

## **Basic Introduction to European Public Procurement for Newcomers to Procurement and/or Non-Procurement Persons**

Maastricht (NL)  
26 February 2007\*  
17 September 2007\*

**and**

## **Introductory & Practitioners Seminar: European Public Procurement Rules, Policy and Practice**

Maastricht (NL)  
27 February-1 March 2007  
18-20 September 2007

Organised by the  
European Institute of Public Administration (EIPA)

\*26 February and 17 September 2007: Prior to the Introductory & Practitioners Seminars EIPA will provide a basic introduction to European Public Procurement for newcomers to procurement or non-procurement persons. These one-day seminars will only take place if there is sufficient demand.

**For background information on public procurement in Europe and EIPA activities related to public procurement, please consult:**

<http://www.eipa.eu/index.asp?option=topics&id=30>

**or contact:**

*Mrs Gediz Cleffken, Programme Organiser, EIPA*  
P.O. Box 1229, NL-6201 BE Maastricht  
tel.: +31-43-3296279; fax: +31-43-3296296  
e-mail: g.cleffken@eipa-nl.com

# **Basic Introduction to European Public Procurement**

**for Newcomers to Procurement and/or Non-Procurement Persons**

26 February and 17 September 2007\*, Maastricht (NL)

**and**

**Introductory & Practitioners Seminar:**

## **European Public Procurement Rules, Policy and Practice**

27 February-1 March 2007 and 18-20 September 2007, Maastricht (NL)

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### **OBJECTIVES / TARGET GROUP**

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The European Institute of Public Administration is organising *Introductory & Practitioners Seminars* on “*European Public Procurement Rules, Policy and Practice*” which will take place at the European Institute of Public Administration in Maastricht (NL), on 27 February - 1 March and 18-20 September 2007.

\*Prior to the seminars, EIPA will provide a basic introduction to European Public Procurement for newcomers to procurement or non-procurement persons on 26 February and 17 September 2007. These one-day seminars will only take place if there is sufficient demand.

#### **Objectives:**

The primary aim of the *Introductory & Practitioners Seminars* is to present and explain the EC rules and principles on public procurement in an accessible way and to enhance awareness of professional procurement practices. The seminars will also include an interactive workshop with specific cases. Most importantly, the seminars will offer an excellent platform for participants to exchange experiences and concerns in dealing with public procurement, and will present ways to perfect their purchasing activities.

#### **Target Group:**

The seminars are intended for public officials from national, subnational and local authorities and other public bodies of the EU Member States, European institutions and associated countries who wish to familiarise themselves with European public procurement rules, policy and practice, as well as for other interested persons working in this field.

The seminars will be conducted in English with simultaneous interpretation in French. Please note that interpretation will be subject to a minimum number of participants requiring translation. Please indicate your language of preference on the registration form.

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**PROVISIONAL PROGRAMME**

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**Monday 26 February/17 September 2007**

**Basic Introduction to European Public Procurement for Newcomers to  
Procurement and/or Non-Procurement Persons**

- 09.30 **Welcome; Objectives of the Seminar**  
*Rita Beuter*, Head of Unit, European Policies, Senior Expert, EIPA, Maastricht (NL)  
and *Maarten Rooderkerk*, EurAssist - European Consultants, European Legislation  
Specialists, Rijnsburg (NL)
- 09.45 **European Public Procurement: Relevance of Procurement, the Different EC  
Directives, Definitions, Principles, Thresholds, Procedures, Advertising,  
Selection Criteria, Award Criteria, Time-Limits, etc.**  
*Rita Beuter*
- 11.15 Coffee break
- 11.45 **Public Procurement Rules and Practice in the EU**  
*Maarten Rooderkerk*
- 13.15 Lunch
- 14.15 **Public Procurement Rules and Practice in the EU (continuation)**  
*Maarten Rooderkerk*
- 15.45 Coffee break
- 16.15 **Procurement Information and Practical Exercises: Filling in Notices, Using the  
CPV, etc.**  
*Liisa Koskinen*, Researcher, EIPA, and *Maarten Rooderkerk*
- 17.30 End of the Day

