

## **ICN Event Hosts Selection Criteria**

Factors to consider when evaluating potential hosts for ICN events include:

- Agency's capacity, including but not limited to the ability and commitment of an agency to host the event with consideration given to financial and human resources;
- Geographic diversity, considering the geographic representation of past and future event hosts of the same event type;
- Travel, including comparative international accessibility of the proposed conference venues and any security issues;
- Agency's participation in and commitment to the ICN, including the level of involvement in ICN work and workshops and conferences; and,
- Benefits, such as agency's perceived benefits to hosting the event.

## **ICN Event Hosts Selection Process**

### *Annual Conference*

(i) Every January, on behalf of the Chair of the ICN Steering Group ("SG"), the ICN Secretariat ("Secretariat") sends an email to ICN members requesting expressions of interest to host the Annual Conference two years from the year the email was sent.

(ii) By the end February, ICN members submit their initial interest to the Secretariat together with a short proposal describing how they meet the criteria for hosting an Annual Conference.

(iii) A conference call can then be held with interested SG members or their designees to review the submitted responses for completeness and work with applicants to address any outstanding issues. Within two weeks, the final proposals are sent via email to SG members for consideration.

(iv) The Chair then leads a discussion of the candidates among the SG members, and following that discussion each SG 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, votes will be sent to the Chair office.

(v) At a SG conference call/meeting, the Chair announces the host agency which has received the highest level of support.

(vi) Each candidate host is notified of the outcome by the Chair and/or the Secretariat prior to communicating the successful candidate host to the ICN membership at the upcoming Annual Conference.

### *Workshop*

(vii) The Working Group co-chairs send an email to ICN working group members requesting expressions of interest to host an ICN workshop. Co-chairs also may choose to send an email to all ICN members at their discretion.

(viii) 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.

(ix) The Working Group co-chairs discuss proposals received from ICN members to determine whether their proposals are complete. Once proposals are finalized, Working Group co-chairs consider each of these proposals, consult with the Horizontal Coordinator and inform the SG of their recommendation for a host. At the discretion of the Working Group co-chairs, the proposals may be discussed with working group members. Working Groups operating Subgroups can decide that Subgroup (co-)chairs carry out the above selection process.

(x) Upon receiving SG 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 ICN membership.