

WeGO: e-Government Training 2014 in Chengdu

Dear WeGO member cities,

World e-Governments Organization of Cities and Local Governments (WeGO) is an international cooperative body of cities and local governments worldwide that pursues the sustainable city development based on e-governance.

WeGO is committed to sharing knowledge and experiences in e-governance, strengthening administrative efficiency and transparency, advancing digital capacity, facilitating civic involvement, bridging the digital divide, and promoting cooperation and solidarity among cities and local governments around the world.

The WeGO Asia Regional Office, Chengdu opened in 2013 pursuant to the approval of the Executive Committee in September 2013. The WeGO Asia Regional Office, Chengdu will organize training sessions in an effort to advance municipal digital capacity, and this year, the WeGO Asia Regional Office is extending an invitation to public officials of member cities to come to Chengdu for a 2-day training consisting of lectures and technical/cultural visits focusing on Chengdu's e-Government development. The e-government training will be held in Chengdu on 26-27 May 2014.

About e-Government Program 2014 in Chengdu

Who can join the program?

Public employees of member cities of WeGO, both full members and associate members, are eligible to attend the training program.

Participants from the sister cities of Chengdu are also highly welcome.

When are the training sessions planned in 2014?

The following is the training schedule.

Arrival on 25 May

Training on 26-27 May (2 days)

Departure on 28 May

What's the curriculum?

The following is the preliminary curriculum of e-government training 2014.

Lectures in the mornings	Field Trips in the afternoons
e-Government Development in Chengdu	Government Affairs Service Center of Chengdu
Digital Smart City System of Chengdu Wrap-up Session	International Sister Cities Exhibition Hall

*Note: The curriculum is subject to change according to the timely requests of training participants.

Where does the training take place?

To be announced

Is English an official language?

Yes. All the lectures and field trips will be run in English only.

Does WeGO Asia Regional Office support the participants?

Airfare:

Each and every participant is responsible for airfare.

Accommodation:

WeGO Asia Regional Office will provide participants with hotel accommodations at Kang Sun Hotel for the nights of 25th–27th (3 nights in total). For more information on the Hotel, please visit the hotel website at <http://english.ctrip.com/hotels/chengdu-hotel-detail-397160/kang-sun-hotel/>

Meals:

Breakfast, lunch, and dinner will be provided for all participants during the duration of the seminar.

Local Transport:

WeGO Asia Regional Office will provide each participant with local transport from/to airport and hotel and the training site. All participants should inform the secretariat of their flight itinerary for airport pick-up and see-off.

How can I participate in the Training?

Nomination Form

Participants are kindly requested to complete the nomination form in the following pages. The form must be endorsed by the supervisor and the nominating authority, and then sent to the WeGO Asia Regional Office by email along with your photo in jpg format and a copy of your passport.

Nomination Deadline: 16 May 2014

We would appreciate your administration's cooperation in ensuring the arrival of the nomination form to the WeGO Asia Regional Office by the closing date. **Late and incomplete nominations are liable to be rejected.**

Flight Itinerary

Participants are kindly requested to complete the flight schedules in the following pages. The form must be emailed to the WeGO Asia Regional Office by the closing date to ensure the successful arrangement of airport pick-up and see-off. **Flight Itinerary Deadline: 16 May**

Passport and Visas

Participants are requested to prepare their passports immediately, allowing enough time (at least 2-3 weeks) for applying for visas. Participants are also requested to obtain an entry visa to China from the Embassy or Consulate in their respective country before commencing their journey. Participants are responsible for getting the visa. For assistance to obtain the visa, contact the WeGO Asia Regional Office.

Frequently Asked Questions

Q: Does Chengdu city pay for the additional nights in the hotel?

A: No, Chengdu city will pay for the nights of 25th - 27th (3 nights in total) only. Each participant is responsible for the additional night in the hotel.

Q: My return flight is arranged late at night on the date of departure. Can I extend the check out time?

A: A regular check out time is 12 PM, and a late checkout can be possible until 2 PM when rooms are available. In any cases, you can keep your luggage at the hotel lobby.

Contact Point

Mr. Zhang Dagong

Secretariat of WeGO Asia Regional Office, Chengdu

Tel: +82 28 8663 5265 Fax: +82 28 8624 0502 E-mail: cdwffanyi@sina.com