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Organisation de Coopération et de Développement Économiques  
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English - Or. English

**PUBLIC GOVERNANCE AND TERRITORIAL DEVELOPMENT DIRECTORATE  
PUBLIC GOVERNANCE COMMITTEE**

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## ORGANISATIONAL ASPECTS

**32nd meeting of the Network of Senior Officials from Centres of Government  
23-25 October 2013  
Santiago, Chile**

*This document provides practical information concerning the meeting.*

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*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.*

English - Or. English

1. The 32<sup>nd</sup> session of the OECD Network of Senior Officials from Centres of Government will be held in Santiago, Chile on 23-25 October 2013, hosted by Mr. Cristián Larroulet, Minister Secretary General of the Presidency of Chile. The meeting will take place at the *Palacio de La Moneda* (Presidential palace), Santiago, Chile.

### **Transportation**

2. Delegates should arrange for their own transportation from the airport to **Hotel San Cristobal Tower**, Josefina Edwards De Ferrari 100, Santiago (<http://www.starwoodhotels.com>). However, transportation will be arranged between the hotel, the *Palacio de la Moneda*, and the winery.

### **Hotel registration**

3. A limited number of rooms at the San Cristobel Tower are available at the group rate of \$250 US (which includes breakfast and Internet access) on a first-come, first-served basis. Delegates are asked to book their rooms through the following link: <https://www.starwoodmeeting.com/Book/OECD>. Preferential rates for reservation will be guaranteed until four weeks prior to the event. Reservations will have no cost of cancellation until one week prior to the event. If payment is made in foreign currency either by cash or credit card, then value added tax (VAT) is not charged.

4. Check-in time at the hotel is 15:00 and check-out time is 12:00. The hotel will do its best to accommodate early arrivals, but there is no guarantee of access to a room before 15:00. Therefore, delegates wishing to have access before then will have to pay for an extra night. However, delegates can use the lounge, spa, gym and other facilities until their room is available. If you are leaving the hotel on October 25, it is important to check-out before coming to *Palacio de La Moneda*, as the event is scheduled to finish at 12:30. If you wish to go directly to the airport following the meeting, luggage storage will be available at the meeting venue.

### **Registration for the meeting/badges**

5. Participants are asked to register by informing the Secretariat: [COGinfo@oecd.org](mailto:COGinfo@oecd.org). **All participants must show photo identification (e.g. passport) to access the *Palacio de la Moneda***; please allow sufficient time for these security procedures when you arrive.

6. All participants are also being registered via the OECD's EMS system; permanent delegations are invited to verify this list and correct if necessary. Please see: <http://events2.oecd.org/EMSV2/Events/EventDetails.aspx?event=delegates&eventKey=54172>.

### **Meeting room arrangements**

7. The plenary sessions of the meeting will be held in the *Salón Montt-Varas* at the *Palacio de La Moneda*. Each delegation will have one seat at the table for each session. Additional seats will be available in outer rows; however, in order to maintain an intimate setting for frank discussion, it is recommended that countries send no more than two delegates. Seats at the table will follow English alphabetical order with no distinction made between member and non-member countries.

8. Wi-fi access will be available in the meeting room. If needed, messages for delegates can be e-mailed to [COGinfo@oecd.org](mailto:COGinfo@oecd.org) and they will be delivered to delegates. Any fax requests can be addressed to the Secretariat in the Secretariat office. 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, water service will be offered to participants during the sessions.

9. Maps of the meeting venue will be made available with the meeting documentation.

### Meeting Schedule (provisional)

| <b>Wednesday, October 23, 2013</b> |  |   |
|------------------------------------|--|---|
| 19:00-20:30                        | Welcome Reception  |   |
| <b>Thursday, October 24, 2013</b>  |  |   |
| 8:45-9:00                          | Accreditation  |   |
| 9:00-10:25                         | Opening of the meeting <ul style="list-style-type: none"> <li>• President of Chile, Sebastián Piñera</li> <li>• OECD Secretary-General, Ángel Gurría</li> <li>• Chair, Cristián Larroulet, Minister, Secretary General of the Presidency of Chile</li> </ul> | Montt-Varas Room,<br><i>Palacio de La Moneda</i>                    |
| 10:25-10:30                        | Group photo  | <i>Palacio de La Moneda</i>   |
| 10:30-10:45                        | Coffee Break   | Pedro de Valdivia Room<br><i>Palacio de la Moneda</i>               |
| 10:45-13:15                        | Session One: Strategic management towards facing challenging times   | Montt-Varas Room<br><i>Palacio de La Moneda</i>                     |
| 13:15-15:00                        | Lunch  | <i>Club de la Unión</i><br>Avda. Libertador Bernardo O'Higgins 1091 |
| 15:00- 17:30                       | Session Two: Building trust and confidence and better institutions   | Montt-Varas Room<br><i>Palacio de La Moneda</i>                     |
| 19:30-21:30                        | Official Dinner  | O'Higgins Room<br><i>Palacio de La Moneda</i>                       |
| <b>Friday, October 25, 2013</b>    |  |   |
| 9:30-11:30                         | Session Three: Building better Centres of Government   | Montt-Varas Room<br><i>Palacio de La Moneda</i>                     |
| 11:30-11:5                         | Coffee Break   | Pedro de Valdivia Room<br><i>Palacio de la Moneda</i>               |
| 11:5-12:30                         | Wrap up and closing remarks by the Chair   | Montt-Varas Room<br><i>Palacio de La Moneda</i>                     |
| 12:45-13:00                        | Transport to winery  |   |
| 13:00-15:30                        | Final Lunch  | Santa Carolina Winery (tbc)   |

### **Bilateral meetings**

10. Rooms will be available for bilateral meetings during the coffee and lunch breaks. Seating areas next to the meeting venue will also be available for bilateral discussions. Requests to reserve bilateral meeting rooms should be made in advance via email ([COGinfo@oecd.org](mailto:COGinfo@oecd.org)) or upon arrival at the meeting venue.

