

# Competitive Dialogue Master Class

Maastricht (NL), 21-22 October 2010



European Institute of Public Administration  
Institut européen d'administration publique



## Introduction

### **The challenge of Competitive Dialogue**

Competitive Dialogue was created by the 2004 Public Procurement Directives as a new and more flexible solution for public authorities wanting to award contracts for complex infrastructure projects and is now firmly established in Europe as a means of awarding public contracts, with more than 3000 award procedures launched.

But it raises many practical questions about its effective implementation eg Is Competitive Dialogue a better procurement route than the Restricted Procedure or the Negotiated Procedure? When can Competitive Dialogue be used? What does the public sector need to do to plan the effective use of Competitive Dialogue? How can the public sector best use the flexibility which the procedure provides?

Experience so far shows that not all methods of using it have proved to be equally effective in promoting value for money for the public sector and objective advice for public sector decision makers on when and how to use Competitive Dialogue effectively is hard to find.

By coming to EIPA's Competitive Dialogue you will have the opportunity to get advice on the issues facing you from our experts and to share the experience of others in the public sector also addressing them.

### **What are Master Classes?**

Master Classes are intended for public officials who already have a good understanding of public procurement issues but want to improve their knowledge and skills on how to implement the Competitive Dialogue procedure.

An innovative feature of this event is that participants will be expected to introduce, for discussion, cases on which they are currently working. Participants will therefore be required first to send, in advance, a summary of the case they wish to present and, second, to treat all material and information obtained during the Master Class confidentially (cases submitted by participants will not be circulated outside EIPA).

The number of participants will be limited to a maximum of 15 so as to facilitate discussion and maximise learning effects. EIPA will operate a policy of first-come-first-serve. Please send your registration and case/question form as soon as possible.

The working language will be English.

# Introduction / Programme

## Why Master Classes?

- Expert analysis. Cases will be critically and extensively examined
- Practical skills. The aim of the Master Class is to impart knowledge that is directly useful in the everyday work of public officials
- Small size. The number of participants will be limited, enabling extensive interaction.
- Personal attention. The small number of participants will guarantee that they will have ample opportunity to discuss issues of concern to them
- Best practice. Participants will learn from each other about problems encountered as well as solutions adopted by public authorities implementing procurement using Competitive Dialogue in different EU Member States.

## Who should attend?

Attendance at this Master Class is restricted to public sector participants only. This includes policy makers and public officials

from national and sub-national administrations and contracting authorities (including academic institutions) in EU Member States, candidate countries and beyond, from European institutions and organisations and from international organisations based in the EU.

## Master Class Leaders

The Master Class will be run by Michael Burnett, a Chartered Accountant and Director of EIPA's European PPP Forum, and Martin Oder, a partner in Haslinger Nagele and Partners Law Firm, Vienna, Austria. They have extensive experience in advising on public procurement and PPP schemes and are the authors of EIPA's recently published book "Competitive Dialogue – A Practical Guide".

## Programme Organiser

*Ms Belinda Vetter*

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## THURSDAY 21 OCTOBER 2010

- 09.00 **Welcome and introduction to the aim and method of the Master Class**
- 09.15 **Competitive Dialogue – The legal framework**  
This session will present the key aspects of the legal framework for the use of Competitive Dialogue and its relationship to other available procurement procedures
- 10.30 Coffee break
- 11.00 **Competitive Dialogue – Latest trends and key operational issues**  
This session will present the latest trends in the use of Competitive Dialogue and identify difficult issues in planning and implementing Competitive Dialogue and approaches to dealing with them
- 12.15 Lunch
- 13.45 **Working groups – Case assessment**  
Participants will be divided into smaller groups. Each group will be given the issues submitted by all the participants in their group for discussion
- 15.00 Coffee break
- 15.30 **Plenary session – Presentation of cases (Part 1)**  
Individual participants will present their cases and their conclusions based on the discussion in their working groups, answer questions and respond to comments from other participants and from the Master Class leaders
- 17.30 **End of the first day**
- 20.00 Dinner

