



Seminar

Basic Introduction to European Public Procurement for Newcomers to Procurement and/or Non-Procurement Persons Maastricht (NL), 22 February and 21 September 2010

and

Introductory & Practitioners Seminar: **European Public Procurement Rules, Policy and Practice** Maastricht (NL), 23 - 25 February and 22 - 24 September 2010



INTRODUCTION

The European Institute of Public Administration (EIPA) is organising an Introductory & Practitioners Seminar on "European Public Procurement Rules, Policy and Practice" which will take place at EIPA in Maastricht (NL) on 23 - 25 February and 22 - 24 September 2010.

Prior to the seminar, EIPA will provide a basic introduction to European Public Procurement for newcomers to procurement or non-procurement persons on 22 February and 21 September 2010.

Target group:

The seminar is intended for public officials from national, sub-national and local authorities and other public bodies from 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.

Description:

The seminar will cover the principles and procedures of European public procurement policy, focusing on the Public Procurement Directives, relevant case law and the enforcement of the procurement regime. It will address international aspects of and new initiatives in the Community's procurement policy.

Method:

A mixture of presentations, discussions and cases concerning actual procurement practice to be discussed in working groups.

Objectives:

The primary aim of this Introductory & Practitioners' seminar 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 seminar will also include an interactive workshop with specific cases. Most importantly, the seminar will offer an excellent platform for participants to exchange experiences and concerns in dealing with public procurement.

The seminar will be conducted in English.

learning & development

consultancy

research

PROVISIONAL PROGRAMME

Basic Introduction to European Public Procurement

■ Monday 22 February / Tuesday 21 September 2010

- 09.30 Welcome; Objectives of the Seminar**
Rita Beuter, Senior Expert, European Policies, EIPA, Maastricht (NL)
- 09.45 European Public Procurement and MCQ**
Rita Beuter
- 11.00 Coffee break
- 11.30 European Public Procurement (continued)**
Rita Beuter
- 12.00 Public Procurement Rules and Practice in the EU**
Maarten Rooderkerk, EurAssist - European Consultants, European Legislation Specialists, Rijnsburg (NL)
- 13.00 Lunch
- 14.15 Public Procurement Rules and Practice in the EU (continued) and Practical Exercise**
Maarten Rooderkerk
- 15.45 Coffee break
- 16.15 Public Procurement Rules and Practice in the EU (continued)**
Maarten Rooderkerk
- 16.45 Recent Developments in European Public Procurement and MCQ**
Rita Beuter
- 17.45 Evaluation of the seminar and end of the day

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

■ Tuesday 23 February / Wednesday 22 September 2010

- 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
- 16.00 Coffee break
- 16.30 The Utilities Directive 2004/17/EC and Case Law**
Martin Oder, Partner, Haslinger / Nagele & Partner Law Firm, Vienna (AT)
- 17.45 Guided tour of Maastricht
- 20.00 Dinner at a local restaurant

■ Wednesday 24 February / Thursday 23 September 2010

- 09.15 Remedies Directives and Case Law**
Martin Oder
- 10.45 Coffee break
- 11.15 The European Approach to Concessions and Public Private Partnerships**
Michael Burnett, Expert, European Public Management, EIPA, Maastricht (NL)
- 12.30 Lunch
- 14.00 Environmental Considerations in Procurement**
Martin Unfried, Expert, European Policies, EIPA, Maastricht (NL)
- 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 the day

■ Thursday 25 February / Friday 24 September 2010

- 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 the seminar

GENERAL INFORMATION

Programme

The Basic Introduction will commence on Monday 22 February / Tuesday 21 September 2010 at 09.30. The Introductory and Practitioners Seminar will commence on Tuesday 23 February / Wednesday 22 September 2010 at 09.15 and will finish on Thursday 25 February / Friday 24 September 2010 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 23 Feb - 25 Feb / 22 Sep - 24 Sep 2010 (3 days)

€ 1400: Participation in the seminar on 22 Feb - 25 Feb / 21 Sep - 24 Sep 2010 (4 days)

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

10% Special discount for civil servants

EIPA offers its members a discount of 10% of the tuition fee for this seminar. This discount is available to all civil servants working for one of EIPA's member countries.

20% Lot 8 discount for EU officials

Officials of EU Institutions, bodies and Agencies which have signed a framework contract under LOT 8 are entitled to a 20% discount. This applies to officials coming from the following EU Institutions: European Commission, European Parliament, Committee of the Regions, Council of the European Union, European Economic and Social Committee; European Agencies: Translation Centre (CDT), European Centre for the Development of Vocational Training (Cedefop), Education, Audiovisual and Culture Executive Agency (EACEA), European Agency for Reconstruction (EAR), European Environment Agency (EEA), European Food Safety Agency (EFSA), European Monitoring Centre for Drugs and Drug Addiction (EMCDDA), European Medicines Agency (EMA), European Railway Agency (ERA), European Training Foundation (ETF), European Union Agency for Fundamental Rights (FRA), Executive Agency for Competitiveness and Innovation (EACI), European Agency for Safety and Health at Work (OSHA). Other EU agencies not listed above may benefit from this discount through DG ADMIN, European Commission.

For more information, please visit EIPA's website: 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****

www.derlon.nl, +/- € 130,00 p.p.p.n.*

Hotel Beaumont****

www.beaumont.nl, +/- € 105,00 p.p.p.n.*

*the exact corporate rates for 2010 are not yet available

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. The dinner 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 of registration (see 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. You can also submit the online registration form which can be found on www.eipa.eu.

Your name and address will be part of EIPA's database for our mailing purpose only. If you do not want to be informed about our Procurement and PPP activities in the future, 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 closing date of registration 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 and
European Public Procurement Rules, Policy and Practice

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

Date of Participation: February 2010-Project number: 1030801

Closing date: 5 February 2010

23 - 25 February 2010 (1050 €)

22 - 25 February 2010 (1400 €)

September 2010-Project number: 1030802

Closing date: 3 September 2010

22 - 24 September 2010 (1050 €)

21 - 24 September 2010 (1400 €)

Discount (Please check first the conditions at 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

American Express Card Eurocard/Mastercard Visa 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: (the last three digits 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 Hotel Beaumont

Derlon

Date of arrival:

Date of departure:

No hotel reservation required.

No. of nights:

MEALS

Dietary wishes (vegetarian / halal / lactose-free etc.) :

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

Ms Dorina Claessens

European Institute of Public Administration, 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



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