

**Good Governance for development in Arab Countries initiative
Working Group II on E-government and Administrative Simplification**

1ST HIGH LEVEL SEMINAR ON E-PROCUREMENT

30 –31 JANUARY 2006

NAPLES, ITALY

PRELIMINARY ANNOTATED DRAFT AGENDA

30 JANUARY

	<p><u>OPENING AND INTRODUCTION</u> The objectives of the good governance for development (GfD) initiative in Arab countries and of the High Level Seminar</p>
9.30 – 10.00 (approx.) (max 5 minutes per intervention)	<p><i>H.E. Mario Baccini , Minister for Public Administration - Welcome address (to be confirmed)</i></p> <p><i>Mr Federico Basilica, Head of Department for Public Administration Administration - Introductory remarks</i></p> <p><i>Representative from the Department for Innovation and Technologies-Introductory remarks</i></p> <p><i>Mr Carlo Flamment, President, FORMEZ</i></p> <p><i>Opening remarks by the Arab and OECD chairs and co-chairs</i></p> <p><i>Short presentation by Mr. Rolf Alter, Deputy Director, Public Governance and Territorial Development, OECD on the seminar agenda and objectives.</i></p>
10.00 – 11.30	<p>SESSION 1: A FRAMEWORK FOR E-PROCUREMENT – THE REGULATORY FRAMEWORK CHAIR: VINCENZO SCHIOPPA (co-chair of WG2)</p>
Presentation of cases* by selected countries (max 10 min per country) followed by question and answer session.	<p>The aim of this session is to allow participating countries to exchange practical know how and discuss their experience in establishing a proper regulatory framework for e-procurement.</p> <p>The session will be opened by ---- who will present the Italian experience in establishing a nation wide e-procurement solution. Following this presentation, Arab countries will be able to make short presentations of cases based on their country experiences in setting up legislative framework for e-procurement. Experts from across OECD countries will be given the opportunity to provide comments and insight based on their own national approach, with a particular attention given to the identification of good practices and lessons learned that can be shared among participants.</p>

	<p><u>Establishing of a good regulatory framework for e-procurement: The Italian experience on reviewing existing laws on public procurement to allow electronic processes</u> (Luigi Fiorentino, Secretary general of the Competition Authority or Chiara Lacava TBC)</p> <p>Presentations from Arab Countries</p> <p>Comment from OECD countries</p> <p>Discussion</p> <p>Proposed questions for discussion and data collection:</p> <ul style="list-style-type: none"> ○ Have you introduced the necessary laws and regulations to support e-procurement solutions at the national level (e.g. rules allowing e-auctions or e-bidding processes; legal requirements for identification of bidders and suppliers)? ○ Which administrative tools and mechanisms (e.g. revision of existing laws and procedures) have you identified and used to build up a sound regulatory environment for e-procurement? ○ What are the major barriers to building such a framework and how have you overcome them?
	<p>Room document: The Transparency in Public e-Procurement: The Italian Perspective (paper by Paola Magrini, DIT and presented at the OECD Expert Group Meeting on Integrity in Public Procurement on 20-21 June 2005)</p>
11.30 – 11.45	Coffee break
11.45 – 13.15	<p>SESSION 2: A FRAMEWORK FOR E-PROCUREMENT – ORGANISATIONAL STRUCTURES AND RESPONSABILITIES</p> <p><i>CHAIR: DEPARTMENT OF PUBLIC ADMINISTRATION (TBD)</i></p>
<p>Presentation of cases* by selected countries (max 10 min per country) followed by question and answer session</p>	<p>The aim of this session is to allow participating countries to discuss the approach and organisational structure which support the implementation of e-procurement.</p> <p>The session will be opened by a speaker from the Italian Public Information Services Agency (Consip) (Claudio Gregorio e/o Salvatore Monteforte TBC) who will present the Italian organisational framework for e-procurement. Following this presentation, Arab countries will make short presentations on their own organisational structures and systems of responsibilities for e-procurement. Experts from OECD countries will be given the opportunity to provide comments and insights based on their own national approach, with a particular attention given to the identification of good practices and lessons learned that can be shared among participants.</p> <p>Structures and responsibilities for e-procurement : the experience of the Italian Public Information Services Agency (Consip)</p> <p>Discussion on approaches and challenges in Arab countries</p>

	<p>Proposed questions for discussion and data collection:</p> <p>What are the main features of your country organisational approach to e-procurement? Do you have a central e-procurement authority or e-procurement is decentralised across agencies and levels of government? What was the reason behind your decision to either centralise or decentralise e-procurement in your country?</p>
13.15 – 15.00	Lunch
15.00 – 17.30 (coffee break from 16.15 – 16.30)	<p>SESSION 3: A FRAMEWORK FOR E-PROCUREMENT – PROCESS REENGINEERING AND SIMPLIFICATION CHAIR:: OECD COUNTRY (TBD)</p>
Presentation of cases* by selected countries (max 10 min per country) followed by question and answer session	<p>The aim of this session is to allow participating countries to discuss <u>key aspects related to the simplification and reengineering of administrative procedures</u> connected to the implement of e-procurement.</p> <p>The session will be opened by --- who will present ---- (discussion of a particular case of process reengineering – COUNTRY TBD). Following this presentation, Arab countries will also make short presentations on their efforts to achieve greater transparency and simplification of procurement functions and offices through enabling electronic procurement. Experts from OECD countries will be given the opportunity to provide comments and insights, with a particular attention given to the identification of good practices and lessons learned that can be shared among participants.</p> <p>Proposed questions for discussion and data collection:</p> <ul style="list-style-type: none"> • To what extent the introduction of electronic processes for public procurement has been accompanied by efforts to automate, simplify and re-engineer existing processes? Please briefly make a concrete example. • Has the introduction of electronic processes in public procurement led to any benefit to your organisation (as listed below)? What criteria have you used to measure them? <ul style="list-style-type: none"> ○ Greater simplification and transparency of procedures ○ Reduced duplication of procurement functions and offices ○ Greater transparency and accountability of decision making ○ Benefits of scale due to consolidated purchasing

