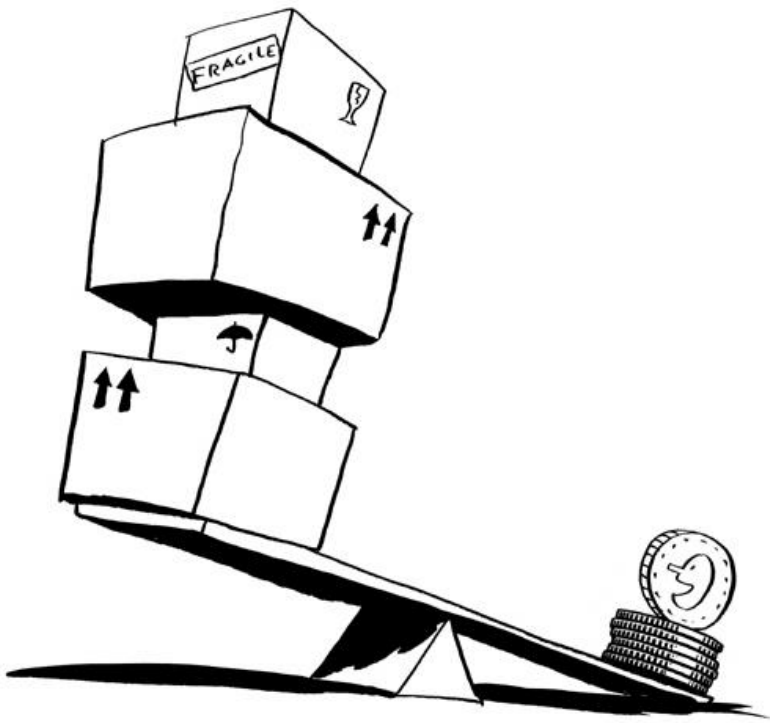


# Successful Procurement in the 21<sup>st</sup> Century

Strategic procurement and  
procurement audit



One-week professional development workshop  
16 to 20 March 2020 in London  
2 to 6 November 2020 in London



ACCREDITED  
BRITISH ACCREDITATION COUNCIL  
ACCREDITED SHORT COURSE PROVIDER

PAi is accredited by the  
British Accreditation Council  
for Independent Further and Higher Education

### About the workshop

Modern organisations, whether in the public, private or voluntary sector, rely on good financial controls, efficient and effective services and achieving value for money both for themselves and their customers. The latter can of course be 'customers' in the traditional sense, or the citizens for whom a public body provides services such as transport, education, health, utilities etc.

Procurement and the use of competition should sit at the heart of an organisation's strategic planning process and the use of competitive tenders to procure goods and services can help organisations to maintain a competitive edge and drive a better commercial deal. Good procurement processes and the use of competitive bidding are major contributors to the value for money concept.

The processes in the public sector are regulated by national governments as well as international development agencies. People involved in procurement and contracting - whether they are procurement officials or have resource and service delivery accountability – need to understand the modern strategic role and impact of procurement, together with an appreciation of the role and value of audit in procurement.

The workshop will help you ensure more effective controls within the procurement and contracting function across the organisation to support the drive for better control of resources and deliver value for money.

This workshop is one of two modular weeks which can be attended as separate modules. However, we recommend attending for the full two weeks to gain a more comprehensive and rounded understanding of procurement.

### Who is it for?

The workshop is aimed at anyone involved in letting or managing contracts for goods, services and works, as well as procurement staff who wish to further their understanding of procedures, including the supportive impact of audit in the procurement field. The workshop will also be beneficial for auditors who are looking to widen their knowledge of the procurement and contracting process.

### How participants will benefit

The workshop covers the whole strategic approach to the sourcing and procurement process, including audit and risk, and will enable you to:

- Understand the strategic role and impact of procurement, whether from the perspective of a procurement specialist or public service manager
- Ensure that procurement and contracting supports the drive for value for money
- Ensure that contract management methods are applied consistently across the whole organisation to deliver contract standards
- Understand the principles and impact of the supply chain and develop a robust contractor regime
- Appreciate the linkage between procurement and audit to deliver effective and value for money goods, works and services.

