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2 August 2024

**DIRECTORATE FOR SCIENCE, TECHNOLOGY AND INNOVATION  
COMMITTEE ON CONSUMER POLICY**

**2024 Meeting of the OECD Committee on Consumer Policy at Minister level**

**Information Note for Delegations**

8-9 October 2024, OECD Conference Centre, Paris

This document provides logistical information for the 2024 meeting of the Committee on Consumer Policy at Ministerial level that will take place on 8-9 October 2024.

Delegates are invited to take note of the actions and documents, together with the relevant deadlines, and to provide the requested information as soon as it is available. An updated version will follow to support the logistics session scheduled for 12 September 2024, 13:00-14:30 CEST.

Contact: CCP Ministerial team [ccpministerial2024@oecd.org](mailto:ccpministerial2024@oecd.org)

**JT03548087**

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# 1. Introduction

1. This information note sets out information concerning the logistical aspects of the 2024 meeting of the Committee on Consumer Policy at Ministerial level ("**Ministerial meeting**"), which will take place on 8-9 October 2024, under the theme "Consumers at the Centre of the Digital and Green Transitions". All sessions will take place physically at the OECD Conference Centre (2 Rue André Pascal, 75016 Paris, France). A draft agenda for the Ministerial meeting is in Annex A.
2. In addition to this Information Note, a virtual Briefing Meeting for delegations will be held on **Thursday 12 September 13:00-14:30 (Paris time)** via Zoom. During the Briefing, the Secretariat will provide a detailed overview of the logistical aspects of the meeting, with an opportunity for questions. We strongly encourage all delegations to attend.
3. A dedicated [Ministerial website](#) has been launched and will be updated regularly.
4. Delegations are welcome to contact the Secretariat by email at [ccpministerial2024@oecd.org](mailto:ccpministerial2024@oecd.org) should they have any questions that are not answered in this Information Note. The Secretariat will support delegations in the run up to the Ministerial and staff will assist Ministers and delegations with their movements on site during the Ministerial meeting.

# 2. Key Dates & Actions

5. This Information Note sets out several requests for delegations to ensure a smooth and engaging Ministerial meeting. Key actions for delegations and relevant deadlines have been summarised in Table 1 below. Delegates should note the deadlines and provide the requested information as soon as it is available, and preferably in advance of the indicated deadlines.

**Table 1. Actions for participating delegations**

Date	Required Actions and Information to be submitted to the Secretariat
9 August 2024	Deadline for response to the invitation letter confirming participation in the CCP Ministerial
26 August 2024	Deadline to register interest in interventions during Ministerial meeting sessions <a href="#">here</a>
13 September 2024	Deadline for requesting interpretation Deadline for registering security personnel, including exceptional authorisation for firearms Annex B <a href="mailto:security@oecd.org">security@oecd.org</a> with <a href="mailto:ccpministerial2024@oecd.org">ccpministerial2024@oecd.org</a> on copy
26 September 2024	Deadline to request Bilateral meeting rooms Deadline for confirmation of the person who will collect the delegation's badges.
30 September	Deadline to submit the following information on Inwink <a href="#">registration website</a> : <ul style="list-style-type: none"> <li>• Delegation registration to the Ministerial meeting</li> <li>• Uploading photos of the Head of Delegation for the Who's Who</li> <li>• Confirmation of dietary restrictions</li> </ul> Deadline to submit Arrival form ('Access Request for High-Level Visitors') Annex C to <a href="mailto:ccpministerial2024@oecd.org">ccpministerial2024@oecd.org</a>
7 October 2024	Collection of badges and car stickers from the OECD Welcome desk between the hours of 14:00–18:00.

Note: If your delegation requires more time for any of the elements above, please contact [ccpministerial2024@oecd.org](mailto:ccpministerial2024@oecd.org) as soon as possible.

## 3. Registration & Delegation Size

6. Delegations will be limited to a maximum of **8 delegates per delegation (Head of Delegation plus 7)**. All delegates must be registered through [this website](#) by **30 September 2024 at 12:00 noon (Paris time) to allow badges to be printed. Please ensure that all delegates are registered by this time.** Badges will be issued for the first 8 registered delegates of each delegation only. For any additional registration-related enquiries and requests, please contact [ccpministerial2024@oecd.org](mailto:ccpministerial2024@oecd.org) indicating “REGISTRATION” in the subject line to ensure enhanced co-ordination and efficiency.

