

- h) the role of **tax treaty policy and administration** in this area;
- i) the role of **transfer pricing policy and administration** in this area;
- j) **transparency issues**, including their impact in this area and possible wider significance;
- k) lessons learned from **capacity building including how to set up tax policy administration capabilities in this area**;
- l) roles for **taxpayers and others including NGOs in building capabilities, and more broadly**; and
- m) last but by no means least, how to encourage that **the respective “competitive advantages” of international organizations active in this area**, including the UN, IMF, World Bank and the OECD as well as regional and other organizations are used to best advantage in a **needs-driven and needs-responsive, but not merely reactive, way**. This needs to be done cooperatively, so that **unnecessary duplication and fragmentation are avoided, while still respecting their differing respective mandates and allowing for the possibility of developing countries receiving “second opinions”** on issues of great relevance to them.

We also ask that speakers and chairs send your **short biography to us by Friday, 17 May** (send them to Marilyn Elblein at elblein@un.org). The bios will be made available in short form to participants, as time will not allow extensive introductions before each session.

Chairs

We have not sought to circumscribe how the Chairs perform their roles – we welcome them giving their own brief observations and summaries, subject to the tight time restrictions. A main task will be to rigorously ensure that speakers keep to the very strict timings, in fairness to other speakers, and the Secretariat will be represented on the podium to assist in this and other respects. The Secretariat will briefly introduce the Chairs.

Participants are kindly requested to print and bring their own copies of the draft agenda and background. Please note that **there will be no facilities in the meeting rooms for editing or photocopying of documents.**

Interpretation

For budgetary reasons, there will unfortunately be no interpretation provided on 28 May – proceedings will be conducted in English only. The one exception is that the Keynote Speech may be delivered in Spanish – there will be an English version of the speech made available in that case.

Coffee/Tea/Lunch

During the meeting of 28 May there are no coffee breaks or provided meals. There is currently no coffee readily available near the ECOSOC Chamber and drinks are not allowed into the room. We will give directions to the cafeteria for the lunch break during the meeting.

Hotels in New York City

For your convenience, a list of hotels reasonably close to the UN is attached. You should make your reservation ahead of time by calling the hotel's telephone number. Some of the hotels offer preferential rates to people attending meetings at the UN (you will have to indicate you are attending these meetings), though you should also check the usual hotel booking sites for a better deal also.

Transportation

In New York, you will be responsible for your own transportation to the hotel and to the meeting venue. For transport to UN Headquarters see: <http://www.un.org/wcm/content/site/visitors/home/plan/di>