



## 7th Summer Academy: Public Procurement 2018

**Recent Case Law • Innovation Procurement • E-Procurement • Framework Agreements • Contract Management • Fraud Prevention**

<b>Language:</b>	<b>Date:</b>	<b>Location:</b>
English	18.06.2018 - 20.06.2018	<b>Wyndham Berlin Excelsior Hotel</b>

**Price:**

as of 3.500,- € \*  
until 20.06.2018  
\* all prices are VAT excluded



“Very intensive, specific, relevant and useful.”

Manager (Contracts & Legal), Finance and Contracts  
Department, Malta Information Technology Agency – MITA, Malta

### Download Brochure: 7th Summer Academy: Public Procurement 2018



“The perfect knowledge pill for my professional development.”

, European Union Intellectual Property Office (EUIPO)

“Very intensive, specific, relevant and useful.”

, Manager (Contracts & Legal), Finance and Contracts Department, Malta Information Technology Agency – MITA, Malta

“Very good, useful and practical.”

, Category Manager, Sourcing, The Global Fund to Fight AIDS, Tuberculosis and Malaria Geneva Secretariat

“Very interesting.”

, Senior Executive Officer, Procurement Office, European Investment Bank (EIB) - Headquarters Luxembourg

“An event of high levels helping each other.”

, Procurement Coordinator, European Fisheries Control Agency (EU Agency EFCA)

## Experts



*Head of  
Procurement for  
Facility  
Management, DG  
Infrastructure and  
Logistics (DG  
INLO), European  
Parliament*



*Member of the  
Legal Service,  
MIME Team,  
European  
Commission*



*Procurement  
Analyst, Facility  
Management  
Business Support  
Section, European  
Central Bank*



*Director, Office of  
Procurement  
Service,  
Department of  
Management,  
International  
Atomic Energy  
Agency (IAEA)*



*Senior Legal  
Consultant,  
Rijkswaterstaat,  
Ministry of  
Infrastructure and  
Environment  
  
the Netherlands*



*Secretary General,  
The Swedish Anti-  
Corruption  
Institute*



*Knowledge  
Coordinator –  
Public  
Procurement,  
Transparency  
International*



*Assistant Director  
Procurement &  
Logistics,  
Procurement and  
Logistics Service,  
Business Services  
Organisation  
  
United Kingdom*



*Policy Officer  
Electronic  
Procurement, Unit  
Innovative and  
e-procurement, DG  
GROW, European  
Commission*

## Programme

### Programme Day 1 – Monday, 18th June 2018

	<b>MODULE 1</b> <b>Recent Case Law</b>
8.30-9.00	Registration and Handout of Training Material
9.00-9.30	<b>Welcome Note and Round of Introductions</b> <ul style="list-style-type: none"><li>• Experience and background</li><li>• Expectations of participants</li></ul> Member of the Legal Service, MIME Team, European Commission

9.30-10.30	<p><b>Public Procurement Case Law: Important Recent Cases &amp; Relevant Decisions</b></p> <p>This presentation focuses on most recent case law which is selected for its relevance under the current regime of the public procurement directives. It is thereby centred around these core issues:</p> <ul style="list-style-type: none"> <li>• The 'in-house'-exception</li> <li>• Cooperation between contracting authorities</li> <li>• Strategic public procurement (environmental and social criteria; minimum wages)</li> <li>• Use of the negotiated procedure</li> </ul> <p>Member of the Legal Service, MIME Team, European Commission</p>
10.30-11.00	Coffee Break and Networking Opportunity
11.00-12.30	<p><b>Case Studies and Team Exercise</b></p>
	<p>During this interactive session participants will work in small groups on selected procurement cases: Practicalities concerning the amplification of a tender, exclusion of participants and technical specifications. They will look into the provided case outlines, identify problem areas and decide on how they would proceed in each case. Participants will present their results and compare those to the actual solutions reached in these procurement cases.</p> <p>Member of the Legal Service, MIME Team, European Commission</p>
12.30-14.00	Lunch Break and Networking Opportunity
	<p><b>MODULE 2</b></p> <p><b>Innovation Procurement</b></p>

