



Participant  
Handbook



# Senior Officials Meeting (SOM)

April 15 -18, 2024



**SAi20**  
SUPREME AUDIT INSTITUTIONS  
BRAZIL 2024



Participant  
Handbook

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## A message from SAI Brazil's President Bruno Dantas

**Dear colleagues,**

It is with great pleasure and honor that we welcome all of you to the SAI20. Your presence is essential to the success of the event.

SAI20 was established in 2022, during Indonesia's presidency of the G20. At that time, we recognized the importance of our role in discussion forums that seek solutions to global problems. We then decided to take action by forming an engagement group, which came to be known as SAI20.

We promote oversight and auditing of public spending, ensuring transparency and accountability of governments. It is therefore our duty to position ourselves as strategic partners of the G20, assisting in the transformations needed to guarantee a sustainable future for all.

This year, under the slogan "Building a just world and a sustainable planet", the G20 announced the following general priorities: the fight against hunger, poverty, and



inequality; the three dimensions of sustainable development (economic, social, and environmental); and the reform of international governance.

The G20's main focus is on drawing up an ambitious climate agenda, to guarantee the sustainability of the planet and preserve people's dignity. In this context, pressing issues such as debt and access to finance are emerging as key points to be discussed to achieve these goals.

Recognizing the importance of the issues outlined by the G20 and aware of our mission, we have proposed, within the framework of the SAI20, to initiate an in-depth debate on crucial issues such as "climate finance" and "fight against hunger and poverty".

Climate change poses undeniable threats to our planet and the survival of future generations. Effective and sustainable climate finance has emerged as an alternative for tackling the climate change the world is experiencing. As a group, we have an important role in implementing governance mechanisms at global and national levels. Ongoing cooperation initiatives within INTOSAI, such as ClimateScanner and cooperative audits on climate change and energy transition, are concrete examples of how we can contribute.

What's more, the latest projections indicate that, if current trends continue, extreme poverty and hunger will remain permanent problems. And this is a problem for all of us. We are recognized for our responsibility in promoting the efficiency, accountability, effectiveness, and transparency of public policies and it is through our work that we will contribute to a fairer and more equal society.

The scenario ahead of us is challenging, but I believe that together we can find ways to help governments and thus contribute to a fairer and more sustainable future.

I am counting on all of you to take part in this mission.

**Thank you.**

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## About the event

- **Introduction and background**

The SAI20 Engagement Group was established in 2022 during Indonesia's G20 presidency. This governance is achieved through all stakeholders' complex and practical work, from government-controlled organizations to the media and civil society. The engagement group was designed to help SAIs from G20 member countries prepare for the future in a rapidly changing environment. The collaborative group is responsible for promoting and validating SAI information through policy discussions and identifying best practices.

In December of 2023, Brazil took over the presidency of the G20, and at the same time the Brazilian Federal Court of Accounts (TCU), took over the presidency of the engagement group composed of the SAIs of the member countries - SAI20.







Brazilian Federal Court of Accounts (TCU)

The Senior Officials Meeting (SOM) is a technical meeting that takes place in preparation for the SAI20 Summit and aims to discuss in depth chosen topics by SAIs. The 2023 Senior Officials Meeting (SOM) of the SAI20 was held in Guwahati-India in 2023 and addressed the themes of 'Blue Economy' and 'Responsible Artificial Intelligence' ([for more information](#)).

This year, the SAI20 Senior Officials Meeting (SOM) will take place in Brasilia-Brazil, from April 15th to 18th. The themes proposed for SAI20 are "Climate Finance" and "Fight against hunger and poverty". These themes are extremely important and connected with the G20 objectives and commitments made by the Brazilian government. The topics cover the triple dimension of sustainability (economic, social, and environmental), that are essential to ensure the discussions and solutions proposed are aligned with the policies and guidelines established by Brazil within the G20.

This Guide is intended as a complement to the G20 website, aiming to answer any questions and help prepare for the event ([www.sai20.org](http://www.sai20.org)).

