



New Zealand Government



APEC Public-Private Dialogue on Structural Reform and Gender

EC-PPWE 01 2018S

Information Note for Participants

APEC PUBLIC-PRIVATE DIALOGUE ON STRUCTURAL REFORM AND GENDER CONTACT INFORMATION

REGISTRATION, ACCREDITATION AND PROJECT INFORMATION

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ACCOMMODATION AND FLIGHT BOOKINGS (for APEC Travel-eligible Economies)

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The APEC Public-Private Dialogue on Structural Reform and Gender is a New Zealand self-funded project.

New Zealand would like to thank all the following economies that co-sponsored this Public-Private Dialogue:

Australia, Canada, Chile, Papua New Guinea, Malaysia, Chinese Taipei, Thailand, Viet Nam, and the United States.

Provisional Programme

DAY 1: MONDAY, 10 SEPTEMBER 2018	
8:00am-8:30am	Registration and Arrival - Please be ready at 8:30am to start
OPENING SESSION	
8:30am-9:10am	Whakatau – Official Māori welcome ceremony followed by hākari, as is New Zealand traditional custom
9:10am-9:20am	Opening Remarks: TBC NZ Government Representative
SESSION 1: The Conceptual Landscape	
9:20am-10:00am (20 mins per speaker)	<p>The session will set the scene for the two days of discussion and exchanges, and will introduce the concept of structural reform through the lens of gender.</p> <p><i><u>Moderator:</u> Mr. Mark Talbot, New Zealand APEC Senior Official, Ministry of Foreign Affairs and Trade, New Zealand</i></p> <p><i>Speaker 1: TBC Representative from the McKinsey Global Institute</i></p> <p><i>Speaker 2: TBC OECD Expert on Gender and Inclusion</i></p>
10:00am-10:20am	Discussion and questions
10:20am-10:30am	Group Photograph
10:30am-11:00am	Morning tea
SESSION 2: Public Sector Structures and Governance	
11:00am-12:00pm (20 mins per speaker)	<p>This session will discuss how different economies from both inside and outside of the APEC region structure their public sector to mainstream gender issues across government and advance women's economic empowerment.</p> <p><i><u>Moderator:</u> Ms. Lis Cowey, Director of Policy, Ministry for Women, New Zealand</i></p> <p><i>Speaker 1: TBC APEC Economy Speaker</i></p> <p><i>Speaker 2: Mrs. NGUYEN Thi Thu Ha, Senior Official, Gender Equality Department, Ministry of Labor, Invalids and Social Affairs, Viet Nam Government</i></p> <p><i>Speaker 3: Ms. Rósa Guðrún Erlingsdóttir, Senior Advisor, Head of Equality Unit, Welfare Ministry, Government of Iceland</i></p>

12:00pm-12:20pm	Discussion and questions
12:20pm-1:45pm	Lunch
SESSION 3: The Private Sector, Good Corporate Governance and Diversity	
1:45pm-2:45pm (20 mins per speaker)	<p>During this session speakers will discuss experiences and best practices from public, private, academic perspectives on increasing women's participation in private sector governance, including removing barriers to women, and the appointment of women to leadership positions and boards.</p> <p><i>Moderator: Mrs. Katherine Rich, New Zealand APEC Business Advisory Council Member and Chief Executive Officer of the New Zealand Food & Grocery Council</i></p> <p><i>Speaker 1: TBC Representative from the McKinsey Global Institute</i></p> <p><i>Speaker 2: TBC APEC Economy Speaker</i></p> <p><i>Speaker 3: TBC Private Sector Representative</i></p>
2:45pm-3:05pm	Discussion and questions
3:05pm-3:30pm	Afternoon tea
SESSION 4: Case Study – Indigenous Women in Public and Private Leadership	
3:30pm-4:30pm (20 mins per speaker)	<p>For economies to share their structural reform initiatives, successes and failures to appoint and retain indigenous women in public and private leadership positions.</p> <p><i>Moderator: Ms. Taria Tahana, Manager Economic Wealth, Te Puni Kōkiri – the New Zealand Ministry of Māori Development</i></p> <p><i>Speaker 1: TBC Ms. Rangimarie Hunia, Director of Ngāti Whātua Ōrākei Whai Maia Ltd, Chief Executive of Whai Maia, Director of Te Ohu Kai Moana and a Commercial Board member of the Institute of Directors, New Zealand</i></p> <p><i>Speaker 2: TBC APEC Economy Speaker</i></p> <p><i>Speaker 3: TBC APEC Economy Speaker</i></p>
4:30pm-4:50pm	Discussion and questions
4:50pm-5:00pm	<p>End of day wrap up</p> <p><i>MC: Ms. Kerry O'Connor, Senior Policy Officer, APEC Policy Division, New Zealand Ministry of Foreign Affairs and Trade</i></p>