14.00-15.00	<p><b>Award and Selection Criteria in Innovation Procurement</b></p> <ul style="list-style-type: none"> <li>• The differences between selection and award criteria</li> <li>• What to consider when drafting technical specifications</li> <li>• How to choose selection criteria</li> <li>• Most economically advantageous tender: best price-quality ratio or lowest price? – How to choose the most effective award criteria and weightings for your procurement</li> <li>• Choosing the scoring methodology</li> <li>• Discussion on challenges faced by the participants</li> </ul> <p>Procurement Analyst, Facility Management Business Support Section, European Central Bank</p>
15.00-15.30	Coffee Break and Networking Opportunity
15.30-16.00	<p><b>Case Study: Innovation Procurement – Different Types and their Impact on Awarding Criteria</b></p> <ul style="list-style-type: none"> <li>• Types of innovation procurement methods</li> <li>• How to select the best innovation procurement method</li> <li>• Choosing and handling award criteria and scoring methods in innovation procurement</li> </ul> <p>Procurement Analyst, Facility Management Business Support Section, European Central Bank</p>
16.00-17.00	<b>Team Exercise</b>
	<b>Practical Challenges of Evaluating Tenders – What selection and award criteria would you use?</b>

	<p>During this interactive workshop session participants will be divided into small groups and work on the evaluation of a tender. They will discuss questions such as: What selection criteria to use in order to get high quality tenders? How to use award criteria to make two different solutions mutually comparable, whilst leaving the tenderers the opportunity to present their individual, innovative solutions. Participants will present their results and discuss possible solutions with each other.</p> <p>Procurement Analyst, Facility Management Business Support Section, European Central Bank</p>
17.00-17.30	<b>Knowledge Check</b>
From 17.30	<p><b>End of Day 1 and Get-Together Reception</b></p> <p><b>Following the first two modules of our Summer Academy, we invite you to join us at our evening reception and let the day end with an enjoyable get-together.</b></p>

**Programme Day 2 – Tuesday, 19th June 2018**

	<p><b>MODULE 3</b> <b>E-Procurement</b></p>
9.00-10.00	<p><b>Challenges and Opportunities in E-Procurement</b></p> <ul style="list-style-type: none"> <li>• Business Models on eProcurement</li> <li>• Procurement KPIs</li> <li>• National Contract Registers</li> <li>• Excursus: ICT Procurement</li> <li>• Discussion on the challenges of the participants</li> </ul> <p>Policy Officer Electronic Procurement, Unit Innovative and e-procurement, DG GROW, European Commission</p>



10.00-11.00	<p><b>Case Study: Using Technology to Improve Public Procurement</b></p> <ul style="list-style-type: none"> <li>• Technology and the new regulations</li> <li>• Upstream and Downstream Technology – Source Purchase Pay</li> <li>• Making technology work for the buyer</li> <li>• Pitfalls of Upstream Technology</li> <li>• Challenges of Downstream Technology</li> </ul> <p>Assistant Director Procurement &amp; Logistics, Procurement and Logistics Service, Business Services Organisation, United Kingdom</p>
11.00-11.30	Coffee Break and Networking Opportunity
11.30-12.30	<b>Team Exercise</b>
	<b>Practical Challenges to E-Procurement Procedures</b>
	<p>During this interactive workshop session participants will work in small groups trying to solve practical challenges in different stages of e-procurement procedures. They will present their results and discuss possible solutions with each other.</p> <p>Assistant Director Procurement &amp; Logistics, Procurement and Logistics Service, Business Services Organisation, United Kingdom</p>
12.30-14.00	Lunch Break and Networking Opportunity
	<p><b>MODULE 4 Preventing Irregularities &amp; Fraud in Public Procurement</b></p>

