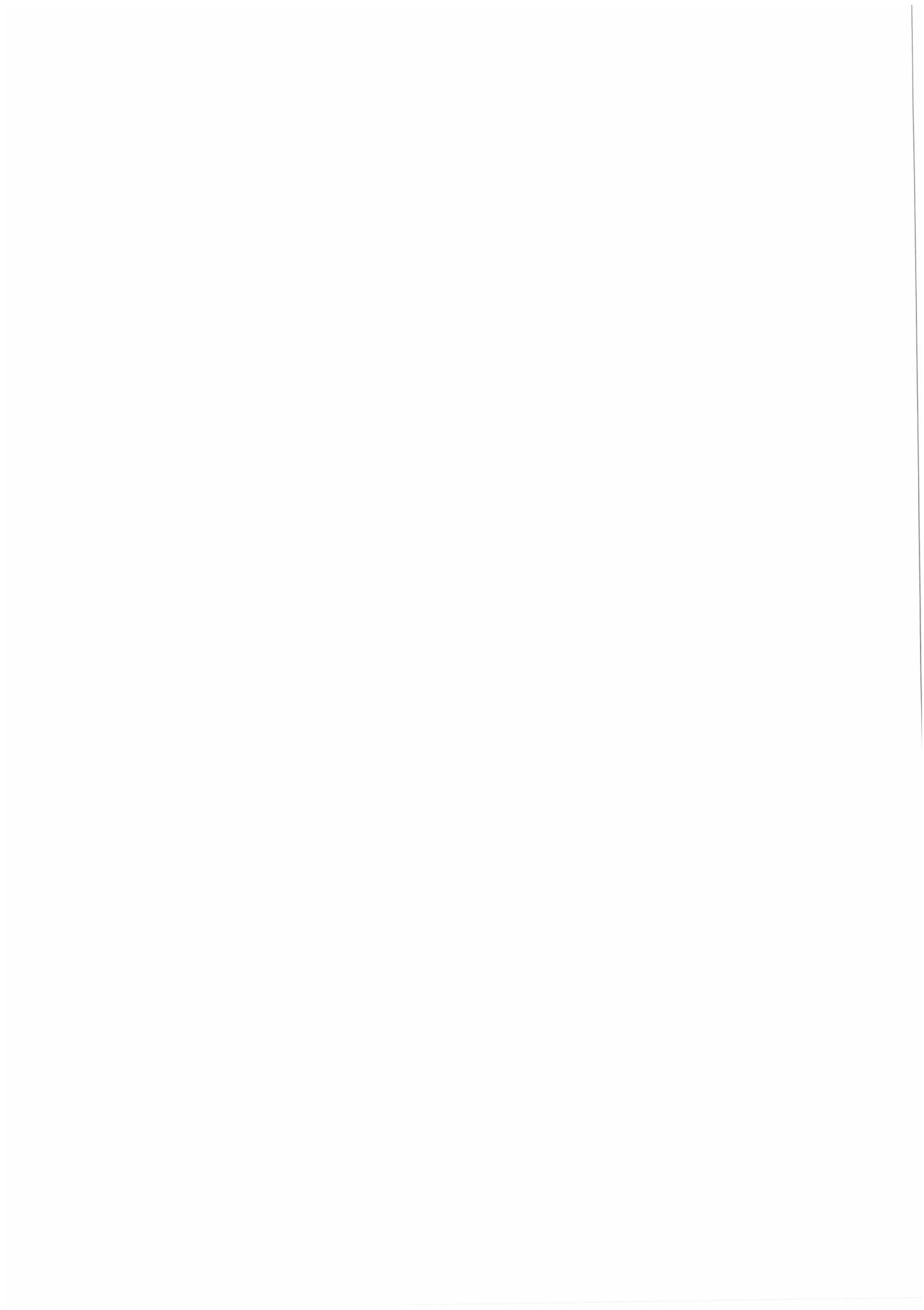
- Copy of hosting duties (attached)
- OPC to arrange venue, AV, group hotel booking
- Dinner venues booked for dinners on 28 and 29 November (attached)
- Staff attendance to be decided and travel booked (add to timetable)
-

2. APPA 50

- Marc Rottenburg to be invites to attend broader Group on Tuesday morning
- Venue: Parliament (TBC) and welcome reception on Sunday – details to be updated on agenda once confirmed and circulated to members so they can take into consideration re travel bookings
- Steve Johnson (Canada) – visiting NZ and possible panellist (Tech)
-

3. Public Conference

- Programme: workshop on Friday 7 Sept
- Possible sponsorship from Google and / or Facebook for social function



APPA 50 & IWGDPT 65

Communications and Planning meeting

Thursday 13 Sept

1. Overview planning spreadsheet

- Tabled

2. IWGDPT

- Channel all communications with Secretariat through Linda and Vanya
- Send updated registration list to Secretariat and check if they have invited any non-members to the meeting – Linda
- Send members details of APPA forum and public conference when available – Vanya

