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Organisation de Coopération et de Développement Economiques
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**PUBLIC GOVERNANCE AND TERRITORIAL DEVELOPMENT DIRECTORATE
PUBLIC MANAGEMENT COMMITTEE**

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ANNOTATED AGENDA

**Meeting of Senior Officials from Centres of Government on Using New Tools for Decision-Making:
Impacts on Information, Communication and Organisation**

Istanbul, 7-8 October 2004

This meeting will be held in the International Press Centre - Sepetçiler Kasrı - Kennedy Street no. 3, Sarayburnu, Eminonu, Istanbul (tel. no. +90 212 5140674/73)

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English - Or. English

**MEETING OF SENIOR OFFICIALS FROM CENTRES OF GOVERNMENT
ON USING NEW TOOLS FOR DECISION-MAKING:
IMPACTS ON INFORMATION, COMMUNICATION AND ORGANISATION**

7-8 October 2004

Istanbul, Turkey

ANNOTATED AGENDA

OBJECTIVES OF THE MEETING

1. The meeting of Senior Officials from Centres of Government offers a unique opportunity for the former to meet with their opposite numbers from the OECD member countries.
2. The 2004 meeting, in Istanbul, has three main objectives:
 - To determine what, from the point of view of those responsible for preparing political decision-making, are the **governance implications** and **impact** of the unprecedented take-up of e-government on the **role, organisation** and **capacity** of Centres of Government to support decision-making.
 - To multiply the opportunities for **informal exchanges between participants** and strengthen ties between the members of this network of colleagues with similar responsibilities in their respective countries.
 - To launch an initial discussion of the issue to be discussed in detail at the 2005 Centres of Government meeting in Portugal, indicatively entitled: "Governance in the Knowledge Society: implications for Centres of Government".
3. In response to the request by participants in the 2003 annual Centres of Government meeting in Madrid, the meeting will also include three parallel workshops. Their purpose is to provide participants with the opportunity to discuss topics of their choice in smaller groups, followed by a report to plenary.
4. Finally, the meeting will provide an opportunity for a mutual exchange of information between participants and the OECD Public Governance and Territorial Development Directorate (GOV): participants will be informed about GOV's work, and particularly that which has benefited directly from the discussions held by Senior Officials from Centres of Government in the past; the participants are invited to indicate their priorities for the coming years, in terms of public management and governance.

ANNOTATED AGENDA

Wednesday 6 October 2004

19.00-20.30 **Welcome cocktail at the Swissôtel The Bosphorus,
Bayildim Cad. No. 2 Maçka. Besiktas, 80680 Istanbul
(Tel. +90 212 3268147)**

Thursday 7 October 2004

USING NEW TOOLS FOR DECISION-MAKING: IMPACTS ON INFORMATION, COMMUNICATION AND ORGANISATION

Venue **International Press Centre - Sepetçiler Kasri - Kennedy Street no 3, Sarayburnu,
Eminonu, Istanbul**

08.15 **Departure by bus from the Swissôtel The Bosphorus**

09.00-09.30 **Opening of the meeting by the Prime Minister of Turkey and
Mr. Richard E. Hecklinger, OECD Deputy Secretary General**

09.30-10.30 **Session 1: Using new tools at the Centre of Government: promise and limits
[Reference document:GOV/PUMA/MPM(2004)1]**

Efforts to promote e-government are underway in all OECD countries. The introduction of information and communication technologies (ICT) raise new **governance challenges** for the Centre of Government in fulfilling its core mission – namely, providing support to decision-makers. While promising significant rewards in terms of greater co-ordination, speed and openness of decision-making these tools also generate a novel set of pressures and raise new questions. What is the role of the centre within a networked government? How do they affect the interaction with stakeholders outside government? How do centres of government respond to growing policy complexity and the demand for more finely-tuned policy instruments?

This session will serve to frame the scope of the issues at stake, map OECD countries' experience of using new e-government tools at the Centre of Government, and identify current trends. It will review the legal and constitutional frameworks within which these new tools are used. It will also focus on the oversight role of the Centre in balancing national security concerns with the respect of constitutional guarantees of individual privacy in government's own use, and regulation of, new e-government tools. Finally, it will also explore how to ensure confidentiality of the information systems used at the Centre of Government.

10.30-11.00 **Coffee break
(approx.)**

11.00-12.30 Session 2: New tools for decision-making: impact on Centres of Government
[Reference document: GOV/PUMA/MPM(2004)2]

New e-government tools are simply enablers – the real challenges are of an organisational, not a technical nature. Information technologies are increasingly used to facilitate the preparation and submission of government decisions including draft legislation, to provide ‘real time’ information on each stage of the legislative process to ministers and officials and in managing relations with Parliament.

