

# Managing Risks in Public Finances – What to Do and How to Do It

Maastricht (NL), 24-25 November 2016



Accredited by  
*Koninklijke Nederlandse  
Beroepsorganisatie  
van Accountants (NBA)*



## Introduction

### Target group

This workshop will be of interest to three types of officials and experts from **European institutions and agencies, ministries, national executive agencies, regional governments, municipalities and other public sector bodies such as educational institutions, i.e.:**

- **Finance professionals**, who are responsible for preparing budgets, financial management reports and final accounts.
- **Service managers**, who need to understand budgets, financial management reports and operational management reports so that they can use them to plan and manage their services.
- **Auditors**, who are responsible for ensuring that public sector bodies exercise effective control over finances and services and assisting bodies to improve their management of finances and services.

It will also be of interest to academics, international financing institutions and service providers interested in bidding for infrastructure projects.

### Description

Public sector bodies are more than ever faced with limited resources, high levels of demand for public services and competing priorities for investment projects. So effective budgeting and control of budget execution and service delivery performance are essential to ensure that they make best use of their resources to achieve their objectives.

**This workshop focuses on the key financial and operational risks across the whole public financial management cycle i.e. budgeting, the execution of budgets and the delivery of services and including the role of auditors in ensuring that public sector bodies manage risks by exercising effective control over**

**finances and services. At a time when the EU is embarking on a major modernisation of its infrastructure via the Investment Plan for Europe, it also sets out the main challenges in the appraisal, selection and financing of capital expenditure projects.**

The workshop aims to help you face the key challenges in your own environment, what to do at different stages of the process and how to do it, using the practical experience of experts who have faced these challenges.

### Learning methodology

The workshop will be based on presentations, practical exercises and case studies, with an emphasis on a high level of interactivity. The workshop will offer an excellent platform to exchange experiences and challenges in budgeting, financial management, operational service management and capital expenditure projects.

### Objectives

By the end of the workshop you will have gained a better understanding of:

- How to identify and manage the key risks to the sustainability of the finances of a public sector body across the entire public financial management cycle.
- How to identify and manage the most commonly arising financial and operational risks in the budget preparation process.
- How to identify and manage the most commonly arising financial and operational risks in the execution of budgets and the delivery of services.
- How to identify and manage the key risks in appraisal, selection and financing of capital expenditure projects
- How auditors can contribute to the exercise of effective control over finances and services and how they can assist bodies to improve their management of finances and services.

# Programme

## THURSDAY 24 NOVEMBER 2016

- 09.30 **Welcome and introduction to the workshop**  
*Michael Burnett*, Expert, European Public Management, EIPA, Maastricht (NL)  
*Gerard Doherty*, Manager, Department of Public Expenditure Reform, Dublin (IE)
- 10.00 **Managing risk across the public financial management cycle – Key tools and main challenges**  
*Michael Burnett*
- 11.15 Coffee break
- 11.30 **Managing risk in public sector budget preparation**  
*Michael Burnett*
- 13.00 Lunch
- 14.30 **Managing risk in public sector budget execution – Financial management and budgetary control**  
*Gerard Doherty*
- 15.45 Coffee break
- 16.00 **Managing risk in public sector budget execution – Financial management and budgetary control (continued)**  
*Gerard Doherty*
- 17.15 **End of day one**
- 18.00 Reception at Hotel Derlon

## FRIDAY 25 NOVEMBER 2016

- 09.00 **Review of day one and introduction to day two**  
*Michael Burnett*
- 09.15 **Managing risk in public sector budget execution – Managing operational performance**  
*Michael Burnett*
- 10.30 Coffee break
- 10.45 **Managing risk in capital expenditure projects**  
*Michael Burnett*
- 12.00 **Managing risk in public finances – The role of auditors**  
*Gerard Doherty*
- 12.45 Lunch
- 14.15 **Managing risk in public finances – The role of auditors (continued)**  
*Gerard Doherty*

- 15.15 Coffee break
- 15.30 **Managing risk in public finances – The role of auditors (continued)**  
*Gerard Doherty*
- 16.15 **Summary and conclusions**  
*Michael Burnett*
- 16.30 **End of workshop**

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@eipapubman



## EXPERTS

### **Michael Burnett - Project Leader**

The workshop will be led by Michael Burnett BA FCA MCIPD MCIPS who has been leading EIPA's activities in public financial management for the past seven years,

Michael Burnett qualified as a Chartered Accountant with Deloitte and Touche in the UK. He has been leading EIPA's activities in public financial management for the past seven years and has more than 30 years of experience in public financial management, performance management, contract management, public procurement and PPP in different sectors and levels of government in finance, service provision and management roles, including setting up and running for three years a national training agency in the UK and a secondment to the European Commission. His experience also includes audit training for the European Court of Auditors, conducting several studies for the UK Audit Commission and acting as adviser on value for money and procurement issues to auditors of UK sub-national authorities.

In 2009, 2011, 2013 and 2015 he was a Theme/Category Leader for EIPA's European Public Sector Awards (EPSA) and his publications on public sector management include contributions to the EPSA research publications. <http://publications.eipa.eu>.

