

## CENTRE FOR TAX POLICY AND ADMINISTRATION GLOBAL RELATIONS PROGRAMME

### WELCOME

Thank you for your interest in participating in one of our Global Relations events. The following Guidelines provide useful information on the types of events offered by the Global Relations Programme (face-to-face, blended-learning and soon, e-learning), as well as instructions for registration.

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## FACE-TO-FACE EVENTS

### Description

An event leader from the OECD Secretariat, and 1-2 experienced country experts will facilitate the event.

The events consist of a mix of lectures, discussions, presentations and case studies.

Full attendance at all sessions is mandatory.

Participants are expected to understand and speak English (or the language of interpretation where interpretation is provided) and should have sufficient work experience in the event topic area.

These courses are free of charge. Accommodation and lunch might be provided in some of the MTCs.

### How to register?

#### 1. Decide on the event you want to attend.

You can check the [full calendar of events](#) on our [website](#) or on the [Knowledge Sharing Platform \(KSP\)](#). You may attend all the events taking place at the Multilateral Tax Centres (MTCs):

Ankara (Turkey)	Seoul (Korea)
Budapest (Hungary)	Vienna (Austria)
Mexico City (Mexico)	Yangzhou (China)

Events taking place in other locations are not open to direct registration.

#### 2. Contact your country representative.

In order to attend the event, you need to be nominated by your country representative. Check [here](#) for the list of country representatives.

If your country does not appear on the list, or if you are not able to reach your representative, please contact us at [CTP.GlobalRelations@OECD.org](mailto:CTP.GlobalRelations@OECD.org)

#### 3. Your country representative should nominate you through the Knowledge Sharing Platform and our staff will confirm the request.

If you do not have an account, please create one. Detailed instructions can be found on page 5 of this document. Once you are registered to the course, you will have access to all the course materials and logistical information.

Please do not purchase tickets until you receive official confirmation through the KSP. If you purchase a ticket without a confirmation, we cannot guarantee a seat at the event or reimburse you for your purchase. Thank you for your understanding.



**VISA:** Please note that participants are responsible for obtaining their visa and travel documents. A generic invitation letter can be found on the event page on the KSP. Should you need a personalised letter, contact us at [CTP.GlobalRelations@OECD.org](mailto:CTP.GlobalRelations@OECD.org)

Should you have any questions, please contact us at: [CTP.GlobalRelations@oecd.org](mailto:CTP.GlobalRelations@oecd.org)

## FACE-TO-FACE EVENTS

### Checklist

#### BEFORE THE EVENT

**Note:** All KSP-related instructions **ONLY** apply to events held at one of the OECD Multilateral Tax Centres (Ankara, Budapest, Mexico City, Seoul, Vienna, Yangzhou).

Once you have been nominated to the event, contact your country representative for travel arrangements and logistical arrangements.

Apply for your visa (as required based on the event location).

Plan to arrive the day before to be present at the start of the event.

Familiarise yourself with the course agenda and materials through the [Knowledge Sharing Platform](#) (KSP).

#### DURING THE EVENT

Be prepared to share your country's perspectives in the topic area with other participants, experts and event leaders.

Complete an evaluation at the end of the event, before leaving, in order to help us improve the programme.

#### AFTER THE EVENT

You will receive a certificate, signed on behalf of the OECD and presented by the event leader.

You are strongly encouraged to transmit the acquired knowledge to your team through holding an event for your colleagues to share the information learned. Discuss this with your superior.

Use the KSP to continue your engagement with other participants, post comments in the discussion forum, find out about our e-learning courses, etc.

## BLENDED-LEARNING EVENTS

### Description

**Blended Learning** is a combination of on-line training (composed of an on-line course with a self-assessment test and virtual tutoring), followed by a face-to-face workshop facilitated by an event leader and experts in one of our MTCs. These courses are free of charge.



### How to register?

1. First, register to the **face-to-face event** of your choice. To do so, contact your country representative. Your country representative may nominate 2 participants per country, among those who are suitably qualified and experienced. If your country does not appear on the [list](#), or if you are not able to reach your representative, please contact us at [CTP.GlobalRelations@OECD.org](mailto:CTP.GlobalRelations@OECD.org)
2. Your country representative should nominate you through the Knowledge Sharing Platform and our staff will confirm the request. Once you are registered to the course, you will have access to all the course materials, logistical information and a generic invitation letter.

Visa: Please note that participants are responsible for obtaining their visa and travel documents. Should you need a personalized invitation letter, contact us at [CTP.GlobalRelations@OECD.org](mailto:CTP.GlobalRelations@OECD.org)

3. You will receive an email notification when the **on-line course** is uploaded to the e-learning section of the KSP. Register for the on-line course and complete it at your own pace. This on-line course will give you the necessary background and core knowledge to make the most of your face-to-face event.