The goal of SAI20 is to provide concrete policy recommendations with the potential to generate benefits for SAIs within the scope of the chosen themes mentioned contributing to an ecosystem where supreme audit institutions are active partners in governance and in promoting transparency and accountability. We hope you enjoy your stay in Brazil and congratulate the commitment of each participant.

- **SAI20 SOM Agenda and participants list**

The SAI20 SOM - 2024 and related events will be held in Brasilia, Brazil, from Monday, April 15, to Thursday, April 18. The event will be entirely held in English.

Detailed session descriptions, speakers and other information about the event will be continuously updated by e-mails and available on the website (<https://ir.tcu.gov.br/8n1>).



Serzedello Corrêa Institute (ISC) building where the event will take place

- **Meeting Documents**

The Senior Officials Meeting (SOM) is the technical discussion space of SAI20, the engagement group of the Supreme Audit Institutions (SAIs) of the countries that make up the G20. The SAI20 SOM is a preparatory event for the Annual SAI20 Summit. The aim of the SAI20 is to provide concrete recommendations to improve policies with the potential to generate benefits for SAIs in their work related to this year's themes: "Climate Financing" and "Hunger and Poverty Alleviation". The preparatory documents for this year's event will be available in the SAI20 website.



- **Contact Information**

For more information, please contact us through the official communication channels.

- **Official contact information**

**Organizing team:**

Department of International Relations - TCU

**Phone number:**

+55 (61) 3527-2867

**email:**

[sai20@tcu.gov.br](mailto:sai20@tcu.gov.br)

## Best practices

Here is how to make the most of your week:



**Stay Updated.** To obtain the most current information, visit [www.sai20.org](http://www.sai20.org).



**Visa/Passport.** Take a moment to ensure your passport is valid and review the [visa information](#) to confirm whether you must apply for an entry visa.



**Hotel Booking.** Please pay attention to deadlines to make a hotel reservation.



**Registration.** Remember to register your delegation.



## Identification and Badge Pick-up

To facilitate badge pick-up, SAI20 staff will be available at the **Grand Mercure Brasilia Eixo Monumental** to deliver badges and the initial participant kit on April 15, from 10 am to 7 pm, and on April 16 from 7am to 9am.

The initial participant kit is composed of the identification badge, personal wi-fi login/password, participant guide and the official agenda.

Participants that, for exceptional reasons, can't pick up the identification badge at the **Grand Mercure Brasilia Eixo Monumental** will have the opportunity to pick up at the entrance of the venue on April 16.

Please be aware that there will be no services provided in advance of the official opening. Restaurants, catering, IT/Office Arrangement Help Desks, Information Desks and other services will be available starting on April 16 from 9:00 am.

Identification badge will only be provided for participants of the technical discussions.



SAI20 SOM badges will be required to board the shuttle to the venue. \*



SAI20 SOM badges will be required for admission to the meeting venue.



The dress code for the SAI20 SOM event is business professional attire.



To use the shuttle to the venue without a badge (in case you chose to receive it at the entrance of the venue on April 16), please have the event invitation/registration to the SAI20 SOM - 2024 at hand.



## Conference Venue

The opening ceremony on April 16th, will take place at the Brazilian Federal Court of Accounts' headquarters.

The SAI20 SOM – 2024 will take place in Brasília, Brazil, at the Serzedello Corrêa Institute (ISC), TCU's training center. The Institute is the strategic support department under the General Secretariat of the Presidency of TCU responsible for corporate education initiatives of the Court.

### Address:

Setor de Clubes Esportivos Sul, Trecho 3, Polo 8,  
Lote 3, Térreo.

<https://maps.app.goo.gl/MVW92kx8LE144uPX8>

### More information:

<https://portal.tcu.gov.br/instituto-serzedello-correa>





## Transportation

Transportation to and from the Brasília Airport will not be provided. Brasilia is an easily accessible city, please choose the best option for you.

- **Shuttle from The Hotel to the venue.**

Shuttle service will be provided during the event between the **Grand Mercure Brasilia Eixo Monumental** to the venue and back. Have your SAI20 SOM – 2024 badge at hand to board the shuttle.

There will be shuttles available on April 16 for participants returning from the Cocktail.

