

One day FPA/FAFA training course “Procurement in Humanitarian Aid”

Specific Objective	To understand the specificities of the process of awarding contracts in Humanitarian Aid Actions funded, in whole or in part, by the European Union
Expected Results	<ol style="list-style-type: none"> 1. understand scope and applicability of the Procurement Guidelines 2. comprehend the logic and applicability of the Mandatory Principles 3. gain knowledge of general rules and procedures in procurement (mandatory for A-control; reference for P-control) 4. learn about the Special rules, derogations and sanctions 5. acknowledgment of the existence and the potential added value of the helpdesk service (training, helpdesk mailbox, website, newsletter, self training, distance learning)
Target Group	<p>DG ECHO Partners Staff (HQ and field level), both A-control and P-control mechanism partners. Open to UN and IO's staff, if desired.</p> <p>The course provides an in depth analysis of procurement rules applicable to EU funded actions in Humanitarian Aid, including practical aspects of the procurement process and its reporting implications. It is therefore more suitable for staff that deals with issuing procurement internal rules, with procurement and with final reporting, mostly with financial but also operational aspects.</p>
Prerequisites	<p>This training requires experience in the implementation/management of DG ECHO actions and a thorough knowledge of FPA, since it will focus only on the procurement requirements (mandatory principles, general rules, special rules).</p> <p>Many specific issues related to proposal, implementation and reporting stage will not be covered and will be given for granted.</p> <p>Attendance of Distance learning “Final reporting” course suggested.</p>
Continuation	Support from the Helpdesk mail and website
Suggested for:	Suggested for advanced participants, having already a good knowledge and experience of DG ECHO Actions management and implementation.
<u>Not</u> suggested for:	<p>Not suggested for beginners and for staff needing a general overview of all aspects related to DG ECHO actions.</p> <p>Not suggested for staff having limited knowledge on FPA procedure, the course is quite specific.</p>
Contents	<p>Procurement overview and definitions, mandatory principles, general rules and procedures (mandatory for A-control, reference for P-control), special rules, sanctions and derogations.</p> <p>How to improve the every day work (helpdesk service)</p>



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AGENDA

The timing is indicative - It will be confirmed during the training		
09:00 - 10:30	Session 1	Introduction Procurement overview
10:30 (nearly)	COFFEE BREAK (15 minutes)	
11:00 – 12:30	Session 2	Mandatory principles
13:00 (nearly)	LUNCH BREAK (1 hour)	
14:00 – 15:30	Session 3	General rules and procedures
15:30 (nearly)	COFFEE BREAK (15 minutes)	
15:45 – 17:00	Session 4	Special rules Final provisions Conclusion