

Capacity Building Session I – Procurement and Contract Management

The first Capacity Building Session on Procurement and Contract Management was held during the Procura+ Seminar in Middelburg, hosted by the Province of Zeeland. The session involved around 25 contracting authorities from various European countries, as well as from outside Europe, including New Zealand and Uzbekistan.

Several key topics were presented and discussed, and the session was structured in two main parts.

The first part, lasting one hour, focused on the tender process. The main topics covered included:

- Need identification and market analysis
- Public procurement procedures and related timelines
- Integration of green and social criteria into tender documents
- Vendor registers and vendor rating systems

Before the end of this first part, four peer-to-peer discussion tables were organised, each dedicated to one of the above topics. Participants were invited to reflect on the main challenges, identify one good practice or innovative solution, and formulate one recommendation for public buyers. A final plenary session allowed all participants to share insights and learn from each other's experiences.

The second part of the session, lasting two hours and forty-five minutes, focused on:

- Contract management
- Enforcement, and Contract modifications
- Tools and methodologies for monitoring contract performance

The discussion also highlighted the crucial role of the contract manager in ensuring proper contract execution. An engaging presentation was delivered by the Head of Procurement of the Province of Zeeland, who shared the tools used by the administration to monitor compliance with the Sustainable Development Goals (SDGs).

To conclude this part, three peer-to-peer tables were organised to further discuss the topics addressed, particularly focusing on challenges, strategies and tools adopted, and the expectations of Contracting Authorities regarding the implementation of performance monitoring. The session ended with a final plenary discussion where participants exchanged insights and key takeaways.