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DEVELOPMENT CO-OPERATION DIRECTORATE  
DEVELOPMENT ASSISTANCE COMMITTEE

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## Working Party on Aid Effectiveness and Donor Practices

OECD/DAC – WORLD BANK ROUND TABLE INITIATIVE ON  
STRENGTHENING PROCUREMENT CAPACITIES IN DEVELOPING COUNTRIES

Draft Agenda for Working Group Meetings

21-23 June 2004  
OECD - La Murette, room 5

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The World Bank

## **DRAFT AGENDA**

### **FOR WORKING GROUP MEETINGS OECD/DAC – WORLD BANK ROUND TABLE INITIATIVE ON STRENGTHENING PROCUREMENT CAPACITIES IN DEVELOPING COUNTRIES:**

*21 – 23 June 2003*

#### **Objective**

The objective of the meeting is to advance the work of the joint OECD/DAC - World Bank Round Table Initiative to the next phase by providing clear agreed guidance about how to draft the first complete versions of the guidelines and best practices notes that will address the three major Round Table themes. The discussion will be conducted on the basis of the annotated outlines that were prepared after the 2<sup>nd</sup> Roundtable Meeting in Kampala, Uganda and revised after comments from Working Group participants. In addition, the meeting will discuss the status of preliminary preparations for the 3<sup>rd</sup> Roundtable, which is tentatively scheduled for December 2004, and how our work can best contribute to the 2<sup>nd</sup> High Level Forum [HLF] on Harmonisation and Alignment, which is scheduled for 2 – 4 March 2005.

#### **Working modalities**

It is suggested that the working modalities for the meeting be similar to those of the 2<sup>nd</sup> Roundtable. This implies that at the first plenary session theme leaders will provide an overview of the work undertaken so far, introduce the issues encountered to date and possible solutions to those issues and set out what each working group hopes to achieve during the meetings it will conduct. If new participants wish to inform the others about the status of their procurement reform efforts, or how any lessons or issues they are learning or encountering might impact the work on any of the Round Table themes, they should alert one of the Co-Chairs at the beginning of the first plenary session. Because we wish to reserve maximum time for the breakout session work, however, these interventions must be kept brief.

During the breakout sessions, each theme and associated pilot project working group is expected to provide detailed comments on the annotated outlines and clear direction for drafting the first version of the agreed final products. In addition, the working groups will be asked to prepare a short, but comprehensive, written plan outlining the remaining work to be carried out over the next and final phase of the Initiative, indicating when each key step will take place and highlighting in particular when the recommendations on best practices will be ready for testing in pilot projects, if they are not already being piloted.

The final plenary meeting will summarize the results of each breakout session and provide guidance on how each theme and pilot project working group will move forward towards the operational phase of this work. In addition, the meeting will discuss: (i) some practical issues pertaining to the organisation of the 3<sup>rd</sup> and final Round Table meeting, (ii) how to operationalise the Round Table process in the future so that the good progress made so far is not lost, and (iii) how the Initiative can best contribute to the 2<sup>nd</sup> HLF. An annotated Agenda follows:

## PART I

**Monday 21 June 2004**

**9.30 – 11.00 Plenary Session**

1. Welcome by the Co-chairs, Stephen Chard (UK/DFID) and Robert Hunja (World Bank)
2. Brief discussion of the links between the Round Table Initiative and the wider harmonisation agenda, i.e. the DAC Working Party on Aid Effectiveness and Donors Practices and its preparations for the Paris High Level Forum on Harmonisation, scheduled for 2-3 March 2005
3. Brief reports by the theme leaders of the working groups:

**Benchmarking, Monitoring & Evaluation (B, M & E) (Pamela Bigart, World Bank)**

The Benchmarking/Monitoring and Evaluation Working Group will focus on discussing the proposed Benchmarking System based on the paper circulated prior to the meetings. It will cover the proposed framework for the monitoring and evaluation system developed by ITC and the pilot countries, followed by comments and discussion. Presentations on progress with regard to implementation of M&E will be made by several client countries. The latest model Monitoring and Evaluation system and how it will be tested in various Francophone and Anglophone developing countries will also be presented and discussed, as well as the results of the preliminary testing of an agency-level assessment tool in Ghana. Finally, the group will consider the next steps leading to finalizing the benchmarking system, testing the system and expanding the piloting and implementation of the M&E system in selected countries. A key outcome will be the linkages between the benchmarking system and the M&E system at the country level.

**Procurement Capacity Building (Margaret Robinson, UK/DFID)**

The Working Group on capacity building will discuss the latest draft outline for a good practice note on procurement capacity building and focus on: (i) the principles of effective capacity building and how to prioritize them in specific country situations, (ii) how to integrate capacity building more effectively into the broader process of procurement reform and (iii) what capacity building/change management techniques seem to be the most successful in different circumstances. On Wednesday morning the WG will bring together the conclusions reached and prepare an outline of the next steps to be undertaken to be reported to the final plenary session that afternoon.

**Mainstreaming Procurement as a Strategic Function of Government (Peter Pease, OECD/DCD)**

The Working Group on mainstreaming will review its latest annotated draft outline and feedback from participants to an informal mainstreaming survey they will receive shortly. It will then discuss the steps that need to be taken to develop the outline into a sound strategy paper that both maps ways to bring the procurement function institutionally more into the mainstream of each government and also details effective change management and communications techniques and approaches needed to support and sustain this process.

4. Brief Remarks by New Participants on WG Themes & Reform initiatives

**11.00 - 11.15 Coffee break**

## **PART II**

### **11.15 on Monday 21 June to 13.00 on Wednesday 23 June - Working Group break out sessions**

1. Benchmarking, Monitoring & Evaluation (room TBC)
2. Procurement Capacity Building (room 5)
3. Mainstreaming Procurement as a Strategic Function of Government (room TBC)

### **13.00 - 15.00 Lunch break <sup>1</sup>**

### **18.15 –20.00 on Monday 21 June - Cocktail Reception in Marshall Room [to be confirmed]**

## **PART III**

### **Wednesday 23 June 2004**

### **15.00 - 16.30 Final Plenary Session (room 5)**

Brief reports by each theme Working Group leader on the progress made during the breakout sessions and when the remaining work will be taken to ensure completed products are ready for the 3<sup>rd</sup> Round Table meeting in December 2004, followed by a summary wrap-up by the Co-Chairs

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1 . Normally a successful lunch near the OECD facility where the WG meetings will take place takes 2 hours. However, WGs are free to shorten this period, if they wish.