

# PROCUREMENT PROCESSES AND PRACTICE FOR MARINE AIDS TO NAVIGATION PROFESSIONALS

## ISTANBUL MAY 2024

### BACKGROUND

- How do I write a business case to purchase a new AtoN?
- What should I include in a specification to ensure my new AtoN is fit for purpose?
- How do I choose a supplier from a selection of tender submissions?

The answers to these questions and more are provided on the Procurement Processes and Practice for Marine Aids to Navigation course.

Understanding procurement terminology, principles and processes is essential knowledge for those procuring AtoN goods and services. AtoN professionals are not necessarily procurement experts and do not need to be, but a good understanding of procurement best practices can be extremely useful to help navigate potential procurement problems, including the consequences of a poorly written specification. This course incorporates the content of both the IALA “Principles of Procurement” and “Managing the Procurement Process” courses.

### LEARNING OBJECTIVES

The competencies covered in the course include:

- How to write a simple business case for expenditure.
- The elements of a well written and fit for purpose specification.
- How to conduct a tendering exercise and appraise supplier submissions for quality and price.
- The use of standard terms and conditions and model contracts.
- How to identify whole life costs and how to incorporate them into project options appraisal.
- How to identify project risks and record them
- How procurement strategy, contract choice and risk are connected.
- Important aspects of international trading.
- The purpose of Incoterms® and why they are used.
- Contract management and project review.

The course will provide practical examples of AtoN procurement and AtoN professionals will learn skills and be given practical tools and information that they can apply in their everyday work. The course is interactive with exercises and lectures by guest speakers including current AtoN procurement professionals.

### ATTENDEES

This course is open to all students irrespective of previous procurement experience but would be particularly suited to L1.1 AtoN certified managers, those providing AtoN administration support and AtoN suppliers.

### COURSE DATES AND LOCATION

The next Procurement Processes and Practice for Marine Aids to Navigation course will be a classroom course, held at the Directorate General of Coastal Safety in Istanbul, Türkiye between the 20<sup>th</sup> and 23<sup>rd</sup> May 2024 inclusive. Please contact the IALA World - Wide Academy for further information on the availability of this course by emailing [academy@iala-aism.org](mailto:academy@iala-aism.org)

### COSTS

The cost of this four day course is **€1,000 and includes all lectures and course materials**. Accommodation and meals are not included but the WWA can provide details of convenient and reasonably priced local accommodation.

