



Anti-Corruption Consultants & Forensic Investigators

PROCUREMENT FRAUD, FINANCE MANAGEMENT AND CORRUPTION PREVENTION WORKSHOP

28th – 29th January, 2016, Maharaja Conference Centre, Gaborone

Background

The Public Service continues to suffer from fraud and corruption despite the existence of a number of internal controls, resulting in huge losses. People who are intent on defrauding government will always find ways of subverting or overriding systems, processes and procedures, especially in the areas of finance and procurement. Fraud and corruption result from bribes, collusion, bid rigging, conflict of interests, embezzlement, extortion, influence peddling and others. The dearth of management, leadership, professional skills and the absence of a code of ethics and values also contributes adversely to the problem. This has consequently put pressure on Government to demonstrate to stakeholders as to how they are managing fraud and corruption risks. Numerous surveys have found that over 80% of fraud and corruption can be prevented through training.

This workshop will introduce you to fraud and corruption and help you gain practical advice, with practical examples of how fraudsters misuse people, time, technology and other devices to defraud organizations. It will also help you to understand the elements and attributes of a corruption resistant organization. The workshop will also discuss red-flags, signs or characteristics of a fraudster or a corrupt person. These early warning signs may save your organization millions of Pula. The objective is to equip employees with knowledge, skills and strategies to combat Finance and Procurement fraud and Corruption in the workplace.

In light of this objective the workshop will cover the following topics.

LEARNING OUTCOMES

By the end of the workshop, participants should:

- Understand how weaknesses in Procurement and Finance practices, policies, procedures and systems contribute to fraud and corruption
- understand the tell-tale signs/ indicators that can help you to identify a fraudster or corrupt individual
- Understand the different types of fraud and corruption and their manifestations
- Understand how fraud and corruption can affect delivery of public services and goods
- understand mechanisms necessary to proactively address challenges related to fraudulent and corrupt activities
- understand how to effectively report on procurement risks, tracking the management of risk and maintain in a risk register

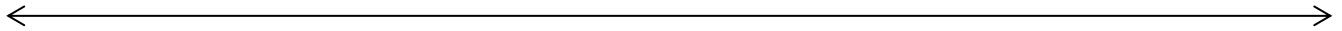


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TARGET AUDIENCE

This workshop is intended to benefit officers in the following administrative capacities

- Finance and Accounts Staff
- Bursars
- Purchasing and Supplies Officers
- Procurement Personnel
- Contracts Managers
- Project Administrators and Managers
- Economic Planners
- Cash handlers
- Ministry Tender Committee Members



- National Development Planning Officers
- Ministerial/Local Authority Tender Committee Secretaries
- Supply Chain Officers
- Supplier Relations Officers
- Senior Audit Personnel
- PPADB/LAPAD Administrators
- Procurement Committee Members
- Ministerial Anti-Corruption Committees
- All public officers



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WORKSHOP PROGRAM

PROCUREMENT FRAUD INDICATORS/RED FLAGS

- What are Red Flags
- Characteristics/ Traits of Fraudsters
- Examples of Red Flags/Indicators

PROCUREMENT AUDIT INSTRUMENTS

- Policy and Procedures
- Administrative Arrangements
- Documentation
- Suppliers
- Requisition of goods and services
- Quotations and Tenders
- Receipts and opening of quotations/tenders
- Evaluation of tenders
- Staffing

RISK REGISTER/MANAGEMENT

- Risk classification
- Establishing the link between risk and strategic objectives of the organisation
- Inherent risk quantification
- Risk mitigation strategies
- Residual risk quantification
- Determining the value of the risk response tactics used

THE ROLE OF LEADERSHIP IN CORRUPTION PREVENTION

- Definitions and Concepts
- General Role of Leadership
- Management Failures as a Source of Corruption
- How leadership can contribute or increase the prosperity for corrupt practices
- Demonstrate how leadership can mitigate the impact of corruption
- Practical examples and case studies

LEADING AN ORGANISATION TO SUCCESS AGAINST CORRUPTION

- Definitions and Concepts
- Types of leadership
- Leadership VS management
- General Role of Leadership
- Management Failures as a Source of Corruption
- How leadership can contribute or increase the prosperity for corrupt practices
- Demonstrate how leadership can mitigate the impact of corruption
- Practical examples and case studies

ETHICS AND VALUES IN THE WORKPLACE

- Definitions and concepts



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- Organizational values and charter
- Conflict of interest management
- Code of conduct
- Professional ethics harmonization and management
- Government instruments i.e. statutes
- Gift policy

PUBLIC EXPENDITURE MANAGEMENT

- Objectives of Public Expenditure Management Systems
- Strategic Allocation of Resources
- Technical Efficiency
- Basic Principle of Public Expenditure Management (PEM)
- Common Problems of PEM

Case studies and practical exercise on selected topics will be taken up during the sessions