14.00-15.00	<p><b>Red Flags for Corruption During the Tendering Process</b></p> <ul style="list-style-type: none"> <li>• What is corruption in public procurement?</li> <li>• Red flags: What are the best ways to spot irregularities in public procurement?</li> <li>• The use of checklists to identify mistakes</li> <li>• Risk management in public procurement (special focus on contract design)</li> <li>• Corruption risks: Bid rigging, collusion, etc.</li> <li>• Discussion on the challenges of the participants</li> </ul> <p>Secretary General, The Swedish Anti-Corruption Institute</p>
15.00-15.30	Coffee Break and Networking Opportunity
15.30-16.00	<p><b>Preventing Irregularities in Public Procurement – The integrity Pact of Transparency International</b></p> <ul style="list-style-type: none"> <li>• Collective action initiative</li> <li>• The role of civil society in supporting the prevention of irregularities</li> <li>• Special Focus: EU funded Projects – Experience to date in 11 EU countries</li> </ul> <p>Knowledge Coordinator – Public Procurement, Transparency International</p>
16.00-17.00	<b>Team Exercise</b>
	<b>Spotting Possible Fraud in Procurement Procedures</b>

	<p>During this interactive workshop session participants will work in small groups on a procurement case possibly involving fraudulent behaviour. How to identify red flags and what are the next steps when irregularities or even fraud is discovered? The participants will present their results and discuss possible solutions as well as next steps with each other.</p> <p>Secretary General, The Swedish Anti-Corruption Institute</p>
17.00-17.30	<b>Knowledge Check</b>
From 17.30	<p><b>End of Day 2 and Sightseeing Tour in Berlin</b></p> <p><b>After completing Module 4 and the day's knowledge check, enjoy a sightseeing tour of Berlin.</b></p>

**Programme Day 3 – Wednesday, 20th June 2018**

	<p><b>MODULE 5</b> <b>Contract Management</b></p>
9.00-10.00	<p><b>Contract Management in Public Procurement</b></p> <ul style="list-style-type: none"> <li>• Contract design</li> <li>• Contract implementation</li> <li>• Monitoring performance</li> <li>• Discussion on the challenges of the participants</li> </ul> <p>Head of Procurement for Facility Management, DG Infrastructure and Logistics (DG INLO), European Parliament</p>
10.00-10.30	Coffee Break and Networking Opportunity

10.30-11.00	<p><b>Case Study:</b> <b>Handling Contract Changes Effectively</b></p> <ul style="list-style-type: none"> <li>• Alteration of contracts</li> <li>• Amendments to the contracts</li> <li>• Procuring additional works and services</li> <li>• Can you re-use savings that appeared after the contract award?</li> </ul> <p>Head of Procurement for Facility Management, DG Infrastructure and Logistics (DG INLO), European Parliament</p>
11.00-12.00	<p><b>Team Exercise</b></p>
	<p><b>Practical Challenges of Subsequent Contract Modifications</b></p>
	<p>During this interactive workshop session participants will work in small groups on a given scenario. How to best meet the practical challenges when a contract needs to be altered? The participants identify problem areas, present their results and discuss possible solutions with each other.</p> <p>Head of Procurement for Facility Management, DG Infrastructure and Logistics (DG INLO), European Parliament</p>
12.00-13.30	<p>Lunch Break and Networking Opportunity</p>
	<p><b>MODULE 6</b> <b>Framework Agreements</b></p>

13.30-14.30	<p><b>Using Framework Contracts in Practice</b></p> <ul style="list-style-type: none"> <li>• Overview and use of framework agreements</li> <li>• How to distribute risks in a framework agreement</li> <li>• What to watch out for in technical specifications for framework agreements</li> <li>• Contract management: Responsibilities and challenges from the procurement</li> <li>• Discussion on the challenges of the participants</li> </ul> <p>Director, Office of Procurement Service, Department of Management, International Atomic Energy Agency (IAEA)</p>
14.30-15.00	Coffee Break and Networking Opportunity
15.00-15.30	<b>Knowledge Check</b>
15.30-16.00	<p><b>Case Study: Approaches to Framework Agreements</b></p> <ul style="list-style-type: none"> <li>• Tendering framework agreements</li> <li>• Approaches and priorities to framework agreements</li> <li>• Challenge: Framework agreements with more than one partner</li> <li>• Case study: tender and contract strategy framework agreement</li> <li>• Striking the balance between precision and variability</li> </ul> <p>Senior Legal Consultant, Rijkswaterstaat, Ministry of Infrastructure and Environment, the Netherlands</p>
16.00-17.00	<b>Team Exercise</b>
	<b>Practical Challenges of Tendering and Designing Framework Agreements</b>

