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Organisation de Coopération et de Développement Economiques  
Organisation for Economic Co-operation and Development

18-Apr-2007

English - Or. English

PUBLIC GOVERNANCE AND TERRITORIAL DEVELOPMENT DIRECTORATE  
PUBLIC GOVERNANCE COMMITTEE

### Working Party of Senior Budget Officials

#### ANNOTATED AGENDA

#### 28th ANNUAL MEETING OF SENIOR BUDGET OFFICIALS

Istanbul, Turkey  
31 May-1 June 2007

*The meeting is hosted by the Turkish Ministry of Finance.*

*Chairman: Mr. Ian Watt, Permanent Secretary, Department of Finance, Australia*

For further information, please contact Jón R. Blöndal at OECD Headquarters:  
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**28th Annual Meeting of Senior Budget Officials  
Istanbul, Turkey, 31 May - 1 June 2007**

**Wednesday, 30 May 2007**

19:30-21:30 *Welcome Reception*

**Thursday, 31 May 2007**

9:00-9:15 Opening by Chairman and OECD Secretariat

9:15-9:30 Introductory Remarks by Mr. Hasan Basri Aktan, Undersecretary of Ministry of Finance

**9:30-10:00 Keynote Address by Mr. Kemal Unakitan, Turkish Minister of Finance**

10:00-10:30 Group Photo and Delegates' Introductions

10:30-11:00 *Coffee Break*

**11:00-13:00 Performance Budgeting and Accrual Budgeting:  
Decision-Making Rules or Analytical Tools?**

The session will discuss the promise of both reforms as espoused by their proponents, as well as the difficulties that have been encountered in implementing them and the obstacles faced in reaping their promised benefits.

The session will analyse the relative merits of each reform from two perspectives: as decisional rules that dictate the way governments allocate resources and as analytical tools that inform budget decisions.

The background paper for this discussion will be presented by **Mr. Allen SCHICK** of the Brookings Institution, Washington DC. The floor will then be opened for discussion among Delegates.

13:00-14:30 *Luncheon*

**14:30-16:00 Citizen Engagement in Budgeting**

Current fiscal policy is not sustainable in most Member countries due to ageing populations and other factors. Higher economic growth alone cannot solve the problem and tough fiscal decisions will be required in the near future.

This session is designed to explore ways in which citizens can be and are being engaged in budgeting in order to increase their awareness and understanding of the looming fiscal challenges – and how budget officials can support this development.

The background paper for this discussion will be presented by **Ms. Susan TANAKA**, an independent budget analyst, and the OECD Secretariat.

16:00-16:30 *Coffee Break*

- 16:30-18:00 Peer Review: Budgeting in Turkey**
- Peer reviews are a key tool for analyzing innovations in budgeting and public expenditure practices and for making them visible in the international arena. Following a common methodology and conceptual framework, reviews promote the sharing of experience among countries and the formulation and diffusion of relevant policy recommendations.
- The Secretariat will present its draft report. Two Member countries – acting as lead examiners – will begin the review. Following the reaction from the Turkish Delegation, the floor will be opened for questions and comments by all Delegates.
- 19:00-22:00 *Cruise on the Bosphorus and Gala Dinner*

### Friday, 1 June 2007

- 9:30-11:00 Role of the Legislature in the Budget Process**
- In constitutional terms, the legislature plays a critical role in the budget process. In most countries, the role of the legislature is more limited in practice. There is however a trend in many countries for the legislature to assert a more active role in the budget process.
- This session is designed to discuss the various institutional arrangements in place for the legislative budget process, including independent analytical capacity by the legislature. The session will also focus on the relationship between the central budget office and the legislature in these matters.
- The background paper for this discussion will be presented by **Mr. Paul POSNER** of the George Mason University, Washington D.C., and the OECD Secretariat. The floor will then be opened for discussion among Delegates.
- 11:00-11:30 *Coffee Break*
- 11:30-13:00 Peer Review: Budgeting in Austria**
- This session will follow the same outline as described above. The Secretariat will present its draft report. Two Member countries – acting as lead examiners – will begin the review. Following the reaction from the Austrian Delegation, the floor will be opened for questions and comments by all Delegates.
- 13:00-14:30 *Luncheon*
- 14:30-15:30 OECD Budgeting Database – Results of 2007 Survey**
- The Secretariat will present a summary of the results of the 2007 OECD Budgeting
- 15:30-16:30 Future Work Program and Global Relations**
- The Secretariat will highlight proposals for the future work programme including an update on global relations with non-Member countries, and Delegates will be asked to comment on priorities and indicate their interest in particular studies.
- 16:30 Closing by Chairman and OECD Secretariat
- 16:30-18:00 *Visit to Sultanahmet Place*