## Tuesday 27 February/18 September 2007

- 09.00      **Welcome; Objectives of the Seminar**  
Brief introduction of the participants and the Project Team  
*Rita Beuter*, Head of Unit, European Policies, Senior Expert, EIPA, Maastricht (NL)
- 09.15      **An Overview of the Legislative Package**  
*Rita Beuter*
- 10.45      Coffee break
- 11.15      **EC Rules and Case Law**  
*Velia Leone*, Lawyer, Leone&Associati studio legale, Rome and Milan (IT)
- 12.45      Lunch
- 14.15      **EC Rules and Case Law (Continuation)**  
*Velia Leone*
- 15.30      Coffee break
- 16.00      **EC Rules in Utilities and Case Law**  
*Martin Oder*, Partner, Haslinger/Nagele&Partner Law Firm, Vienna (A)
- 17.00      *Guided Tour of Maastricht, starting at EIPA, finishing at Hotel Beaumont*  
- 18.15
- 20.00      Dinner

## Wednesday 28 February/19 September 2007

- 09.00      **Enforcement of the Procurement Regime: Remedies Directives, Case Law and the Current Remedies Reform**  
*Martin Oder*
- 10.30      Coffee break
- 11.00      **Recent Developments in European Public Procurement: Concessions and Public Private Partnerships, etc.**  
*Michael Burnett*, Senior Lecturer, EIPA, Maastricht (NL)  
*N.N.*
- 13.00      Lunch
- 14.30      **International Aspects of European Public Procurement**  
*Rita Beuter*
- 15.00      Distribution of cases; instructions for working groups
- 15.30      Coffee break
- 16.00      **The Procurement Process – The Practice**  
*Gareth Jones*, Director, Comparator Ltd., Consultants in Procurement, London (UK)
- 17.30      End of day

**Thursday 1 March/20 September 2007**

- 09.00      **The Procurement Process – The Practice** (Continuation)  
*Gareth Jones*
- 10.30      Coffee break
- 11.00      Working Groups: **The Procurement Process - Cases**  
*Gareth Jones*
- 12.00      Reporting from Working Groups
- 13.00      **Evaluation of the Seminar**
- 13.15      Lunch
- 14.15      End of the Seminar

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**<http://www.eipa.eu/index.asp?option=topics&id=30>**

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**GENERAL INFORMATION**

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***Programme***

The Basic Introduction will commence on Monday 26 February/17 September 2007 at 09.30 hrs

The Introductory and Practitioners Seminar will commence on Tuesday 27 February/18 September 2007 at 09.00 hrs and will finish on Thursday 1 March/20 September 2007 at 14.15 hrs.

***Seminar Venue***

The seminar will be held at the European Institute of Public Administration (EIPA), O.L. Vrouweplein 22, Maastricht (NL), tel.:+31 43 3296222, fax: +31 43 3296296.

***Working Language***

The seminars will be conducted in English and simultaneous interpretation in French will be provided. Please note that interpretation will be subject to a minimum number of participants requiring translation. Please indicate your language of preference on the registration form.

***Fee (EURO 925/1200)***

925 EURO: Participation in the seminar on 27 February-1 March / 18-20 September 2007 (3 days)

1200 EURO: Participation in the seminar on 26 February-1 March / 17-21 September 2007 (4 days)

The participation fee of the seminars includes documentation dispatched during the seminar, lunches, one dinner and beverages. Accommodation and travel costs are to be covered by the participant and his/her administration.

***Hotel reservations***

The European Institute of Public Administration will be pleased to make reservations for you at a hotel in Maastricht. We have made a block booking at the following hotel in Maastricht.

Hotel Beaumont\*\*\*\* (www.beaumont.nl), at a rate of +/- 95 EUR p.p.p.n.

