

**OECD and Global Forum workshop on the  
automatic exchange of information**

**AUTOMATIC EXCHANGE OF INFORMATION  
ADVANCED WORKSHOP**

**AGENDA**

## Outline and objectives

The [automatic exchange of information](#) (AEOI) is a very significant development in tax transparency. Following the recent development of the new international [Standard for Automatic Exchange of Financial Account Information in Tax Matters](#) more than 90 jurisdictions have committed to implement it, with first exchanges in 2017 or 2018.

This advanced workshop is designed to assist government officials in the implementation of the Common Reporting Standard. It is aimed at officials who are familiar with the Standard and who have begun or are about to begin the implementation process, whether managing the implementation project, drafting legislation or guidance or considering the administrative aspects. The themes covered will therefore include policy decisions, approach to legislation and administrative considerations.

Materials on the Standard will be distributed in advance and the workshop itself will mainly focus on particular issues arising when implementing the Standard. [The workshop may also include a session with business.] There will also be a session designed to identify areas where greater clarity in relation to particular aspects of the Standard would help and to share ideas on how to approach this.

In order to focus the workshop on the areas of particular interest or concern to you, all those registering will be provided with a a template to submit topics for discussion in advance of the workshop.

The workshop is designed to be interactive with all attendees learning from each other. The format will be a mixture of presentations, round table discussions and break-out sessions and include a session with business.

The workshop will run for 3.5 days.

### Day 1

SESSION 1	CONTEXT AND INTRODUCTION
	This session will provide a overview to the political context surrounding the Standard, a high-level outline of the contents of the Standard and the objectives of the workshop.
Session 1.1	Welcome, introduction and scene setting
	<ul style="list-style-type: none"> <li>▪ Introduction and welcome</li> <li>▪ AEOI – The basics, the context and recent developments (including US FATCA, the G20, the European Union, the Multilateral Convention and Multilateral Competent Authority Agreement)</li> </ul>
Session 1.2	The Standard for Automatic Exchange: a broad overview
	<ul style="list-style-type: none"> <li>▪ A general overview</li> <li>▪ Due diligence, reporting, exchange</li> <li>▪ Rationale, key concepts, tools and building blocks</li> </ul>
Session 1.3	Expectations and objectives
	<ul style="list-style-type: none"> <li>▪ Tour de table of all participants – AEOI current planning, expectations for the workshop</li> <li>▪ Objectives of the workshop</li> </ul>

	<i>Lunch</i>
<b>SESSION 2</b>	<b>THE STANDARD IN GREATER DETAIL</b> Session 2 will more detailed overview of the Common Reporting Standard. Specific issues raised by participants will be addressed throughout.
Session 2.1	The key terms and concepts in the Common Reporting Standard
	<ul style="list-style-type: none"> <li>▪ Reporting Financial Institutions</li> <li>▪ Financial Accounts</li> <li>▪ Reportable Persons</li> <li>▪ The different categories of accounts</li> </ul>

<b>Day 2</b>	
Session 2.2	The due diligence procedures and reported information
	<ul style="list-style-type: none"> <li>▪ Preexisting individual accounts</li> <li>▪ New individual accounts</li> <li>▪ Preexisting entity accounts</li> <li>▪ New entity accounts</li> </ul>
<b>[SESSION 3]</b>	<b>[THE BUSINESS PERSPECTIVE] [tentative]</b> Session 3 will focus on implementation from the perspective of financial insitutions, including presentations by business focussed on implementation. This is intended to help identify priority areas for governments to focus on.
[Session 3.1]	[Outline of comments / issues submitted by business]
	<ul style="list-style-type: none"> <li>▪ Discussion of comments submitted by business in advance of business attending the workshop</li> </ul>
	<i>Lunch</i>
[Session 3.2]	[Session with business: CRS implementation]
	<ul style="list-style-type: none"> <li>▪ Business presentation focussing on the CRS implementation process from the perspective of Financial Insitutions</li> <li>▪ Business presentation and discussion on how governments can best support their implementation process (prioritisation etc.)</li> </ul>

