

RE:RISK MANAGEMENT, PROCUREMENT AND CORRUPTION PREVENTION

Dear Sir/ Madam

Tyedo Anti-Corruption and Forensic Investigators (Pty) Ltd, a Member of the Association of Certified Fraud Examiners is pleased to announce that its monthly event for the month of February, 2018 is scheduled for the **21st – 22nd February, 2018**. The workshop is on **RISK MANAGEMENT, PROCUREMENT AND CORRUPTION PREVENTION** and will be held at the Maharaja Conference Centre in Gaborone.

You are kindly invited to the above mentioned workshop. You are also invited to take advantage of our early bird registration of **P4500 per delegate before the 15th of February, 2018** and our discount of 5% on normal price of **P4700 per delegate** for five participants and above. Please take time to familiarise yourselves with the objectives of the workshop. We trust that you'll find the workshop to be of value to you, your staff and your organisation.

Please note that places for bookings are limited hence early registration is highly encouraged. Kindly get in touch with us should you need further clarity or have any enquiries regarding this event. A detailed program outline for the workshop is attached for your information.

You can register on line on our website (www.tyedo.org.bw) or by completing the attached registration form and fax, e-mail or phone to submit the the names of your participants to the below contact details.

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Ogone Bob Mpho

Contact No.
3936695/ 72263970

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3936710

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Anti-Corruption Consultants & Forensic Investigators

RISK MANAGEMENT, PROCUREMENT AND CORRUPTION PREVENTION WORKSHOP

21ST – 22ND FEBRUARY, 2018, MAHARAJA CONFERENCE CENTRE, GABORONE

RISK MANAGEMENT



INTRODUCTION

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 risk management, procurement fraud and corruption prevention. It will also help you gain practical insights of how risk management can be used as a tool to make your organisation corruption resistant. 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 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 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

RISK MANAGEMENT, PROCUREMENT AND CORRUPTION PREVENTION

WORKSHOP PROGRAM

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

LEADERSHIP & DEVELOPMENT TRAINING

- What is Leadership
- Overview on Leadership
- Are Leaders born?
- Knowing yourself as a Leader
- Leadership Challenges & Vulnerability
- Foundational Attributes For a Leader's success
- Leaders At Value by Serving Others
- Leaders are Learners
- The Six Challenges Leaders Face
- Leadership Journey

PROCUREMENT FRAUD INDICATORS/RED FLAGS

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

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

WORKSHOP PROGRAM

GOVERNANCE, INTEGRITY & VALUE FOR MONEY

- Definitions and Concepts
- Structure of Government
- Political Accountability
- Competitive Private Sector
- Public Service Management
- Civil Society Voice and Participation
- Pillars of an Integrity System that foster Good Governance, Accountability and Transparency in the Administration of Public Affairs.

IMPACT OF CORRUPTION ON SERVICE DELIVERY

- Introduction
- Effects of Corruption
- Attributes of a Corruption resistant organization
- 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.

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
- Key Instruments that mitigate against the impact of
- Corruption
- Public Governance And Accountability
- Public Financial Management Systems
- Practical examples and case studies.

You can **stop**

CORRUPTION



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Qualifications Authority

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REGISTRATION FORM

FEES: P4700 + P564 VAT=P 5264, 00 per delegate for 1-4 delegates, 5% discount per delegate for 5 or more delegates.

EARLY BIRD REGISTRATION BEFORE 15TH FEBRUARY: P4500 + P540 VAT= P5040 per delegate, 5% discount per delegate for 5 or more delegates.

This fee covers Tuition, Meals and Course Materials (including Presentations on CDs) **ONLY**

NOMINATING OFFICER

DESIGNATION

AUTHORIZING OFFICER

DELEGATE:

1) 2)

3) 4)

5) 6)

7) 8)

Method of Payment: Please tick as applicable

CHEQUE

EFT

Payment Conditions: For Government Delegates, GPOs and LPOs should reach us 4DAYS prior to the date of the event:

Cancellation Policy: In the event of a cancellation, a written communication must be advanced to us 4 DAYS prior to the event, otherwise the FULL tuition fee will be charged, HOWEVER, we accept replacements should you need to replace a participant, provided that is communicated to us within 4 DAYS prior to the event.

Please read and understand the conditions mentioned above and sign underneath. Should you need any clarity or have Queries regarding the above, Please do not hesitate to call us on the Contact Details below.

I acknowledge that I have read and understood all the Payment Conditions and Cancellation Policy and I am prepared to comply without any reservations.

Name.....Designation.....

Date

Company/Organization Stamp

Register on-line

www.tyedo.org.bw

Contact Details

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Injecting The Seed Of Intergrety In The Workplace