

## Agenda

### for the BEREC Office morning training session on public EU procurement for economic operators

18 September 2019, 09:00-13:00

Big Meeting Room, BEREC Office, 2<sup>nd</sup> floor, Z. A. Meierovica Bulv. № 14, Riga (ring button No 2 from outside the building)

Time	Action	Speaker
9:00-9:25	Arrival of participants to the BEREC Office, registration, welcome coffee <b>Participants are expected to arrive at the security on the 2<sup>nd</sup> floor with a valid ID document</b>	
9:25-9:30	Housekeeping matters for on-site participants (not web streamed)	BEREC Office staff
9:30	<b>Start of web streaming</b>	Moderator of the event: Ruslanas Kudriasovas, Team Leader for Finance and Procurement, BEREC Office
9:30-9:45	Opening of the event by the Director of the BEREC Office. <ul style="list-style-type: none"> <li>- Presentation of the area of business of BEREC and the BEREC Office</li> <li>- Introduction to the aim of the training</li> </ul>	Speaker: Laszlo Igneczi, Director of the BEREC Office
9:45-10:00	Benefits for Latvian economy and business from the training. <ul style="list-style-type: none"> <li>- Introduction by Ministry of Economy of the Republic of Latvia</li> </ul>	Speaker: Jānis Zakovics, Deputy Director of the Department of the EU and External Economic Relations, Ministry of Economy of the Republic of Latvia
10:00-10:10	General overview of the legal framework of the BEREC Office: <ul style="list-style-type: none"> <li>- Legal requirements to procurement, budget and finance;</li> <li>- Introduction to the Financial Regulation and the BEREC Office procurement plan.</li> </ul>	Speaker: Iskra Stoilova-Tsoneva, Head of Administration and Finance, BEREC Office
10:10-11:00	Specificity of the procurement rules for EU institutions and EU Agencies with a focus on the specificities of the BEREC Office <ul style="list-style-type: none"> <li>- Presentation by General Secretariat of the Council of the EU, as follows:</li> </ul>	Speaker: George Paraskevaidis, Public Procurement Administrator Procurement Coordination Unit

<b>Time</b>	<b>Action</b>	<b>Speaker</b>
	<ul style="list-style-type: none"> <li>- Thresholds, description of procedures with focus on open procedure and negotiated procedure;</li> <li>- Tenders, minimum requirements, evaluation (what we need to see in your tender to be able to evaluate it);</li> <li>- Award of the tender;</li> <li>- Model contracts, specific and general conditions.</li> </ul>	General Secretariat of the Council of the EU
<b>11:00-11:15</b>	Coffee break (not web streamed)	
<b>11:15-11:45</b>	Presentation of TED e-tendering and e-submission module by DG DIGIT	Speakers: Marco Di Molfetta, On-boarding Team Leader e-Submission Anda Delia Mirita, On-Boarding Manager e-Submission
<b>11:45-12:15</b>	Comparison of Latvian and EU public procurement rules: <ul style="list-style-type: none"> <li>- Joint presentation by Latvian authorities and the BEREC Office</li> </ul>	Speakers: Agnese Irmeja, Director of the Methodology Department, Procurement Monitoring Bureau; Dina Morica, Procurement and Legal Officer, BEREC Office
<b>12:15-12:25</b>	Information videos about the activity of BEREC and the BEREC Office	Technical break for summarizing the questions received via e-mail and social media
<b>12:25-12:40</b>	Questions and answers session	All speakers
<b>12:40-12:50</b>	Final remarks from the Ministry of Transport of the Republic of Latvia	Speaker: Emīls Dombrovskis, Senior Officer at Communication Department
<b>12:50-13:00</b>	Closing of the session, information on the follow-up by the BEREC Office	Speaker: Iskra Stoilova-Tsoneva – Head of Administration and Finance, BEREC Office
<b>13:00</b>	<b>End of web streaming</b>	

**Please note that the event will be video-recorded!**