Hotel La Bergère\*\*\*\* (www.la-bergere.com), at a rate of +/- EUR 100 p.p.p.n.

Hotel Derlon\*\*\*\* (www.derlon.com), at a rate of +/- 110 EUR p.p.p.n.

All mentioned hotel prices are including breakfast and tourist tax. Should you wish to make use of this possibility, please indicate the dates of arrival and departure on the registration form. Payment is to be made directly and personally to the hotel on checking out. Please note that if you register after the closing date, hotel reservations cannot be guaranteed.

***Meals***

The lunches will be served at the Institute's restaurant and dinner in the evening will be held in a restaurant at a walking distance from EIPA. Should you require a special menu (e.g. vegetarian, diabetic), please inform the Programme Organiser by writing it on the registration form so that this can be arranged.

***Registration***

Kindly complete the registration form and return it **before 2 February 2007** (for the seminar in February) to Mrs Gediz Cleffken, Programme Organiser, European Institute of Public Administration, P.O. Box 1229, NL-6201 BE Maastricht, tel.: +31.43.3296279, fax: +31.43.3296296, e-mail: g.cleffken@eipa-nl.com You can also submit the online registration form which can be found on EIPA's web site: <http://www.eipa.nl> For the seminar in September please register **before 31 August 2007**.

***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 after the date indicated on the registration form we will have to charge an administration fee of EUR 150 unless a replacement participant is found.

# REGISTRATION FORM

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26 February and 17 September 2007\*, Maastricht (NL)  
and  
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European Public Procurement Rules, Policy and Practice  
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Surname: \_\_\_\_\_ Title: \_\_\_\_\_  
First name: \_\_\_\_\_ M / F  
Current position: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Department: \_\_\_\_\_  
Work address: \_\_\_\_\_  
Postal code & town: \_\_\_\_\_ Country: \_\_\_\_\_  
Tel. no. (work) : \_\_\_\_\_ Fax no.: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Language preference:  English  French

**Date of Participation:** February 2007-Project number: 0730801      September 2007-Project number: 0730804  
Closing date: 2 February 2007      Closing date: 31 August 2007  
 27 February-1 March 2007 (925 EUR)       18-20 September 2007 (925 EUR)  
 26 February-1 March 2007 (1200 EUR)       17-20 September 2007 (1200 EUR)

## **PAYMENT - p:0730801(February) and p:0730804(September)**

**The participation fee includes participation in the seminar, documentation, lunch on the seminar days, 1 dinner and beverages**      € 925 / € 1200

### **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):

.....  
.....

E-mail: .....

#### **Credit card**

(credit card payments are subject to an additional charge of 5% of the total amount of the registration fee).

Visa Card       Eurocard/Mastercard       American Express 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: ..... (this refers to the last three digits of the number on the BACK of your card)

(Exempt from VAT by virtue of Article 11, para. 1 (o), subpara. 2 of the Dutch Law on VAT of 1968)

**Note:** Pre-payment is a condition for participation. For administrative reasons, a fee of € 150 will be charged for cancellations received after the closing dates unless another participant is designated.

### **HOTEL RESERVATION**

Please reserve hotel accommodation for me at :    0 Beaumont \*\*\*\*    0 La Bergère\*\*\*\*    0 Derlon\*\*\*\*

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

No hotel reservation required

### **MEALS**

Lunch 26.02/17.09  will attend  will not attend

Lunch 28.02/19.09  will attend  will not attend

Lunch 27.02/18.09  will attend  will not attend

Lunch 01.03/20.09  will attend  will not attend

Dinner 27.02/18.09  will attend  will not attend

Vegetarian:  YES -> Fish allowed:  YES  NO

As the number of places is limited, please return the completed registration form **before the closing dates** to:

Mrs Gediz Cleffken  
European Institute of Public Administration  
P.O. Box 1229, NL-6201 BE MAASTRICHT

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Fax: +31.43.3296296  
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