Global Forum on Public Governance

ORGANISATIONAL ASPECTS

21 November 2012
OECD Conference Centre, Paris

This document presents organisational and logistical aspects of the Global Forum on Public Governance.

Andrea Uhrhammer, Liaison Officer (andrea.uhrhammer@oecd.fr)

JT03332588

Complete document available on OLIS in its original format
This document and any map included herein are without prejudice to the status of or sovereignty over any territory, to the delimitation of international frontiers and boundaries and to the name of any territory, city or area.
OECD Global Forum on Public Governance
“Better Governance for Inclusive Growth”
21 November 2012

General Information


Transportation

Delegates should arrange for their own transportation from the airport to the hotel and the OECD conference centre. The nearest metro stations to the meeting venue are “La Muette”, line 9 and “Passy”, line 6, and RER C station Avenue Henri Martin.

Please visit the Paris Airport website for details concerning transportation to and from the Paris airports Charles de Gaulle and Orly www.adp.fr

Forum Venue

OECD Conference Centre, 2 rue André Pascal, Paris 16, France

Public Transport:

RER
Line C – ‘Henri Martin’ station

Metro
Line 9 – ‘La Muette’ station
Line 6 – ‘Passy’ station

Bus
Line 69 – ‘Octave Feuillet’ stop
Line 52 – ‘La Muette Boulainvilliers’ stop
Line PC1 – ‘Porte de la Muette’ stop
Registration for the forum/badges

Attendance at the Global Forum is by invitation only. To register for the Global Forum, participants are kindly requested to send the registration form by e-mail to gfgov@oecd.org at their earliest convenience and by **Friday 26 October 2012** at the latest. *Please note that onsite registration will not be available, hence we need to receive your registration form or the confirmation of your attendance before the event.*

All participants must show photo identification (e.g. passport) to receive their badge in order to access the meeting venue and go through security. Please allow sufficient time for these security procedures when you arrive.

Meeting room arrangements

The Forum will be organised as follows:

The **morning plenary sessions** will be held in Room **CC12**. Seating will be arranged in a theatre-style format, and will be available on a first-come, first-served basis.

The **afternoon sessions** (14.00-17.00) will split into parallel breakout workshops. Participants are invited to indicate which breakout sessions they wish to attend (one in each time slot) in the registration form.¹

<table>
<thead>
<tr>
<th>Time</th>
<th>Auditorium (theatre-style format)</th>
<th>CC12 (theatre-style format)</th>
<th>CC9 (roundtable format)</th>
</tr>
</thead>
</table>
| 14.00-15.20| **Breakout session 1**  
“Establishing a Professional Public Service” | **Breakout session 2**  
“Tools for evidence-based and inclusive policy making” | **Breakout session 3**  
“Strategic Management of the State” |
| 15.40-17.00| **Breakout session 4**  
“Openness and Innovation in the Public Sector” | **Breakout session 5**  
“Public Sector Integrity and the Rule of Law” |                                                                                                                                 |

The **closing plenary session** (17.30-18.30) will be held in the Room **CC12**.

All mobile phones must be switched off or to “silent mode” before entering the meeting rooms. Food and beverages are prohibited in all meeting rooms; however, several coffee breaks will be held during the sessions.

¹ Please note that if you have already sent your registration form you don’t need to resend it, unless you would like to change sessions.
**Documentation**

Folders containing information material for the Global Forum will be handed out at the welcome desk of the Global Forum located after the security area and the main OECD reception desk. The folders will contain the following documentation:

- Annotated agenda
- Background papers for each session
- A provisional document outlining next steps on OECD Global Relations in Public Governance
- “Who’s who”, publication with background information on chairs and lead speakers
- List of participants
- USB key with relevant OECD Publications and the List of Publications

**Bilateral meetings**

The following rooms will be available for bilateral meetings during the coffee and lunch breaks:

- CC20
- MB1022
- MB1122

Requests to reserve bilateral meeting rooms should be made in advance via email (gfgov@oecd.org) or upon arrival at the meeting venue (at the welcome desk).

