

Performance Budgeting: Practical Aspects of the Planning, Implementation and Monitoring Process

Warsaw (PL), 17-18 June 2010



European Institute of Public Administration
European Centre for Public Financial Management

Seminar venue

Zielna Conference Centre
Zielna Street 37
00-108 Warsaw, Poland



Introduction

Objectives

Performance budgeting has been on the agenda of public budget management for the past few decades. Since the 1990s, it has become a top priority for budgeting reforms in advanced as well as developing and transition countries. This workshop will discuss the trends in result-oriented budgeting and will use case studies to illustrate past experience and the future outlook for performance budgeting. The workshop will be led by experienced practitioners who are involved in the day-to-day business of performance budgeting. In style, the workshop will be practical, interactive and problem-solving oriented. The objective of this practitioner's workshop is threefold:

- to provide the participants with a knowledge of performance budgeting and practical aspects of its planning, implementation, and monitoring process;
- to discuss the role of performance budgeting in the public finance sector;
- to share practical experience regarding performance budgeting in public finance in the context of the EU integration process.

Target group

This training course should be of particular interest to those involved in implementing performance budgeting: policy makers and public officials in the EU Member States, Candidate Countries and others. It should also be of interest to officials of European Institutions.

Description

Given the comprehensive nature of this topic and the challenges associated with performance budgeting, this will be a unique event

to discuss the current trends and efforts to plan and implement performance-based budgeting. Dr Jacek Tomkiewicz from EIPA Warsaw will provide a thorough overview of the concepts of performance budgeting and present case studies drawn from OECD countries. Together with dr Krzysztof Pakoński he will also chair the group work on practical aspects of performance budgeting; ranging from reform planning to setting output/outcome objectives and targets. Veronika Meszarits, Assistant to the Director General at the Budget Directorate in the Austrian Federal Ministry of Finance will then present her first-hand experience of performance budgeting and discuss the Austrian approach to budget reform. Krzysztof Pakoński, General Auditor and former deputy Mayor in Krakow, will close the course with a presentation on task-based budgeting in the City of Krakow, followed by a workshop on planning budgetary tasks. The course will be highly interactive, and delegates will be encouraged to share experiences and ask practical questions as much as possible.

Method

This two-day training course will use a mixture of presentations, exercises and group work to transfer knowledge and to facilitate the process of sharing experiences and mutual learning. Each presentation will include a Q&A session where the participants can raise issues of particular interest to themselves. Participants will also work in groups on case studies to illustrate the practical issues involved in the process of performance budgeting. The participants will be provided with guidance on how to keep their knowledge and skills regarding the relevant issues up to date. The training course will be conducted in English.

Programme

THURSDAY 17 JUNE 2010

- 9.00 – 9.15 **REGISTRATION**
- 9.15 – 9.30 **Welcome address**
Sławomir Żalobka, Director, European Centre for Public Financial Management, European Institute of Public Administration (EIPA), Antenna Warsaw, PL
- 09.30 – 9.45 **Introduction to the seminar**
Karolina Sobieraj, European Centre for Public Financial Management, European Institute of Public Administration (EIPA), Antenna Warsaw, PL
- 9.45 – 11.00 **Performance budgeting (PB): definitions, context and concept**
Dr Jacek Tomkiewicz, European Centre for Public Financial Management, European Institute of Public Administration (EIPA), Antenna Warsaw, PL
- What is the theoretical model that underlies performance budgeting?
 - What are the main advantages of PB? Where are the bottlenecks?
- 11.00 – 11.15 Coffee break
- 11.15 – 12.30 **The performance budget statement: preparation and formulation**
Dr Jacek Tomkiewicz, EIPA Warsaw
- What information should be included in a performance budget statement?
 - What are the quality criteria with which the budget statement needs to comply?
 - What are the do's & don'ts in the preparation of the performance budget?
- 12.30 – 13.30 Lunch
- 13.30 – 14.45 **Performance budgeting: international experiences**
Dr Katarzyna Stabryła, Krakow School of Economics, PL
- What are the variations in the implementation of PB across countries?
 - The case of Poland and good practice advise
- 14.45 – 15.00 Coffee break
- 15.00 – 16.15 **Workshop on the performance budget statement**
Facilitated by Dr Jacek Tomkiewicz and Dr Katarzyna Stabryła. Group work on the preparation and formulation of the performance budget statement