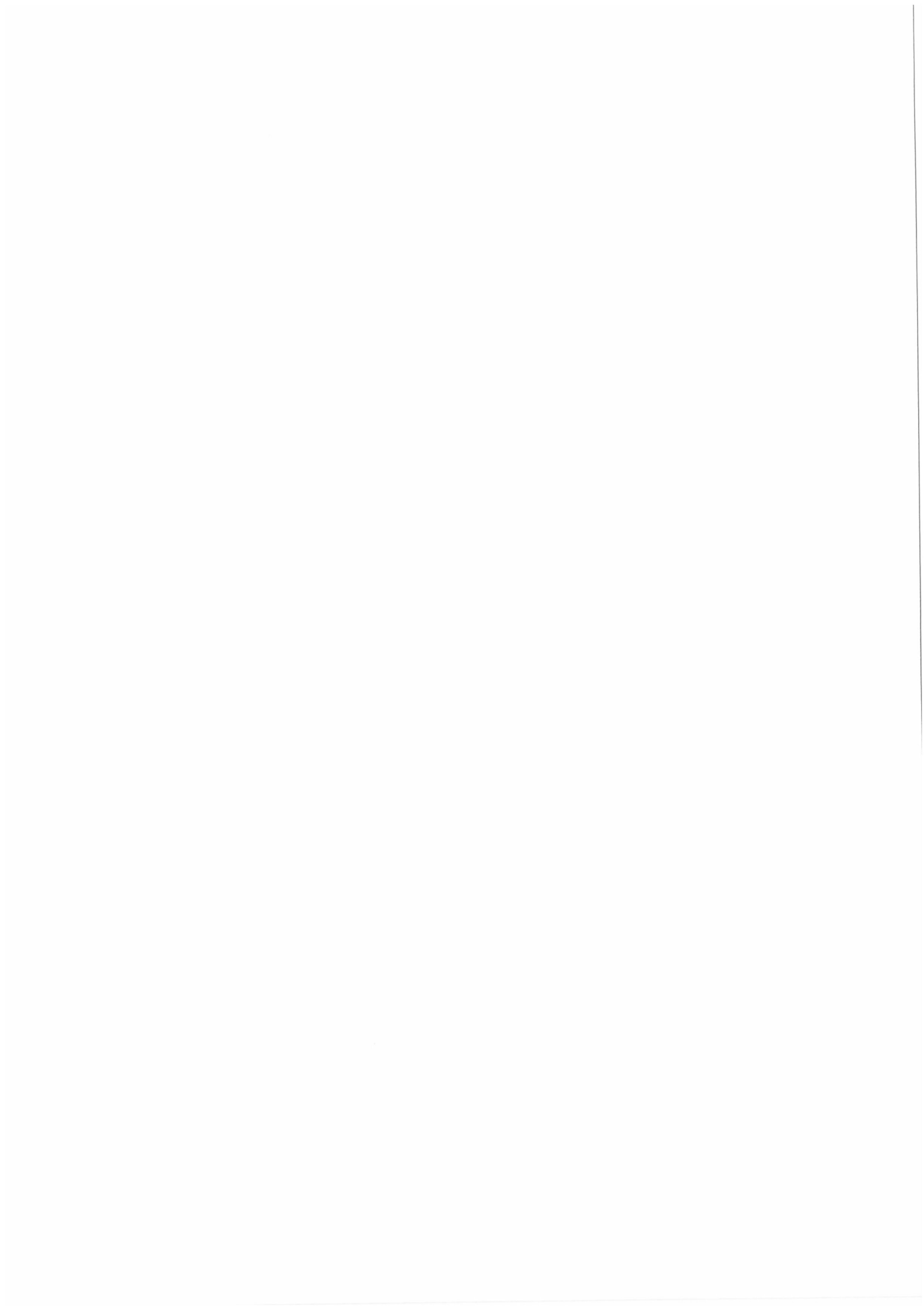
3. APPA 50

- Check GC dates – Linda
- Social Functions: confirm details to Vanya for draft APPA agenda – Sharyn
 - o Sunday – welcome reception
 - o Monday – APPA members dinner
 - o Tuesday – Closing event
- Organise photographer for official group photograph – Charles
- Change in venue for day one confirmed – send details to Vanya for draft agenda – Sharyn
- Present draft agendas for APPA and IWGDPT to SLT for input on which OPC staff to attend – Annabel
- Update website with social functions and high level outline of agendas – Charles

4. Public Conference

- Charge to members of IWGDPT / APPA – to be confirmed – Annabel

Date of next meeting: Thursday 20 Sept at 2.30pm



APPA 50 & IWGDPT 65

Communications and Planning meeting

Thursday 13 Sept

NOTES AND ACTION POINTS

1. Overview planning spreadsheet

- Add cut off dates for Te Papa – AF/SL
- Te Papa Mihi group TBC – AF/SL

2. IWGDPT

- Staff attendance – Raise at SLT weekly catch up - suggest 1 policy attend along with John and Vanya. – AF
- Check with Secretariat what assistance on the ground required to decide if any additional OPC staff are required to attend/help– LW
- Check with Secretariat if printers meeting to be provided and any AV requirements – LW
- 'Broader' session confirmed for morning of day 2. Presenters only day for session and following coffee break. Peter Fleischer confirmed to present.

