

## CENTRE FOR TAX POLICY AND ADMINISTRATION GLOBAL RELATIONS PROGRAMME

### WELCOME

Country Representatives to the Global Relations Programme (GRP) act as the liaison and key contact point between the country's tax authority, the country's participants and the Global Relations Programme at the OECD. The success of the GRP depends fundamentally on the efforts of the Country Representatives.

### RESPONSIBILITIES

1

Receive communications about the Global Relations Programme on the **live training events (Face-to-Face Workshops, Virtual Classes and Live Webinars)** as well as on our **Self-paced products (E-Learning Courses, Recorded Webinars and Training Capsules)**, and disseminate them within your Administration.

2

Nominate participants to attend GRP live training events by registering and nominating them through the Knowledge Sharing Platform. Participants can register themselves for self-paced training activities through the KSP.

3

Upon completion of the event, help participants share the knowledge acquired through the event with other members of your Administration

## VIRTUAL EVENTS - 2021

### 1. PARTICIPANT SELECTION

2 months  
before

**STEP 1:** *As soon as you receive an e-mail invitation from the OECD Secretariat for a virtual event, please take into account the selection criteria and forward it to your administration.*

- You will receive via your professional e-mail address the **official invitation** from the OECD Secretariat for a **new live training event**. On this invitation, you will find all the information regarding the nomination process and the type of registration for the virtual event.
  - ☞ If it is a **restricted event with a limited number of participants (e.g. 2 or 3 per country)**, we strongly advise you to proceed with the **selection of participants** before circulating the invitation widely.
  - ☞ On the contrary, if it is a **large-scale event with no limited number of participants**, you are invited to **circulate the invitation among all the personnel of your administration**
- **Participants to our online event should be able to:**
  1. **Understand and hold discussions in English** (or the **language of interpretation** where interpretation is provided).
  2. **Share their country's rules and experiences** in the topic area.
  3. **Transmit the acquired knowledge** to their Administration.
- Please complete the selection process and send invitations as soon as possible, due to the high demand for our events and to ensure that places are available for participants from your country.

1 week  
before

**STEP 2:** *If an event responds to the specific needs of your country, please register and/or nominate participants with the required skills and expertise.*

- ☞ Registration must be done by the country representative. This is often the case for limited events (restricted number of participants per country). **You will need to register and nominate participants** on the **event's webpage on KSP Platform** (more information on page 3). Additional candidates may be included in the waitlist and will be confirmed later by the Global Relations team if spaces become available.
- ☞ For larger scale events, participants **must register themselves** following the same steps as described on page 3. It is expected that the **country representative** assists participants to register through the KSP and accepts their nomination.
- We recommend completing the **registration and nomination process as soon as possible**, due to the high demand for our events. Participants and country representatives will receive official confirmation of the invitation through the KSP.
- For face-to-face events, all participants from your administration **must be designated no later than one week before the start of the event**.



## 2. PARTICIPANT NOMINATION

The full calendar of events of the OECD Global Relations Programme is available on our [website](#). Please check regularly the [calendar of events](#) on our [website](#) and on the [KSP](#) to stay informed about any updates. See further instructions on participant nomination through the KSP [here](#).

### 1. Access the Knowledge Sharing Platform

1. Go to the following link: [www.ksp-ta.org](http://www.ksp-ta.org)
2. If you don't have an account, please create one.
3. You can watch [this video](#) to familiarise yourself with the KSP.

### 3. Register a participant

1. Access the “Calendar of Events”  and click the event where you wish to add a participant.
2. Click the “Add a registration” icon .
3. Complete the registration form.
4. Select one of the following nomination statuses:  
a) Pending Nomination: you tentatively added the participant registration; or b) Nominated: you approved the participant registration.
5. Click “Add” to confirm the participant registration.



### 2. Types of event registration

**Open** – registration is available to all KSP users (large events).

**Invitation only** – registration is performed by the country representative.

**Private** – registration can only be performed by the event organisers (OECD)

### 4. Nomination status

1. When a user from your country has a pending nomination for an event, you can:
  - Approve it by clicking the “Check mark” icon 
  - Decline it by clicking the “Remove” icon .
2. The participant will appear as Invited once the Global Relations team has accepted the registration.

### 3. FOLLOW-UP

*We are grateful for your feedback as the Country Representative to the GRP and may also ask you for your views on how well this process has worked in your country, and what the capacity building needs of your Administration are.*

In addition to filling an evaluation form at the end of the event, participants may be asked, 6 months after the event, to provide information on how the knowledge and skills acquired were used in practice in their country.

Please let us know as soon as possible if you are interested in appointing new Country Representatives or if you have any updates in the contact details of your Country Representatives.

If you have any questions, or suggestions to make us improve our programme, don't hesitate to contact to us at [CTP.GlobalRelations@oecd.org](mailto:CTP.GlobalRelations@oecd.org)