In order to receive the OECD certificate of completion, **participants will have to complete the online course and pass the self-assessment test before the last day of the face-to-face event.**

## E-LEARNING COURSES

### Description

E-learning courses are available through the [Knowledge Sharing Platform](#). The courses are opened to all tax officials, without limitation of number, and are offered free of charge.

For more information, check out our [website](#).



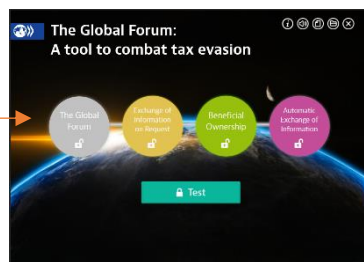
**Set up an email alert:** If you wish to be notified when the e-learning courses are launched, you may send an email to [GRP.elearning@OECD.org](mailto:GRP.elearning@OECD.org) and you will automatically receive an email when a new course is launched.

### How to register?

1. Register for the course through the Knowledge Sharing Platform. For more detailed instructions, [click here](#).



2. Then review each of the course modules.



3. Review all the modules to unlock the self-assessment test. It is usually 10 questions long and you will have the chance to retake it if you fail.

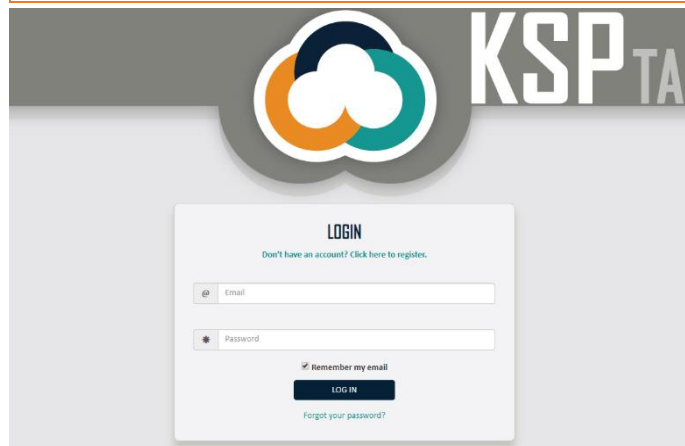
4. You will receive an electronic certificate upon successful completion.



# GENERAL INSTRUCTIONS ON THE KNOWLEDGE SHARING PLATFORM

1

Access the KSP at <https://www.ksp-ta.org/>. If you don't have an account, please create one.



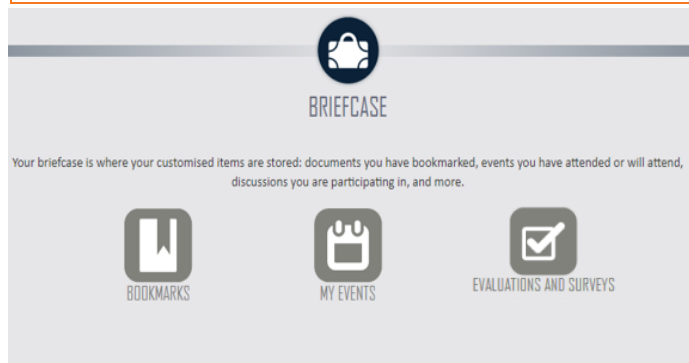
2

Access the training materials, register to an event through the calendar or participate in a discussion forum through the Communities of Practice.



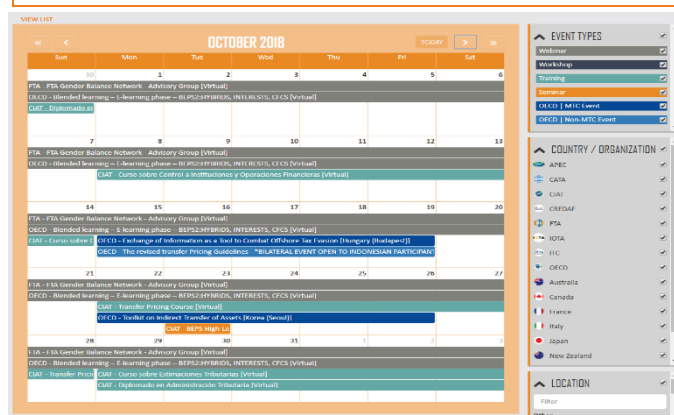
3

The briefcase is your own personal space on the KSP. It includes: documents you have bookmarked, events you have attended or will attend, discussions you are participating in, etc.



4

In the "Calendar of events," you can view what events are available.



5

Types of event registration:

- Open – registration is available to all KSP users.
- Invitation only – registration is performed by the country representative.
- Private – registration is performed by the event leader of the event.
- You can view your status/cancel registration. Access the "My Events" section of your "Briefcase" or scroll over the "Events" area on the KSP home page and click on "My Events".

6

To access **E-learning courses**, click on this icon.

