Draft Workshop Program

Electoral Procurement,

Copenhagen, 29 – 31 October 2008

Wednesday 29 October 2008

8.45 – 9.00	Registration	
9.00 – 9.20	Opening Session & Introduction	James Provenzano, Participants
9.20 – 9.50	Overview of the revamped PSO set-up Challenges in Electoral Procurement and the Road Ahead	Volker Welter, PSO/Cph
10.00 – 10.30	Coffee Break	
10.30 – 11.15	UN Policy and Strategic Framework in the field of elections and criteria for involvement in Electoral Assistance	Linda McGuire, BDP/NY
11.30 – 12.15	UNDP Delivery Methods in Electoral Assistance: DEX and NEX Overview of Electoral Recipients and Stakeholders	Fabio Bargiacchi, UNDP/Brussels
12.15 – 13.15	Lunch	

13.15 – 14.45	Introduction of the Electoral Procurement Cycle
	
	   o Strategic Planning from A-Z of the electoral cycle supply chain
	
	   o Sourcing and Market Analysis
	
	   o Budgeting
		Karen Hong, PSO/SAT
		
		Anne-Sofie Holm, PSO/SAT

14.45 – 15.00	Coffee Break	
15.00 – 15.30	CAP & ACP Submissions	George Peradze, Regional CPO, Bratislava

15.30 – 16.45	o Tender Process
	
	   o Contracting
	
	   o Quality Control
	
	   o Training
		Karen Hong, PSO/SAT

	o Mission Support and on-line Support o Risks and Challenges	
16.45 – 17.15	Case Studies on the Procurement Process	
17.15 – 17.30	Wrap up of the day	

Thursday 30 October 2008

8.45 – 9.00	Recap on previous day's session	
9.00 – 10.00	Integration of Programme and Procurement	Dimitri Samaras, UNDP/NY or Alfonso Fernandez
10.00 – 10.30	Coffee Break	
10.30 – 12.15	Introduction to LTAs and Partnerships for Electoral Procurement o Existing LTAs Contracting for NGOs/CSOs and Implementing Partners o Programmatic Frameworks o Grant Agreements o Procurement Processes	Karen Hong & Anne-Sofie Holm
12.15 – 13.00	Lunch	
13.00 – 14.00	EC-UNDP Partnership and Joint Task Force on Electoral Assistance	Francesco Torcoli, European Commission/Fabio Bargiacchi
14.00 – 14.30	Presentation by IOM, Election Support Unit	Francesca Marzatico, IOM/Election Support Unit
14.30 – 15.00	Presentation by International Institute for Democracy and Electoral Assistance (IDEA)	Domenico Tuccinardi, IDEA
15.00 – 15.30	Coffee Break	
15.30 – 16.00	Presentation by IFES The IFES Election Supplier Directory	Jeff Brady

16.00 – 17.30	Case Studies	Participants
17.30 – 18.00	Wrap up of the day	

Friday 31 October 2008

8.45 – 9.00	Recap on previous day's session	
9.00 – 9.30	Presentation by PSO/GPU	Gerard Gomez, GPU
9.30 – 10.30	Practical Demonstration of Electoral Material	Poul Muller/Victor Margall/Mathieu Carlier, GPU
10.30 – 10.50	Coffee Break	
10.50 – 11.30	Procurement of Material for Biometric Voter Registration. Case Studies: DRC, Togo, Conakry, Afghanistan	GPU
11:30 – 12:15	IT solutions for registration exercises	SAT
12.15 – 13.00	Lunch	
13.00 – 15.00	UN/UNDP Lessons Learned and Best Practices	Linda McGuire, Fabio Bargiacchi, Dimitri/Alfonso
15.00 – 15.30	Coffee Break	
15.30 – 17.00	Lessons Learned from the Workshop & Recommendations on the way forward	All
17.00 – 17.30	Evaluation & Closing Session	Volker Welter