7. Please note that support staff (such as security officers and drivers) are not counted as part of the delegation size but must be registered appropriately via the same website.

8. Delegations are recommended to appoint a **single Point of Contact** to fill out the registration forms on behalf of the Head of Delegation and other participants. The Point of Contact will fill out one form **per participant using a unique email address (a separate email address for each registered participant)**. Upon review and approval by the Secretariat, each participant will receive an email with a login link to the Ministerial website where they can update their details if needed.

### Who's Who Information

9. The Secretariat will publish a ‘Who's Who’ list on the [Ministerial website](#), featuring information about the Heads of Delegation attending the Ministerial meeting. During registration, delegations will be required to provide the following information for their Head of Delegation:

- Full name and title of their Head of Delegation;
- Portrait photograph (JPG, PNG Minimum size: 1MB / Maximum size: 4MB / Resolution: 300 dpi);
- Maximum of 200 words bio/information in English or French.

## 4. Badges

10. Everyone entering the OECD Conference Centre during the Ministerial meeting will require a badge. Badges will be colour-coded to designate access to different areas/rooms, and for security reasons, will include the individual's name and affiliation.

11. Delegations must collect an envelope containing their badges and the car sticker for the Head of Delegation from **14:00-18:00 (Paris time) on 7 October 2024**, at the Welcome desk of the OECD Conference Centre.

12. Security personnel must be registered and must obtain a badge for access in addition to your Minister, Head of Delegation, and other delegates.





13. Driver badges will not be distributed during the same badge collection window. Drivers who do not have a permanent grey badge must request their badge at the Welcome desk of the OECD conference centre on the day of the Ministerial meeting. The badge will grant access only to the bathroom.


14. Please provide the name of the person who will collect the delegation's envelope to [ccpministerial2024@oecd.org](mailto:ccpministerial2024@oecd.org) by **26 September 2024** to ensure they have access to OECD premises. Please also note that this is the only person authorised to collect badges on behalf of the delegation, and

that this person must bring a valid passport to collect the badges (other forms of ID e.g. driver's license will not be accepted).

15. Please note that modifications or additional requests for delegation badges after the registration closure on 30 September must be submitted via email to [ccpministerial2024@oecd.org](mailto:ccpministerial2024@oecd.org) **no later than 3 October 2024**.

**Table 2. Types of badges**

<b>Delegates</b>	
<b>Minister or Head of Delegation</b> White badge with two red stripes	 <p>The badge is white with two red diagonal stripes in the top right corner. It features the text: 'Consumer Policy Ministerial Meeting', '8-9 October 2024', 'FirstName LASTNAME', and 'RepCountry' (underlined).</p>
<b>Participant</b> White badge blue banner	 <p>The badge is white with a blue horizontal banner at the bottom. It features the text: 'Consumer Policy Ministerial Meeting', '8-9 October 2024', 'FirstName LASTNAME', and 'RepCountry' (underlined).</p>
<b>Floater Badge – 1 per delegation</b> White badge black banner	 <p>The badge is white with a black horizontal banner at the bottom. It features the text: 'Consumer Policy Ministerial Meeting', '8-9 October 2024', and 'FLOATER COUNTRY' in white capital letters on the black banner.</p>
<b>Delegation support staff</b>	
<b>Security</b> White badge red banner	 <p>The badge is white with a red horizontal banner at the bottom. It features the text: 'Consumer Policy Ministerial Meeting', '8-9 October 2024', 'FirstName LASTNAME', and 'RepCountry' (underlined).</p>

<p><b>Official Press</b></p> <p>White badge with green banner</p>	 A rectangular badge with a white background and a green banner at the bottom. The text on the badge reads: "Consumer Policy Ministerial Meeting" followed by "8-9 October 2024". Below this, there are fields for "FirstName LASTNAME" and "RepCountry" with a red dotted line underneath. A small graphic of colorful dots is in the top left corner.
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## 5. Access and Security

### Arrival of Ministers and Heads of Delegation

16. Ministers and Heads of Delegation will access the site through the courtyard of the Château where a senior staff member of the OECD will greet them. Vehicles will first enter the premises through main gates, and then the OECD courtyard through a second gate. To facilitate appropriate welcome arrangements, please complete the Access Request for High-Level Visitors contained in Annex C. This form includes the approximate arrival time, persons accompanying the Head of Delegation, and vehicle details including license plate number and others. Please return the completed form to [ccpministerial2024@oecd.org](mailto:ccpministerial2024@oecd.org) by **30 September 2024**.