## GENERAL MEETING INFORMATION

### Meeting location

The meeting will take place at the Ceylan InterContinental Istanbul, which is located in the central Taksim area of Istanbul. Please visit the hotel's web-site for location details: <http://istanbul.intercontinental.com.tr/>

### Registration form

All Delegates need to complete the attached registration form and **return it to the Secretariat ahead of the meeting**. Entry passes can only be issued to registered Delegates and a passport or national identity card needs to be presented in order to receive an entry pass. Please allow 15 minutes to complete these formalities.

### Documentation

The background documents available for this meeting are listed in the appendix to this agenda. The documents will be distributed electronically to all registered Delegates prior to the meeting. There will be no paper copies available at the meeting.

### Hospitality

The Turkish authorities invite all Delegates to a welcome reception on the eve of the meeting (Wednesday), to a cocktail cruise on the Bosphorus followed by a gala dinner at the conclusion of the first day of the meeting and to the visit of Sultanahmet Place at the conclusion of the second day of the meeting. All Delegates are also invited to luncheons on both days of the meeting (Thursday and Friday). Please confirm your attendance to these events by returning the "*Social Activities and Accommodation Form*" (attached) to [dekon@dekon.com.tr](mailto:dekon@dekon.com.tr) or [duygu@dekon.com.tr](mailto:duygu@dekon.com.tr)

### Entry formalities

Delegates are advised to confirm any necessary visa requirements for entry to Turkey.

### Accommodations

The Turkish authorities have negotiated special rates at the *Ceylan InterContinental Hotel* and at the *Point Hotel*, Istanbul. Your hotel reservation should be sent to **DEKON Congress & Tourism** : [dekon@dekon.com.tr](mailto:dekon@dekon.com.tr) or [duygu@dekon.com.tr](mailto:duygu@dekon.com.tr) (Please use the "*Social Activities and Accommodation Form*", attached).

### Simultaneous translation

Simultaneous translation between English and French, the OECD's two official languages, will be available throughout the meeting.

**LIST OF DOCUMENTS**

- Annotated Agenda
- Performance Budgeting and Accrual Budgeting: Decision-Making Rules or Analytical Tools?
- Citizen Engagement in Budgeting
- Budgeting in Turkey
- Role of the Legislature in the Budget Process
- Budgeting in Austria
- OECD Budgeting Database – Results of 2007 Survey

## SUGGESTIONS FOR POWER POINT PRESENTATIONS

- 1. Keep it simple.** The less clutter on a slide, the easier it is for the audience to see and, when accompanied by a more complete verbal explanation, understand the slide. This applies to both slides with text and slides that use charts, graphs and tables. Page numbers are very helpful because of the need to refer to slides during and after the presentation, but identifying logos and even dates are best reserved for the first, and perhaps last, slide.
- 2. The bigger the type, the better.** If you want the audience to read the slide, always try to use the biggest typeface possible for the slide in question. For example, if you wish to make 3 main points with an explanation for each point, use 4 slides, not one: the first slide should have as a heading what the 3 points refer to with each point listed below. Each of the subsequent 3 slides should have the individual point as the heading with whatever explanation is required listed below. Footnotes and other references in smaller type at the bottom of a slide are frequently impossible to read on either the slide as presented or in the printed version. If the footnote or reference is that important, use readable type on the slide or include a slide at the end with footnotes and/or references in readable type.
- 3. Do not read your presentation.** Reading a presentation word for word -- either from very detailed slides or from a prepared written speech -- is monotonous and puts the audience to sleep. Of course, the less comfortable you are in the language in which you are presenting, the more you may have to rely on a written text, but avoid reading from it word for word as much as possible.
- 4. Bullets are better than complete sentences.** Use bullets to highlight the most important items in your presentation and as a memory tool for you to emphasize these points as you speak. If you feel you must use bullets that are complete sentences instead of just words or phrases, don't read the sentences word by word; use them as memory tools for you to emphasize verbally the points you want to make. If you want to include a specific quote word for word and read it to draw emphasis to it, put it on a separate slide and tell why you are doing this.
- 5. Charts, graphs, and tables can help if they are easy to understand.** Remember that the goal of using a chart, graph, or table as opposed to just including the point in words is to help the audience better understand a point -- not to demonstrate to the audience how adept you (or your assistant) are in utilizing the latest technology. Colour can help if the audience can see the different colours (avoid yellow), but don't overuse it or it diminishes its effectiveness. Moreover, because copies of presentations are frequently made in black and white, use dotted and dashed lines and areas in addition to colour so that the differences are visible in the black and white copies too. Laser pointers can also help you refer to specific points on a chart, graph, or table as you talk.
- 6. Handout copies of your slides before your presentation.** This allows the audience to make notes on the handouts of the points that are most important. Although this also means that many in the audience will be going from page to page on the handouts as you go from slide to slide, so what? The goal is to get the information across to the audience, not to have them watching you personally every minute of the presentation.
- 7. Speak slowly.** The faster you go, the more difficult it is for the audience to understand your points, particularly with simultaneous translations. Rehearse your presentation; the more you do so, the more comfortable you will be in presenting it.
- 8. The most common mistake presenters make is to present too much detail.** Presenters frequently have worked hard for a very long time to perform the research and analyses that supports their presentations, and thus there is a natural tendency to make a long, detailed presentation to demonstrate their hard work. But long, detailed presentations frequently don't do a good job of getting the message to the audience. Rather they make it less likely that the audience will recognize the key points of the presentation. In addition, other problems such as cluttered slides and speaking too fast can arise because the speaker is trying to cover too much ground. It is better to strip your message down to the essential points with only such supporting detail as is necessary to make your case persuasively. Your work (and you!) look better the more straight forward and clearer your message.



