

Basic Introduction to European Public Procurement for Newcomers to Procurement and/or Non-Procurement Persons

Maastricht (NL)
18 February 2008*
22 September 2008*

and

Introductory & Practitioners Seminar: European Public Procurement Rules, Policy and Practice

Maastricht (NL)
19-21 February 2008
23-25 September 2008

Organised by the
European Institute of Public Administration (EIPA)

**18 February and 22 September 2008: Prior to the Introductory & Practitioners Seminars EIPA will provide a basic introduction to European Public Procurement for newcomers to procurement or non-procurement persons. These one-day seminars will only take place if there is sufficient demand.*

For background information on public procurement in Europe and EIPA activities related to public procurement, please consult:

<http://www.eipa.eu/en/topics/show/&tid=30>

or contact:

Ms Dorina Claessens, Programme Organiser, EIPA
P.O. Box 1229, NL-6201 BE Maastricht
tel.: +31 43 329 63 37; fax: +31 43 329 62 96
e-mail: d.claessens@eipa.eu

OBJECTIVES / TARGET GROUP

The European Institute of Public Administration is organising *Introductory & Practitioners Seminars* on “*European Public Procurement Rules, Policy and Practice*” which will take place at the European Institute of Public Administration in Maastricht (NL), on 19 - 21 February and 23 - 25 September 2008.

Prior to the seminars, EIPA will provide a basic introduction to European Public Procurement for newcomers to procurement or non-procurement persons on 18 February and 22 September 2008. These one-day seminars will only take place if there is sufficient demand.

Objectives:

The primary aim of the *Introductory & Practitioners Seminars* is to present and explain the EC rules and principles on public procurement in an accessible way and to enhance awareness of professional procurement practices. The seminars will also include an interactive workshop with specific cases. Most importantly, the seminars will offer an excellent platform for participants to exchange experiences and concerns in dealing with public procurement, and will present ways to perfect their purchasing activities.

Target Group:

The seminars are intended for public officials from national, subnational and local authorities and other public bodies of the EU Member States, European institutions and associated countries who wish to familiarise themselves with European public procurement rules, policy and practice, as well as for other interested persons working in this field, for example representatives from industry and academia.

The seminars will be conducted in English.

PROVISIONAL PROGRAMME

Basic Introduction to European Public Procurement for Newcomers to Procurement and/or Non-Procurement Persons

Monday 18 February/22 September 2008*

- 09.30 **Welcome; Objectives of the Seminar**
Rita Beuter, Senior Expert, European Policies, EIPA, Maastricht (NL)
Maarten Rooderkerk, EurAssist - European Consultants, European Legislation Specialists, Rijnsburg (NL)
- 09.45 **European Public Procurement: Relevance of Procurement, the Different EC Directives, Definitions, Principles, Thresholds, Procedures, Advertising, Selection Criteria, Award Criteria, Time-Limits, etc.**
Rita Beuter
- 11.15 Coffee break
- 11.45 **Public Procurement Rules and Practice in the EU**
Maarten Rooderkerk
- 13.15 Lunch
- 14.15 **Public Procurement Rules and Practice in the EU (continued)**
Maarten Rooderkerk
- 15.30 Coffee break
- 16.00 **Practical Exercises: Filling in Notices, Using the CPV, etc.**
Maarten Rooderkerk
- 16.45 **Recent Developments in European Public Procurement**
Rita Beuter
- 17.30 Evaluation of the seminar and end of day

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Introductory & Practitioners Seminar: European Public Procurement Rules, Policy and Practice

Tuesday 19 February/23 September 2008

- 09.15 **Welcome; Objectives of the Seminar**
Rita Beuter, Senior Expert, European Policies, EIPA, Maastricht (NL)
- 09.30 **The Public Sector Directive 2004/18/EC**
Rita Beuter
- 11.00 Coffee break
- 11.30 **EC Rules and Case Law**
Velia M. Leone, Lawyer, Leone&Associati studio legale, Rome and Milan (IT)
- 12.45 Lunch
- 14.15 **EC Rules and Case Law (continued)**
Velia M. Leone
- 15.30 Coffee break
- 16.00 **The Utilities Directive 2004/17/EC and Case Law**
Martin Oder, Partner, Haslinger/Nagele&Partner Law Firm, Vienna (AT)
- 17.00 Guided tour of Maastricht
(Approximately 1½ hour)
- 20.00 Dinner at a local restaurant

Wednesday 20 February/24 September 2008

- 09.15 **Remedies Directives, Case Law and the New Remedies Directive**
Martin Oder
- 10.45 Coffee break
- 11.15 **Environmental Considerations in Procurement**
Martin Unfried, Head of Unit, European Policies, Senior Lecturer, EIPA, Maastricht (NL)
- 12.15 **The European Approach to Concessions and Public Private Partnerships**
Michael Burnett, Senior Lecturer, EIPA, Maastricht (NL)
- 13.15 Lunch
- 14.45 **International Aspects of European Public Procurement**
Rita Beuter

- 15.30 Distribution of cases; Instructions for working groups
- 15.45 Coffee break
- 16.15 **The Procurement Process – The Practice**
Gareth Jones, Director, Sardis Consulting Ltd., Pontypridd (UK)
- 17.45 End of day

Thursday 21 February/25 September 2008

- 09.00 **The Procurement Process – The Practice** (*continued*)
Gareth Jones
- 10.45 Coffee break
- 11.15 **Working Groups: The Procurement Process - Cases**
Gareth Jones
- 12.15 Reporting from Working Groups
- 13.15 Evaluation of the Seminar
- 13.30 Lunch
- 14.30 End of Seminar

GENERAL INFORMATION

Programme

The Basic Introduction will commence on Monday 18 February and 22 September 2008 at 09.30.

