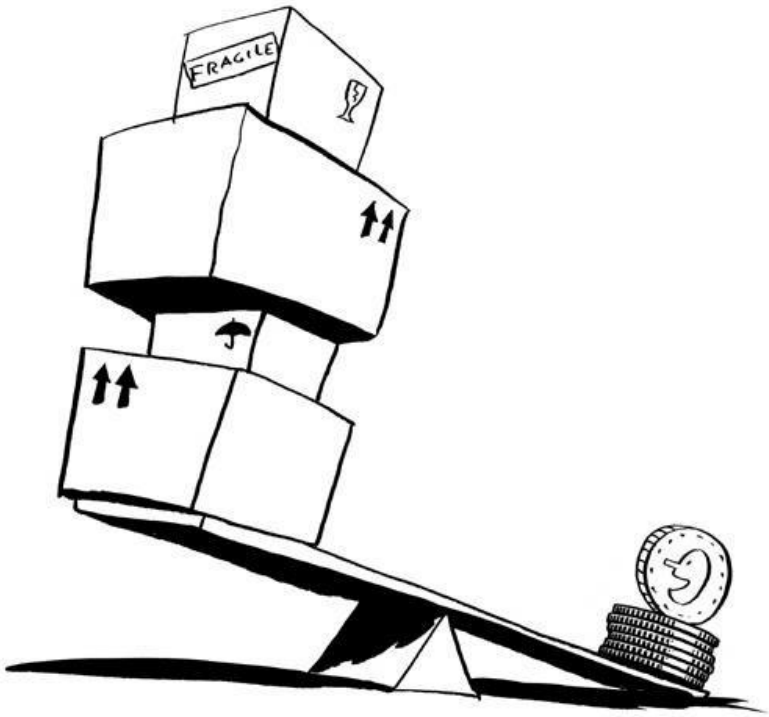


The Shape of Procurement in a Changing World



Two-week professional development workshop
28 March to 8 April 2022 in London
24 October to 4 November 2022 in London



ACCREDITED
BRITISH ACCREDITATION COUNCIL
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PAI is accredited by the
British Accreditation Council
for Independent Further and Higher Education

About the workshops

The challenges thrown up the COVID-19 pandemic have affected many areas of day-to-day business, irrespective of the sector in which the organisation operates. This new workshop programme is designed to support and inform those who are involved in the procurement journey in their organisations. The programme coverage takes account of the very real issues around managing the whole process in light of the changing local and global situation, the establishment, understanding and management of the supply chain and overall procurement strategy, requirements and techniques.

Modern business, whether the organisation is in the public or private sector or a charitable institution, relies on good financial controls, efficient and effective services and achieving value for money both for itself and its 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 the organisation in maintaining a competitive edge and driving 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 should have a working understanding of these essential requirements, together with an appreciation of the role of audit in procurement, although the role of procurement has a much wider impact and importance in modern management and anyone at senior level will benefit from attending these workshops.

Traditionally, procuring organisations tended to focus their attention on the immediate suppliers or service providers. However, in more recent times, it has become more prevalent for procurement teams and their organisations to realise the importance of understanding the whole supply chain concept. This programme incorporates the impact of the supply chain on the procurement process irrespective of the type of organisation involved.

The workshops will help you to identify and comply with the key stages and processes, as well as understanding vital procurement, supply and control issues.

Who are the workshops for?

The workshops are aimed at anyone necessitating procurement awareness, from Permanent Secretaries who require an understanding of the policies and principles, through to officials who are more hands-on and are able to benefit from a more in-depth study of the whole procurement concept.

This workshop runs for two-weeks but you are welcome to attend just week one or just week two, depending upon your requirements. We are also offering a complementary one-week standalone procurement workshop in Dubai, which takes a more comprehensive and practical approach to the subject and is further recommended to complete the over learning.

How participants will benefit

The workshops will enable you to:

- Understand the role of procurement in supporting the business of an organisation in the modern environment
- Gain knowledge in all the key areas, whether as a procurement officer or as a Permanent Secretary or Service Manager
- Achieve maximum value for money and commercial advantage for your organisation
- Ensure robust procurement processes are aligned to changing national and international statutory and regulatory requirements
- 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 on business outcomes and the changing pattern of global supply
- Develop a robust contractor regime.

What the workshops will cover

The workshops will enable you to:

- Examine, understand and shape the role of procurement within an organisation
- Apply procurement strategies effectively at a corporate and individual level
- Understand the supply chain concept and its impact on the organisation, including individual supplies, works and services
- See how to adjust the approach to procurement and suppliers to cope with the fluctuating local and global situation
- Establish how contingency planning supports the business
- Understand modern procurement processes, including key documentation, tendering, evaluation and awarding of contracts
- Appreciate the need for clear and effective specifications and the use of performance standards for quality sourcing and delivery
- Establish strategic contract management processes in your organisation, including risk and negotiations
- 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. They have been designed to be flexible so that they 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.