### **Interpretation**

11. Simultaneous interpretation will be provided in English and French for all sessions of the meeting.

### **Meeting dynamics**

12. The meeting will be chaired by Mr. Cristián Larroulet, Minister Secretary General of the Presidency of Chile. Mr. Sebastián Piñera, President of the Republic of Chile and Mr. Ángel Gurría, Secretary-General of the OECD, will also give opening remarks.

13. As free-flowing discussions are most conducive to a successful meeting, the Secretariat suggests that no PowerPoint presentations be made at the meeting. Lead speakers will be asked to introduce the issues, and then all delegates will be invited to intervene freely. To ensure a lively debate the Chair will ask delegates to make short, focused comments, but delegates may take the floor as often as they wish.

### **Press**

14. The media will be allowed to cover the opening of the meeting on Thursday, 24 October, but not the other sessions of the meeting.

### **Official documentation**

15. Delegates will receive a document folder containing a complete set of documents. The folders will be handed out at registration at the meeting venue on Thursday, 24 October. These folders will contain the following documentation:

- Agenda
- Session Notes
- “Who’s Who” Document
- List of participants
- Organisational aspects

The meeting documentation will also be distributed electronically in advance.

### **Side events**

#### ***Welcome reception Wednesday 23 October***

16. A welcome reception will be held on Wednesday evening from 19:00-20:30. The dress code for the reception is lounge suit / cocktail (“tenue de ville”).

**Official dinner on Thursday 24 October**

17. An official dinner will be held on Thursday evening from 19:30-21:30 in the O'Higgins Room, at *Palacio de La Moneda*. The dress code for the dinner is lounge suit / cocktail ("tenue de ville").

**Lunch**

18. Lunch for all participants will be hosted by the Minister Secretary General of the Presidency on Thursday 24 October at *Club de la Unión* and Friday 25 October at Santa Carolina Winery (tbc). Coffee breaks will be available in the Pedro de Valdivia Room at scheduled hours.

**Accompanying spouses**

19. Please note that there is no spouses' programme for this meeting. However, it will be possible to accommodate accompanying spouses at the welcome reception on Wednesday 23 October, the official dinner on Thursday 24 October and the final lunch on Friday 25 October.

**Specific food requirements**

20. If participants have special dietary requirements or allergies, please transmit all related information to the OECD Secretariat (COGinfo@oecd.org). The Secretariat and the Ministry Secretary General of the Presidency will make arrangements with the caterers to ensure that alternative menus are proposed.

21. Please note that the OECD Secretariat and the Ministry Secretary General of the Presidency are not responsible for any food allergy-related incidents and it is the participants' responsibility to inform the OECD Secretariat of any health issues.

**Participants with disabilities and special transportation needs**

22. For participants with mobility challenges, disabilities or special transportation needs, we invite you to indicate the type of special service required to the Secretariat. Example: require a wheelchair, need assistance with luggage at hotel, travelling with a service animal, need assistance due to specific disability or be travelling with a portable oxygen concentrator.

**Entry formalities**

23. All delegates must possess valid travel documents and, where necessary, a visa for entry into Chile. Visa requests should be submitted via the Chilean Embassy in the delegation's national capital. For current information on which countries require visas to travel to Chile please check the nearest Chilean consulate. The following document may also have useful information: [http://www.extranjeria.gov.cl/ingles/filesapp/Preguntas%20Frecuentes%20Ingles\\_2008.pdf](http://www.extranjeria.gov.cl/ingles/filesapp/Preguntas%20Frecuentes%20Ingles_2008.pdf). Please note that citizens of certain countries, including Australia, Canada, United States and Mexico, have to pay a special fee upon arrival in the country (see <http://chileabroad.gov.cl/files/2008/11/CV-2013-CORREGIDA-01-ABR-2013.pdf>).

**Insurance**

24. Please obtain health and travel insurance before travelling to Chile. 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.

### **Weather and time difference**

25. The temperature in Santiago in October is an average high of 22°C (72°F) and an average low of 8°C (46°F). You are invited to visit the Accu Weather website (<http://www.accuweather.com>) or the Weather Channel website (<http://www.weather.com>) for current weather forecasts (Spanish only). The time zone of Santiago is GMT-4.

### **Currency**

26. The currency in Chile is the Chilean Peso (CLP/\$). Most major international currencies can be exchanged at nearby banks, at Santiago's airport, and in hotels. It should be noted that rates of exchange vary slightly from one institution to another. Most major credit cards are widely accepted in Chile.

### **Cellular telephones / electricity**

27. Most dual and tri band mobile phones with GSM 1900 will work in Chile. GSM 850/1900 or 3G 1700/2100 might work as well. Chilean electric service is 220 volts.

### **Emergency**

28. Dial local 131 for health emergencies and 133 for safety emergencies.

### **Visiting Chile**

29. For more practical information for visitors, as well as information regarding tourist attractions in Santiago and Chile, please visit Chile's official website in English: <http://www.thisischile.cl/2/default.aspx>.