### **Gerard Doherty**

Gerard Doherty BA ACMA has more than 20 years experience in public sector financial management and external and internal audit. Since 2005 he has been an Audit Manager for the ERDF Audit Authority within the Department of Public Expenditure Reform in Ireland. He was responsible for the design, preparation and implementation of the compliance assessment, audit strategy, annual programme of systems and operations audits and annual control report elements of the ERDF co-financed programme in Ireland for the 2007-2013 period. He undertook similar roles in the 2000-2006 ERDF co-financed programme and is currently responsible for planning the audit element (including audit strategy) for the 2014-2020 programme. He has led several training sessions for EIPA on audit issues.

# General Information

## Programme

The programme will start on Thursday 24 November 2016 at 09.30 and end at 16.30 on Friday 25 November 2016.

## Workshop venue

European Institute of Public Administration  
O.L. Vrouweplein 22  
6211 HE Maastricht  
The Netherlands  
Tel.: +31 43 32 96 222

## Working language

The seminar will be conducted in English.

## Fee

EIPA members' fee\*: €900  
Regular fee: €1000

The participation fee includes participation in the workshop, documentation, two lunches, a reception and refreshments. Accommodation and travel costs are at the expense of the participants or their administration.

Please tick the relevant box in the registration form when registering for a seminar or training course. Note that reductions cannot be accumulated. For more information, please visit EIPA's website: <http://seminar.eipa.eu> (FAQ - special discounts).

\* EIPA Members can take advantage of a reduced fee; this is available to all civil servants working for one of EIPA's member countries (i.e. AT, BE, BG, CY, CZ, DE, DK, ES, FI, FR, GR, HU, IE, IT, LT, LU, MT, NL, NO, PL, PT, SE, UK), and civil servants working for an EU institution, body or agency.

## Hotel reservations

The European Institute of Public Administration has special price arrangements with a number of hotels. All hotels are within 10 minutes walking distance from EIPA.

Should you wish to make use of this possibility, please book directly via the links below. Payment is to be made directly and personally to the hotel on checking out. At the time of booking, please mention in the requested field the EIPA project number **1620406**.

- **Bastion Hotel**  
[www.bastionhotels.nl/en/eipa.html](http://www.bastionhotels.nl/en/eipa.html)
- **Townhouse Hotel**  
[www.townhousehotels.nl/eipa](http://www.townhousehotels.nl/eipa)
- **Hotel Derlon**  
[www.derlon.com/eipa](http://www.derlon.com/eipa)
- **Designhotel Maastricht – Hampshire Eden**  
[www.hampshire-hotels.com/eipa](http://www.hampshire-hotels.com/eipa)

## Meals

Lunches and the reception will be served at a restaurant in town. Should you require a special menu (e.g. vegetarian, diabetic), please inform the Programme Organiser so that this can be arranged.

## Registration

Kindly complete the online registration form which can be found on EIPA's website <http://seminars.eipa.eu> before **9 November 2016**.

Your name and address will be part of EIPA's database for our mailing purpose only. If you do not want to be included in our mailing database, please tick the box on the registration form.

## Confirmation

Confirmation of registration will be forwarded to participants on receipt of the completed registration form.

## Payment

Prior payment is a condition for participation. Please indicate the method of payment on the registration form. For cancellations received within 15 days before the activity begins, we will have to charge an administration fee of €150 unless a replacement participant is found.

## Cancellation policy

EIPA reserves the right to cancel the seminar up to two weeks before the starting date. EIPA accepts no responsibility for any costs incurred (travel, hotel, etc.). For EIPA's cancellation policy, please visit our website <http://seminars.eipa.eu> (FAQ - cancellation policy).

# Registration Form

Managing Risks in Public Finances – What to Do and How to Do It  
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Surname: ..... Title: ..... M/F  
First name: .....  
Organisation: .....  
Department: ..... Current position: .....  
Work address: .....  
Postal code & Town: ..... Country: .....  
Telephone number: ..... Fax number: .....  
E-mail address: .....

## Invoice information

Organisation: .....  
Department: .....  
Address: .....  
Postal code & Town: ..... Country: .....  
VAT number: ..... Your reference number: .....  
E-mail address: .....

## Payment – 1620406

The fee includes participation in the workshop, documentation,  
two lunches, a reception and refreshments

- €900 (EIPA members' fee)  
 €1000 (Regular fee)

## Method of payment

- Bank transfer  
 Credit card

American Express card     Eurocard/Mastercard     Visa card

Card number: ..... Expiry date: ..... / .....

Name card holder: ..... (in case this differs from above)

Address card holder: ..... (in case this differs from above)

Postal code: ..... Country: ..... (in case this differs from above)

Card Validation Code: ..... (the last three digits on the back of your card)

Exempt from VAT by virtue of Article 11, Para. 1 (o), Sub-para. 2 of the Dutch Law on VAT of 1968

## Meals

Vegetarian →  Fish allowed →  Other dietary requirement: .....

Kindly complete the online registration form at <http://seminars.eipa.eu> before 9 November 2016

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Your name and address will be part of EIPA's database for our mailing purpose only.  
Please tick  if you do not want to be included in our mailing database.