C8: Sample — Stakeholder Meeting Agenda, Privacy Specific

Distinct engagement and communications goals will require distinct strategies and meeting agendas. The sample agenda below is designed to guide a privacy-specific discussion during the development stage of IDS building, but could be modified for other purposes (e.g. to introduce a new potential use of the IDS). Regardless of purpose, be mindful about balancing listening (during informational presentations/level-setting) and more active speaking opportunities.

Recommended meeting length: 1-2 hours

Recommended attendees: key IDS stakeholders, including community members and community-based organizations

STAKEHOLDER PRIVACY MEETING SAMPLE AGENDA

AGENDA ITEM	RECOMMENDED LENGTH	NOTES
Registration & Refreshments	15-30 minutes	
Welcome & Introductions Who are we? Why are we here today?	5-10 minutes	Led by a core IDS planning team member with strong communications skills. Introduce all participants, including audience members.
Introduction to IDS What is an IDS? About our IDS – who are we, where do we come from, who funds us, when did the IDS form? What are our IDS' guiding principles? Our IDS' goals — what specific problems are we trying to solve? Who are our stakeholders? (Include community members)	5-15 minutes	Use active and specific language. If this is the first or second time participants have heard about the IDS, spend more time describing your goals, guiding principles, and structure. If stakeholders are already familiar, spend less time here. Provide written FAQs or other introductory materials to supplement the presentation and provide additional detail.

Data Privacy and Governance
Why privacy matters
What are IDS privacy risks?
How we protect (or propose to protect) data privacy:
   o Committee structures (governing board, data oversight committee(s))
   o Data License Review Process (analyst credentialing, de-identification standards)
   o Data governance and data security (legal, technical, procedural)
   o Response protocols (in case of a breach/incident)
Clarifying Q&A
	10-20 minutes	This section should be short and concise – it is intended to introduce data privacy issues and tools, which will be more deeply discussed during the engagement activity. Provide time for clarifying questions, if participants are confused about specific points, but hold in-depth discussions for the engagement activity.
		Consider inviting outside legal, technical, or data governance experts to provide legitimacy and help explain complex topics.
		Provide written materials describing privacy safeguards the presentation and provide additional detail.

AGENDA ITEM	RECOMMENDED LENGTH	NOTES
Break/Transition time	10 minutes	If the meeting will last more than 90 minutes, include a break.
Engagement Activity Examples: ❯ Ask stakeholders to review potential use cases or research questions, add new ones, and rank their priorities with stickers. ❯ Solicit stakeholders' insight and lived experiences about their administrative records and your potential use case, to reveal factors and nuance that may not be captured by the data. ❯ Interview stakeholders about their privacy norms and preferences (e.g., are they comfortable with A data point(s) being used by B organization(s) for C purpose, with XYZ controls or conditions in place?)	30-60 minutes	Led by a core IDS planning team member with strong facilitation skills. For early-stage IDS, engagement activities are especially effective for agenda-setting and vetting data governance policies. Depending on the number of participants, consider using more hands-on and small group activities for engagements 45 minutes or longer. See the *Convening Stakeholders Worksheet* in Appendix C.4 for more considerations in crafting an engagement activity.
Closing and Next Steps	5-10 minutes	Identify next steps, upcoming opportunities for engagement, and who stakeholders should contact to learn more.