	<p>During this interactive workshop session participants will form interactive discussion rounds and speak about priorities and possible pitfalls when designing framework agreements in practice. The participants identify problem areas, present their results and discuss possible solutions with each other. Participants are encouraged to bring their own cases and questions to discuss with the and the other participants and the workshop leader.</p> <p>Senior Legal Consultant, Rijkswaterstaat, Ministry of Infrastructure and Environment, the Netherlands</p>
<p>17.00-17.30</p>	<p><b>Award Ceremony</b></p> <p><b>for the “Diploma of the European Academy for Taxes, Economics &amp; Law” 7th Summer Academy Public Procurement 2018</b></p>

## Information

### **The Summer Academy “Public Procurement 2018” ...**

...is a three-day intensive hands-on training providing practical skills and know-how in the field of public procurement for international, European and national authorities. Because of the unique set-up and workshop character of the event, you gain strong knowledge on different areas of procurement and the challenges each procurement measure entails. Among other things, you will learn how to handle award and selection criteria and apply them to innovative procurement. Further, you will deal with the challenges of framework agreements and learn how to handle dispute resolutions as part of your contract management. Our experienced speakers provide hands-on advice on how to use technology to your best advantage during every step of the procurement process. Moreover, you will learn through which instruments the risk of fraud and irregularities in public procurement can be reduced as well as the best strategies to prepare for audits of your procurements.

Participants learn from first-hand experience during presentations as well as case study sessions and directly apply their newly acquired knowledge in interactive workshops and team exercises, taking place at the end of each training module. Based on your successful results of the daily knowledge checks, attendees will be awarded a unique diploma of the European Academy for Taxes, Economics & Law.

### **Who is this Summer Academy for?**

The Summer Academy “Public Procurement 2018“ is a must-attend intensive training course for Directors, Heads of Department or Unit, Procurement Managers and Officers, Internal and External Auditors and other specialists

Responsible for Public Procurement in:

- National and regional Ministries and their subordinated bodies and agencies
- Central Procurement and Purchasing Agencies
- European Institutions and Agencies
- International Organisations and Agencies
- City Councils and Communities
- State-owned Enterprises
- Higher Education and Research Institutions
- National and regional Courts of Auditors
- National and regional transport, road and highways agencies
- Public banks
- Other bodies responsible for public procurement

Especially from Departments such as:

- Public Procurement
- Purchasing
- Contracts
- Finance, Financial Management
- Resources, Budget
- Legal
- Monitoring
- Control
- Audit

As well as for Lawyers and Consultancy Firms

### **Your benefits**

- Become familiar with the most common errors and irregularities in public procurement procedures
- Familiarise yourself with the most recent case law in relevant procurement fields
- Discover the full potential of an efficient use of framework agreements
- Train how to meet challenges of the procurement design
- Deepen your knowledge of preventive actions and control systems for public procurement

- Make sure that your selection, award and exclusion criteria lower the risk of fraud
- Participate in interactive case studies and workshops
- Ask your individual questions and receive valuable recommendations from public procurement experts
- Benefit from exchange of experience with our experts and other attendees from all across Europe and around the world

**Location: Wyndham Berlin Excelsior**

Hardenbergstraße 14  
10623 Berlin

**Find Wyndham Berlin Excelsior on Google Maps**





European Academy for Taxes, Economics & Law . Leipziger Platz 9 . 10117 Berlin . Germany

Road and Motorway Directorate of the Czech Republic

Na Pankraci 546/56  
CZ - 14000 Praha

European Academy for Taxes, Economics & Law

EuroAcad GmbH

Leipziger Platz 9

10117 Berlin / Germany

Tel: -

Fax:

E-Mail:

Internet

30/04/2018 / SF

## Invoice N°. 2018/1687, K-186

**Due date:** immediately after receipt of the invoice

**The above mentioned invoice number should always be indicated first when outlining the payment purpose on your transfer order. Thanks a lot!**

Dear Sir and Madam,

we charge you the following fees for the event "7th Summer Academy Public Procurement 2018" from 18/06/2018 till 20/06/2018 in Berlin/Germany.