Programme outline: Understanding procurement principles

Week 1	AM	PM
Day 1	Welcome and introductions Where does procurement fit within an organisation? <ul style="list-style-type: none"> • Different types of organisations/stakeholders • Different sectors public/private/voluntary • Providing support for stakeholders • Working with SME's 	Establishing procurement <ul style="list-style-type: none"> • Central control or delegated? • Do officials know the role and function of procurement • Linking with 'the Business' • Regulations and their application • Donor requirements • Management and controls Participants' informal presentations and requirements
Day 2	Expenditure controls on purchased products, goods, works and services <ul style="list-style-type: none"> • Effective contracting processes • Added value 	Communication <ul style="list-style-type: none"> • Within the organisation • Across stakeholders and suppliers • 'Spreading the word'
Day 3	Performance standards <ul style="list-style-type: none"> • Suppliers • Individuals • Procurement teams • Competencies 	<i>Visit to a London Local Government Authority or other public body</i> <ul style="list-style-type: none"> • Procurement in practice • Managing the process
Day 4	Development and change <ul style="list-style-type: none"> • Cultural change • The organisation • People and stakeholders • Capacity development, building and training 	Risks <ul style="list-style-type: none"> • Identification • Control • Management
Day 5	Procurement Audit <ul style="list-style-type: none"> • Overview • Compliance • Evaluating savings from effective procurement process • Value for Money 	<ul style="list-style-type: none"> • Presentation of action plans • Review and evaluation • Presentation of certificates of attendance

Programme outline: Contracting strategy, practice and management

Week 2	AM	PM
Day 1	Welcome and introductions The UK journey to modern strategic procurement strategy <ul style="list-style-type: none"> • Corporate policy and strategy • Individual procurements and contracts • Resilience • UK Treasury's 'Green Book' 	Participants' informal presentations and requirements Understanding the supply chain <ul style="list-style-type: none"> • Individual products, goods, works and services • National impact • Global supply • Logistics • Sustainability • Contingency planning
Day 2	The changing pattern of global supply <ul style="list-style-type: none"> • How this affects procurement • What is required to compete • How to adapt procurement activity • Adjusting after COVID-19 • 'Just-in-time' methodology 	Core methodology for procurement within an organisation <ul style="list-style-type: none"> • Conventional systems • IT – 'off the shelf' vs. bespoke systems • Digital procurement Autonomous procurement
Day 3	Specifying products, goods, works and services	<i>Visit to a large public corporation</i> <ul style="list-style-type: none"> • Procurement and tendering in practice • Collaborative working
Day 4	<ul style="list-style-type: none"> • Tendering and award process • Drivers for successful outsourcing • Contracts with suppliers 	Contract management and administration <ul style="list-style-type: none"> • Strategic considerations • Negotiations • Handling problems
Day 5	<ul style="list-style-type: none"> • Managing suppliers • Category management • Gender responsive procurement 	<ul style="list-style-type: none"> • Presentation of action plans • Review and evaluation • Presentation of certificates of attendance

At the time of preparing this brochure, we are planning to include site visits in the programme as indicated above. However, if Government guidelines relating to COVID-19 advise visit hosts against accepting visiting groups, we will arrange to connect with them virtually. We reserve the right to change the programme as necessary.

Workshop Director

The Workshop Director is David Wells.

David is a business consultant and 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. During 2021 he has provided consulting support to a Government agency in connection with a major project for the creative arts sector.

How to apply

Please complete the PAI application form online via our website:

<https://public-admin.co.uk/booking-form>

You can also complete our hard copy application form. Please contact us at 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 day 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 workshops are conducted in English. You will need to have a good working knowledge of the language.

Location and arrival arrangements

The workshop is based mainly 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 for the London workshops only.

Fees

The tuition fee for the full two weeks is £3,930. The fee for attending just one week is £2,185. These fees include tuition, travel to and from the airport in London, travel on scheduled visits which form part of the programme¹, presentation material and other documentation. They also include an Android tablet for you to use during the workshop and take home with you for future reference and follow up. We provide a light lunch and refreshments during each working day as part of the fee. These workshops are in two modular weeks which can be attended as separate modules. However, we recommend attending the full two weeks to gain a more comprehensive and rounded understanding of procurement.

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 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 transfer or by cheque, made payable to Public Administration International. We also accept payment by credit or debit card but there is a surcharge for this way of paying. Please contact us if you would like to pay by credit or by 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 would prefer a hard copy of our full terms and conditions, please let us know.

<https://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.

¹ 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



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