DAY 2: TUESDAY, 11 SEPTEMBER 2018

9:00am-9:05am

Recap of previous day

MC: Ms. Kerry O'Connor, Senior Policy Officer, APEC Policy Division, New Zealand Ministry of Foreign Affairs and Trade

SESSION 5: Legislation, Regulation and Policy Design

9:05am-10:05am
(20 mins per speaker)

This session will discuss best practices and tools for how regulators, legislation drafters and policy designers can bring a gender perspective into their work to consider how women are impacted. It will include discussion on gender neutral vs gender responsive policy, regulation and legislation, as well as intersectionality.

Moderator: Ms. Jo Hughes, Deputy Chief Executive - Strategic Policy and Programmes, New Zealand Ministry for Business, Innovation and Employment

Speaker 1: TBC OECD Expert on Gender and Inclusion

Speaker 2: TBC APEC Economy Speaker

Speaker 3: TBC APEC Economy Speaker

10:05am-10:45am

Practical exercise in small groups followed by report back

10:45am-11:15am

Morning tea

SESSION 6: Legislation and Regulation Implementation and Enforcement

11:15am-12:15pm
(20 mins per speaker)

During this session speakers will describe their own economy's experiences with implementation and enforcement of legislation, regulations and policy that advance women's economic empowerment. In addition, speakers will outline what has worked and what hasn't, and how economies can avoid potential pitfalls.

Moderator: TBC Ms. Paula Tesoriero MNZM, Disability Rights Commissioner and Acting Chief Human Rights Commissioner, and gold medal Paralympic cyclist, New Zealand

Speaker 1: TBC APEC Economy Speaker

Speaker 2: Mr. Adam Dubas, Principal Policy Adviser, Trade and Regulatory Cooperation, Science, Innovation and International Branch, Ministry for Business, Innovation and Employment, New Zealand

Speaker 3: Mrs. NGUYEN Thi Thu Ha, Senior Official, Gender Equality Department, Ministry of Labor, Invalids and Social Affairs, Viet Nam Government

12:15pm-12:30pm	Discussion and questions
12:30pm-1:45pm	Lunch
SESSION 7: Case Study – Gender Pay Equality	
1:45pm-2:45pm (20 mins per speaker)	<p>To discuss gender pay equality and the different approaches to the gender pay gap, pay equity and pay transparency, with perspectives and learnings from inside and outside the region.</p> <p><i><u>Moderator:</u> TBC</i></p> <p><i>Speaker 1: TBC Academic</i></p> <p><i>Speaker 2: TBC New Zealand Speaker</i></p> <p><i>Speaker 3: Ms. Rósa Guðrún Erlingsdóttir, Senior Advisor, Head of Equality Unit, Welfare Ministry, Government of Iceland</i></p>
2:45pm-3:05pm	Discussion and questions
3:05pm-3:30pm	Afternoon tea
SESSION 8: Facilitated Whole Group Discussion on Next Steps	
3:30pm-4:30pm	<i><u>Facilitator:</u> Mr. Phil O'Reilly, ONZM, New Zealand APEC Business Advisory Council Member and Managing Director of Iron Duke Partners and Chair of the Board of Business at OECD</i>
4:30pm-4:45pm	PPD evaluation forms to be filled out by participants
4:45pm-5:00pm	<p>End of day wrap up and closing karakia</p> <p><i>MC: Ms. Kerry O'Connor, Senior Policy Officer, APEC Policy Division, New Zealand Ministry of Foreign Affairs and Trade</i></p>

VENUE

The APEC Public-Private Dialogue on Structural Reform and Gender will be held in the Mākaro Room at Te Wharewaka o Pōneke, Wellington Waterfront, 2 Taranaki Street, Wellington, New Zealand. Centrally located, Te Wharewaka o Pōneke is just a short walk from the central business district (CBD) and restaurants, shops and nightlife. The meeting room has traditional Māori cultural interiors, natural light and views of the harbour.