- 16.15 – 17.00 **How to ensure that value for money really happens: from control to performance auditing**
Dr Jacek Tomkiewicz, EIPA Warsaw, PL
- 3 E's Principles: Economy, Efficiency and Effectiveness
 - Auditing principles and performance auditing
 - How does performance auditing relate to performance measurement and programme evaluation?
- 17.00 - 18.00 Reception for the participants

FRIDAY 18 JUNE 2010

- 9.45 – 10.45 **The development of performance budgeting in Austria**
Veronika Meszarits, Assistant to the Director General/Advisor Budget Reform, Budget Directorate, Austrian Federal Ministry of Finance, AU
- Performance budgeting as part of the general comprehensive budget reform
 - The Austrian approach to performance budgeting
 - Challenges and benefits of performance budgeting in Austria
- 10.45 – 11.00 Coffee break
- 11.00 – 12.15 **Development of performance budgeting in the City of Krakow, Poland**
Dr Krzysztof Pakoński, CIA, General Auditor (Internal Audit), Consultant on Local Government Finance and Management at the City of Krakow and former Deputy Mayor in Krakow, PL
- Practical aspects of the planning, implementation and monitoring process of PB in the city of Krakow
 - Opportunities and challenges of PB work
- 12.15 – 13.30 **Workshop on planning budgetary tasks**
Dr Krzysztof Pakoński
Group work on planning budgetary tasks
- Conclusions and evaluation of seminar**
- 13.30 Lunch
- End of the seminar**

General Information

Programme

The seminar will commence on Thursday 17 June at 09.15 and finish on Friday 18 June at 13.30.

Seminar Venue

The seminar will take place in the Zielna Conference Centre – Zielna 37 Street, in Warsaw.

Working Language

The seminar will be conducted in English.

Fee

The participation fee is € 690 and includes a set of training material, two lunches, reception and refreshments. Accommodation and travel costs are at the expense of the participants or their administration.

Please note that 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 (at a special EIPA rate) at the Novotel Warszawa Centrum**** (<http://www.novotel.com>), 94/98 Marszalkowska Street, Warsaw, at a cost of PLN 350 (around €85, depending on the daily exchange rate; incl. breakfast, VAT and free internet connection). Please note that if you register after 4 June 2010, hotel reservations cannot be guaranteed. The Novotel Centrum is about 10 minutes walk from the seminar venue. The following hotels are within 10-15 min. walking distance from the seminar venue:

Hotel Metropol *** <http://www.hotelmetropol.com.pl>

Hotel Polonia Palace ****

<http://www.poloniapalace.com/?pid=196>

Hotel Marriott ***** <http://www.marriott.com/hotels/travel/wawpl-warsaw-marriott-hotel>

Reservations for these hotels should be made by participants themselves.

Meals

The lunches and reception will be served at the Zielna Conference Centre. 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 4 June 2010 to Ms Karolina Sobieraj, Programme Organiser, European Institute of Public Administration, EIPA Warsaw, Zielna 37, 00-108 Warsaw, Poland, tel.: +48 22 570 84 13, fax: +48 22 570 84 07, e-mail: k.sobieraj@eipa.eu or warsaw_secretariat@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 wish 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. 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

Performance Budgeting: Practical Aspects of the Planning, Implementation and Monitoring Process Warsaw (PL), 17-18 June 2010

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

Closing date: 4 June 2010 - Proj. no.: 1080602 This seminar will be held in English

Payment

The participation fee includes participation in the seminar, training material, two lunches, reception and beverages
Discount of 10% (Please check first the conditions at www.eipa.eu (FAQ – special discounts))

€ 690

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):

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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)

Note: Pre-payment is a condition for participation.

HOTEL RESERVATION

Please reserve hotel accommodation for me at the Novotel Warsaw Hotel ****

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

MEALS

Lunch day 1: will attend will not attend Lunch day 2: will attend will not attend

Reception: will attend will not attend

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

Please return the completed registration form before 4 June 2010 to:

Ms Karolina Sobieraj

Tel.: +48 22 570 84 00

European Institute of Public Administration

Fax: +48 22 570 84 07

EIPA Antenna Warsaw, Zielna 37, 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.