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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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English - Or. English

1. The 32nd 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 25 October, 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. Please allow one hour to transfer to the airport from the lunch venue (Santa Rita Winery), and slightly less (30-40 minutes) from *Palacio de la Moneda*.

Registration for the meeting/badges

5. Participants are asked to register by informing the Secretariat: 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, countries are requested to 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 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 can be found at the end of this document.

Meeting Schedule (provisional)

Wednesday 23 October 2013		
19:00-20:30	Welcome Reception	Quixote Room, San Cristobal Tower Hotel
Thursday 24 October 2013		
8:45-9:00	Accreditation	<i>Palacio de La Moneda</i>
9:00-10:00	Opening of the meeting <ul style="list-style-type: none"> • Chair, Cristián Larroulet, Minister, Secretary General of the Presidency of Chile • OECD Secretary-General, Ángel Gurría • President of Chile, Sebastián Piñera 	Montt-Varas Room <i>Palacio de La Moneda</i>
10:00-10:15	Group photo	<i>Palacio de La Moneda</i>
10:15-10:30	Coffee Break	Pedro de Valdivia Room <i>Palacio de la Moneda</i>
10:30-13:00	Session One: Strategic management for facing challenging times	Montt-Varas Room <i>Palacio de La Moneda</i>
13:00-13:15	Walk to <i>Club de la Unión</i>	
13:15-14:45	Lunch	French Room <i>Club de la Unión</i> Avda. Libertador Bernardo O'Higgins 1091
14:45-15:00	Walk back to <i>Palacio de La Moneda</i>	
15:00-17:30	Session Two: Building trust, confidence and better institutions	Montt-Varas Room <i>Palacio de La Moneda</i>
19:30-21:30	Official Dinner	O'Higgins Room <i>Palacio de La Moneda</i>

Friday 25 October 2013		
9:30-11:30	Session Three: Building better Centres of Government	Montt-Varas Room <i>Palacio de La Moneda</i>
11:30-11:50	Coffee Break	Pedro de Valdivia Room <i>Palacio de la Moneda</i>
11:50-12:30	Wrap up and closing remarks by the Chair	Montt-Varas Room <i>Palacio de La Moneda</i>
12:45-13:30	Transport to winery	
13:30-16:00	Final Lunch	Santa Rita Winery
16:00-16:45	Transport to San Cristobal Tower Hotel	

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) 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 in the Quixote Room at the San Cristobal Tower Hotel. 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 Rita Winery. Coffee breaks will be available in the Pedro de Valdivia Room at scheduled hours.

Accompanying spouses

19. Accompanying spouses are most welcome. They are invited to the welcome reception on Wednesday 23 October, the official dinner at the presidential Palace on Thursday 24 October and the final lunch at the vineyard on Friday 25 October. However, no special program for spouses will be organised during the closed sessions of the meeting.

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. 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 AccuWeather 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>.

Maps

30. Below you will find some maps showing the venues of the meeting and related events.

Map of Santiago



Map A



Map B