REGISTRATION

Registration is now open and all APEC economies are invited to participate. Primarily, we are seeking the participation of:

- Private sector representatives; and
- Government officials responsible for structural and/or regulatory reform.

Two participants only will be funded for each APEC travel-eligible economy.

Economies are strongly encouraged to consider gender balance in nominating their participants with a preference for a 50:50 gender ratio.

Dialogue participants from APEC travel-eligible economies should complete the form in **Annex 1**. Please send in only one form with both nominated dialogue participants included.

APEC travel-eligible economies wishing to nominate further dialogue participants **at their own cost** should complete the form in **Annex 2**.

All other economies should complete the form in **Annex 2**.

We request that all economies complete their relevant Dialogue Participants Nomination Form and submit it by email to Kerry O'Connor (kerry.oconnor@mfat.govt.nz) and Shannon Power (shannon.power@mfat.govt.nz) by **Friday, 17 August 2018**.

DRESS CODE

The dress code for the dialogue is smart-casual. New Zealand generally tends to be less formal than some other economies. It is recommended that dialogue participants bring a light waterproof jacket, a warm sweater or shawl, and an umbrella with them.

TRAVELLING TO NEW ZEALAND

APEC Business Travel Card Holders

Holders of APEC Business Travel Cards valid for New Zealand, do not need a visa and can enter through the APEC channel at the airport. An APEC Business Travel Card is only valid for entry if New Zealand is one of the economies listed on the back of the card.

Visas

We take this opportunity to remind dialogue participants to check if they require a visa for entry to New Zealand. If so, we ask that dialogue participants arrange these **as soon as possible**. See www.immigration.govt.nz/migrant/stream/visit/ for further details on entry requirements.

Citizens of some countries must obtain a Visitor's Visa. Visa information and the visa application form are available on: <http://www.immigration.govt.nz>. If you require a Visitor's Visa, please allow at least 5-6 weeks for processing.

All visitors to New Zealand must have a valid passport for at least three months beyond the intended stay in New Zealand.

Please note: We are unable to fast-track visa applications; therefore, dialogue participants are advised to lodge visa applications as soon as possible.

Transit Visa for Australia

Some dialogue participants may need to travel through Australia to get to New Zealand. Some countries are eligible to transit through Australia without a transit visa. The list of countries that do not need a transit visa can be found at: <http://www.border.gov.au/Lega/Lega/Form/Immi-FAQs/do-i-need-a-visa-to-transit-through-australia>

All other nationalities must hold a valid transit visa for Australia. Details on how to apply can be found at: <http://www.immi.gov.au/Visas/Pages/771/howtoapply.htm>.

Please note: Australia will not grant a transit visa without confirmation that their New Zealand visa has been approved. This means that dialogue participants must apply for their New Zealand visa **as soon as possible**.

Entry Procedures, Customs and Quarantine

On arrival in New Zealand you will go through an entry process involving immigration, customs and biosecurity checks. It is normal practice for all carry-on and hold-stowed baggage to be x-ray screened for undeclared organic material.

New Zealand quarantine and customs controls are among the strictest in the world. If you have not travelled to New Zealand before, you may not have experienced the agricultural and biosecurity protection measures that you will find here. All dialogue participants are asked to make sure they are fully informed about New Zealand biosecurity and customs entry requirements by visiting the following websites:

<https://www.customs.govt.nz/personal/travel-to-and-from-nz/travelling-to-nz/>

<https://www.customs.govt.nz/personal/prohibited-and-restricted-items/>

<http://www.biosecurity.govt.nz/enter/personal>.

Dialogue participants are advised to take great care and declare any and all items. If you are unsure, then you should declare. Biosecurity staff will advise you if you can or cannot keep any items with you. Failure to declare prohibited items will incur an instant fine of NZD400.

It is normal for travellers arriving in New Zealand to see and be questioned by people in uniform and you may see our inspectors accompanied by one of our detector dogs. These dogs are specially trained to search baggage, mail and cargo to locate undeclared or forgotten agricultural products. Further information about detector dogs can be found at <http://www.biosecurity.govt.nz/biosec/camp-acts/detector-dog>.

