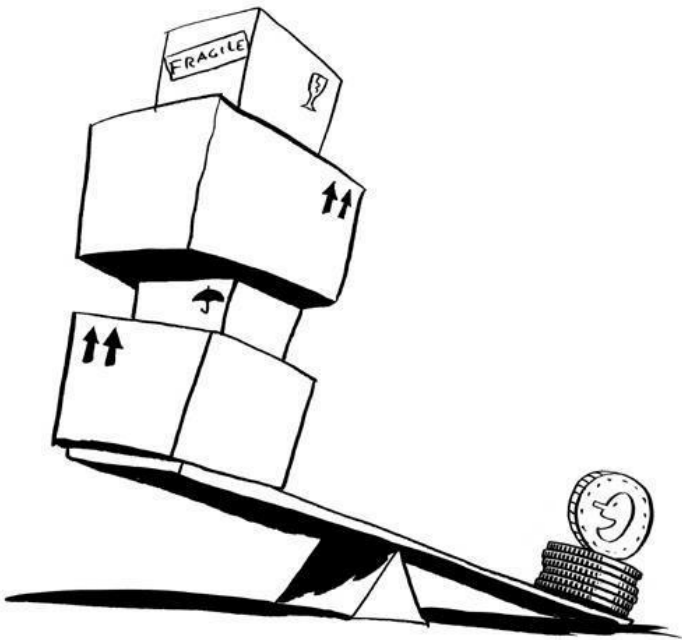


The Shape of Procurement in a Changing World

Understanding the procurement requirements



One-week professional development workshop
28 March to 1 April 2022 in London
24 to 28 October 2022 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

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, overall procurement strategy, requirements and techniques, risks and audit. For those attending the second week, the sessions include the establishment, understanding and management of the supply chain which has proven to be a high profile requirement since the start of the pandemic. Modern organisations, whether in the public, private or voluntary sector, rely on good financial controls, efficient 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 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 Permanent Secretaries, procurement practitioners or have resource and service delivery accountability – need to have a working understanding of these essential requirements, although the role of procurement has a much wider impact and importance in modern management and anyone at senior level will benefit from attending this workshop.

The workshop will help you to identify with the role and function of procurement in supporting the business organisation, as well as providing practical insights into the key performance, standards, procurement and control issues.

Who is the workshop for?

The workshop is 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, as well as officials who wish to refresh and compare their knowledge of procedure to be followed to ensure that the whole procurement process delivers value for money. The workshop may also be beneficial for auditors looking to widen their knowledge of the procurement and contracting process.

How participants will benefit

The workshop is part of a two stage programme covering the whole sourcing and procurement process. This part will enable you to:

- Establish key understanding of the principles and policies relevant to sound and procurement methodology
- Achieve maximum value for money and commercial advantage for your organisation
- Apply effective standards of performance throughout the procurement cycle
- Ensure procurement processes are aligned to establishing and managing risk and adapting to changing national and international statutory and regulatory requirements
- Appreciate the beneficial application of audit within the procurement process.

What the workshop will cover

The workshop is focussed on procurement principles, partnerships, stakeholders, controls, audit change and communications. It will allow you to:

- Examine, understand and shape the role of procurement within an organisation
- Design and examine how contract spend can support effective contract management as well as apply value for money considerations to the business
- Ensure quality and contract control and compliance through the use of performance standards
- Apply communication skills throughout the procurements and contract management process
- Establish an effective procurement risk identification and management procedure for your organisation
- 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.

Programme outline:

	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

At the time of preparing this brochure, we are planning to include a site visit 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, procurement, 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 internationally. 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://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 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 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 programme¹, 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 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 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 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 cancellation 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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