

**Program for the
EU UN-Procurement Training for Trade Professionals
11-12 November, 2014
Brussels Expo, Brussels, Belgium**



Tuesday, November 11

- 08:00- 08:15** **Registration and breakfast**
- 08:30-8:45** **Welcome and opening by EUPF**
Participants become familiar with the outline of the program.
- 08.45-09:30** **Introduction to the UN System**
Participants will be introduced with an overview of the UN Family, procurement statistics etc. etc. to place 'UN-Procurement' in a context.
- 09:30-10:30** **Introduction to specific UN Organizations
(UN/PD, UNOPS & Others)**
Participants will be introduced to UN Organizations and its clients
- 10:30-10:45** **Coffee Break**
- 10:45-11:30** **Presentation: The UN-procurement registration process**
UNGM and UN/PD registration, all steps
- 11:30-12:30** **Presentation: The UN-tender process explained**
From EOI all the way to complaints procedure
- 12:30-13:45** **Lunch**
- 13:45-14:30** **Workshop: Innovation**
The level of implementing existing technical innovations from the private sector, or even pro-actively working together with the private sector by developing innovations in a partnership, differs substantially per organization in the UN system. *Various initiatives will be discussed.*
- 14.30-15:15** **Workshop: Sustainable Procurement**
How this new trend on UN Procurement affects the procurement process and how it impacts the opportunities of the European suppliers.
- 15:15-15:30** **Coffee Break**
- 15:30-17:00** **Workshop: Trading places with a UN-Procurement Officer**
Case studies on how the UN does procurement
- 18:00** **Networking reception**

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Wednesday, November 12

08:00-08:30 **Breakfast**

08:30-10:00 **Presentation: The tools for trainers**
What type of information can be used by trade professionals in assisting their companies?

10:00-10:15 **Coffee Break**

10:15-11:45 **Case studies advising companies**
The job of a UN-procurement trade advisor is that of a promoter, advisor and problem solver. Companies generally go to their government representative to learn about UN Procurement, get advice and assistance if problems arise.

11:45-13:00 **Summary and Wrap Up** *Location: AIDEX Floor*
During a joint session at one of the AIDEX sessions, participants will have the opportunity to offer advice to real EU companies exhibiting on AIDEX.

13:00 **End of program**

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