Shuttle services will be provided at the following times for the specified routes:

**April 15:** Airport – Grand Mercure Hotel (Only for authorities).

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**April 16:**

8:30 AM: Grand Mercure Hotel – TCU headquarters.

1:30 PM: TCU Headquarters – Serzedello Corrêa Institute (ISC).

From 5:15 PM to 8:15 PM: ISC – Grand Mercure Hotel.

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**April 17:**

8:30 AM: Grand Mercure Hotel – ISC.

12:00 PM: ISC – Gran Bier Restaurant.

1:30 PM: Gran Bier Restaurant – ISC.

5:30 PM: ISC – Grand Mercure Hotel.

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**April 18:**

9:00 AM: City Tour shuttle leaves the Grand Mercure Hotel (Shuttle provided by Brasilia's Tourism Secretary).

12:00 PM: Shuttle to the NAU Restaurant (Lakeside Restaurant).

2:00 PM: NAU Restaurant – Grand Mercure Hotel (Shuttle provided by the TCU).

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## Brasília Airport

- **Other transport information**

In Brazil, it is most common to use transportation apps such as Uber.

Taxis are available in the airport and some hotels, but they are not very common to find in other places. The concierge or door attendants of your hotel can assist you in ordering a taxi.



Please note that when taking a taxi, it is important to ask the driver to use the meter or to confirm the fare before starting the ride to ensure an agreed price. Additionally, according to local law, taxi drivers operating in the Federal District – Brasília, must offer all users the option of paying for the ride by credit card, debit card or cash.



## Before Arrival in Brazil

- **General Information about Brazil**



The [SAI20 website](#) provides more information about Brazil.



Portuguese is the official language in Brazil; English and Spanish are widely spoken and can be used in hotels/restaurants/tourist attractions.



The national currency in Brazil is the Real (plural “reais”). Its sign is “R\$” and its ISO currency code is “BRL”. 1 USD is about 5 BRL ([Jan 2024](#)).



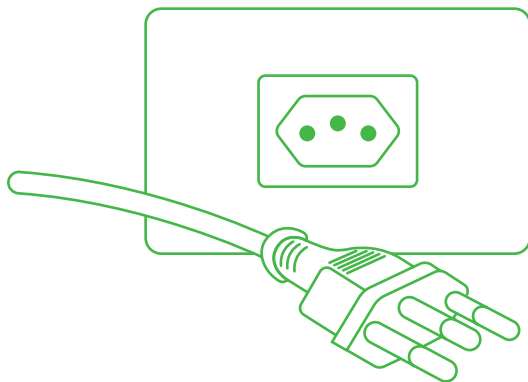
In April in Brasilia, the climate is humid and very pleasant, with moderate and spaced rainfall, unlike other periods when the climate is dry and with very low humidity. Although, it's often said that Brasília can go through all the seasons in a single day. The day may start out cold and turn very hot.



You can be surprised by rain in the early afternoon and then face high temperatures. The variation in Brasília's climate is a result of its geographical location. Remember that the federal capital is located on the Central Plateau, at 1,100 meters above sea level. In April the temperature in Brasilia typically ranges from 16°C to 26°C.



Electricity: 220 V; outlets accept 3-pin plug. Bring your adapters, especially for personal devices and hotel room use.





- **Registration & Access**

All participants must be registered to participate in the SAI20 SOM. We strongly encourage participants to send their registration form as early as possible to avoid delays.

Upon successful completion of registration, each participant will receive a confirmation message via email. The message can be used to apply for a visa and to board any of the official shuttles or access the Institute grounds prior to receiving badges.

- **Travel to and from Brazil**

All participants should make their own travel arrangements to and from the SAI20 SOM - 2024 as well as any international travel arrangements. We encourage you to consider travel insurance in the event of trip cancellation, and travel interruption.

- **Visas and Passports**

Please ensure that passports are valid for at least six months from the date of entry into Brazil and obtain any necessary entry visas. Consult the information regarding visa requirements, citizens of some countries do not require a visa to travel to Brazil - [Entry Visas to Brazil \(QGRV\)](#). If you require a visa, please apply as early as possible to allow sufficient time for processing.

Individuals who are successfully registered will receive an official confirmation letter that can be used, if necessary, to apply for a visa.