17. Please note that only vehicles listed on this form will be permitted to enter OECD premises, and that vehicles must leave the premises after dropping off their delegation. There is no parking available onsite. For security reasons, delegations are asked to list any vehicle arrivals and departures throughout the day of the Ministerial meeting.

### Arrival of other delegation members

18. All other participants, including senior officials not accompanying their Minister or Head of Delegation, are invited to access OECD premises through the main entrance (Welcome Pavilion, yellow circle in the map below) of the OECD Headquarters at 2 rue André Pascal, Paris 75016.

### Pedestrian access

19. Pedestrians will be required to show their Ministerial meeting badge and passport to gain entry through the security checkpoints at the Welcome Pavilion. They will then enter the premises through the main entrance of the OECD Conference Centre.

20. Access will be granted based on the list of registered participants. For security reasons, any non-registered participants will not be granted access to OECD premises. To avoid delays, we recommend that participants collect their badges before the event at the OECD Welcome desk, on **7 October 2024**, as mentioned above.

## Access by car & public transport

21. Only authorised vehicles will be permitted to enter OECD premises (at 2 rue André Pascal). To pass through this checkpoint, an official red car sticker must be displayed on the windscreen of the vehicle. One red car sticker will be included in the envelope with badges, where a vehicle has been registered for the Head of Delegation (i.e. listed on the 'Access Request for High-Level Visitors' form contained in Annex C). Please note that vehicles must leave the premises after dropping off their delegation. There is no parking available on site. Delegates in unregistered cars are welcome to be dropped off along rue de Franqueville and enter on foot through the Welcome Pavilion (yellow circle in the map below).

22. The OECD Conference Centre can be accessed using metro, RER and bus. You will find further details at the [Ministerial website](#).



## Security

23. The VIP lounge, situated in room CC18 of the Conference Centre, will be open to Heads of Delegation. Due to space restrictions, they may only be accompanied by one person holding the floater badge in this room. Please note that security officers will not have access to this room.

24. OECD security services will be present throughout the site and will carry out general surveillance of all conference rooms and public areas. Specific security controls of certain zones may be implemented. Please note that delegations' security officers will not be permitted entry into any meeting rooms and are not authorised to use the floater badge to gain access to any meeting rooms.

25. Please note that the possession of firearms is strictly regulated at the OECD. Requests for exceptional authorisation to bring a firearm on-site should be made to [security@oecd.org](mailto:security@oecd.org), with [ccpministerial2024@oecd.org](mailto:ccpministerial2024@oecd.org) on copy, by **13 September 2024**. Please complete and attach the "Firearm Permission Request form" in Annex B.

## Departures

26. Ministers and Heads of Delegation may leave the OECD premises by car through the courtyard of the Château using the same route that they took to enter the premises. In the event of time-sensitive departures, however, we recommend that they exit through the main entrance of the Conference Centre and then through the Welcome Pavilion to the rue de Franqueville where they can be collected by car.

27. All other delegation members should leave the premises through the main entrance of the Conference Centre and then through the Welcome Pavilion.

## 6. Sessions & Seating Arrangements

### Opening & Setting-the-scene Plenary (CC1)

8 October	10:00 – 10:30 Welcome speeches and adoption of the agenda
	10:30 – 12:30 Setting the scene plenary: Consumers at the centre of the digital and green transitions

28. The opening session and the setting-the-scene plenary will take place in room CC1, arranged in amphitheatre format. Each Head of Delegation will have a designated seat in the front section of the room. Seating will follow the standard OECD protocol order (French alphabetical order). Please note that a free-seating rule applies for the remaining seats. Participants are advised to arrive early to secure their seats. Please note that seats cannot be reserved in advance for other delegates and that the CCP Ministerial team will be in the room to assist participants in finding available seats.

29. Following the opening session and the setting-the-scene plenary, room CC1 will serve as a listening room for thematic sessions 1-2 taking place in room CC15 during the afternoon of 8 October.

