



NADPO EXECUTIVE

MEETING NOTES
Tuesday 31 March 2009

Field Fisher Waterhouse, London
35 Vine Street
London

Attendees:

- Vincenzo Ardilio (VA)
- Peter Driscoll (PD) (Chair)
- Merle Gering (MG)
- Grisilda Ponniah (GP)
- Michael Scully (MS)

	ITEM	ACTION/ DEADLINE
1.	<p>APOLOGIES FOR ABSENCE</p> <p>Stewart Room (SR) - President Sarah Tilley (ST) – Membership Secretary</p>	
2.	<p>Executive Update: 2009 Membership Renewals</p> <p>a. 2009 Renewals Exercise (written report from ST) ST would send the renewal invitations within the next fortnight. There had been a delay while awaiting the promotional items being held on NADPO's behalf by the ICO. ST would arrange a courier to collect and deliver them so that they could be sent with the renewals.</p> <p>ST confirmed in her report that there had been a number of enquiries since the ICO conference and she would email these with more information.</p> <p>ST also reminded the Exec that the prize draw would need to be dealt with. The group agreed this would take place on the 13 May meeting.</p>	<p>ST 17 April 2009</p> <p>ST 17 April 2009</p> <p>All (Agenda item for 13 May)</p>

	ITEM	ACTION/ DEADLINE
	<p>ST reported further enquiries regarding the website (noted under item 4)</p> <p>b. Exercise to increase membership</p> <p>i. PD had made some progress with the mailing to public sector mailing exercise and would report further action on 13 May.</p> <p>ii. The stand at the ICO conference on 4 March 2009 had been successful and there had been well over 50 enquiries which ST would follow up with membership invitations as part of the renewal process.</p> <p>At the conference, Aubrey McCrory the Assistant Commissioner for Northern Ireland had requested further information because he would like to invite NADPO to have a stand at an event he is organising in Belfast. VA to make contact.</p> <p>iii. MG reported he was attending an Information Rights Conference in Northumberland on 17 April, which usually attracts good speakers and high attendance. He suggested that NADPO request that a stand can be set up as with the ICO conference.</p>	<p>PD 13 May 2009</p> <p>ST 17 April 2009</p> <p>VA 17 April 2009</p> <p>MG 17 April 2009</p>
3.	<p>Executive update: Spring Seminar 13 May 2009</p> <p>a. Issues in enlisting speakers for the event MG reported that he had received a very encouraging response from potential speakers in that they would be willing in principle to speak at NADPO events. However, most were unavailable on 13 May. This called into question whether the event could go ahead. SR had previously pledged that he would be able to provide enough speakers for a seminar on security.</p> <p>b. How to proceed The group agreed that SR should be approached to see whether this offer remains.</p> <p>The alternative was to postpone the event.</p>	

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	<p>MG suggested that the subject of information sharing be used as a theme for the September seminar which could be held at the LSC in Coventry. The date is to be confirmed but is anticipated to be early/mid September.</p>	
<p>4.</p>	<p>Website Administration and Content</p> <p>a. Biographies: All agreed to send their Biographies and photograph to VA by 17 April.</p> <p>b. Web Forum: PD had discussed with the website developers and they had confirmed it would be possible to provide a forum facility if NADPO wanted one. An additional cost would be involved and PD would ask for an estimate for the simplest solution.</p> <p>c. Advertising on website: The group agreed that advertising should not be allowed on the website in case it gave the impression that NADPO endorsed the advertisers. However, it was agreed that other organisations such as training providers could request a link being placed on the NADPO site to their website. This would be subject to an annual fee of £250 and Executive approval in each case. The group agreed that a set of rules would be required and GP offered to investigate further.</p> <p>d. E-Newsletter: MS reported that he required articles for the April newsletter. The following articles were agreed:</p> <ul style="list-style-type: none"> i. ICO Conference report (VA) ii. ICO Conference photos (PD) iii. Biographies (All) iv. Summary of wording from flyers (VA) v. Small article on accreditation (GP) <p>Once MS has received the articles, he will collate into an email-able format.</p> <p>e. Other content issues: The group agreed that the notes of NADPO Executive meetings should be placed on the website</p>	<p>All 17 April 2009</p> <p>PD 17 April 2009</p> <p>GP Feedback on 13 May 200</p> <p>VA PD ALL VA GP 17 April 2009</p>

	ITEM	ACTION/ DEADLINE
5.	<p>NADPO Constitution</p> <p>Outstanding action for PD to circulate</p>	<p>PD 17 April 2009</p>
6	<p>Annual Conference</p> <p>On 13 May, the group would have a brainstorm as to theme and speakers.</p>	
7	<p>Promotional Items</p> <p>The group agreed that face-to-face contact would be more cost-effective than spending potentially high proportions of NADPO funds on expensive promotional items.</p> <p>The cost of producing diaries for 2010 would be investigated.</p> <p>MG stated he would be able to arrange for a cartoon to be produced for NADPO to illustrate some basic principles for taking care of personal information. This could be used on a mouse mat. However, NADPO would need to provide the concept. All agreed to give this some thought and the group would give further consideration to this suggestion on 13 May.</p>	<p>ST 13 May 2009</p> <p>All 13 May 2009</p>
8	<p>Any Other Business</p> <p>Accreditation</p> <p>GP reported she had attended a meeting held by the Records Management Society in which they reported their progress in arranging accreditation for their members. This was of interest as NADPO have previously expressed an interest in doing the same for its members.</p> <p>GP described the process and proposed that she ask Lucy Burrows, training co-ordinator for the Records Management Society to attend the next Exec meeting. The Exec could endeavour to make a proposal to the AGM in November. All agreed.</p> <p>Accounts</p> <p>PD confirmed the hand-over of treasurer duties would be carried out by the next meeting and he would ensure the accounts were ready in time.</p>	<p>GP 13 May 2009</p> <p>PD 13 May 2009</p>

	ITEM	ACTION/ DEADLINE
9	Date of Next Meeting: The next meeting will be held at FFW on 13 May. Time tbc.	

Summary of Actions

ALL

1. Perform prize draw from ICO conference (agenda item for 13 May)
2. Brainstorm for Annual Conference (agenda item for 13 May)
3. Consider concept for mouse-mat cartoon
4. Provide VA with their biographies for the website (VA will forward to MS for newsletter)

Vincenzo Ardilio

1. Contact Aubrey McCrory
2. Provide MS with article on ICO conference
3. Provide MS with summary of flyer wording for newsletter
4. Place meeting notes on website

Peter Driscoll

1. Public sector mail out exercise
2. Ask website developers for an estimate for user-forum
3. Provide MS with ICO conference photos
4. Circulate to Exec the NADPO constitution
5. Hand over accounts to GP

Merle Gering

1. Enquire about holding a NADPO stand at Northumbria University's April conference.
2. Confirm whether NADPO can hold September conference at LSC in Coventry.

Grisilda Ponniah

1. Draft rules for placing advertiser links on NADPO website.
2. Provide MS with article on accreditation for newsletter
3. Arrange for Lucy Burrows to attend meeting on 13 May

Stewart Room

1. Confirm whether he can arrange speakers on 13 May or whether the event should be postponed.

NADPO

www.nadpo.org.uk

The National Association of Data Protection Officers

Michael Scully

1. Collate articles into a format which can be circulated by email to the NADPO membership.

Sarah Tilley

1. Arrange courier to collect promotional items from ICO
2. Begin renewal process
3. Respond to enquiries from ICO conference
4. Provide estimate for producing diaries for 2010 based on estimated membership levels following renewal process