



THE BUREAU OF
**PLANNING &
SUSTAINABILITY**

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**OFFICE of EQUITY
and HUMAN RIGHTS**
CITY OF PORTLAND

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Scope

This document explains goals, roles, responsibilities, and timeline of the City of Portland surveillance technologies policy developing process. Including the description of public events for open discussion and forum and the policy making meeting defined as the *policy group* where the policy will be drafted.

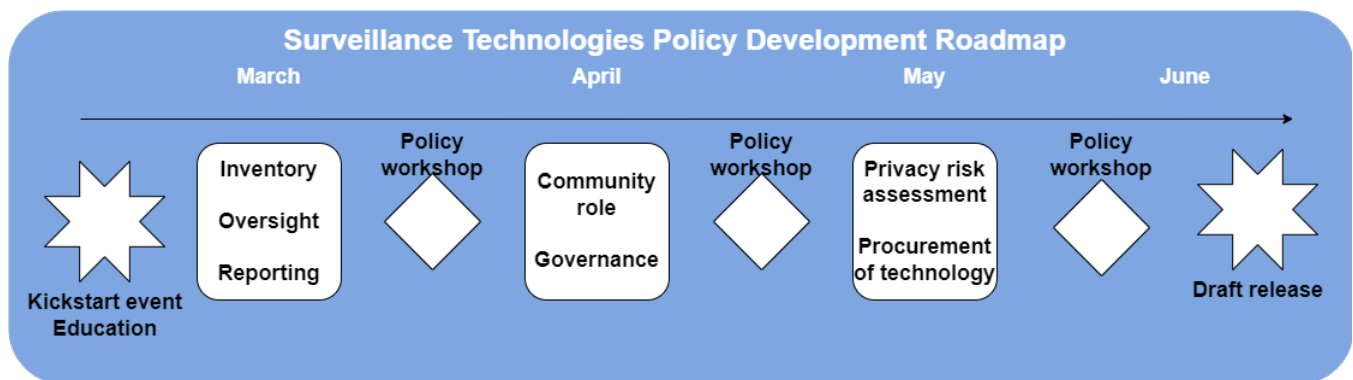
Introduction

This document describes plans, strategies, and a proposed event calendar for the participatory process to develop the surveillance technologies policy.

In summary, this proposal relies on the creation of a group, or an open space where Portlanders will be able to discuss and learn specific issues as part of the comprehensive surveillance policy.

These issues will be compiled and discussed by a *policy group* that will draft the specific portion of the policy. These drafts will be shared before the next group meeting.

Meetings of the main group will be held monthly starting in March. A calendar of events and a general roadmap are below:



Surveillance Technologies *policy group*

The group will develop the City of Portland Surveillance Technologies Policy in an open, inclusive, and participatory manner within a limited time.

The main goal of this group will be to generate a set of policy recommendations that can be translated into a draft policy.

This surveillance *policy group* will focus on three core issues:

1. Inventory of surveillance technologies, oversight, and reporting of use
2. Surveillance technologies governance and community role
3. Risk and impact assessments and City procurement of surveillance technologies



All the events will start on **Wednesdays at 5:30** and last 2 hours, except the event on March 2 which is one hour long. Event meetings may extend beyond 7:30, but we will have a hard stop at 8:30 PM. Meetings will be held using the zoom platform.

The following table describes a calendar of events and goals for each one:

Event title	Date	Description	Goals
Surveillance Technologies Policy 101 event *	March 2, 2022	This event will introduce the plan for the participatory policy making roadmap. This is only a one-hour long event.	Inform the community about the plan. Recruit volunteers for the <i>policy group</i> . Define rules of engagement. Explain legal structure of the policy (ordinance, City code chapter, revision and approval processes)
First <i>policy group</i> meeting *	March 16, 2022	Policy module I: Surveillance technologies inventory and transparency	Discussion topics: Surveillance technologies definition, format of inventory, all bureaus, discuss exemption process, major events, reporting and audits.
Policy workshop	March 30, 2022	Writing of module I.	Attendees will draft and review comments and feedback from the <i>policy group</i> meeting.
Second <i>policy group</i> meeting *	April 13, 2022	Policy module II: Community involvement, governance, and oversight.	Discussion topics: Community Control over Surveillance model, Oakland's Privacy Advisory Commission - Bylaws, representation of impacted communities, Responsible technologies, oversight role, Advisory to Portland City Council role, Accountability, reports, support needed.
Policy workshop	April 27, 2022	Writing of module II.	Attendees will draft and review comments and feedback from the <i>policy group</i> meeting.
Third <i>policy group</i> meeting *	May 11, 2022	Policy module III: Privacy risk assessments and procurement of technology.	Discussion topics: Defining scope of privacy risk assessments, roles and responsibilities, oversight and reporting, community/public engagement. Procurement process.
Policy workshop	May 25, 2022	Writing of module II	Attendees will draft and review comments and feedback from the <i>policy group</i> meeting.
Draft release event	June 22, 2022	Draft release event and presentation.	The final goal is to deliver a full draft of the policy in this release event.

* These events will be recorded.



How to join

Dates: as described above

Time: 5:30 PM

Event duration: 2 hours (except on March 2, which is one-hour long)

Platform: Zoom

Zoom meeting information:

<https://us06web.zoom.us/j/83819232563?pwd=MnNJMkFQL2JUSXl3c1RhUExLbjdBZz09>

Attendees will be placed in a virtual waiting room. Main meeting space will be open 5 minutes before the starting time.