### What the workshop will cover

The workshop will enable you to:

- Appreciate the stages of the procurement cycle and their strategic effect
- Understand modern procurement processes, including supplier management and contract control
- Link contract management procedures and skills to the overall financial and service management process
- Appreciate the need for a robust supply chain and understand its impact on your organisation
- Learn the key principles of contract negotiation
- Conduct post-procurement reviews
- Develop your practical skills in the audit process from planning to execution, including reporting and monitoring recommendations
- Understand how procurement audit supports the value for money concept in the provision of goods, services and works contracts.

The workshop will include seminar sessions, discussions, practical learning, case studies and visits. It has been designed to be flexible so that it can be adjusted wherever practicable to meet your requirements and those of your organisation.

You will be invited to give an informal presentation on procurement issues in your own country.

*"Great thanks to the organisers and the perfect lecturers! Very competent, highly professional, really kind and supportive. Thank you."*

Snejana Angelova

Chief Expert, Ministry of Labour and Social Policy

"European Funds, International Programmes and Projects" Directorate General

Bulgaria

*"The workshop offered a great introduction to the core principles and procedures associated with procurement and contract management. The materials, exercises and visits painted a clear picture, and the team at PAI thoughtfully provided electronic copies of all the material which I now refer to regularly in my work. In addition, the exposure to the other participants, who were all procurement experts from around the world, was useful to gauge and discuss procurement best practice. Overall a great training activity with good value for money."*

Sherry-Ann Blackett, Senior Trade and Investment Officer

Department for International Trade

British High Commission

Barbados

**Programme outline:**

**Strategic procurement and procurement audit**

	AM	PM
Day 1	Welcome and introductions The UK journey to modern strategic procurement Setting the scene Drivers for successful outsourcing	Sustainability in procurement Procurement and strategic planning in organisations Case study Participants' informal presentations and requirements
Day 2	Contractor management and review Strategic planning and timetabling Supplier management Gender responsive procurement World Bank procurement processes	Ensuring contract continuity and minimising the impact of risk: including practical risk assessment workshop Understanding and enabling e-procurement The supply chain: management, impact, aims and enablers
Day 3	Key principles of engaging and managing consultants Service level agreements Negotiation skills and behaviours	Negotiation role play workshop and case study
Day 4	Interlinking audit and procurement The procurement cycle and procurement malpractice Procurement audit and links to the audit function Case study and practical exercise	<i>Visit to a large public corporation</i> <ul style="list-style-type: none"><li>• Procurement and tendering in practice</li><li>• Collaborative working</li></ul>
Day 5	Writing audit reports Establishing the audit trail Dealing with breaches of protocol and malpractice by suppliers and/or officials	Presentation of action plans Review and evaluation Presentation of certificates of attendance

We reserve the right to change the programme as necessary.

**Workshop Director**

The Workshop Director is David Wells. David is a procurement specialist and a member of the Chartered Institute of Procurement and Supply with over 40 years' experience of working in local government. During this time, he headed up a corporate team in the Chief Executive's Department at Barking and Dagenham Borough Council in London, with overall responsibilities for the competitive tendering process. He also project-managed the installation of a replacement IT system for the Borough's financial, personnel and payroll functions, and oversaw management of payroll, pensions, human resources, accounts, secretariat and departmental policy and administration. More recently David has worked as a public sector adviser, supporting UK central and local government, focusing on contracting and contract management, with a particular emphasis on work with the health sector, together with financial and budget management programmes. He has many years' experience of designing and delivering workshops and study programmes in the UK and overseas.

**How to apply**

Please complete the PAI application form online via our website <https://www.public-admin.co.uk/booking-form/>

You can also complete our hard copy application form. Please contact us at [pai@public-admin.co.uk](mailto:pai@public-admin.co.uk) to obtain a copy. Once completed return to Amanda Anderson, Programme Manager, at the same email address.

