

Centre for Tax Policy and Administration

Global Relations Programme (GRP)

Guidelines for Country Representatives

A. The event

The success of the GRP depends fundamentally on the efforts of the Country Representatives. We are grateful for your efforts and we recognise your achievements and the benefits to strengthen the tax systems of your country.

Key Role: Your main role as Country Representative to the GRP is to **act as a liaison and key contact point between your country's tax authority, your country's prospective participants and the OECD.** As Country Representative, you will be requested to 1) implement the relevant country procedure to determine who will represent your country at each OECD event; 2) nominate participants to attend GRP events and 3) upon completion of the event, help participants disseminate event information within your organisation and report these measures back to the OECD.

Participants: Please note that in order to gain the full benefit from the GRP events, **it is essential that participants understand and speak English (or the language of interpretation where this is provided).** To assist in the process of selecting participants with the appropriate background and skills for each OECD event, the OECD has prepared some guidelines for Participant Selection under part B of this document.

GRP Process: Each year the OECD will send an invitation to nominate the participants to OECD Global Relations events. The invitation letter will contain a link to nominate your country's candidates, using our Knowledge Sharing Platform. For further information and for a short training video on registration, please use the following link: <http://www.ksp-ta.org>. As a Country Representative, we ask you, in consultation with the appropriate authority in your government, to nominate appropriate delegates where the event itself meets the specific needs of your country and the skills and expertise of the nominated participant enable them to fully benefit from the event. (See Event Descriptions at <http://www.oecd.org/ctp/tax-global/description-of-global-relations-events-on-taxation.htm>). After reviewing the nominations, **the OECD will send invitation letters to the confirmed participants, copied to the Country Representatives.**

Nomination Process: You may nominate up to 2 candidates per multilateral event. A 3rd candidate may be included and would be confirmed later if space becomes available. Please ensure that your country's candidate(s) are nominated as quickly as possible to enable smooth processing of visas and other travel documents. However, if you are not able to nominate specific individuals until closer to the event date, please enter the name of the Country Representative in respect of each candidate to reserve your requests. This will enable us to have an accurate count of the number of prospective attendees. You will be able to edit the name of the candidate once you have sufficient details. **Because seats fill quickly, we recommend completing the nomination process at least 8 weeks prior to the event.**

We appreciate your participation in and support of the OECD GR Programme. Should you have any additional questions or require any assistance, please contact us at CTP.GlobalRelations@oecd.org.

For more information on the GRP, please access our website at <http://www.oecd.org/tax/tax-global> and to provide feedback, suggestions or comments, please contact Richard.Parry@oecd.org.

B. Participant selection and follow up

The OECD Global relations events present a great opportunity for tax experts from different countries to discuss and share views on tax matters of mutual interest.

Given the variety of legal and cultural backgrounds, it is important to ensure that the participants you select for OECD events have the requisite expertise to represent your jurisdiction effectively and are in a position to maximise the benefits of attending events of this nature.

In general, **about 30 tax officers from 15 different jurisdictions take part in each event.**

Participants: The events are best suited for **participants with experience in and a strong understanding of the event topic area** and who have demonstrated an interest in and capacity for expanding their specific technical expertise in this area. In our experience, individuals who meet the following selection criteria gain the most benefit from the events:

- are experienced officials in the Ministry of Finance or Revenue Administration
- have a minimum of three years of work experience in the event topic area

In addition, participants should be able to:

- understand and dialogue in the language of the event
- share their country's rules and experiences in the topic area
- make presentations
- transmit the knowledge gained back to their organisation

Finally, we have identified two guiding principles in the selection of participants:

Transparency: There is a clear relationship between transparency and the quality of participants. **A good practice is to disseminate information on the events to all potentially qualified candidates, invite interest** and to set up a transparent decision-making process to finalise selection. Participants are often selected by a Board on the basis of an application process.

Impact: Participants take part in Global Relations events as delegates from their administrations and are required to bring their new knowledge back to the workplace, share it with colleagues and suggest good practices where they may be relevant. This explains why one of the selection criteria above is the ability to transmit knowledge. Ultimately, this is to ensure that the benefits of the events are spread as widely as possible to the benefit of your country as a whole. Consequently, we suggest that it is in your Administration's interest to provide the means and encouragement for this transmission to happen.

Follow up: In addition to providing an evaluation of the event prior to leaving, participants may be requested to provide later information on how the knowledge and skills acquired were used in practice. As part of this impact analysis, the supervisors of the participants may also be asked to indicate the benefits of the event.

We are grateful for your feedback as the Country Representative to the GRP and may ask you to report back on how well this process has worked in your country. We would also like your feedback on how our processes work and your views on improving what we do.