

Capacity-building Training Session on
Pre-commercial procurement (PCP)

Drafting the functional specifications for a PCP Call for Tender

EINDHOVEN, 25 February 2014

Venue: TBD

Draft agenda

14.00	Registration
14.15 -14.30	Opening & welcome. Introduction to the ENIGMA project & Introduction to the ENIGMA Training Session (<i>project coordinator</i>)
14.30-16.00	How to draft the specifications for a PCP Call for Tender. The importance of getting the specifications right. Technical versus functional specifications. Examples.
16.00-17.00	Practical exercise: drafting the functional specifications for a real-life project (using ENIGMA or own ideas as an example).
17.00-17.15	Coffee break
17.15-18.30	Selecting suppliers and defining the evaluation criteria
18.30-18.45	Q&As from the audience
18.45	Close