

Workshop

Public Sector Budgeting for Service Delivery: What to Do and How to Do It

Maastricht (NL), 29-30 November 2016



European Institute of Public Administration
Institut européen d'administration publique

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



Introduction

Target group

This workshop will be of interest to two 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. those who are responsible for preparing budgets at organisational and/or activity/project level, including budgets for EU-financed projects, and **budget holders** who need to understand budgets so that they can use them to deliver and manage their services.

It will also be of interest to academics, international financing institutions and service providers (including NGOs) interested in bidding for EU-financed projects.

Description

Effective public sector budgeting is the key to effective public service delivery and the budget is the means by which a public sector body expresses its priorities. So effective budgeting is the essential to ensure that a public body can achieve its objectives. Making budget choices is vital for public officials, irrespective of their function, and particularly in hard economic times. Furthermore, the choices to be made now will often have important long-term consequences for both public services delivery and the stability of the public finances.

This workshop will show you how to link budgets to service delivery 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.

It covers budgeting at all levels of public administration, including EU, national and sub-national level, at organisational, departmental and unit level and also, through the medium of EU-financed projects, of activity/project budgeting. It will also introduce you to a methodology to review public sector budgets and services when expenditure reductions need to be made.

Specifically, it will help you to understand how to prepare public sector budgets in difficult times and how to use them as a tool for managing public services, including how to make realistic choices about prioritising public sector expenditure to make best use of limited resources.

Objectives

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

- the role of budgeting in public financial management;
- the current context and challenges for budgeting for finance staff and budget users at organisational, departmental and activity/project level;
- approaches to budgeting at EU level and at national and sub-national level used in different EU Member States;
- how budgets are prepared and used in practice;
- how to conduct public sector budget reviews and service reviews in parallel, using techniques such as performance budgeting.

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 concerns in preparing and reviewing budgets and how they link to delivering services.

Programme

TUESDAY 29 NOVEMBER 2016

- 09.15 **Welcome and introduction to the workshop**
Michael Burnett, Expert, European Public Management, EIPA, Maastricht (NL)
- 09.30 **Public sector budgeting: why it matters**
Michael Burnett
- 10.15 **Public sector budgeting: current context and challenges**
Michael Burnett
- 11.30 Coffee break
- 12.00 **Budgeting in practice**
- Budgeting terminology
 - Budget strategies
 - Corporate budgeting
 - Departmental budgeting
 - Activity budgeting
 - Performance-based budgeting
 - Budgeting – examples from practice at EU, national and sub-national level
- Michael Burnett*
- 13.00 Lunch
- 14.15 **Budgeting in practice** (continued)
- 15.15 Coffee break
- 15.45 **Case study: Municipal budgeting in the Netherlands**
Harrie Scholtens, Seconded National Expert (the Netherlands), EIPA, Maastricht (NL)
- 17.00 **End of day one**

WEDNESDAY 29 NOVEMBER 2016

- 09.00 **Review of day one and introduction to day two**
Michael Burnett
- 09.15 **Practical budgeting exercise: budget preparation**
- Part 1 - Introduction to budget process (step-by-step approach, coding, calculating)
 - Part 2 - Working groups: preparation of budget
 - Part 3 - Feedback from working groups: preparation of budget
- Santino Luciani*, Project Manager, Formez PA, Rome (IT)
- 10.45 Coffee break
- 11.15 **Practical budgeting exercise: budget preparation** (continued)
Santino Luciani

- 12.30 Lunch
- 13.45 **Setting public sector budgets and reviewing services in hard times**
Michael Burnett
- 14.15 **Practical budgeting exercise: budget and service review in hard times**
- Part 1 - Introduction to budget and service review (approach to review)
 - Part 2 - Working groups: budget and service review
 - Part 3 - Feedback from working groups: budget and service review
- Michael Burnett*
- 15.15 Coffee break
- 15.15 **Practical budgeting exercise: budget and service review in hard times** (continued)
- 16.15 **Summary and conclusions**
Michael Burnett
- 16.30 **End of workshop**



@eipappp
@eipapubman
@HarrieScholtens

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>.

General Information

Programme

The programme will start on Tuesday 29 November 2016 at 09.15 and end at 16.30 on Wednesday 30 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 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 **1620407**.

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

Meals

Lunches 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 **14 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

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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 – 1620407

The fee includes participation in the workshop, documentation,
two lunches 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 14 November 2016

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