Guidelines for speakers and participants

Online Training Workshop on
Transparency, Accountability and Ethics in Public Institutions with a focus on Public Procurement

Jointly organized by the UN Department of Economic and Social Affairs (UN DESA), Kenya School of Government (KSG) and the Kenya Institute of Supplies Management (KISM)

Wednesday, 24 and Thursday, 25 March 2021, 16:00 – 18:00 PM (EAT, Nairobi Time), 9:00 – 11:00 AM (EDT, New York Time), via Microsoft Teams
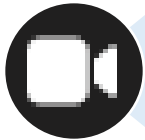
General rules of engagement

Join the MS Teams meeting for the workshop no later than 15h45 (EAT) / 8h45 (EDT) each day. We will start at 16h00 (EAT) / 9h00 (EDT) sharp each day.
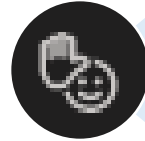
Be present for the whole duration of the workshop and ideally join with your computer and via a desktop version of MS Teams.

Turn on your camera for the whole duration of the meeting (if connectivity allows), except if you leave your place.

Mute the microphone of your device when you are not speaking.

Raise your virtual hand, if you have a comment or question or use the chat box.

Speak aloud, clearly and at normal pace.

For speakers only: Share material on screen (if applicable) and feel free to include interactive elements in your presentation.

In case of technical difficulties, contact Gregory McGann (gregory.mcgann@un.org).

Guidelines for speakers and participants: Online Training Workshop on Transparency, Accountability and Ethics in Public Institutions with a focus on Public Procurement

2

Preparatory work

Before Day 1 (Wednesday, 24 March 2021)

- Write down what are the three top challenges in your country / community / organization that hamper public integrity and ethics. Selected participants will be asked to share their reflections during Day 1 of the workshop.

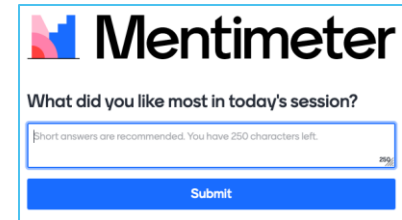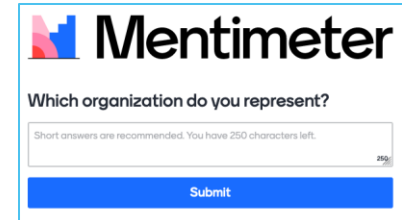### Before Day 2 (Thursday, 25 March 2021)

- Write down your thoughts on why do you think that transparent public procurement is important and what are the top 3 challenges in your country / community / organization. Selected participants will be asked to share their reflections during Day 2 of the workshop.

Interaction via Mentimeter

- To interact with the audience, have participants introduce themselves to others and receive instant feedback, the software Mentimeter will be used as part of presentations.

- Each time there is a moment of interaction, the presenter informs you and posts a voting link into the Microsoft Teams chatbox. Click on this link and a new tab will open in your browser through which you can provide input. You will not need an account or login to participate. Incoming feedback will be shared on screen by the presenter.

- Specifically, the use of Mentimeter is planned for the following:

  - Pin on Kenya map to show from where participants are joining;

  - Question "Which organization do you represent?";

  - Request for instant feedback at the end of each Day 1 and Day 2:

    - "What did you like most in today's session?";

    - "What was your one key take away from today's session?".

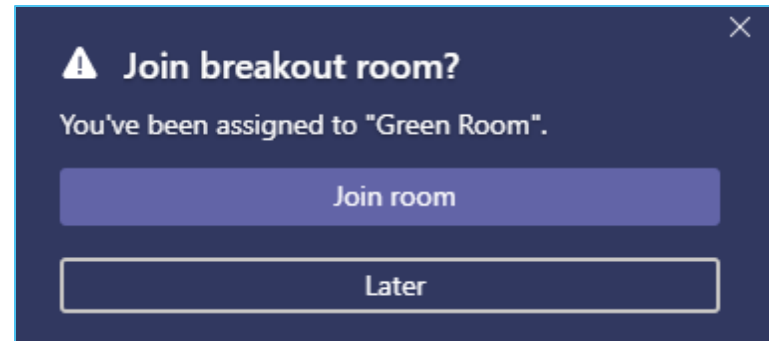**Examples of how a request for input will appear in your browser after you have clicked on the voting link posted in the chatbox:**

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Guidelines for speakers and participants: Online Training Workshop on Transparency, Accountability and Ethics in Public Institutions with a focus on Public Procurement

4

Group work in breakout rooms

- On Day 1, at ca. **16h45 (EAT) / 9h45 (EDT)** and on Day 2, at ca. **16h15 (EAT) / 9h15 (EDT)**, you will be assigned to breakout rooms to complete group work for 15 minutes each.