The Introductory and Practitioners Seminar will commence on Tuesday 19 February / 23 September 2008 at 09.15 and will finish on Thursday 21 February / 25 September 2008 at 14.30.

Seminar venue

The seminar will take place in the Green Conference Room (1.45) at the European Institute of Public Administration, O.L. Vrouweplein 22, NL-6211 HE Maastricht, tel.: +31 43 329 62 22, fax: +31 43 329 62 96.

Working language

The seminar will be conducted in English.

Fee

€ 925 : Participation in the seminar on 19-21 February / 23-25 September 2008 (3 days)

€ 1200 : Participation in the seminar on 18-21 February / 22-25 September 2008 (4 days)

The participation fee of the seminars includes documentation distributed during the seminar, all lunches, dinner on Tuesday, refreshments and the guided walking tour. Accommodation and travel costs are at the expense of the participant or his/her administration.

Hotel reservations

The European Institute of Public Administration will be pleased to make reservations for you at a hotel in Maastricht. We have made a block booking at the following two hotels in Maastricht:

| | | | |
|----------------|------|--|-------------------|
| Hotel Derlon | **** | www.derlon.com | € 122,50 p.p.p.n. |
| Hotel Beaumont | **** | www.beaumont.nl | € 99,62 p.p.p.n. |

All mentioned hotel prices are including breakfast and tourist tax. Should you wish to make use of this possibility, please indicate the name of the hotel and the dates of arrival and departure on the registration form. Payment is to be made directly and personally to the hotel on checking out. Please note that if you register after the closing date, hotel reservations cannot be guaranteed.

Meals

The lunches will be served at the Institute's restaurant and dinner on the Tuesday evening will be at a restaurant in town. Should you require a special menu (e.g. vegetarian, diabetic), please inform the Programme Organiser so that this can be arranged.

Registration

Kindly complete the registration form and return it **before the closing date** mentioned on the registration form to Ms Dorina Claessens, Programme Organiser, European Institute of Public Administration, P.O. Box 1229, NL-6201 BE Maastricht, tel.: +31.43.3296337, fax: +31.43.3296296, e-mail: d.claessens@eipa.eu. You can also submit the online registration form which can be found on the website www.eipa.eu (or click on [February 2008 0830801](#) or [November 2008 0830802](#)).

Your name and address will be part of EIPA's database for our mailing purpose only. If you do not want to be included in our mailing database, please tick the box on the registration form.

Confirmation

Confirmation of registration will be forwarded to participants on receipt of the completed registration form.

Payment

Prior payment is a condition for participation. Please indicate the method of payment on the registration form. In any case, the participant or his/her administration will receive an invoice for the payment of the registration fee. For cancellations received after the date indicated on the registration form we will have to charge an administration fee of € 150 unless a replacement participant is found.

Cancellation policy

EIPA reserves the right to cancel the seminar up to two weeks before the starting date. EIPA accepts no responsibility for any costs incurred (travel, hotel, etc.). For EIPA's cancellation policy, please visit our [website](#) (legal notice).

REGISTRATION FORM

**Basic Introduction to European Public Procurement
for Newcomers to Procurement and/or Non-Procurement Persons**
18 February and 22 September 2008*, Maastricht (NL)

and
Introductory & Practitioners Seminar:
European Public Procurement Rules, Policy and Practice
19-21 February and 23-25 September 2008, Maastricht (NL)

Surname: _____ Title: _____
First name: _____ M / F
Current position: _____
Organisation: _____
Department: _____
Work address: _____
Postal code & town: _____ Country: _____
Tel. no. (work) : _____ Fax no.: _____
E-mail address: _____

Date of Participation: February 2008-Project number: 0830801 September 2008-Project number: 0830802
Closing date: 25 January 2008 Closing date: 29 August 2008
O 19-21 February 2008 (925 EUR) O 23-25 September 2008 (925 EUR)
O 18-21 February 2008 (1200 EUR) O 22-25 September 2008 (1200 EUR)

PAYMENT

Method of payment

Bank transfer

The participants or their administration will receive an invoice for the payment of the registration fee.

Invoice address (if different from the abovementioned address):

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E-mail:

Credit card

(credit card payments are subject to an additional charge of 5% of the total amount of the registration fee).

Visa Card Eurocard/Mastercard American Express Card

Card no.: Expiry date:/.....

Name Card holder: (in case this differs from above)

Address Card holder: (in case this differs from above)

Postal code: Country: (in case this differs from above)

Card Validation Code: (this refers to the last three digits of the number on the BACK of your card)

(Exempt from VAT by virtue of Article 11, para. 1 (o), subpara. 2 of the Dutch Law on VAT of 1968)

HOTEL RESERVATION

Please reserve hotel accommodation for me at : Beaumont **** Derlon****

Date of arrival:

Date of departure:

No. of nights:

No hotel reservation required

MEALS

Lunch 18.02/22.09 will attend will not attend

Lunch 19.02/23.09 will attend will not attend

Dinner 19.02/23.09 will attend will not attend

Lunch 20.02/24.09 will attend will not attend

Lunch 21.02/25.09 will attend will not attend

Vegetarian: YES → Fish allowed: YES NO

As the number of places is limited, please return the completed registration form **before the closing date** to:

Ms Dorina Claessens

Tel.: +31 43 329 63 37

European Institute of Public Administration

Fax: +31 43 329 62 96

P.O. Box 1229, NL-6201 BE MAASTRICHT

E-mail: d.claessens@eipa.eu

Your name and address will be part of EIPA's database for our mailing purpose only.

Please tick if you do not want to be included in our mailing database