<b>Day 3</b>	
[Session 3.3]	[Wrap up following the session with business]
	<ul style="list-style-type: none"> <li>▪ Issues as discussed during the session with business</li> </ul>
<b>SESSION 4</b>	<b>DEEP DIVE: THE CRS AND TRUSTS</b> Session 4 will focus on bringing together the various elements of the CRS that apply to trusts (which are relevant to both common and civil law jurisdictions).
	<ul style="list-style-type: none"> <li>▪ When are trusts Reporting Financial Institutions and what are the implications?</li> <li>▪ What are their Financial Accounts?</li> </ul>

	<ul style="list-style-type: none"> <li>▪ What are their Reportable Persons?</li> <li>▪ What information do they report?</li> </ul>
<b>SESSION 5</b>	<p><b>POSSIBLE FURTHER GUIDANCE</b></p> <p>Following the technical discussions Session 5 will focus on whether there are any areas of the CRS where further guidance or clarification would be useful.</p>
	<ul style="list-style-type: none"> <li>▪ Feedback on errors / non-compliance</li> <li>▪ Any other areas as identified by participants in advance or during the workshop</li> </ul>
<b>SESSION 6</b>	<p><b>IMPLEMENTATION OF THE CRS</b></p> <p>Session 6 will focus on the implementation process from the perspective of governments, including policy decisions that need to be made (such as with regards to the legal framework), administrative considerations and issues concerning confidentiality and the safeguarding of data.</p>
Session 6.1	Policy decisions
	<ul style="list-style-type: none"> <li>▪ Domestic – legislation, optional provisions, the wider approach, jurisdiction specific lists, effective implementation</li> <li>▪ International – the legal basis, the Multilateral Competent Authority Agreement</li> <li>▪ Country presentation</li> <li>▪ Questions and answers</li> </ul>
	<i>Lunch</i>
Session 6.2	Administrative considerations
	<ul style="list-style-type: none"> <li>▪ Stakeholder engagement</li> <li>▪ Organisational / operational issues</li> <li>▪ IT and systems – the information pathway</li> <li>▪ Use of the information</li> <li>▪ Country presentation</li> </ul>
Session 6.3	Implementation: confidentiality and data safeguards
	<ul style="list-style-type: none"> <li>▪ The confidentiality framework – legal, operational, organisational</li> <li>▪ The Global Forum’s role</li> </ul>
Session 6.4	Implementation case study: Bringing it all together into an implementation plan
	<ul style="list-style-type: none"> <li>▪ A project management approach</li> <li>▪ Timetable</li> <li>▪ Country presentation and discussion</li> </ul>

<b>Day 4</b>	
<b>SESSION 7</b>	<p><b>BREAK OUT SESSION: EFFECTIVE IMPLEMENTATION</b></p> <p>Session 7 will consist of a breakout session where the attendees are separated into smaller groups to discuss ideas in relation to ensuring Financial Institutions effectively implement the CRS. Each group will then present the outcome of their discussions to the rest of the participants.</p>

	<ul style="list-style-type: none"> <li>▪ To cover possible approaches, legal frameworks and operational elements etc.</li> <li>▪ Presentations back to the group</li> </ul>
<b>SESSION 8</b>	<p><b>POSSIBLE ADDITIONAL DEEP DIVE</b></p> <p>This time has been left free to accommodate, as required, any further issue that participants submit in advance of the workshop.</p>
	<ul style="list-style-type: none"> <li>▪ To be determined following receipt of the completed templates by participants.</li> </ul>
<b>SESSION 9</b>	<p><b>WRAP UP AND NEXT STEPS</b></p> <p>Session 9 will briefly recap what we learnt through the workshop and set out the next steps in relation to the Standard.</p>
	<ul style="list-style-type: none"> <li>▪ Lessons learned</li> <li>▪ Next steps for the OECD and the Global Forum</li> <li>▪ Upcoming training events</li> <li>▪ Any other business</li> </ul>
	<i>Lunch</i>