ON ARRIVAL AT WELLINGTON INTERNATIONAL AIRPORT

Dialogue participants need to make and meet the cost of their own transport arrangements from Wellington International Airport to their hotel.

Taxis

Wellington Airport is 8 kilometres away from the CBD. The average journey is 15-25 minutes depending on traffic flow and time of day. Taxi ranks can be found directly outside the baggage claim area on Level 0 of the main terminal.

While costs may vary between service providers, a Taxi/Executive Cab to/from Wellington CBD can cost between \$30-40 NZD. You can pay this fare with cash, credit card or EFTPOS.

Four taxi companies are allowed to pick up non-booked fares from Wellington International Airport:

Wellington Combined Taxis	Green Cabs	Kiwi Cabs	Hutt & City Taxis
P: +64 4 384 4444	P: 0800 46 47336	P: +64 4 389 9999	P: +64 4 570 0057
www.taxis.co.nz	www.greencabs.co.nz	www.kiwicabsltd.co.nz	www.huttcitytaxis.co.nz

You can also pre-book a taxi through:

Corporate Cabs:

P: +64 4 387 4600

www.corporatecabs.co.nz

Both Corporate Cabs and Wellington Combined Taxis offer an airport meet and greet service.

Shuttles

Super Shuttle shared-ride fares offer substantial discounts for passengers traveling in the same group to the same destination. Costs vary depending on your destination, but a shuttle to/from Wellington CBD starts at \$20 NZD. You can pay for your shuttle with cash or credit card. Credit card payments will incur a \$3 NZD processing fee, but this fee is waived when you book online:

Super Shuttle (also offer pre-bookings)

P: 0800 SHUTTLE (0800 748885) or +64 4 472 9552

www.supershuttle.co.nz

<https://www.supershuttle.co.nz/app>

Airport Flyer Bus

An Airport Flyer Bus service runs from Wellington International Airport to Wellington Railway station every 10 minutes on weekdays from 6.30am to 9.00am and 2.00pm to 7.00pm. It runs every 20 minutes at all other times. It stops at various major stops throughout Wellington, including the CBD. It departs from the southern end of Level 0 - please follow the signage. Travelling to/from Wellington International Airport to the CBD is a 4 zone fare which costs \$9.00 NZD one way. You can pay with cash direct to the driver.

ACCOMMODATION

The New Zealand APEC team will organize the accommodation bookings for all dialogue participants from APEC travel-eligible economies. This will be paid for out of the dialogue participant's per diem. We request that dialogue participants from APEC travel-eligible economies do not book their own accommodation, and instead contact Ms. Shannon Power, APEC Policy Division Team Administrator (Email: shannon.power@mfat.govt.nz) to organize your accommodation bookings.

Dialogue participants not from travel-eligible economies may book their own accommodation at will. Hotels within walking distance to the venue include:

DoubleTree by Hilton Wellington

28 Grey Street (Corner of Lambton Quay and, Grey St, Wellington 6011

P: +64 4 499 3496

<http://doubletree3.hilton.com/en/hotels/new-zealand/doubletree-by-hilton-wellington-WLGNTDI/index.html>

Ibis Wellington

153 Featherston Street, Wellington 6011

P: +64 4 496 1880

<https://www.accorhotels.com/gb/hotel-3049-ibis-wellington/index.shtml>

James Cook Grand Chancellor

147 The Terrace, Wellington, 6011

P: +64 4 499 9500

<https://www.grandchancellorhotels.com/james-cook-hotel-grand-chancellor>

Mercure Wellington Central City Hotel and Apartments

130 Victoria St, Te Aro, Wellington 6142

P: +64 4 385 4166

<https://www.accorhotels.com/gb/hotel-8607-mercure-wellington-central-city-hotel-apartments/index.shtml>

West Plaza Hotel

110 Wakefield St, Te Aro, Wellington 6142

P: +64 4 473 1440

<http://www.westplaza.co.nz/>

GENERAL INFORMATION

Climate

September is early spring in New Zealand. In Wellington the temperature fluctuates with an average daytime temperature of 13°C dropping to 8°C overnight. As Wellington has a maritime climate, it is recommended that you bring an umbrella and a light jacket or sweater. Please also note that New Zealand has a high UV index which means a high risk of sunburn. We recommend you apply sunscreen of SPF 50+ on a regular basis. If you are travelling further south before or after the dialogue, temperatures are cooler so please pack accordingly. For weather information please visit www.metservice.co.nz.