- To join a room, click "Join room" in the prompt that appears in your Microsoft Teams after you have been assigned to a room and turn on your camera (subject to connectivity).

- Max. five people will be in a breakout room. They can be participants, speakers or part of the organizing team.

⚠ Join breakout room? ✕

You've been assigned to "Green Room".

Join room

Later

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5

Group work in breakout rooms (24 March, ca. 16h45 (EAT) / 9h45 (EDT))
How would a world without corruption look? (1)

Objective: To raise awareness of the variety of perceptions that people associate with the causes and consequences of corruption.

Task: As a group, brainstorm on how a world free from corruption would look and document your conclusions in a short mission statement.

Expected result: Mission statement with 3 agreed key messages, ready to be read out.

Steps to take:

1. Join the breakout room with camera turned on. The room will be open for ca. 15 minutes;

2. Introduce yourself briefly to other group members;

3. Assign role to a group member who can jot down and present 3 key messages, if group is called upon later by facilitator.

4. Discuss, agree and jot down 3 key messages for your mission statement on how a world free from corruption would look. Let the template on the following slide guide you. As for content, draw for example inspiration from the SDGs or toolkit video. Be creative!

5. After closure of breakout rooms and back in the main room, listen to what other groups have brainstormed and hold yourself ready for presentation of your mission statement.

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6

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7

Group work in breakout rooms (25 March, ca. 16h15 (EAT) / 9h15 (EDT))
Case study: COVID-19 and public procurement in hospitals (1)

Objective: To raise awareness of ethical dilemmas and conflict-of-interest situations of public procurement practitioners in an emergency situation and think about how they can be best dealt with.

Task: To discuss in small groups an ethical dilemma faced by many public hospitals around the world due to the need for rapidly procuring sufficient medical equipment and supplies to treat COVID-19 patients.

Expected result: Be ready to report on the (potentially different) opinions of group members on the following guiding questions related to the fictitious case:

- Did Theodore act ethically? Why/why not? What should he have done?

- Did George act ethically? Why/why not? What should he have done?

Steps to take:

1. Join the breakout room with camera turned on. The room will be open for ca. 15 minutes;

2. Introduce yourself briefly to other group members;

3. Assign role of a rapporteur to a group member who can jot down and share group reflections on the guiding questions, if group is called upon later by facilitator.

4. Discuss the case in a group. You may do so through two "tours de table" listening to opinions of all group members – one on the behavior of Theodore and another one on that of George.

5. After closure of breakout rooms and back in the main room, listen to what other groups present about the case and your rapporteur holds herself / himself ready to share reflections from your group.

Group work in breakout rooms (25 March, ca. 16h15 (EAT) / 9h15 (EDT))
Case study: COVID-19 and public procurement in hospitals (2)

Theodore, Director of Procurement in a large public hospital in a large city in the grips of the COVID-19 pandemic, is responsible for ensuring that the hospital has sufficient equipment and supplies to treat the large surge of patients needing medical care due to COVID-19.

