

## **Annex B**

### **ICN Events**

#### **1) Event Host Selection Criteria**

1. Factors to consider when evaluating potential hosts for ICN events include:
  - (a) A Member's capacity, including but not limited to the ability and commitment to host the event with consideration given to financial and human resources;
  - (b) Geographic diversity, considering the geographic representation of past and any confirmed future event hosts of the same event type;
  - (c) Travel, including comparative accessibility of the proposed conference venues and any security issues;
  - (d) Conference operational factors such as venue capacity, set-up, and technological capabilities;
  - (e) Members' participation in and commitment to the ICN, including the level of involvement in ICN work and workshops and conferences; and,
  - (f) Benefits, such as the anticipated benefits to the agency hosting the event.

#### **2) Event Host Selection Process**

##### **(i) Annual Conference**

- (a) Each year, on behalf of the Steering Group, the Secretariat sends an e-mail to Members requesting expressions of interest to host the Annual Conference at least two years from the year the e-mail was sent.
- (b) Interested Members submit an expression of interest to the Secretariat together with a proposal describing how they meet the criteria for hosting an Annual Conference.
- (c) A meeting can then be held with interested Steering Group Members or their designees to review the submitted responses for completeness and work with applicants to address any outstanding issues. The final proposals are sent via email to Steering Group Members for consideration.
- (d) The Chair then leads a discussion of the candidates among the Steering Group Members, and following that discussion each Steering Group Member is asked to provide their support for a candidate host in an email to the Secretariat. In case one of the candidates is from the Secretariat's agency, preferences will be sent to the Chair's office or other designated Steering Group Member.

- (e) At a Steering Group meeting, the Chair announces the host agency which has received the highest level of support.
- (f) Each candidate host is notified of the outcome by the Chair and/or the Secretariat prior to communicating the successful candidate to host Members, e.g., at the Upcoming Annual Conference.

**(ii) Workshops**

- (a) The Working Group Co-chairs send an email to Working Group Members requesting expressions of interest to host a workshop. Co-chairs also may choose to send an email to all Members at their discretion.
- (b) In the event that more than one Member expresses interest, they will be asked to describe how they meet the criteria for hosting an ICN event.
- (c) The Working Group Co-chairs discuss proposals received from Members to determine whether their proposals are complete. Once proposals are finalized Working Group Co-chairs consider each of these proposals, and inform the Steering Group of their recommendation for a host. At the discretion of the Working Group Co-chairs, the proposals may be discussed with Working Group Members.
- (d) Upon receiving Steering Group approval, each candidate host is notified of the outcome by one of the Working Group Co-chairs prior to communicating the successful candidate host to the Working Group and Members.