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9.30 – 10.30	<p>SESSION 4: TECHNICAL CHALLENGES IN IMPLEMENTING EFFECTIVE E-PROCUREMENT SYSTEMS <i>CHAIR: FORMEZ (TBD)</i></p>
<p>Presentation of cases* by selected countries (max 10 min per country) followed by question and answer session</p>	<p>The aim of this session is to provide participating countries with the opportunity to discuss and identify key challenges related to the implementation of e-procurement systems.</p> <p>The session will be opened by --- who will present ---- (lessons learned from implementation of e-procurement systems - COUNTRY TBD). Following this presentation, Arab countries will also make short presentations on the technical challenges they face in implementing e-procurement systems. Experts from OECD countries will be given the opportunity to provide comments and insights, with a particular attention given to the identification of good practices and lessons learned that can be shared among participants.</p> <p>Proposed questions for discussion and data collection:</p> <ul style="list-style-type: none"> • Do you have a shared IT platform for e-procurement or have agencies developed their own solutions? Does your system integrate with buyer agency systems (i.e. ERP) and supplier systems? What are the main technical challenges in maintaining and developing IT systems which support procurement solutions? Have you developed technical standards (e.g. for data exchange) and requirements to allow systems interoperability?
10.30 – 11.00	Coffee break
11.00 – 12.30	<p>SESSION 5: BUILDING UP EFFECTIVE SKILLS AND HUMAN CAPACITIES <i>CHAIR::</i></p>
<p>Presentation of cases* by selected countries (max 10 min per country) followed by question and answer session</p>	<p>The aim of this session is to allow participating countries to discuss the technical and managerial skills required to implement e-procurement systems.</p> <p>The session will be opened by Giuseppe Pennella, Head of Research and Development FORMEZ, who will present (discussion of a particular case of skills development for e-procurement). Following this presentation, Arab countries will make short presentations on their own approach to developing the human, technical and managerial skills required to implement e-procurement. Experts from OECD countries will be given the opportunity to provide comments and insights, with a particular attention given to the identification of good practices and lessons learned that can be shared among participants.</p> <p>Proposed questions for discussion and data collection:</p> <ul style="list-style-type: none"> • How have you developed staff capabilities to handle the development, implementation, and maintenance of e-procurement systems? Please

	<p>refer to the list below:</p> <ol style="list-style-type: none"> 1. understand public e-procurement policies and practices 2. understand technical requirements (e.g. technical/programming/help desk skills) 3. develop managerial skills and process knowledge related to new systems 4. build and maintain relationship with suppliers and other stakeholders
12.30 – 13.30	<p>SESSION 6: COOPERATION INITIATIVES ON E-PROCUREMENT: CHALLENGES AND PERSPECTIVES <i>CHAIR: DEPARTMENT FOR INNOVATION AND TECHNOLOGIES (S.GATTI TBC)</i></p>
	<p>The aim of this session is to allow participating countries to identify the current actions of cooperation in the regions in order to present the framework of international cooperation on e-procurement support by the Italian Government and other key actors.</p> <p>The session will be opened by Mr Giorgio Mariani, Manager e-Government Grants program, development gateway Foundation, who will present the major factors of challenges and success in cooperation projects on e-procurement.</p> <p>Following this presentation, Arab countries will make short presentations on their experience in cooperating on e-Government, as well as their expectations. Experts from OECD countries will be given the opportunity to provide comments and insights, with a particular attention given to the identification of good practices and lessons learned that can be shared among participants.</p> <p>Proposed questions for discussion and data collection:</p> <ul style="list-style-type: none"> • Which aspects of e-procurement have so far received cooperation assistance? In which form, and from which Agency? • Which are the components of e-procurement where cooperation from donors might generate higher value added? • Which are the main challenges and criticalities that might be encountered in designing, developing and implementing cooperation projects in e-procurement?
13.30 – 15.00	LUNCH
15.00 – 16.30	<p>SESSION 7: CLOSING SESSION - BUILDING GUIDELINES AND PROPOSALS FOR NEXT STEPS <i>CHAIR: ARAB CHAIR OF WG2</i></p>
	<p>Following meeting discussion, participants will have the opportunity to identify and discuss good practices and guidelines for establishing the framework conditions and effectively implementing e-procurement solutions. The guidelines will constitute an input in view of the elaboration of country action plans.</p> <p>Closing remarks by the Arab and OECD chairs and co-chairs</p>