This session will assess the potential contribution of new e-government tools to the management of information flows to and from the Centre of Government, and thus its capacity to ensure policy coherence, rapid response and accountability. The session will also examine the **impacts** of ICT use on the organisation, culture, capacities, skills and human resources needed at the Centre of Government if they are to successfully adapt to meet the demands of decision-making in the 21st century.

12.30-12.40 Conclusions of the morning’s discussions

12.40-14.30 Lunch hosted by the Turkish authorities at the meeting venue.

14.30-16.00 Session 3: Open decision-making: new tools for transparency and participation
[Reference document: GOV/PUMA/MPM(2004)3]

New e-government tools can help Centres of Government meet increasingly high **governance standards** of transparency, accountability and inclusion in government decision-making. The unprecedented degree of interactivity they offer allows decision-makers to collect information from, and disseminate information to, a potentially vast number of stakeholders at marginal cost and high speed. They also introduce new pressures, however, as public expectations for instantaneous information on government decisions rise and as demands for tailored information to meet the needs of specific target groups grow. Centres of Government need new skills and capacities if they are to manage both the incoming ‘information overload’ and to ensure the coherence of information delivered to the public (e.g. press releases, ministerial websites).

This session will examine how Centres of Government use new e-government tools for **online consultation** with business, civil society and citizens when preparing government decisions. It will also review their experience in using ICT tools for the **communication** of government decisions to specific target groups (e.g. media, businesses, civil society organisations) and the public at large.

16.00-16.30 Coffee break
(approx.)

16.30-18.00 Session 4: Parallel workshops

WORKSHOPS

This session consists of 3 parallel workshops and has been introduced at the request of participants in the 2003 annual Centres of Government meeting in Madrid. The purpose is to provide participants with the opportunity to discuss topics of their choice in smaller groups, followed by a report to plenary.

- **Workshop 1:** an in-depth discussion of a topic related to the main theme (which will emerge in the course of the day's discussions)
- **Workshop 2:** a discussion on how to build 'open government' (a topic identified on the basis of preferences expressed by network members)
- **Workshop 3:** a 'free' session (e.g. on the daily challenges of managing the Centre of Government and how to strengthen the CoG network)

18.00-18.30 Reports to plenary: highlights from the parallel workshops

18.30-18.40 Conclusions of the day's discussions

19.30-22.30 Bosphorus boat tour and dinner, hosted by the Turkish authorities. Departure directly from the meeting venue (**Sepetçiler Kasrı**)

23.00 Return to the Swissôtel The Bosphorus

Friday 8 October 2004

Venue International Press Centre - Sepetçiler Kasri - Kennedy Street no 3, Sarayburnu, Eminonu, Istanbul

08.15 Departure by bus from the Swissôtel The Bosphorus

DISCUSSION ON A TOPIC OF COMMON INTEREST

09.00-09.45 Opening remarks by Mr. Richard E. Hecklinger, OECD Deputy Secretary General, and presentation of OECD and GOV work
Discussion.

09.45-10.45 **Session 5: Governance in the Knowledge Society: implications for Centres of Government**
[Reference document: GOV/PUMA/MPM(2004)4]

The discussion will contribute to identifying the questions to be debated at the 2005 Centres of Government meeting hosted by Portugal, which will be devoted to the opportunities and challenges posed by the emerging **knowledge society**. In making public policy, decision-makers are called upon to reconcile increasingly rigorous standards of knowledge (as produced by technical experts) and respect for values (as expressed by society). The shift towards a knowledge-based economy will sharpen the cleavage between the knowledge 'haves' and 'have nots' within OECD member countries – between those with access to high quality education, knowledge networks and information technology skills and those without. The 'knowledge divide' will be mirrored at the global level and will affect the economic competitiveness of countries.

This session will explore the governance challenges and implications for Centres of Government in ensuring effective decision-making in the knowledge society. How can Centres of Government strike a balance between processes that provide expert knowledge and those in which society's values are explored, debated and articulated? How can Centres of Government contribute to building an inclusive knowledge society, both nationally and globally?

10.45-11.15 Coffee break
(approx.)

11.15-12.00 **Continuation of the discussion** followed by presentations and announcements by members (as necessary).

12.00-12.30 **Conclusions of the morning's discussions and general conclusions of the meeting**

12.30-14.00 **Lunch** hosted by the Turkish authorities at the meeting venue.
(approx.)

14.00-15.00 Opportunity for informal bilateral meetings among participants

15.00-18.00 Official guided tour of the City of Istanbul organised by the Turkish authorities.

NOTE: The Turkish authorities would welcome the presence of participants' spouses during the official events (welcome cocktail, official dinner, city tour) and will propose a programme for accompanying spouses.