## FRIDAY 22 OCTOBER 2010

- 09.00 **Plenary session – Presentation of cases (Part 2)**  
Individual participants will continue to present their cases and their conclusions based on the discussion in their working groups, answer questions and respond to comments from other participants and from the Master Class leaders
- 11.00 Coffee break
- 11.30 **Plenary session – Presentation of cases (Part 3)**  
Individual participants will continue to present their cases and their conclusions based on the discussion in their working groups, answer questions and respond to comments from other participants and from the Master Class leaders.
- 13.30 **Summary by Master Class leaders**
- 13.45 **Evaluation and end of the Master Class**
- 14.00 Lunch

# General Information

## Programme

The programme will commence on Thursday 21 October 2010 at 09.00 hrs and finish with a lunch on Friday 22 October at 14.00 hrs.

## Master Class venue

The Master Class will take place at the European Institute of Public Administration, O.L. Vrouweplein 22, NL-6211 HE Maastricht, tel.: +31.43.3296222, fax: +31.43.3296296.

## Working language

The Master Class will be conducted in English.

## Fee

The participation fee is € 1350 and includes documentation, 2 lunches, 1 dinner and refreshments.

Participants will also receive a copy of our book "Competitive Dialogue – A Practical Guide", published by EIPA in January 2010.

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, CY, CZ, DK, EE, FI, FR, DE, GR, HU, IE, IT, LT, LU, MT, NL, PL, PT, ES, SE, UK) as well as civil servants working for an EU institution or agency. If you are eligible for a discount, please tick the box in the registration form. Please note that reductions cannot be accumulated. For more information, please visit EIPA's website: [www.eipa.eu](http://www.eipa.eu) (FAQ-special discounts).

Accommodation and travel costs are at the expense of the participants or their 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 Townhouse Hotel Maastricht, at a rate of € 83,50 p.p.n. (incl. champagne breakfast and tourist tax). Should you wish to make use of this possibility, please indicate 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. Should you require a special menu (e.g. vegetarian, diabetic), please inform the Programme Organiser so that this can be arranged. A dinner will be organised for the participants on Thursday 21 October 2010.

## Registration

Kindly complete the registration form and return it before 7 October 2010 to Ms Belinda Vetter, Programme Organiser, European Institute of Public Administration, P.O. Box 1229, NL-6201 BE Maastricht, tel.: +31.43.3296382, fax: +31.43.3296296, e-mail: [b.vetter@eipa.eu](mailto:b.vetter@eipa.eu). You can also submit the online registration form which can be found on EIPA's web site: <http://www.eipa.eu> (seminars). Since the number of participants is strictly limited to 15, please submit your registration, the required question form and the case form, duly completed, as soon as possible. EIPA operates a system of first-come-first-serve. Registration forms without completed question form and case form will not be taken into consideration.

## 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 2 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](http://www.eipa.eu) (legal notice)



# Registration Form

## Competitive Dialogue Master Class

Maastricht (NL), 21-22 October 2010

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

### Payment / p:1024203

The registration fee includes participation in the Master Class, documentation, a free copy of the book "Competitive Dialogue – A Practical Guide", lunches as indicated, 1 dinner and beverages

€ 1350

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

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 Townhouse Hotel Maastricht

Date of arrival: ..... Date of departure: ..... No. of nights: .....

No hotel reservation required.

### MEALS

Lunch on 21 Oct.:  will attend  will not attend      Lunch on 22 Oct.:  will attend  will not attend

Dinner on 21 Oct.:  will attend  will not attend

Vegetarian:  yes → Fish allowed:  yes  no      Other dietary requirements: .....

As the number of places is limited, please return the completed registration form before 7 October 2010 to:

Ms Belinda Vetter, European Institute of Public Administration, P.O. Box 1229, NL-6201 BE Maastricht,

tel.: +31.43.3296 382, fax: +31.43.3296 296, e-mail: [b.vetter@eipa.eu](mailto:b.vetter@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.