For questions related to visas, please contact SAI20 SOM Team: [sai20@tcu.gov.br](mailto:sai20@tcu.gov.br)





- **Customs**

Before you travel, please consult the [Visiting Brazil](#) for details of items that can be transported in and out of Brazil.

- **Health Requirements**

It's not mandatory to show proof of vaccination or prophylaxis when entering Brazil. However, the Ministry of Health in Brazil advises that international travelers should check their vaccination status before arriving in the country, according to the vaccination calendar guidelines of their country of origin or residence.

International Yellow Fever Vaccination Certificate - If you haven't been vaccinated against yellow fever or have only received one dose more than ten years ago, it is recommended that you get vaccinated at least ten days prior to your travel.

Check out the Ministry of Health's recommendations on vaccination at this [guideline](#).

- **Hotel Accommodations**

The official hotel of the event is the **Grand Mercure Brasilia Eixo Monumental**.

We would like to clarify that you are free to choose your preferred accommodation, but please note that shuttles departure from the official event hotel (**Grand Mercure Brasilia**) and badges will be delivered to participants at the hotel on April 15. If you would like to make a reservation at this hotel, please send an email to [h3632-re@accor.com.br](mailto:h3632-re@accor.com.br) state that you will be attending SAI20 SOM. We have negotiated a fixed rate with the hotel, which you can find more information about in the explanatory document attached.

- **Insurance**

We strongly advise participants to arrange insurance for individual travel, medical care, and personal effects while attending the Meeting. Participants at the SAI20 SOM are not covered for insurance purposes by TCU, which does not accept responsibility for personal injuries, loss, or damage to participants' personal property.

## Resources and Facilities

- **Wi-Fi & Business Resources**



**Copy Center:** A desk that can offer document reproduction services like printing, copying, scanning, black and white copies, will be available free of charge.



**Information Desks:** Trilingual staff will be providing technical information about the Meeting, hospitality programs, transportation, and other services.



**Lost and Found Desk:** Found items will be held by our staff during SAI20 SOM.



**Wi-Fi is available in all areas** throughout the venue. Wi-Fi login information will be provided along with the identification badge.



**There will be 2 rooms available** for bilateral meetings at the venue. To book one of the rooms, please send a request e-mail to: [sai20@tcu.gov.br](mailto:sai20@tcu.gov.br)



**The event will provide prayer spaces for participants** both at TCU's headquarters and at the Institute. If necessary, please proceed to the prayer room at the TCU's headquarters and/or to room 203 at the Institute. Our staff at the venue will be able to assist you.

- **Food & Beverage**

The TCU will be offering lunch during the event on **April 16, 17 and 18.**

A Welcome Coffee will be offered to all participants in the auditorium foyer, at the opening event, on **April 16.**

On **April 16,** lunch will be served at the TCU Restaurant. Access will be granted only for participants with identification badge.

A cocktail will be held on **April 16, between 5:15 pm and 8pm.** Participants who do not wish to stay through the end of the activities will be offered transportation back to the official hotel.

**Coffee break:** A coffee break will be offered on the afternoon of April 17 at the venue.

Coffee, water, and tea will be offered in the event venue saloon.

- **Medical**

We will have an ambulance and paramedics on site. If necessary, participants can use Brazilian's public medical network if they do not have health insurance.



## Tourism and Cultural Activities

Brasília, with its modern architecture and urbanism, has the largest area in the world listed as a UNESCO World Heritage Site. The city's initial project was designed by urban planner Lúcio Costa and the main buildings by architect Oscar Niemeyer.

The TCU organized a morning Cultural tour of the monuments of the Federal Capital of Brazil. The Cultural Tour will depart from the official hotel Grand Mercure Brasilia Eixo Monumental.

Given the schedule for our shuttle services, we advise against carrying your luggage on the Cultural tour. In case your return flight is scheduled for April 18th, complete your check-out before the tour and properly store your luggage with the orientation of the hotel receptionists

The Cultural Tour will depart from the official hotel Grand Mercure Brasilia Eixo Monumental

**Date:** April 18

**Estimated time:** 9am

Tourism and Cultural Activities







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