Pos.	Quantity	Article	Attendee	Price €	Discount €	VAT %	Amount €
1	1	participation fee		3.500,00	0,00	19	3.500,00
2	1	participation fee		3.500,00	0,00	19	3.500,00
3	1	digital documents		60,00	0,00	19	60,00
Net Amount total €							7.060,00
added 19 % VAT €							1.341,40
<b>Gross Amount total €</b>							<b>8.401,40</b>

We kindly ask you to transfer the full amount with reference to the invoice N° 2018/1687 immediately after receipt of the invoice to the following bank account.

**Account holder:**

**Bank name:**

**IBAN:**

**SWIFT/BIC-Code:**

**According to our regulations pre-payment of the fee is the condition for participation.**

30 days after the due date and receipt of invoice you are in delay in accordance with § 286 para. 3 of the Civil Code (BGB) of the agreed German law. The delay interest is in amount of 8% per annum above the base rate in accordance with § 288 para. 1 and 2 of the Civil Code (BGB).

For any questions please contact us by email

Yours sincerely,

European Academy for Taxes, Economics & Law

---

**Od:**  
**Odesláno:** 9. května 2018 10:46  
**Komu:**  
**Předmět:** Zakazka byla schvalena a je mozno ji zahajit; 02EU-000631; ZMR; Ucast zamestnancu ekonomickeho useku Zavodu Praha na seminari "Zadavani verejnych zakazek 2018" v Berline

Dobrý den,  
V systému Symbasis prošla zakázka schvalovacím procesem a je možno jí zahájit.

Číslo zakázky	02EU-000631
Název zakázky	Účast zaměstnanců ekonomického úseku Závodu Praha na semináři "Zadávání veřejných zakázek 2018" v Berlíně
Předpokládaná hodnota	215 100 Kč bez DPH
Typ řízení	Zakázka malého rozsahu
Zdroj financování	500 115 0001 - běžné výdaje § 2211 dálnice
Manažer zakázky	
Zpracovatel zakázky	
Útvar	

S pozdravem,  
Symbasis



Interní sdělení č.: 22/21300/2018

Ze dne: 26. 4. 2018

Pro:

Věc

Seminář zaměřený na veřejné zakázky

Vážený pane řediteli,

na základě nabídky Evropské Akademie v Berlíně bych Vás chtěla požádat o udělení souhlasu k účasti dvou pracovníků ekonomického úseku Závodu Praha - útvaru veřejných zakázek na seminář, zaměřený na veřejné zakázky, který se koná ve dnech 18. 6. 2018 – 20. 6. 2018 v Berlíně.

Jedná se c zajišťují administraci  
všech typů veřejných zakázek při výstavbě dálniční a silniční sítě včetně jejich oprav a údržby, financovaných jak z národních zdrojů, tak z Operačního programu dopravy.

Obě jmenované pracovníce dosahují trvale vynikající pracovní výsledky. Proto máme zájem na jejich odborném růstu v konfrontaci i s mezinárodním pohledem na veřejné zakázky v evropském kontextu. Obě dvě pracovníce jsou pro výše uvedený seminář v Berlíně jazykově vybaveny.

Seminář neobsahuje pouze přednášky, ale po každém bloku následuje aktivní část, do které se účastníci semináře musí zapojit (případové studie, cvičení ve skupinách apod.). Každý den je ukončen ověřením hlavních znalostí, které si účastníci z workshopu mají odnést.

Na semináři vystoupí zkušení experti z evropských struktur.

Zásadní témata semináře jsou tyto bloky:

- Judikatura veřejných zakázek: důležité nedávné případy a příslušná rozhodnutí.
- Kritéria výběru při zadávání zakázek, resp, správné nastavení hodnotících kritérií.
- Výzvy a příležitosti v oblasti elektronického zadávání veřejných zakázek.
- Upozornění na korupci během procesu zadávání veřejných zakázek.
- Předcházení nesrovnalostem ve veřejných zakázkách.
- Řízení smluv v oblasti veřejných zakázek.
- Používání rámcových smluv v praxi.

Přílohy:

- Program semináře.
- Cestovní příkazy.