### Ministerial thematic sessions & Closing (CC15)

8 October	14:00 – 15:30 Thematic session 1: Protecting and empowering consumers in the digital transition
	16:00 – 17:45 Thematic session 2: Addressing new consumer product safety risks in a fast-evolving and global marketplace
9 October	9:30 – 11:00 Thematic session 3: Protecting and empowering consumers in the green transition
	11:30 – 13:00 Thematic session 4: Working together across borders to protect and empower consumers
	15:00 – 16:00 Thematic session 5: Promoting development and inclusivity through consumer policy
	16:00 – 16:30 Closing session: Adoption of draft Declaration and final remarks

30. The thematic sessions as well as the closing session will take place in room CC15. Access to the room is **limited to three delegates (Head of Delegation + 2) per delegation**. Each Head of Delegation will have a designated seat at the main table. Delegations will also have two seats in the back rows, behind the Head of Delegation. Seating will be in standard OECD protocol order (French alphabetical).

31. On 9 October, a listening room with audio and video transmission will be arranged in room CC7 for other members of the delegation to follow the thematic discussions. Access to the listening room is restricted to persons with a participant badge.

## 7. Interventions

32. All invited delegations will have received an intervention registration form to indicate their preferences for sessions in which they wish to intervene. The deadline to reply to the survey is **26 August 2024**. This will serve as a basis for the speaker’s list. The Secretariat will collate all responses and reach



out to delegations for further co-ordination and next steps closer to the Ministerial. Further details on interventions will be provided in the next update to the information note.

Speaking order & length

Setting-the-scene Plenary

33. The setting-the-scene plenary will follow a panel discussion format, preceded by keynote speeches. The session will be divided into two parts, each featuring a set of panellists. The panellists will be selected by the Secretariat in consultation with the Ministerial Bureau, taking into consideration the level of seniority, geographical representation, gender balance, and thematic relevance. Further details will be provided in the next update to the information note.

Thematic sessions

34. **Scheduled interventions:** The thematic sessions will include scheduled interventions from delegations that registered their interest in speaking. The sequencing of interventions will follow the standard **OECD protocol order (French alphabetical), with speaking priority given to Ministers followed by Deputy Ministers and so on**. At the Chair’s discretion, some HoDs may be invited to intervene early in some thematic sessions.

35. The length of interventions will be maximum **2 minutes per intervention**. A time-keeping countdown will be displayed in the room. If necessary, the length of interventions may be adjusted by the Chair throughout the session to ensure the participation of all delegations that registered their interest to speak.

36. **Open discussion:** If time allows, the floor will be opened for additional interventions. Heads of Delegation wishing to take the floor will be invited to raise their country plates.

Thematic sessions	1) Digital	2) Product Safety	3) Green	4) International Co-operation	5) Growth & Development
Indicative Timing	90'	105'	90'	90'	60'
Breakdown of timing	<ul style="list-style-type: none"><li>Intro (5')</li><li>Secretariat to present CCP work (5')</li><li>interventions (75')</li><li>Closing (5')</li></ul>	<ul style="list-style-type: none"><li>Intro (5')</li><li>Discussion (80')</li><li>Launch of awareness campaign by co-leads (15')</li><li>Closing (5')</li></ul>	<ul style="list-style-type: none"><li>Intro (5')</li><li>Secretariat to present CCP work (5')</li><li>interventions (75')</li><li>Closing (5')</li></ul>	<ul style="list-style-type: none"><li>Intro (5')</li><li>Interventions (80')</li><li>Closing (5')</li></ul>	<ul style="list-style-type: none"><li>Intro (5')</li><li>IOs to set the scene (15')</li><li>Interventions (35')</li><li>Closing (5')</li></ul>

8. Interpretation

37. Simultaneous interpretation will be provided in English and French throughout the Ministerial agenda. Headsets will be made available for delegates.

38. Should delegations wish to arrange simultaneous interpretation to/from other languages or consecutive interpretation for bilateral meetings, they should contact Mr. Olivier Péan ([Olivier.PEAN@oecd.org](mailto:Olivier.PEAN@oecd.org)), Chief Interpreter, and Ms. Sophie Eibrand ([Sophie.EIBRAND@oecd.org](mailto:Sophie.EIBRAND@oecd.org)), with

[ccpministerial2024@oecd.org](mailto:ccpministerial2024@oecd.org) on copy by **13 September 2024**. Requests for additional languages coming after that date may not be met.

