

Chairing and conducting meetings**Open invitation to tender**

(94/C 48/13)

1. Awarding authority

Commission of the European Communities, Directorate-General IX.A.2, Training Unit, 200 rue de la Loi, B-1049 Brussels.

2. Subject of invitation to tender

The Commission of the European Communities is planning to organize training courses in chairing and conducting meetings for officials and other staff.

It is looking for 1 or more specialists in this field to conduct a number of seminars each year as described below.

3. Target audience

These training courses are aimed at a multicultural audience, with very different duties and responsibilities.

4. Aims of the course:

The objectives pursued are:

- The aims of these courses is to train participants to:
- chair and conduct meetings and to overcome difficulties which may arise,
- be able to respond to situations which commonly arise in the course of meetings,
- perform more effectively at meetings with due regard to the problems of group communication in a multicultural environment.

5. Content - methods

Tenderers must propose a curriculum not to exceed 3 days with a methodological approach incorporating the following:

- study of the characteristics of the different types of meeting,
- preparation of meetings from a technical, organizational and psychological viewpoint,
- the different techniques and procedures involved in chairing and conducting meetings,
- the influence of the chairperson on the various types of participant.

During the seminar it should be possible to identify the expectation of the individual participants and to modify the teaching methods where necessary in order to achieve the course objectives.

6. Practical arrangements (intended solely as a guide)**6.1. Place**

Courses will be held in Brussels.

6.2. Duration

Maximum 3 days.

4-6 seminars a year, per course, per language.

6.3. Course languages

English, French and German.

6.4. Number of participants

12-15 per seminar.

6.5. Evaluation and adjustment

Each seminar will be evaluated by the Training Unit; the contractor must adjust the programme and course material in the light of the results of the evaluation and course performance.

6.6. Advertising

The contractor will not be allowed to advertise his services either directly or indirectly.

6.7. Teaching

Teaching will be carried out by the contractor and/or a member of his staff named in the tender or approved by the Commission's Training Unit.

6.8. Preparation time

Under the terms of the contract, the contractor will have a number of days in which to prepare for the first seminar.

7. Details of tenderers and teaching staff

Tenderers and teaching staff must meet the following criteria, and be able to provide the appropriate references and diplomas:

- appropriate professional qualifications,
- experience in teaching adults,
- experience in taking charge of multicultural groups in an international environment in the relevant subject area,

8. Duration of contract

The Commission will sign with the contractor(s) selected a contract of a probable duration of 1 year, renewable 4 times on the same terms. This contract will specify the technical, financial, legal and administrative conditions attached to the tender.

9. Content of the tender

Tenderers must submit a bid for the full course, to be conducted in 1 of the 3 proposed teaching languages. All tender documents must be submitted in triplicate.

For each course tenderers must submit:

- a detailed day-by-day programme,
- a full curriculum vitae of the tenderer(s) and teacher(s),
- a description of the teaching material (syllabus, etc.),

- the all-in price in ecus for the preparation of the first course,
- the price per day in ecus for each teaching session,
- period of validity of the tender,

10. Evaluation criteria

Tenders will be evaluated according to the criteria set out above.

11. Submission of tenders

Tenders should be sent to:

- Commission of the European Communities, Directorate-General IX.A.2 - Training Unit, 200 rue de la Loi, B-1049 Brussels.

No additional information will be given by post or by telephone.

12. Deadline for submission:

21. 3. 1994.

Modern management methods
Open invitation to tender

(94/C 48/14)

1. Awarding authority

Commission of the European Communities, Directorate-General IX.A.2, Training Unit, 200 rue de la Loi, B-1049 Brussels.

2. Subject of invitation to tender

The Commission of the European Communities is planning to organize training courses in modern management methods for officials and other staff working in management positions.

It is looking for 1 or more specialists in this field to conduct a number of seminars each year as described below.

The courses will be given in 2 stages: a basic training course in modern management methods lasting not more than 5 (consecutive) days, followed by 4 1-day courses, 1 on each of the subjects listed under 5 below.

3. Target audience

These training courses are aimed at a multicultural audience of about 250 people a year.

4. Aims of the course:

The aims of these courses are as follows:

- development of management skills in general and personnel management skills in particular,
- training in team leadership and delegation,
- improvement of communication skills in a multi-cultural Community environment,
- training in problem analysis and decision-making methods and techniques,
- training in resolving inter-personal and inter-group conflict.

5. Content - methods

Tenderers must propose a curriculum not to exceed 5 days for the basic course as well as a 1-day follow-up course for each of the subjects listed below:

- communication,
- delegation,
- team structuring and leadership,