Currency/Banking

The New Zealand dollar is the official currency. Banks offering currency exchange facilities are located close to the dialogue venue. Banking hours are generally 9.00am until 4.30pm, Monday to Friday. There is a Travelex at Wellington International Airport (open 4am to 6pm daily) should you need to exchange currency on arrival or departure. All major credit cards are accepted and Automatic Teller Machines (ATMs) are readily available throughout Wellington, including the airport.

Electricity and Power Points

New Zealand's mains electricity is 230/240 volts, 50 hertz. Most hotels and motels provide 100 volt AC sockets (rated at 20 watts) for electric razors only., You will need an adaptor with a flat, angled two or three-point power plug to connect to the power supply. To connect to an internet network via cable you will need an RJ45 type plug to connect your laptop into a computer socket.



Insurance

It is strongly recommended that you purchase comprehensive travel insurance to cover the duration of your visit to New Zealand and to protect you against cancellation charges, loss or damage to your luggage and personal effects, loss of cash and medical expenses.

Language

English is the common language of New Zealand. Māori is an official language of New Zealand and it is of growing importance.

Medical Facilities

Dialogue participants should arrange their own medical and dental insurance cover. Dialogue participants may visit any hospital or health centre in Wellington should they need medical treatment or consultation.

Mobile phones

New Zealand has both analogue and GSM digital networks. Check with your phone company before leaving home about international mobile roaming facilities available in New Zealand. There are three major networks providing this service - Spark, Vodafone and 2Degrees, with a good national coverage. Due to the local topography there may be some network failures in mountain or beach areas. SIM cards can be purchased at Wellington International Airport.

Personal Safety

New Zealand is generally a very safe place to travel with a relatively low crime rate, few endemic diseases and a great healthcare system. However, you should take the same care with your personal safety and your possessions as you would in any other country, or at home. Take copies of your important documents (like your passport and credit cards), and keep them separate from the originals. You should also keep a record of the description and serial number of valuable items. You should exercise common sense when in the city e.g. avoid walking alone and avoid rowdy groups of people at night. **In an emergency dial 111 for Fire, Police or Ambulance services.**

Smoking

Smoking is banned in government buildings and airports, on public transport, and on international and domestic flights. Smoking bans also apply in eating areas, where people eat and/or drink sitting at tables (e.g. restaurants, cafes, lunch-bars and hotels). The dialogue venue is smoke-free.

Special Requirements

Every effort will be made to ensure dialogue participants with special needs are catered for. Should you require any specific assistance, or catering, please provide details in the specified section on the participant nomination form.

Taxes

Goods and services sold in New Zealand are subject to a 15% Goods and Services Tax (GST). Retail suppliers are required to show the GST inclusive price on goods and services, and must clearly state if the tax is not included in the advertised price. GST cannot be claimed back on purchases when leaving New Zealand. However, depending on the retailer, some goods can be purchased on a GST exclusive basis at the point of purchase, where it can be demonstrated that the items are leaving the country. The retailer is required to courier the items to the airport for you to collect on departure.

Time

New Zealand time is 13 hours (daylight saving) ahead of GMT.

Tipping

Tipping is not expected and is only offered for good service.

ANNEX 1: Nomination Form – Dialogue Participants from APEC Travel-Eligible Economies

Instructions:

One form only must be completed per APEC travel-eligible economy. Member economies are invited to nominate **a maximum of two (2) participants**. Economies should complete this form and submit it by email to Kerry O'Connor (kerry.oconnor@mfat.govt.nz) and Shannon Power (shannon.power@mfat.govt.nz) by **Friday, 17 August 2018**.

The following selection criteria apply for nominated dialogue participants from APEC travel-eligible economies:

- Professional position:** One participant from each economy must be from the private sector, with preference given to representatives from business associations, or national/federal chambers of commerce, and the other participant must be a government official with responsibilities in their economy relating to structural or regulatory reform.
- Gender balance:** Economies are strongly encouraged to aim at gender balance in nominating participants, with a preference for a 50:50 gender ratio.
- Language proficiency:** As the dialogue will be conducted in English, nominated dialogue participants must be proficient in English. Dialogue participants will also participate in small group exercises and discussions.