39. Please note that the cost of interpretation in languages other than English and French is to be borne by the country (or countries) requesting the service.

40. Should a delegation wish to bring their own team of interpreters for simultaneous interpretation and require access to the interpretation booths (subject to capacity), they will need to inform Mr. Olivier Péan ([Olivier.PEAN@oecd.org](mailto:Olivier.PEAN@oecd.org)), Chief Interpreter, and Ms. Sophie Eibrand ([Sophie.EIBRAND@oecd.org](mailto:Sophie.EIBRAND@oecd.org)) by **20 September 2024** and provide the CV of each interpreter.

41. Please note that non-member countries may not bring their own interpreters. For further questions about interpretation, please contact [ccpministerial2024@oecd.org](mailto:ccpministerial2024@oecd.org).

42. A prepared speech tends to be denser and delivered more rapidly than a spontaneous one. Therefore, it is crucial for interpreters to have access to the written statements of the speakers in advance. To facilitate accurate and effective interpretation, each delegation is encouraged to submit the written statements for their Head of Delegation's speech to [documents.interpretes@oecd.org](mailto:documents.interpretes@oecd.org) by **4 October 2024**. All statements should clearly state the representation, name of Head of Delegation and the agenda item to which they refer.

## 9. Catering

43. The Ministerial meeting will include a VIP Stakeholder lunch and a Ministerial dinner on 8 October, as well as a Ministerial lunch on 9 October. The VIP Stakeholder lunch will be hosted by Business at OECD (BIAC) and Consumer International (CI) and will take place in the room "Roger Ockrent" in the OECD Château. Interpretation will be available. Please note that these events are for the Head of Delegation only.

44. Further details on these events will be shared in due course and will be included in the forthcoming update of this information note.

45. During registration, you will be asked to submit the following information for your Head of Delegation:

- Attendance at all three VIP events;
- Dietary restrictions;

## 10. Media

46. A communications toolkit will be provided to delegates to facilitate media engagement, setting out, for example, key messages and suggested social media content. The toolkit will be made available on the [Ministerial website](#) and shared via the O.N.E. Community in due course.

47. Delegations are welcome to consult with the OECD team on prospective media engagements if useful. Please notify the Secretariat via e-mail at [ccpministerial2024@oecd.org](mailto:ccpministerial2024@oecd.org), and they can facilitate contact.

48. Photographs and meeting documents will be made available on the Ministerial website. Event photographs, once available, can also be used to communicate about the Ministerial meeting and its outcomes following its conclusion.

## 11. Bilateral Meetings

49. Meeting rooms are available from 9:00 – 18:00 for bilateral meetings throughout the Ministerial meeting on both days. Delegations wishing to make a room reservation should send an email to [ccpministerial2024@oecd.org](mailto:ccpministerial2024@oecd.org) by **26 September**. Please put in the subject line “**Bilateral Meeting Request**” and specify in the message:

- Date and time
- Delegation requesting and Delegation to be met
- Number of participants
- Name of contact person on the day of the meeting (email and mobile)

50. We kindly ask delegates to schedule their bilateral meetings outside of Ministerial session times, limiting them to a maximum of 25 minutes each.

## 12. Other Useful Information

### Documentation

51. To further contribute to the sustainability efforts of the OECD, hard copies of Ministerial documents will not be provided but posted on ONE M&P as they become available. Invited Partner countries and International Organisations who do not have access to ONE M&P will receive the documents by email. Declassified documents will be posted on the [Ministerial website](#).

### Family Photo

52. A photo of the Heads of Delegations participating in the Ministerial meeting will be taken on the back steps of the Château (or on the main steps of the Conference Centre if the weather is unfavourable). The photo is scheduled for **14:30 – 15:00 on 9 October 2024** (*note that this also includes the transition to the thematic session 5*). OECD staff will accompany participants to the area where the photo will be taken, and a member of the protocol team will then guide them to their place in the photo.