3. APPA 50

- Roger Haines declined invitation to speak at members only session on Day 1. New session to be decided - BS/VV
- Social functions confirmed:
 - o Sunday – welcome reception
 - o Monday – APPA members dinner
 - o Tuesday – Closing event – sponsored by Facebook . Possible additional invitees: IGIS, NZTE, MBIE

4. Public Conference

- Approach possible speakers: AF
 - Angelene Falk, Australian Information Commissioner and Privacy Commissioner
 - Jeannette Van Den Balk – Deputy Commissioner at Office of the Information and Privacy Commissioner for British Columbia
 - Lahoussine Anniss, General Secretary, Morocco National Commission for the Control and Protection of Personal Data
 - Marguerite Ouédraogo, Commissioner , Burkina Faso Data Processing and Liberties Commission
 - Peter Schaar, European Academy for Freedom of Information and Data Protection
 - Bruno Baeriswyl, Commissioner, Data Protection Office, Zurich

Conference outline:

1. Key Speaker, Elizabeth Denham, Commissioner, ICO
2. Asia Pacific Panel
3. European Panel
4. Future Focus Panel

Circulate draft agenda to APPA and IWGDPT members when available and advise no charge for those members to attend – VV / LW

Date of next meeting: Thursday 27 Sept at 2.30pm

APPA 50 & IWGDPT 65

Communications and Planning meeting

Thursday 4 Oct

NOTES AND ACTION POINTS

1. Overview planning spreadsheet

- Tabled

2. IWGDPT

- Confirmed registrations:
 - o 16 IWGDPT members
 - o 6 APPA members
 - o 4 NZ invites
 - o 3 OPC staff
- Advised but registration forms to come yet for:
 - o Victoria
 - o Japan
- Other invitees – VV has checked with Secretariat - VV to follow up (cc Linda)
 - o APSN
 - o Facebook

3. APPA 50

- Follow up with Andelka re her husband attending any part of the APPA broader session / how are his professional interests are relevant – AF
- Only two APPA members not registered (Peru, NSW) – VV to ring NSW
- Numbers approx. 40
- Draft agenda will be circulated to GC members for feedback, then after the committee meeting on 10 Oct it will be circulated to APPA members – VV to copy agenda link to AF
- Welcome Reception – some (selected) non-APPA guests to be invited – AF

4. Public Conference

- Details in with draft programme <https://privacy.org.nz/forums-and-seminars/international-forums/international-privacy-forum/>
- Send link to APPA secretariat for circulation to members with instruction that registration is complimentary and they should register directly to Sharyn.Leonard@privacy.org.nz – VV

Date of next meeting: Thursday 11 Oct at 3.30pm

APPA 50 & IWGDPT 65

Communications and Planning meeting

Tuesday 6th November

NOTES AND ACTION POINTS

IWGGPT

- Check when final agenda and meeting papers are being sent out by secretariat – Linda
- Prepare maps/info for delegates (restaurants / activities etc) – Linda
- Room wash – OPC liability 24 room nights – review after conference

APPA 50

- Agenda Item 17) AI panel: add Laura Juanes Micas and Michael Brick to attendance/regio list: Sharyn
- Vanya / Annabel to have discussion re other panellists not on attendance/regio list
- Welcome Reception: For Action:
 - o investigate additional cultural performance
 - o name badges
 - o pre-registration desk
 - o staff schedule / run sheet
 - o information about dinner / local restaurant options
- Enquire if Minister of Justice available to join meeting at some stage – Annabel
- Day One: For Action
 - o Take OPC laptop
 - o OPC staff member to be onsite for meeting room set up
 - o Group photo to be taken on steps of Parliament end of first day (check availability of Banquet Room for wet weather contingency plan) (Charles). Adjust agenda (Julie)
 - o Get pricing for photographer to attend welcome reception and public session Day one – Charles
 - o Non APPA members arriving for afternoon session – send information regarding Parliament venue and security (Sharyn) Have OPC staff member to meet them at entrance (joining from lunch at 12.30pm)
- Day One & Two:
 - o Seating plan (by economy / state): name cards with country flags
 - o Set deadline for presentations and collate all slides – Julie
 - o External speakers – all correspondence to be sent through Annabel
- **Create to do and staff allocation list for all task**

Public Conference

- Reception desk: swag bags with name badges
- Chairs of sessions to be briefed and given strict time =frames – Annabel

Date of next meeting: Tuesday 13th November at 2.30pm

