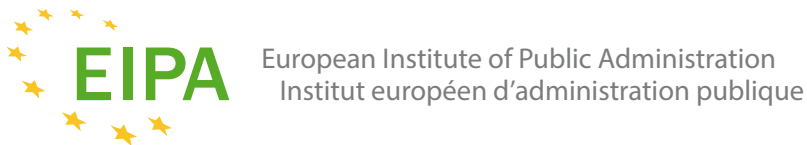


# Contract Management for Complex Procurement Contracts – What to Do and How to Do it

Maastricht (NL), 9-10 October 2017



Accredited by  
*Koninklijke Nederlandse  
Beroepsorganisatie van  
Accountants (NBA)*



Erasmus+

[www.eipa.eu](http://www.eipa.eu)

## What is this course about?

Because procurement processes for complex public procurement contracts are often lengthy and resource-intensive for an awarding body and conducted to tight deadlines, it is very easy for the pressures of the procurement process and sense of achievement at a successful contract award to lead to neglect of the contract management process. Good planning and selection can thus be undermined by lack of attention to contract management.

This workshop will focus on what to do to create an effective contract management framework for complex public procurement contracts and how to implement it in practice, including:

- What awarding bodies should do while awarding a contract so that they can manage it effectively in the contract execution phase and how they should do it.
- What awarding bodies should do during the contract execution phase to manage the contract effectively and how they should do it.
- What resources, powers and skills are needed in the contract management team.
- The impact of the rules on modification of contracts in the EU Public Procurement Directives (Directive 2014/24/EU, Directive 2014/25/EU and Directive 2014/23/EU) on contract management in practice.

It uses presentations, case studies and examples of leading edge practice to enable you to manage awarded contracts effectively and will allow time for you to discuss specific issues arising in contracts that you are currently managing.

The workshop will be conducted in English

## How will it help you?

Value for money in complex public procurement contracts (including PPP) starts with an effective transparent and competitive procurement process to achieve value for money in the award of the contract. But, following the award of the contract, effective contract management is also needed to ensure that procured value for money becomes realised value for money in the contract execution phase. This workshop sets out what needs to be done by awarding bodies to be able to manage awarded contracts effectively both while awarding contracts and in the contract execution phase and how they should do it.

## Who will benefit most?

The workshop is intended for officials from national and sub-national authorities and other public bodies in EU Member States and candidate countries, and also from EU institutions and agencies, who are responsible for the management of complex procurement contracts. It should also be of value to auditors, private sector providers, professional advisers and academics.

# Programme

## MONDAY 9 OCTOBER 2017

- 14.00 **Welcome and introduction to the workshop**  
*Michael Burnett*, Expert, European Public Management, EIPA, Maastricht (NL)
- 14.15 **Contract management: what it is and why it matters**  
*Michael Burnett*
- 15.00 Coffee break
- 15.30 **Managing public contracts in practice: key tasks and main challenges**  
*Michael Burnett*
- 16.30 **Introduction to the rules on modification of contracts in the Public Procurement Directives and their impact on managing contract change**  
*Michael Burnett*
- 17.00 **End of day one**

## TUESDAY 10 OCTOBER 2017

- 09.15 **Presentation of cases and examples by participants**  
Participants will have the opportunity to present their individual cases, answer immediate questions and respond to comments from other participants and the workshop leaders  
*Michael Burnett*
- 10.00 **Managing public contracts in practice: latest trends and examples**  
*Martin Darcy*, International Infrastructure/PPP Expert and World Bank Project Consultant, Manchester (UK)
- 11.00 Coffee break
- 11.15 **Managing public contracts in practice: latest trends and examples**  
(continued)
- 13.00 Lunch
- 14.15 **Managing public contracts in practice: latest trends and examples** (continued)
- 15.00 Coffee break
- 15.15 **Managing public contracts in practice: latest trends and examples** (continued)
- 16.30 **Summary and conclusions**  
*Michael Burnett and Martin Darcy*
- 16.45 **End of workshop**

## EXPERTS

### **Project Leader and EIPA PPP Expert - Michael Burnett**

The workshop will be led by Michael Burnett, a UK Chartered Accountant, who has led EIPA's activities in PPP, concessions and contract management for the past twelve years and has more than 20 years of experience in PPP, public procurement, public financial management and contract management.

### **International Infrastructure/PPP Expert - Martin Darcy**

Martin is an internationally recognised expert in PPP, public sector infrastructure investment and public procurement, with experience both in the public sector and private sector, including project managing start to finish successful PPP transactions. His experience includes spending almost three years as an adviser to the UK Treasury on PPP, during which time he developed the first PPP contract management course for the UK government's Civil Service College. He has also had extensive experience of advising on infrastructure projects across the world, including in Europe, Asia and Africa, and is currently a member of the World Bank's expert roster for PPP and Public Investment Management (PIM) framework development.

# General Information

## Programme

The programme will start on Monday 9 October at 14.00 and end at 16.45 on Tuesday 10 October.

## Seminar venue

European Institute of Public Administration (EIPA)  
O.L. Vrouweplein 22  
6211 HE Maastricht  
the Netherlands  
tel.: +31 43 32 96 222  
www.eipa.eu

## Working language

The seminar will be conducted in English.

## Fee

EIPA members' fee\*: €895  
Regular fee: €995

The participation fee includes documentation, a lunch on day two and refreshments. Accommodation and travel costs are at the expense of the participants or their administration. Note that reductions cannot be accumulated. For more information: <http://seminars.eipa.eu> (Training courses - Discount policy)

\* EIPA members can take advantage of a reduced fee; this is available to all civil servants working for one of EIPA's member countries (i.e. AT, BE, BG, CY, CZ, DE, DK, ES, FI, FR, GR, HU, IE, IT, LT, LU, MT, NL, NO, PL, PT, SE, UK), and civil servants working for an EU institution, body or agency.

## Hotel reservations

The European Institute of Public Administration has special price arrangements with a number of hotels. All hotels are within 10 minutes walking distance from EIPA.

Should you wish to make use of this possibility, please book directly via the links below. Payment is to be made directly and personally to the hotel on checking out. At the time of booking, please mention in the requested field the EIPA project number **1720401**.

- **Townhouse Hotel**  
[www.townhousehotels.nl/eipa](http://www.townhousehotels.nl/eipa)
- **Hotel Derlon**  
[www.derlon.com/eipa](http://www.derlon.com/eipa)
- **Designhotel Maastricht – Hampshire Eden**  
[www.hampshire-hotels.com/eipa](http://www.hampshire-hotels.com/eipa)
- **Bastion Hotel**  
[www.bastionhotels.nl/en/eipa.html](http://www.bastionhotels.nl/en/eipa.html)

## Meals

Lunch will be served 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 online registration form which can be found on EIPA's website <http://seminars.eipa.eu> before **1 October 2017**.



If you are collecting the PE points for accountants please indicate this in the **Additional information** box at the bottom of your registration.

## Programme Organiser

Ms Belinda Vetter  
Tel: +31 43 32 96 382  
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. 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. For cancellations received within 15 days before the activity begins, 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 more information: <http://seminars.eipa.eu> (Training courses - Cancellation policy).

# European Institute of Public Administration (EIPA)



[www.eipa.eu](http://www.eipa.eu)



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