53. It is the responsibility of delegations to ensure that their Head of Delegation is at the group photo on time.

### Internet access

54. The OECD Conference Centre is covered by Wi-Fi access services to the Internet. Delegates can easily connect their devices to a password-protected Wi-Fi network “OECD-Public-WiFi”. This service is free of charge. Please refer to the posters and other signage in the OECD Conference Centre for the

connection details including the password. Important to note that by connecting and using this network users are agreeing to the [Terms of Use](#). Users can provide their feedback on this network by emailing [wifi-feedback@oecd.org](mailto:wifi-feedback@oecd.org).

## On-site Assistance

55. Assistance can be found in the foyer of the Conference Centre at the Conference Support desk. A dedicated information kiosk will also be available on the days of the Ministerial meeting.

56. The OECD provides luggage storage for participants traveling immediately before or after their meetings at the Conference Centre. Participants are invited to visit the OECD Welcome Desk to drop off their bags and receive a ticket for retrieval. Coats can also be stored in the cloakrooms of any plenary room in the Conference Centre.

## Medical Assistance

57. In case of emergency (medical, fire, etc.) please dial 40 using any of the OECD fixed telephones. In addition to the OECD medical service (who will be present on site) we will also be in close contact with the SAMU de Paris throughout the event in case of emergency.

58. Please note that the Conference Centre is universally accessible, and wheelchair-access entrances and elevators are clearly signposted throughout the venue. Should you have any queries, please contact [security@oecd.org](mailto:security@oecd.org) with [ccpministerial2024@oecd.org](mailto:ccpministerial2024@oecd.org) on copy to ensure the successful transmission of your request, and a timely answer.

# Annex A. Draft Agenda

Tuesday 8 October 2024 - Day 1	
9:00 – 10:00	Registration
10:00 – 10:30	Welcome speeches and adoption of the agenda
10:30 – 12:30	Setting the scene plenary: Consumers at the centre of the digital and green transitions
12:30 – 14:00	VIP stakeholder lunch (for Heads of Delegation only)
14:00 – 15:30	Thematic session 1: Protecting and empowering consumers in the digital transition
15:30 – 16:00	Coffee Break
16:00 – 17:45	Thematic session 2: Addressing new consumer product safety risks in a fast-evolving and global marketplace Launch of Global Awareness Campaign on Lithium-ion Battery safety
19:00 – 22:00	Ministerial Dinner
Wednesday 9 October 2024 - Day 2	
9:30 – 11:00	Thematic session 3: Protecting and empowering consumers in the green transition
11:00 – 11:30	Coffee Break
11:30 – 13:00	Thematic session 4: Working together across borders to protect and empower consumers
13:00 – 14:30	Ministerial lunch
14:30 – 15:00	Family photo
15:00 – 16:00	Thematic session 5: Promoting development and inclusivity through consumer policy
16:00 – 16:30	Closing session: Adoption of draft Declaration and final remarks

# Annex B. Firearm Permission Request Form



## OFFICIAL PERMISSION FOR CARRYING A FIREARM AT THE OECD

REQUEST FORM N° /2024

<b>MISSION</b>	
Purpose of mission at the OECD	
Date and time of arrival	
Duration of visit to the OECD	

- Please attach a legible copy of the photo identification document to this form -

<b>SECURITY OFFICER</b>	
Last name	
First name	
Number	
Type of passport	
Date and place of birth	
Firearm information	Model :  Caliber :  Number of bullets :

This form issued by the Security Service allows carrying a firearm for the duration of the visit to the OECD premises.

Ricardo LÓPEZ  
Head of the Conferences and Security Division

# Annex C. Access Request for High-Level Visitors



SECURITY UNIT

Access Request for High Level visitors

security@oecd.org

Version method\*

EN

FR

V1

Name of Event								
Date of Arrival	Arrival Time	Departure Time	Drop-off place	Type of Car	Number Plate	Country	Delegation : Family Name, first name and official function	Comments :
24-sept.	10h00	13H05	CHÂTEAU (CH) or CONFERENCE CENTER (CC)	Mercedes	AD-234-CV	Australia	SMITH John , Ambassador	Personne in charge of the welcoming - Phone number

A template has been shared with all invited delegations. Please fill out the excel sheet for each day your Head of Delegation will be on the OECD premises.

- Date of arrival (8 October, 9 October)
- Arrival time
- Estimated departure time
- Drop-off place – Conference Centre or the Château.
- Type of car
- Number plate
- Country
- First name, last name, and official function (for Head of Delegation AND all delegates accompanying their Head of Delegation in the car)
- Any other comments