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9

Group work in breakout rooms (25 March, ca. 16h15 (EAT) / 9h15 (EDT))
Case study: COVID-19 and public procurement in hospitals (3)
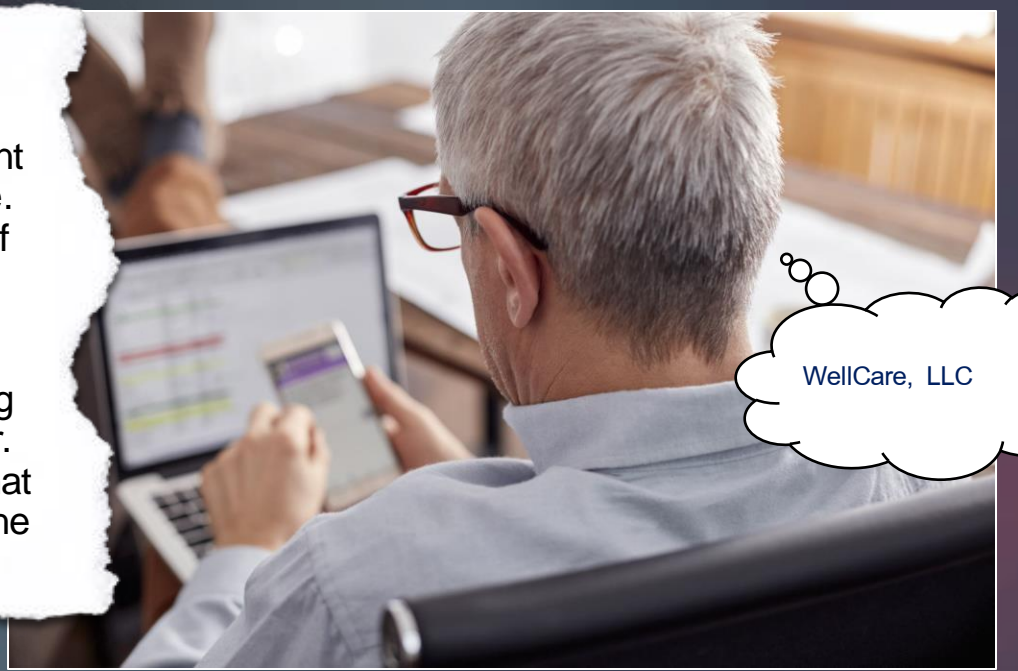

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The situation is dire and urgent, as the hospital does not currently have the sufficient equipment and supplies to treat people coming in with COVID-19 symptoms. Also, doctors and nurses feel vulnerable, as they do not have sufficient personal protective equipment and many of them are falling ill, creating staff shortage.

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10

Theodore is under pressure and feels relieved when he remembers his old friend George owns a medical equipment and supplies company named WellCare. Theodore calls George and at the end of the call they have an agreement that Theodore's order for equipment and supplies will gets utmost priority in WellCare's manufacturing orders, putting other smaller hospitals behind this order. George also agreed that, as the order that Theodore would be placing is so large, he would get a 10 per cent discount on it.
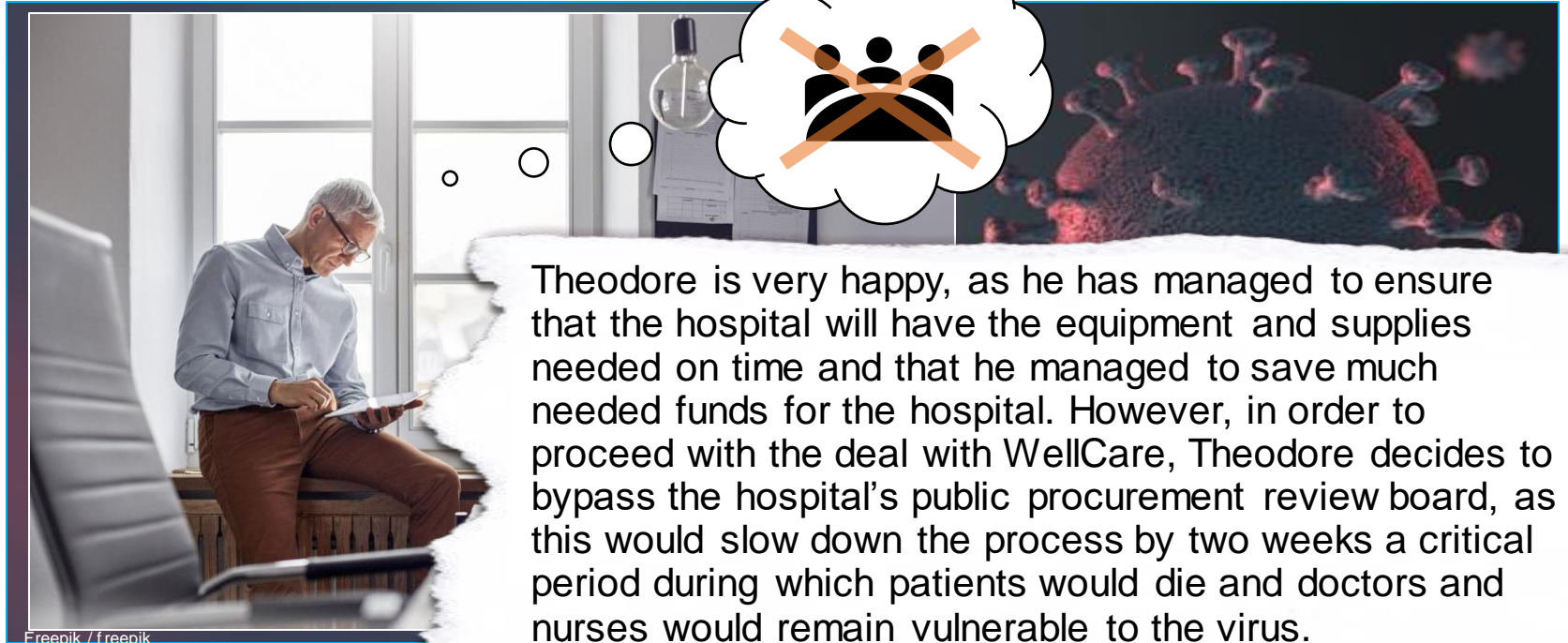
WellCare, LLC