If you would like to discuss this workshop, any of our other international workshops or our consultancy services, please contact Claire Cameron, Director. We also have extensive experience of designing tailor-made training (from one to two or three weeks) which can be run in your own country or in the UK to meet the specific needs of groups or individuals at all levels within your organisation. Please contact us if you would like further information.

## Language

The workshop is conducted in English. You will need to have a good working knowledge of the language.

## Location and arrival arrangements

The workshop is based in central London. We can arrange travel to and from one of the London airports into central London if you let us have your flight arrival details in good time. The cost of airport transfers is included in the fee.

## Fees

The tuition fee is £2,185. The fee includes tuition, travel to and from the airport in London, travel on scheduled visits which form part of the programme<sup>1</sup>, presentation material and other documentation. It also includes an Android tablet for you to use during the workshop and take home with you for future reference and follow up. We also provide a light lunch and refreshments during each working day as part of the fee.

## Other costs

Airfares and daily travel to and from the workshop venue are not included. Our workshops are non-residential and you are responsible for your accommodation costs. We can help you with booking hotel accommodation so please let us know if you would like us to advise you or make a reservation. We suggest that you should allow approximately £160 per day for a modest standard of hotel (for example, three-star), local travel in the UK, meals (apart from a light lunch on working days) and other incidental expenses.

## Value Added Tax

We do not have to charge UK Value Added Tax (VAT) if you can provide written confirmation from your government or its accredited representative that you are "employed by the government in furtherance of its sovereign activities". In all other cases, we will have to charge VAT (currently 20%) in addition to the fee.

## Ways to pay

You, or your government agency, can pay by bank to bank transfer or by cheque, made payable to Public Administration International. We also accept payment by credit and debit card but there is a surcharge for this way of paying. Please contact us if you would like to pay by credit or debit card.

## Discounts

We offer a 10% reduction on the full tuition fee if we receive payment no later than 28 days before the first day of the workshop. If we receive payment after that, we will charge the full tuition fee.

## Cancellation

If you have to cancel your booking, you must let us know in writing and we will acknowledge in writing your cancellation. For cancellations received up to 29 days before the start of the workshop we will refund the tuition fee, minus a charge of £200 to cover our administration costs. For cancellations received within 28 days of the start of the workshop, we will charge the full tuition fee. If you have paid the tuition fee and have subsequently been refused a visa to enter the UK, we will refund the tuition fee, minus a charge of £200 to cover our administration costs, providing you send us the original letter from the British High Commission/Embassy confirming refusal of a visa and providing you have not entered the UK.

## Substitutions and transfers

If you have booked a place on a workshop and are not able to attend, we will accept an appropriate substitute at any time without penalty, but our normal terms and conditions will apply. Also, it is possible to transfer to a future workshop, but only one transfer is permitted. Please get in touch with us and we will advise you about transfers.

*Please see our website for our full terms and conditions. If you prefer a hard copy of our full terms and conditions, please let us know.*

<http://www.public-admin.co.uk/terms-and-conditions-for-booking/>

## Insurance

We advise you to arrange travel and health insurance cover before you leave your home country.

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<sup>1</sup> Travel to and from the airport in London and travel on scheduled visits in the programme are provided at cost.

## Who we are

PAI (Public Administration International) specialises in management consultancy, training and development services for organisations in, and associated with, the public sector worldwide. We provide advice and support for governments going through political, economic, structural and legislative change. Our extensive network of associates includes practitioners, academics and independent consultants. Our key objectives are promoting good governance and good practice in delivering public services. These workshops are part of our range of specialist UK-based professional development workshops designed to meet the needs of public services worldwide.

We pride ourselves on our:

- High quality, practical advice and support for our clients
- Professionalism and integrity
- Ability to offer excellent value for money
- Sound experience and track record internationally
- Networks and partnerships across the world
- Flexible, collaborative approach
- Friendliness and focus on putting people first.

## Where we are



## Public Administration International

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