**28<sup>th</sup> Annual Meeting of Senior Budget Officials  
Istanbul, Turkey, 31 May-1 June 2007**

*~~~ REGISTRATION FORM ~~~*

*Please return the completed form to: [helene.leconte-lucas@oecd.org](mailto:helene.leconte-lucas@oecd.org)*

*Fax: +33 1 44 30 63 34*

Ms.       Mr.

NAME (in block letters please)

First Name

JOB TITLE

ORGANISATION

MAILING ADDRESS

COUNTRY

TELEPHONE

FACSIMILE

E-MAIL ADDRESS

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**~~~ SOCIAL ACTIVITIES & ACCOMMODATION FORM ~~~**

Please return the completed form to: **dekon@dekon.com.tr** or **duygu@dekon.com.tr**

**A. NAME, SURNAME** \_\_\_\_\_

**B. SOCIAL ACTIVITIES**

Please indicate the program(s) you will attend.

- Welcome Reception (30 May 2007, Wednesday)     Cruise on the Bosphorus & Gala Dinner (31 May 2007, Thursday)     Sultanahmet Tour (1 June 2007, Friday)

**C. ACCOMMODATION**

<b>Ceylan Inter Continental Hotel – Congress Venue</b>	<b>Point Hotel – in walking distance</b>
Park view Singe Room Rate : 200.-€ + VAT	Single Room Rate : 145.-€ + VAT
Bosphorus view Singe Room Rate: 220.-€ + VAT	Double Room Rate : 160.-€ + VAT
Standart Suite : 700.-€ + VAT	Junior Suite : 300.-€ + VAT
Double room supplement : 20.-€ + VAT	

**HOTEL** \_\_\_\_\_ :  Ceylan Inter-Continental Hotel     Point Hotel

**ROOM TYPE** \_\_\_\_\_ :  Single     Double     Suite

**CHECK IN DATE** \_\_\_\_\_ : \_\_\_ / \_\_\_ / 2007    **CHECK OUT DATE** \_\_\_\_\_ : \_\_\_ / \_\_\_ / 2007

**TOTAL NIGHTS** \_\_\_\_\_ : \_\_\_\_\_

**D. METHOD OF PAYMENT**

**Credit Card**    Please charge my credit card     Visa     Mastercard

Card Holder's Name: \_\_\_\_\_  
Card Holder's Signature

Credit Card Number :

Expiry Date :

Card Verification Value:  Last 3 digits on signature panel

**Total Amount:.....-€**

**Bank Transfer** (If you prefer to pay via bank, please fax the bank draft with the form)

**Account Name:** Dekon Congress & Tourism - **Bank Name:** Garanti Bank - **Branch:** Esentepe/Istanbul

**Branch Code:** 347 - **Euro Account No:** 9089730

**IBAN Number:** TR70 0006 2000 3470 0009 0897 30 - **Swift Code:** TGBATRISXXX