



Anti-Corruption Consultants & Forensic Investigators

PROCUREMENT AND CORRUPTION PREVENTION WORKSHOP

26th – 27th November, 2015, 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

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

WORKSHOP PROGRAM

RISK REGISTER

- 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

FRAUD AND CORRUPTION RED FLAGS

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

PROCUREMENT BEST PRACTICE AND PROCUREMENT LEGAL INSTRUMENTS

- Introduction
- Procurement Ethics
- Examples of Unethical Behavior in Procurement
- A Fair and Efficient Procurement System
- Concept and Value for Money
- Elements of Procurement that Promotes Integrity
- Various Procurement Legal Instruments

- Procurement Committees and their Functions

AUDITING THE PROCUREMENT PROCESS

- Definitions
- Procurement Policy
- Procurement Plan
- Auditing the different stages of the Procurement Policy and Associated Risks

IMPACT OF CORRUPTION ON SERVICE DELIVERY

- Introduction
- Effects of Corruption
- Attributes of a Corruption Resistant Organisation
- Live Examples of Corruption in Botswana and its Impact on Service Delivery
- Interventions, Strategies to Strengthen Institutional Capacity
- Empowerment of Staff to Enhance and Promote Accountability

PUBLIC FINANCIAL MANAGEMENT

- Functions of Budgetary Control System
- Budgetary Preparation Process and Timelines
- Budgetary Implementation



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- Budgetary Monitoring and Evaluation
- Budgetary Process Framework
- Revenue and Expenditure Management
- Cash and Accrual Accounting Concepts
- Public Finance Financial Statements
- Public Financial Management and Accountability
- Key Instruments that Mitigate Against the Impact of Corruption
- Public Governance and Accountability
- Public Finance Management Systems
- Practical Examples and Case Studies

SUPERVISORY ACCOUNTABILITY

- Impact of Supervision Against Corruption Practices
- Structure of an Effective Supervisory Accountability System
- Benefits of a Supervisory Accountability System
- Accountability, Delegation and Responsibility

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

TRANSPARENCY AND ACCOUNTABILITY

- Definitions
- Concepts and Procedures
- Conditions that Support Transparency and Accountability
- Levels of Accountability
- Necessary Conditions for Transparency and Accountability
- Obstacles to Accountability
- Supervisory Accountability and Delegation

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