



Ministry of  
Foreign Affairs  
Republic of Latvia



**eiopa**  
European Insurance and  
Occupational Pensions Authority



Investment and  
Development  
Agency of Latvia

## DOING BUSINESS WITH THE AGENCIES OF THE EUROPEAN UNION

Riga, March 31<sup>st</sup> 2025

Ministry of Foreign Affairs, Kr. Valdemara street 3, Riga (hybrid meeting)

08:45 – 09:30	Arrival and registration of participants
09:30 – 9:50	<b>Institutional welcome and introduction</b> <i>Ministry of Foreign Affairs Republic of Latvia, Maija MANIKA, Ambassador-at-Large for Economic security LIAA, Solvita GULBE, Head of Export Services Division, Export and Innovation Services Department BEREC, Ruslanas KUDRIASOVAS, Head of Administration and Finance Unit EC Representation, Zane PETRE, Head of Representation</i>
<b>I. PROCUREMENT BY EU AGENCIES</b>	
09:50 – 10:10	<b>How Agencies contribute to the EU</b> <i>EIOPA, Inga NAUMANE, Head of Finance and Corporate Services Unit</i>
10:10 – 10:30	<b>Strategic relevance of EU public procurement and highlights on the regulatory framework</b> <ul style="list-style-type: none"> <li>- Procurement strategy state of play</li> <li>- Principles of public procurement</li> <li>- Overview of procedure types and contracting methods</li> <li>- Joint procurement</li> </ul> <i>ETF, Barbara GOTTERO; ENISA, Sotirios DANIIL</i>
10:30 – 11:10	<b>Procurement needs of participating agencies (Part 1):</b> <ul style="list-style-type: none"> <li>- Agencies' mandate</li> <li>- Specific procurement needs and planning</li> </ul> <i>Group 1: (on-line only) EU-OSHA, CEPOL, ECHA, F4E, EUAA, Eurojust, ELA, EFSA</i>
11:10 – 11:30	<b>Coffee break</b>
11:30 – 12:00	<b>Procurement needs of participating agencies (Part 2):</b> <ul style="list-style-type: none"> <li>- Agencies' mandate</li> <li>- Specific procurement needs and planning</li> </ul> <i>Group 2: EMA, EEA, EFCA, ECDC, ENISA, EC Representation in Latvia</i>
12:00 – 12:30	<b>Procurement needs of participating agencies (Part 3):</b> <ul style="list-style-type: none"> <li>- Agencies' mandate</li> <li>- Specific procurement needs and planning</li> </ul> <i>Group 3: Frontex, BEREC, Eurofound, ETF, EIGE, EIOPA</i>
12:30 – 13:00	<b>Experiences from the business: "Twenty-Five Years with EU Service Contracts: Practical Experience from Latvia"</b> , <i>Valts VILNĪTIS, ELLE (SIA Estonian, Latvian &amp; Lithuanian Environment)</i>
13:00 – 13:05	<b>Closure of morning session</b>
13:05 – 14:00	<b>Networking lunch</b>
<b>II. PROCUREMENT IN PRACTICE</b>	
14:00 – 14:10	<b>Introduction of the afternoon session</b>
14:10 – 14:30	<b>Making the utmost of the eProcurement tools</b> <ul style="list-style-type: none"> <li>- Registration and credentials to Funding and Tenders portal</li> <li>- How to look for procurement opportunities</li> <li>- How to submit tenders</li> <li>- Historical data</li> </ul> <i>DG DIGIT (on-line only): Shivali MEHROTRA &amp; Beata OFIANEWSKA</i>
14:30 – 15:30	<b>Practical guidance on tender preparation</b> <ul style="list-style-type: none"> <li>- Administrative documents</li> <li>- Exclusion, selection and award criteria</li> <li>- Technical and financial proposal</li> <li>- Common practical issues and how to address them</li> <li>- General tips on tender preparation</li> </ul> <i>EFCA, Tuula JUTILA; ECDC, Suvi TURKKI; EMA, Monika ZAJDLER</i>
<b>III. AGENCIES IN DIRECT</b>	
15:30 – 17:00	<b>Business to Agencies meetings</b>