International Conference of Information Commissioners (ICIC)

The International Conference of Information Commissioners (ICIC) is a permanent network which connects member Information Commissioners in order to foster the protection and the promotion of access to public information as a fundamental pillar to social, economic and democratic governance.

The ICIC is governed by its members who elect the Executive Committee. The elected Chair and Vice Chair of the Executive Committee administer the ICIC with the support of a Secretariat.

Role of the Chair

The role of the Chair is critical to the delivery and achievement of the ICIC vision, mission and goals. It provides leadership and direction to the Executive Committee and accommodate the Secretariat with the necessary resources and support to deliver an excellent service to ICIC members.

In accordance with the Johannesburg Charter and in addition to other key responsibilities, the Chair must host the Secretariat throughout the duration of its three-year tenure.

Key Responsibilities:

- Host the secretariat of the ICIC
- Convene the meetings of the Executive Committee
- Set the agenda for and Chair the Executive Committee meetings
- Act as representative of the ICIC
- Act as spokesperson for the ICIC
As highlighted, the role of the Chair also requires the hosting of the Secretariat. Further details below, describing the work and responsibilities of the Secretariat, help provide an understanding of the resources and capacity needed by prospective authorities and should be given due consideration.

**Eligibility**

Any member may present their candidacy to be elected as Chair of the Executive Committee, in accordance with the election process, from the members of the Executive Committee.

**Duration of Mandate**

In accordance with section 21 of the Charter, members of the Executive Committee, including the Chair and Vice-Chair serve for a maximum term of three years.

**Contact**

If you require further information or insight into the work of the Chair please contact the ICIC Secretariat on ICIC-secretariat@ico.org.uk

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Role of the Secretariat

The role of the Secretariat is key to the achievement of ICIC objectives and delivery of its priorities. The Secretariat fulfills this role through support and liaison work between the Executive Committee and ICIC members, ensuring proper record and file management, communicating to members and promoting the work of the ICIC and relevant international ‘Access to Information’ matters to external audiences.

The sections below set out the overarching objectives and key responsibilities of the Secretariat, as well as the resources and relevant skills required to be able to carry out its duties during the duration of its tenure.

Overarching Objectives

The Secretariat’s main objectives are to:

1. Support the Chair, Executive Committee & Working Groups
2. Provide an excellent service to members, observers and stakeholders
3. Develop and maintain the ICIC website
4. Process membership applications
5. Assist the annual conference hosts
6. Contribute to the development of, and ensure compliance with ICIC Processes
7. Complete the annual report
8. Provide an appropriate handover to incoming Secretariat
Breakdown of Responsibilities

In order to achieve its overarching objectives, the Secretariat’s work has been broken down to task-level below in order to illustrate the regular and routine responsibilities required to deliver its service:

- Assist the Chair of the Executive Committee
- Support the Executive Committee in meetings
- Maintain and update the database of oversight authorities, members, observers and stakeholders
- Maintain the ICIC website during its term
- Receive and review membership accreditation applications
- Publish a list of members on the ICIC website
- Receive and process applications from members for hosting the annual meetings
- Assist the host member with the organisation of the annual meeting
- Establish, manage and keep under review the various working and governance processes
- Monitor and publish progress of implemented resolutions
- Receive and publish updates from Working Groups
- Provide regular updates to the Executive Committee
- Communicate with members, observers and stakeholders on matters relating to the ICIC and international Access to Information
- Assist the Executive Committee with mediation and dispute resolution issues as well as membership withdrawal decisions
- Prepare an annual report to be adopted at the closed session comprising of activities of the Secretariat and Executive Committee, progress against resolutions adopted at the previous conference, updates on any Working Groups established, a breakdown of time and
effort spent on the Secretariat, and website maintenance costs

- Provide a handover to the incoming Secretariat
- Where possible, provide translation work

Secretariat Resources and Skills

Based on current experience, a Secretariat team would typically comprise the following functions or roles:

- Project Manager (management oversight, accountability, senior liaison)
- Project Coordinator (liaison, policy development, subject expertise)
- Administrator (record management, meeting and event coordination)

In addition to the above, the Secretariat should have access to resources and expertise in the following areas:

- Public Communication and Social Media Management
- Speech Writing
- Website management
- Graphic Design
- Legal expertise
- Language skills

Contact

If you require further information or insight into the work of the Secretariat please contact the ICIC Secretariat on ICIC-secretariat@ico.org.uk