



## **AGENDA OF THE 5<sup>th</sup> MODULE – PROCUREMENT**

**23 November 2023**

Zoom: <https://us02web.zoom.us/j/84709544361>

**09.30 – 10.45**  
CET time

### ***Tendering and contract management in DGT***

**Kerstin Kettig-Bauer**, Head of External Translation Unit, Directorate-General for Translation, European Commission  
and **Klara Schwebl**, Deputy Head of External Translation Unit, Directorate-General for Translation, European Commission

(including Q&A)

**10.45 – 11.00**

### **Health break**

**11.00 – 12.00**

### ***Outsourcing workflow in DGT***

**Kerstin Kettig-Bauer**, Head of External Translation Unit, Directorate-General for Translation, European Commission  
and **Klara Schwebl**, Deputy Head of External Translation Unit, Directorate-General for Translation, European Commission

(including Q&A)

**12.00 – 12.30**

### **Quality evaluation of outsourced documents**

**Marcin Kotwicki**, Quality Manager of Directorate B, Directorate-General for Translation, European Commission

(including Q&A)