



## GUIDELINES FOR COUNTRY REPRESENTATIVES

### 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 on **GRP live training events** (In-Person and Virtual Workshops, and Live Webinars) and **Self-paced products** (E-Learning Courses, Training Capsules and Recorded Webinars), to disseminate within your Administration.

2

Nominate participants to attend **GRP in-person training events** by **registering and nominating** them on the dedicated event page on the Knowledge Sharing Platform (KSP). Most virtual workshops and live webinars, which are not in-person events, are open to all tax officials, and don't need prior approval from the country rep.

3

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

# IN-PERSON EVENTS

## 1. PARTICIPANT SELECTION

2 months  
before

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

- 2 to 1 month (minimum) before the event, you will receive via your professional e-mail address the **official invitation** from the OECD Secretariat for an **in-person training event**. On this invitation, you will find all the information regarding the nomination process for the in-person event.
  - ☞ **Most events will have 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.
- **Participants to our in-person 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 out 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 month  
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.*

- All in-person events are **by invitation only** and country reps must do the following:
  - ☞ **You will need to register and nominate participants** on the **event's KSP webpage** (more information on page 3). Additional candidates may be included in the waiting list and will be confirmed later by the Global Relations team if spaces become available.
- 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.
- All participants from your administration **must be designated no later than three weeks 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](#). Two to one months before the start of each event, the OECD Secretariat will send you by email the invitation letter with instructions and the corresponding link to register and nominate your country's candidates for the event through the Knowledge Sharing Platform (KSP). Additionally, you can check the [calendar of events](#) on our [website](#) and on the [KSP](#) to stay informed about any updates.

### 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. Nominate 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 (majority of virtual events and large events).

**Invitation only** – the country representative nominates participants.

**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

*Participants' feedback is very valuable since it allows the GRP to know which areas of its programme need improvement and to understand the capacity building needs of your Administration.*

In addition to filling an evaluation form at the end of the event, participants may be asked, 6-9 months after the event, to provide information on how the knowledge and skills acquired were used in practice in their jobs and organisations.

Please let us know as soon as possible if you are not the assigned country representative anymore and if you wish to appoint a 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 help us improve our programme, don't hesitate to contact to us at [CTP.GlobalRelations@oecd.org](mailto:CTP.GlobalRelations@oecd.org)