

PORVOO GROUP RULES

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The Porvoo Group rules were drafted to advise the Porvoo Group and its members in practical questions and arrangements concerning the work of the Porvoo Group and the conferences.

- **Introduce the Porvoo Group and its goals, and the work of the Porvoo Group for the constant exchange of information between the Porvoo Group members**
- **Clarify the role and the tasks of the permanent secretariat and the hosting country of the conferences**

- **Advice the delegates and the speakers of the conferences**
- **Advice the Porvoo Group members in communications and media relations**
- **Inform about the Porvoo Group logo and its use**

There has been made some changes on the rules:

- Online registration has been specified more closely**
- Role of the sponsors has been specified more closely**

And now shortly the mainlines under the primary topics:

The primary objective of the conferences is to bring under discussion practises, studies and significant legislation, present projects and follow the progress concerning the PKI technology, standardisation and biometrics in the field of eID, and draft necessary statements and proposals to the European Commission.

Permanent secretariat – role and tasks

- **The Finnish Population Register Centre (PRC) constitutes the permanent secretariat of the Group**
- **The Chair, Ms. Tuire Saaripuu of the permanent secretariat, the Co-chair Mr. Jan van Arkel and the Co-chair of the hosting country act jointly as chairs at the conferences**
- **The permanent secretariat's tasks relating to the conferences: communications between the conferences, conference arrangements together with the hosting country organisation, and media relations together with the hosting country organisation**

Permanent secretariat – role and tasks

- **The PRC maintains the contact information of the Porvoo Group members and controls its use**
- **The permanent secretariat is responsible for drafting the conference agenda together with the hosting country**

- **To host and organise the conference and take part in drafting the agenda together with the permanent secretariat**
- **To set up web pages for the conference, including up-to-date information about the conference and possibly other useful and practical information relating to the conference**

- **The hosting country covers the expenses of the conference room, lunches and other possible events (Gala Dinner)**
- **Sponsors (with a limited role on the agenda) can be used to help cover the expenses of the conference**
- **The Co-chair of the hosting country is responsible for the overall coordination of the practical conference arrangements together with the permanent secretariat**

Thank You!