



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

Maastricht (NL)  
16 February 2009\*  
28 September 2009\*

**and**

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

Maastricht (NL)  
17 - 19 February 2009  
29 September - 1 October 2009

Organised by the  
European Institute of Public Administration (EIPA)

*\*16 February and 28 September 2009: 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  
T +31 43 329 63 37 - F 31 43 329 62 96 - E [d.claessens@eipa.eu](mailto:d.claessens@eipa.eu)

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## OBJECTIVES / TARGET GROUP

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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 17 - 19 February and 29 September - 1 October 2009.

Prior to the seminars, EIPA will provide a basic introduction to European Public Procurement for newcomers to procurement or non-procurement persons on 16 February and 28 September 2009. 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.

***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 candidate 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.

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## PROVISIONAL PROGRAMME

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### *Basic Introduction to European Public Procurement*

#### **Monday 16 February / 28 September 2009**

- 09.30     **Welcome; Objectives of the Seminar**  
*Rita Beuter*, Senior Expert, Unit European Policies, EIPA, Maastricht (NL)  
*Maarten Rooderkerk*, EurAssist - European Consultants, European Legislation Specialists, Rijnsburg (NL)
- 10.00     **European Public Procurement**  
*Rita Beuter*
- 11.30     Coffee break
- 12.00     **Public Procurement Rules and Practice in the EU**  
*Maarten Rooderkerk*
- 13.15     Lunch
- 14.30     **Public Procurement Rules and Practice in the EU (continued)**  
*Maarten Rooderkerk*
- 15.45     Coffee break
- 16.15     **Practical Exercises: Filling in Notices, Using the CPV, etc.**  
*Maarten Rooderkerk*  
*Liisa Zander*, Researcher, Unit European Policies, EIPA, Maastricht (NL)
- 17.45     Evaluation of the seminar and end of day

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

**Tuesday 17 February / 29 September 2009**

- 09.15*      **Welcome; Objectives of the Seminar**  
*Rita Beuter*, Senior Expert, European Policies, EIPA, Maastricht (NL)
- 09.45*      **The Public Sector Directive 2004/18/EC**  
*Rita Beuter*
- 11.15*      Coffee break
- 11.45*      **EC Rules and Case Law**  
*Velia M. Leone*, Director, Leone & Associati Studio Legale, Rome and Milan (IT)
- 13.00*      Lunch
- 14.30*      **EC Rules and Case Law (continued)**  
*Velia M. Leone*
- 15.45*      Coffee break
- 16.15*      **The Utilities Directive 2004/17/EC and Case Law**  
*Martin Oder*, Partner, Haslinger / Nagele & Partner Law Firm, Vienna (AT)
- 17.30*      Guided tour of Maastricht  
(Approximately 1½ hour)
- 20.00*      Dinner at a local restaurant

**Wednesday 18 February / 30 September 2009**

- 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*, Senior Lecturer, Unit European Policies, EIPA, Maastricht (NL)
- 12.15      **The European Approach to Concessions and Public Private Partnerships**  
*Michael Burnett*, Senior Lecturer, Unit Public Management and Comparative  
Public Administration, EIPA, Maastricht (NL)
- 13.30      Lunch
- 15.00      **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 19 February / 1 October 2009**

- 09.15      **The Procurement Process – The Practice** (*continued*)  
*Gareth Jones*
- 11.00      Coffee break
- 11.30      **Working Groups: The Procurement Process - Cases**  
*Gareth Jones*
- 12.30      Reporting from Working Groups
- 13.30      Evaluation of the Seminar
- 13.45      Lunch
- 15.00      End of seminar

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## GENERAL INFORMATION

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### ***Programme***

The Basic Introduction will commence on Monday 16 February and 28 September 2009 at 09.30.

The Introductory and Practitioners Seminar will commence on Tuesday 17 February / 29 September 2009 at 09.15 and will finish on Thursday 19 February / 1 October 2009 at 15.00.

### ***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, 6211 HE Maastricht (NL), T +31 43 329 62 22, F +31 43 329 62 96.

### ***Working language***

The seminar will be conducted in English.

### ***Fee***

€ 1050 : Participation in the seminar on 17 - 19 February / 29 Sept - 1 Oct 2009 (3 days)

€ 1400 : Participation in the seminar on 16 - 19 February / 28 Sept - 1 Oct 2009 (4 days)

The participation fee of the seminar 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.

EIPA offers its members a reduction of 10% of the registration fee. This reduction is available to all civil servants working for one of EIPA's member countries (i.e. AT, BE, BG, CY, CZ, DK, EE, FI, FR, DE, GR, HU, IE, IT, LT, LU, MT, NL, PL, PT, ES, SE, UK).

Officials of EU Institutions, bodies and Agencies which have signed a framework contract under LOT 8 are entitled to a 20% discount.

For more information, please visit [EIPA's website](http://www.eipa.eu) (www.eipa.eu → FAQ-special discounts).

### ***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	****	<a href="http://www.derlon.nl">www.derlon.nl</a>	+/- € 125,00 p.p.p.n.
Hotel Beaumont	****	<a href="http://www.beaumont.nl">www.beaumont.nl</a>	+/- € 99,77 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, 6201 BE Maastricht (NL), T +31 43 329 63 37, F +31 43 329 62 96, E [d.claessens@eipa.eu](mailto:d.claessens@eipa.eu). You can also submit the online registration form which can be found on [EIPA's web site](http://www.eipa.eu) (www.eipa.eu → training & research).

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

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 2009**-Project number: **0930801**      **Sept / Oct 2009**-Project number: **0930802**  
**Closing date: 30 January 2009**      **Closing date: 12 September 2009**  
 17 - 19 February 2009 (1050 €)       29 Sept - 1 Oct 2009 (1050 €)  
 16 - 19 February 2009 (1400 €)       28 Sept - 1 Oct 2009 (1400 €)

*Discount (Please check first the conditions at [www.eipa.eu](http://www.eipa.eu) (FAQ – special discounts))* discount

**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):*

.....  
 .....  
*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 16.02/28.09  will attend  will not attend

Lunch 18.02/30.09  will attend  will not attend

Lunch 17.02/29.09  will attend  will not attend

Lunch 19.02/01.10  will attend  will not attend

Dinner 17.02/29.09  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

T +31 43 329 63 37

European Institute of Public Administration

F +31 43 329 62 96

P.O. Box 1229, 6201 BE MAASTRICHT

E [d.claessens@eipa.eu](mailto: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 informed about our Procurement and PPP activities in the future