Template for DPO Coalition Guests

# Name of organisation/s or Ministry/s:

# Who will be attending – please provide names and positions:

# Please give details for the main contact person for the meeting day:

**Name**:

**Email**:

**Phone number**:

## Tell us a bit about the topic:

What are you requiring from the DPO Coalition - please clarify what you are seeking. Is this:

* an information-sharing opportunity;
* relationship-building – getting to know one another;
* a general discussion on the topic you bring to us;
* do you require our feedback;
* is there a decision needed and if so, by when;
* is this formal consultation (using our mantra which is to start and end with the DPO Coalition);
* are you looking for representation;
* or something else.

Please provide details of what you are seeking in a short summary paper outlining topics, issues/questions and time frames.

If there is not sufficient information on what you are seeking, the DPO Coalition may ask for additional information to assist with processing your request.

# Please note

Attending a regular meeting of the full DPO coalition means you will have a timeslot of between 45 minutes and one hour. The DPO Coalition will determine this based on what you need from us. You may like to consider funding a ½ day workshop if you require more time to consult. If you initially need guidance and advice on engaging and/or consulting with the DPO Coalition, this information can be provided by meeting with the DPO Managers during one of our scheduled, weekly meetings.

**Meeting informational requirements when providing information that will inform the DPO Coalition**

If you are providing written information, please ensure you use a non-serif font (e.g. Arial, Helvetica). The font-size must be a minimum of 16 point, provided as either MS Word or HTML.

You are required to email information so that this reaches the DPO Coalition a minimum of 8 working days before our meeting with you. All communications should be directed to the DPO Coalition to: [us-dpo@groups.io](mailto:us-dpo@groups.io)