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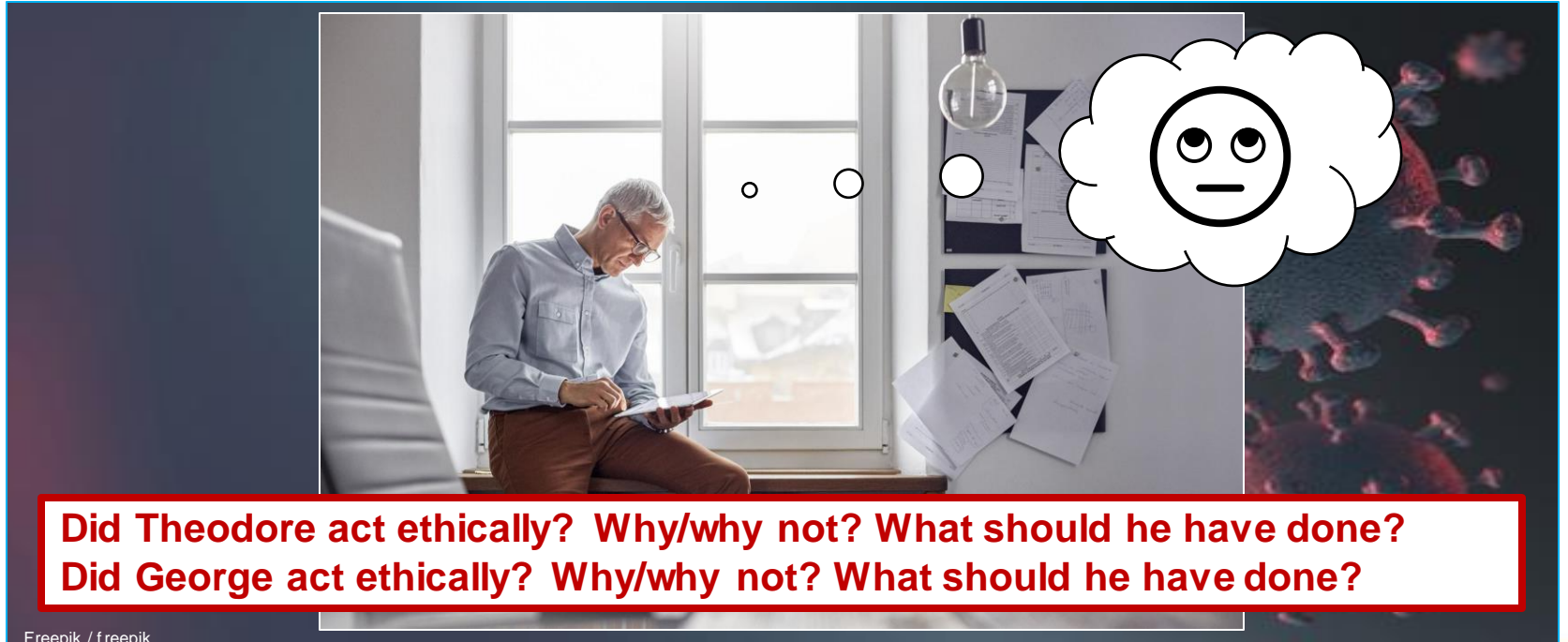
11