**Interpretation**

Simultaneous interpretation will be provided in the two official languages of the Organisation (English and French) for all sessions of the Forum.

Any delegation/participant wishing to have interpretation into or out of a language other than English or French is requested to notify the Secretariat (gfgov@oecd.org) indicating in the message title the purpose, i.e. interpretation, at their earliest convenience. Please note that the costs of interpretation in languages other than English or French must be borne by the delegation requesting this service.

**Meeting dynamics**

Both the high-level panel sessions and the breakout sessions will be held in a “talk-show” format. Panel speakers will introduce the issues, and then engage in a moderated discussion.

In the breakout sessions, the Chair will also open the floor for general discussion following the panel discussion. Microphones will be available for those delegates in the audience wishing to take the floor. To ensure lively debate, delegates are encouraged to make short, focused comments.
Side Events

Lunch
All participants\(^2\) are kindly invited to a light buffet lunch on 21 November from 13.00 to 14.00 at the Château la Muette next to the OECD Conference centre.
There will be signs in the Conference Centre leading to the Château la Muette.

Cocktail
All participants are kindly invited to attend a cocktail reception on 21 November starting at 18.30 at the Château la Muette next to the OECD Conference centre.

Specific food requirements
Please indicate any food allergies or dietary restrictions to the Secretariat in advance by email (gfgov@oecd.org).
Please note that the OECD Secretariat is not responsible for any food allergy-related incidents and it is the participants’ responsibility to inform the OECD Secretariat of any health issues.

Press/Media

Please note that media will be present throughout the event (a specific area will be allocated to the media representatives).

Entry formalities

Participants are kindly requested to contact, as soon as possible, the consulate of France in their country of origin to check if a visa is required for France. In order to obtain the visa, participants from non EU member countries can request a personalised letter of invitation from the OECD Secretariat and present it to the relevant authorities.

Accommodation

Participants are kindly asked to make their reservation and pay their own accommodation costs directly to the hotel. Please find in the following link a list of hotels in the close vicinity of the OECD: http://www.oecd.org/site/conferencecentre/hotelsclosertooecd.htm
Please also note that this information is provided for convenience only and does not constitute an endorsement or recommendation by the OECD of the services of a particular hotel. The OECD has made no verification and makes no express or implied representation as to the quality or availability of the hotel services. We suggest that you verify the nature of the services, the applicable rates and any other relevant information directly with the hotel.

Insurance

\(^2\)A separate lunch will be organised for chairs and lead speakers
Please obtain health and travel insurance before travelling to France. Coverage should include medical care in community health facilities, such as hospitals and clinics, as well as physician’s care. It is also important that delegates with prescribed medications bring a copy of their prescriptions with them, as well as the medications themselves. Should any delegate require medical treatment or hospitalization, the delegate or delegation is responsible for all expenses.

**Contacts**

We are very pleased that you will be able to participate in the above event. If you have any questions please do not hesitate to contact:

**Ms. Andrea Uhrhammer**  
Directorate of Public Governance and Territorial Development (GOV)  
E-mail: Andrea.Uhrhammer@oecd.org  
Tel.: +33 1 45 24 7832

**Ms. Tatyana Teplova**  
Governance Reviews and Partnerships Division/GOV  
E-mail: Tatyana.Teplova@oecd.org  
Tel.: +33 1 45 24 1852

**Ms. Kalliopi Mavrantoni**  
Governance Reviews and Partnerships Division/GOV  
E-mail: Kalliopi.Mavrantoni@oecd.org  
Tel.: +33 1 45 24 8112

**Ms. Tatyana Teplova**  
Governance Reviews and Partnerships Division/GOV  
E-mail: Tatyana.Teplova@oecd.org  
Tel.: +33 1 45 24 1852

**Ms. Laëtitia Christophe**  
Directorate of Public Governance and Territorial Development (GOV)  
E-mail: laetitia.christophe@oecd.org  
Tel.: +33 1 45 24 1491

**Ms. Laura Skoratko**  
Governance Reviews and Partnerships Division/GOV  
E-mail: Laura.Skoratko@oecd.org  
Tel.: +33 1 45 24 8172