RSVP

This is optional but will help us prepare facilitation needs for the discussion portion. To RSVP, please fill out this form <https://arcg.is/OTOLzr>

Roles and responsibilities

The group will be coordinated by the Smart City PDX program, which is hosted by the Bureau of Planning and Sustainability, in collaboration with the Office of Equity and Human Rights.

The group will have two types of public gatherings: General and policy workshops.

The General meetings are open spaces where a main topic gets discussed. These meetings will be held every 4 weeks in a predetermined schedule. Meetings will have the following structure:

- a. Meeting preparation. Support materials will be published the week before the general meeting date. Two office hours will be set the week before for people to join and chat with city staff on the topic of discussion.
- b. Register to participate. While the event is open to Portlanders, attendees will need to register to join the event.
- c. Short presentation by City staff
- d. Topic breakout rooms
- e. Final gathering and sharing notes and comments

The coordinating team will compile notes and share them on the Smart City PDX website within a week after the event.

Two weeks after the general meeting, a *policy group* meeting will take place. **Policy workshops will require registration (see [RSVP](#) above).**

Policy group meetings will draft specific aspects of the policy. Therefore, attendees of these policy meetings need to be familiar with policy making in the City. Attendees of these meetings are



recommended to have attended the live event specific to the module of work or have watched the event recording available in the Smart City PDX website.

Meeting notes and presentation materials from the topic specific general meeting preceding each module will be shared out at least one week before a first *policy group* meeting.

Policy workshop attendees will select coordinators for organizing and managing meetings and their outcomes. When needed, workshop attendees may call additional meetings to complete discussions and drafting of the policy module.

Cleaned up notes and policy workshops deliverables will be presented at the start of the next general meeting and available for comments.

Comments of released documents will be open to all with an option to submit them anonymously.

Coordinating Team

This work is done in collaboration between the Smart City PDX program and the Office of Equity and Human Rights. The work will be supported by the community [leads 2021/2022 team](#) and [Cascadia Partners](#), who will help with preparation and facilitation of the public events.

The main point of contact is Hector Dominguez, Open Data Coordinator, and can be contacted directly by email at hector.dominguez@portlandoregon.gov

Attendance

These public participatory policy making events are free and open to all Portlanders. Those who either live, work, or worship in the City of Portland. Attendees are encouraged to register their participation

In order to guarantee transparency in the process, attendees need to register their name, email, zip code of residency or work, and organization (for those not joining as individuals). This list will be published attached to the meeting notes and any other deliverables and materials.

All attendees must agree to the Chatham House Rule:

“When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.”

And follow the participation guidelines:

- Listen to understand, not to respond. Listen for learning opportunities, do not prepare a response, just listen.
- Comment on ideas, not individuals. Avoid blame, speculation, and inflammatory language



- W.A.I.T. - use self-awareness by asking yourself “Why Am I Talking?” (and Why Am I Not Talking?); Remember that everyone has the right to share their ideas, but not everyone has the opportunity
- No one knows everything, together we know a lot
- Personal stories stay, lessons can be shared. All feedback heard today will remain anonymous and names will not be recorded.
- Believe people's narratives - don't try to convince people out of their lived experience

Deliverables

The main deliverable of this collective effort is to bring a draft surveillance technologies policy that can be shared for City Attorney review, internal City Bureau revision and community feedback.

Each general meeting will generate notes, including a summary of major takes, and the meeting recording will be available online. Policy group meetings should generate executive summaries of findings and the corresponding policy portion of the policy. These documents will be prepared by the coordinating team.

Activities after events

Any participant and the general public will have another opportunity of weighing in after the live event ends. Curated notes and main takes from discussions will be shared in the smart city PDX surveillance technology policy webpage: <https://www.smartcitypdx.com/surveillance-policy>

All public is welcome to provide feedback to this policy, the process of developing, and any other topic of interest connected to this work via email to smartcitypdx@portlandoregon.gov or using the following form: <https://arcg.is/rXiWj0>

Conflict resolution

Any topic to be discussed will be moderated and participants will have a chance to present their thoughts. The goal of these discussions is to reach consensus after a reasonable amount of time. If no agreement has been reached, the topic will be dropped from the discussion and the next topic will be revised.

Transparency and Accountability

All documents and information should be available in the project website:
<https://www.smartcitypdx.com/surveillance-policy>

Posting on social media will be done only through the [@smartcitypdx](https://twitter.com/smartcitypdx) account on Twitter.



Notes from general meetings, list of attendees, and other deliverables and documents will be made publicly available.

The main contact for this work is Hector Dominguez and the Smart City PDX team. You can contact Hector by email to hector.dominguez@portlandoregon.gov

Any request or comments can be sent via email to smartcitypdx@portlandoregon.gov

Optional gift cards

Gift cards are an incentive for your live participation in any public event. We will provide optional electronic gift cards for the first two events in March. Gifts cards may be offered at future events as well. More information will become available on the specific event page. Gift cards need to be requested at the time of the event.

Eligibility:

- You live, work, or play in Portland
- Your participation is not part of your main job of representing an organization.
- City employees are not eligible

Additional constraints may be applicable.

Requirements:

Those who request a gift card need to submit contact information, including: name of the event, date of the event, name, and email.

You will need to select an e- gift card type from those available.

Share the email in the zoom chat or send information to smartcitypdx@portlandoregon.gov or fill the form after the event: <https://arcg.is/08nGzi>

Confirmation of reception of the gift card is also required.

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Request special accommodations, ASL or interpretation services if possible two weeks in advance of each event by filling out this form <https://arcg.is/0TOLzr>