MEMBER ECONOMY:

<u>NOMINEE 1: GOVERNMENT OFFICIAL</u>		<u>NOMINEE 2: PRIVATE SECTOR REPRESENTATIVE</u>	
Title: Miss/Ms/Mrs/Mr/Dr/Other (please select one only)		Title: Miss/Ms/Mrs/Mr/Dr/Other (please select one only)	
First Name:	Last Name:	Name:	Last Name:
Position:		Position:	
Ministry/Employer:		Ministry/Employer:	
E-mail:	Telephone:	E-mail:	Telephone:
Briefly (in fewer than 50 words) explain how your experience is relevant to the dialogue:		Briefly (in fewer than 50 words) explain how your experience is relevant to the dialogue:	
Dietary requirements or special needs:		Dietary requirements or special needs:	
Requires funding*: <input type="checkbox"/>		Requires funding*: <input type="checkbox"/>	

<u>NOMINATING ECONOMY OFFICIAL:</u>	
Title: Miss/Ms/Mrs/Mr/Dr/Other (please select one only)	Ministry:
First Name:	Last Name:
Email:	Telephone:

***Note:** New Zealand funding will be provided only for APEC travel-eligible economies (Chile, China, Indonesia, Malaysia, Mexico, Papua New Guinea, Peru, the Philippines, Russia, Thailand and Viet Nam). Funding will cover the following for each dialogue participant: a return economy airfare, a maximum of two (2) night's hotel accommodation in a hotel selected by New Zealand, and remaining per diems for up to 2.75 days. All bookings must be made by New Zealand. Any bookings made by an economy other than New Zealand will not be paid for by New Zealand.

ANNEX 2: Nomination Form – Dialogue Participants Being Self-Funded by Their Economy

Instructions:

APEC economies that are self-funding their dialogue participants are invited to nominate **up to four dialogue participants**. Economies should complete this form and submit it by email to Kerry O'Connor (kerry.oconnor@mfat.govt.nz) and Shannon Power (shannon.power@mfat.govt.nz) by **Friday, 17 August 2018**.

While selection criteria do not apply for economies that are sending dialogue participants at their own economy's cost, we still recommend that consideration be given to the following:

- Professional position:** We recommend that at least one participant be from the private sector, with preference given to representatives from business associations, or national/federal chambers of commerce, and the other participant be a government official with responsibilities in their economy relating to structural or regulatory reform.
- Gender balance:** Economies are strongly encouraged to aim at gender balance in nominating participants, with a preference for a 50:50 gender ratio.
- Language proficiency:** As the dialogue will be conducted in English, it is strongly recommended that nominated dialogue participants be proficient in English. Dialogue participants will also participate in small group exercises and discussions. Translation or interpretation will not be available.

MEMBER ECONOMY:

<u>NOMINEE 1:</u>		<u>NOMINEE 2:</u>	
Title: Miss/Ms/Mrs/Mr/Dr/Other (please select one only)		Title: Miss/Ms/Mrs/Mr/Dr/Other (please select one only)	
First Name:	Last Name:	Name:	Last Name:
Position:		Position:	
Ministry/Employer:		Ministry/Employer:	
E-mail:	Telephone:	E-mail:	Telephone:
Dietary requirements or special needs:		Dietary Requirements or special needs:	
<u>NOMINEE 3:</u>		<u>NOMINEE 4:</u>	
Title: Miss/Ms/Mrs/Mr/Dr/Other (please select one only)		Title: Miss/Ms/Mrs/Mr/Dr/Other (please select one only)	
First Name:	Last Name:	Name:	Last Name:
Position:		Position:	
Ministry/Employer:		Ministry/Employer:	
E-mail:	Telephone:	E-mail:	Telephone:
Dietary requirements or special needs:		Dietary requirements or special needs:	

<u>NOMINATING ECONOMY OFFICIAL:</u>	
Title: Miss/Ms/Mrs/Mr/Dr/Other (please select one only)	Ministry:
First Name:	Last Name:
Email:	Telephone: