Training Course

Value for Money Audit: A Practical Approach to Evaluating Economy, Efficiency and Effectiveness

Warsaw (PL), 19–20 May 2008

Seminar venue:
European Centre for Public Financial Management
EIPA Antenna Warsaw, Reja Street 7
Warsaw, Poland

Organised by the
European Institute of Public Administration
European Centre for Public Financial Management
(EIPA Warsaw)
Wawelska 56, 00-922 Warsaw
www.eipa.eu
info-warsaw@eipa.eu
PROGRAMME

Value for Money Audit:
A Practical Approach to Evaluating Economy, Efficiency and Effectiveness

Objectives:
In the past decades, public audit institutions have increasingly focused not only on auditing public sector financial accounts, but also on scrutinising whether public money has been used economically, efficiently and effectively. In other words, whether public spending is ‘Value for Money’ (VfM). There is, however, no prescribed or one-size-fits-all approach to VfM audit, which makes it a challenging undertaking from a methodological and practical point of view. The purpose of this training course will be to provide delegates with a ‘step by step’ approach that they could use in planning and delivering VFM studies, culminating in how to report findings and secure change most effectively. The course will draw heavily on practical examples and techniques from the VfM work of the UK’s National Audit Office, the world’s leading audit institution in this field, but will also seek to put VFM work (also commonly known as performance audit) into an international context.

Target group:
This training course should be of particular interest to those supreme audit institutions involved in VfM auditing, or those planning to develop this stream of work. It should also be of interest to internal auditors/external auditors, policy makers and public officials in the EU Member States, Candidate Countries and others, and officials of European Institutions.

Description and method:
This two-day event will be run by two experts in VfM audit from the National Audit Office, UK. Dr Elena Bechberger, Research Fellow in the VfM Development Team and Natasha Gavin, currently on secondment as a VfM consultant at the Polish Audit Office, will take delegates through the whole VfM process: from selecting a suitable study topic, to planning the study, identifying the issues and methods, gathering the evidence and reporting the findings in order to ensure your study has maximum impact. Each element of the study ‘cycle’ will be explained through a theoretical presentation, illustrated by real examples, which will be followed by group work. By the end of day two, each group will have designed a study proposal, and thought through the possible findings and impact of their study. The course will be highly interactive, and delegates will be encouraged to share experiences and ask practical questions as much as possible. The workshop will be conducted in English.
MONDAY, 19 MAY 2008

9.15 – 9.45  REGISTRATION

9.45 – 10.00  Welcome
Sławomir Żalogka, Director and Dr Miriam Allam, Project Leader, European Centre for Public Financial Management, European Institute of Public Administration (EIPA), Antenna Warsaw, PL

The training course is run by Natasha Gavin, National Audit Office, UK/Supreme Chamber of Control (Najwyższa Izba Kontroli, NIK), Poland and Dr Elena Bechberger, Research Fellow in the Value for Money Development Team, National Audit Office, UK

10.00 – 11.00  Value for Money: Concept, Context and Definitions
Describes the evolution of Value for Money (VfM) at the National Audit Office (NAO), introduces key definitions and interpretations and illustrates performance audit in an international context.

11.00 – 11.30  Coffee Break

11.30 – 13.00  Selecting Topics and Designing VfM Studies
The first part of this session sets out a practical approach to study topic selection and how the planning for impacts can be incorporated in both topic selection and the planning of individual studies. The second part deals in-depth with the process of designing VfM studies and introduces the concept of ‘issue analysis’ which is applied in a practical group exercise.

13.00 – 14.00  Lunch

14.00 – 15.30  Planning and Managing VfM Studies
This session deals with important issues in planning and managing VfM studies, ranging from the analysis and involvement of relevant stakeholders, the role of expert panels, the identification and minimisation of risks to delivery and quality assurance processes. It concludes with a practical exercise in which teams perform stakeholder and risk analyses.

15.30 – 15.45  Coffee Break

15.45 – 17.15  Doing the Study: Quantitative Techniques
This session introduces some of the most widely used quantitative techniques used in conducting VfM studies: surveys, benchmarking and financial analysis. At the end of the session, participants will incorporate these techniques in their own quantitative study design.

19.00  Dinner at a restaurant in Warsaw
TUESDAY, 20 MAY 2008

9.00 – 10.30  Doing the Study: Qualitative Techniques
This session introduces some of the most widely used qualitative techniques used in conducting VfM studies: focus groups, interviews, case studies and case examples, literature and file review, observation and mystery shopping. At the end of the session, participants will incorporate these techniques in their own qualitative study design.

10.30 – 10.45  Coffee Break

10.45 – 12.15  Reporting your Findings: Producing a Report
Presents a practical approach used in the drafting stage of VfM reports, the so-called ‘dinner party process’, and outlines issues to consider when publishing the report. The second part of the session deals with ways to ensure that VfM reports achieve their intended impacts, focusing on both the content as well as the presentation and format of outputs. The session concludes with a practical exercise in which teams attempt to anticipate study findings and recommendations, and consider some potential VfM study outputs.