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Theodore is very happy, as he has managed to ensure that the hospital will have the equipment and supplies needed on time and that he managed to save much needed funds for the hospital. However, in order to proceed with the deal with WellCare, Theodore decides to bypass the hospital's public procurement review board, as this would slow down the process by two weeks a critical period during which patients would die and doctors and nurses would remain vulnerable to the virus.

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12

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Did Theodore act ethically? Why/why not? What should he have done?
Did George act ethically? Why/why not? What should he have done?

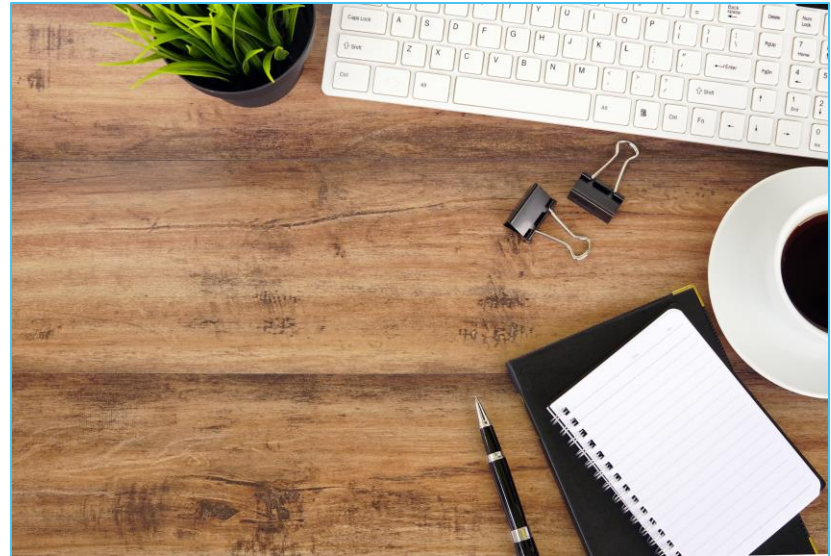Guidelines for speakers and participants: Online Training Workshop on Transparency, Accountability and Ethics in Public Institutions with a focus on Public Procurement

13

For participants only

Active breaks

- On each day of the workshop, at **ca. 17h00 (EAT) / 10h00 (EDT)** depending on progress, there will be a short active break.

- You can switch off your camera and microphone during this break.

- Please reflect for yourself on the following questions during the break:

  On Day 1:

  - What are the three actions that would lead to higher levels of ethics and public integrity in your country/community?

  On Day 2:

  - What are three actions your organization is taking / can take to enhance transparent public procurement?

- After the break, selected participants will be asked to share their reflections on the questions.

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14

Key readings

- **United Nations Department of Economic and Social Affairs (2020).** Institutions and governance for accelerating sustainable public procurement. Report of the virtual expert group meeting convened by the CEPA working group on sustainable public procurement on 24 November 2020. Retrieved from https://publicadministration.un.org/Portals/1/Report%20CEPA%20EGM%20on%20SPP%2024%20Nov%202020%20FINAL.pdf (last accessed on March 16, 2021).

- **United Nations Officeon Drugs and Crime (UNODC) (October 16, 2020).** G20 Good Practices Compendium on Combating Corruption in the Response to COVID-19, pp. 23-35. Retrieved from https://www.unodc.org/pdf/corruption/G20_Compendium_COVID-19_FINAL.pdf (last accessed on January 25, 2021).

- **United Nations Economic and Social Council (2018).** Principles of effective governance for sustainable development. Official Records, 2018. Supplement No. 24. E/2018/44-E/C.16/2018/8, para. 31. Retrieved from https://publicadministration.un.org/Portals/1/Images/CEPA/Principles_of_effective_governance_english.pdf (last accessed on January 22, 2021).