12.15 – 13.15  Lunch

13.15 – 14.45  Group Presentations
The teams present the results of their previous VfM study group exercises.

14.45 – 15.00  Concluding remarks and evaluation of the workshop
**Programme**
The workshop will commence on Monday 19 May at 09.45 and finish on Tuesday 20 May at 15.00.

**Seminar venue**
The workshop will take place in the Conference Room at the European Institute of Public Administration – European Centre for Public Financial Management, Reja 7 Street in Warsaw, tel.: +48 22 570 84 00, fax: +48 22 570 84 07.

**Working language**
The workshop will be conducted in English.

**Fee**
The participation fee is €590 and includes documentation, two lunches, one dinner and refreshments. Accommodation and travel costs are at the expense of the participants or their administration. Please note that the pre-payment of the fee is a requirement. You are kindly asked to cover the bank charges associated with the money transfer. Please note that cheques will not be accepted as a method of payment. 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.

**Hotel reservations**
The European Institute of Public Administration, EIPA Warsaw, will be happy to make reservations for you (a special EIPA rate) at the Hyatt Regency Warsaw Hotel ***** (www.warsaw.regency.hyatt.com), 23 Belwederska Avenue, Warsaw, at a cost of €113 p.p.p.n. (incl. breakfast & VAT). Please note that the Hyatt Hotel offers persons accompanying the participant the option of free accommodation (incl. breakfast). Should you wish to make use of this possibility, please indicate this on the registration form, together with the arrival and departure dates. Please note that if you register after 28 April, hotel reservations cannot be guaranteed. Please also note that the Hyatt Hotel is approximately 40min by bus and 25min by taxi away from the seminar venue. The following hotels are within 15-35min walking distance from the seminar venue: Kyriad Prestige Hotel*** (http://www.campanile.com.pl/waw_kp_eng.html), Novotel Warszawa Centrum**** (http://www.accorhotels.com) or InterContinental Hotel ***** (http://www.warsaw.intercontinental.com). Reservations for these hotels should be made by participants themselves.

**Meals**
The lunches will be served in the EIPA-ECPFM premises and a dinner at a Warsaw restaurant. Should you require a special menu (e.g. vegetarian), please inform the Programme Organiser so that it can be arranged.

**Registration**
Kindly complete the registration form and return it before **05 May 2008** to Ms Katarzyna Minda, Programme Organiser, European Institute of Public Administration, EIPA Warsaw, Wawelska 56; 00-922 Warsaw, Poland, tel.: +48 22 570 84 00, fax: +48 22 570 84 07, e-mail: k.minda@eipa.eu
You can also submit the online registration form, which can be found on EIPA’s website: http://www.eipa.nl/en/tbl_eipa_antennae/show/&tid=146. 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 in the registration form.

**Confirmation**
Confirmation of registration will be forwarded to participants on receipt of the completed registration form. Please do not make any travel arrangements until you have received the confirmation.

**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 www.eipa.eu (legal notice)
REGISTRATION FORM

Training course
Value for Money Audit:
A Practical Approach to Evaluating Economy, Efficiency and Effectiveness
Warsaw (PL), 19-20 May 2008

Surname: _______________________________________________________________________
Title: ___________________________ M / F
First name: _____________________________________________________________________
Current position: ___________________________________________________________________
Organisation: _____________________________________________________________________
Department: _____________________________________________________________________
Work address: _____________________________________________________________________
Postal code & town: ____________________________ Country: ______________
NIP (for Polish participants only): ________________________________________________
Tel. no. (work): ______________________ Fax no.: ________________________________
E-mail address: __________________________________________________________________

Closing date: 5 May 2008 - Proj. no.: 0880902     This seminar will be held in English

PAYMENT
The participation fee includes participation in the seminar, € 590
documentation, two lunches, one dinner and beverages

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
☐ Visa Card ☐ Eurocard/Mastercard ☐ American Express Card
Card no.: ........................................................... Expiry date: ......./....... (in case this differs from above)
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)

Note: Pre-payment is a condition for participation.

HOTEL RESERVATION
☐ Please reserve hotel accommodation for me at the Hyatt Regency Hotel *****
Arrival date:......................................................Departure date:.....................................................
☐ I have made a hotel reservation by myself

MEALS
Lunch Day 1 ☐ will attend ☐ will not attend Dinner ☐ will attend ☐ will not attend
Lunch Day 2 ☐ will attend ☐ will not attend Vegetarian ☐ yes → fish allowed ☐ yes ☐ no

Please return the completed registration form before 05 May 2008 to:
Ms Katarzyna Minda Tel.: +48 22 570 84 00
European Institute of Public Administration Fax: +48 22 570 84 07
EIPA Antenna Warsaw, Wawelska 56, 00-922 Warsaw, Poland E-mail: warsaw_secretariat@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