MEDIUM –> EMAIL TO THE APPROVER STAKEHOLDER

***Subject:*** procurement learning and development (L&D) budget request

Dear *[insert name of approver]*,

The following is a kind request for approval of budget to be allocated in Q2 2024 towards the development of procurement practices.

# Description of the proposed L&D program.

The program is a hybrid experience titled ‘Map & Territory’ (M&T). M&T is an exploratory program dedicated to a cohort of procurement professionals and business decision makers coming together to co-create procurement driven focus plans for ever more resilient organisations. The program concentrates on the intensifying discourse on the dynamic interplay between sustainability and culture change.

The program explores three themes.

1. wasteful practices in the context of increasingly accessible digitalization,

2. mediocrity in the context of accelerating generational activism,

3. systemic bias in the context of a new system for work, skills, and care.

The key value-add proposition of this concept is that it allows, for a limited period, the structured and controlled interaction with a diverse population of procurement professionals and more, from various countries, cultures, sectors, generations.

*Read more here ->* [*LINK*](https://web-eur.cvent.com/event/a6901936-c1f2-41d9-97bb-6ea9e7099f7a/summary?locale=en-US&tm=nJmfv1CB80drBqf9FZ5HyJAi-FbsKtAKSyvml2_4jqg)

# Format.

The program is delivered in a hybrid format, with multiple digital sessions over a period of 5 weeks, followed by 2 days in-person live sessions in Timisoara, Romania. The 2 days are equated to a hackathon, since they aim at enabling each participant to design an action plan along those 3 themes fit for their own organisation’s procurement team. Following the hackathon, the organisers will schedule optional attendance group check in sessions as a follow up on the implementation and reusability of the action plan.

The program is delivered via the Cvent software. Cvent’s value proposition relies on enabling community of professionals to interact, network, exchange opinions, experiences, collaborate, in the most effective manner. Cvent allows for the program to be delivered via an Attendee Hub available for browser and as Mobile App. Access to the Hub starts at the beginning of the program and right through to the end of 2024.

The sessions are of different formats, for an energising experience. There are academic poster presentations, panels, debates, digital and live speed networking, surveys, quizzes, open mic, Pecha-Kucha, etc.

*Read more here ->* [*LINK*](https://web-eur.cvent.com/event/a6901936-c1f2-41d9-97bb-6ea9e7099f7a/websitePage%3Ab93b804c-0545-46e1-9080-b3625f9e4020?locale=en-US&tm=nJmfv1CB80drBqf9FZ5HyJAi-FbsKtAKSyvml2_4jqg)

# Language.

Lingua franca of the program is English. Closed captions in English will be activated for the digital sessions, for inclusivity and to compensate for less proficient English language skills (listening proficiency is a minimum requirement to ensure the available value of the program is extracted and assimilated by participants to the digital sessions). Key representatives attending the hackathon are chosen to be proficient in conversational English.

# Timeline.

Pre-registration: 18 March – 01 April –> 10% discount (pre-register here [LINK](https://eur.cvent.me/gLWlV) or scan the QR code)

Registration: 01 April – 14 May

The program will start with on-boarding on 14 May 2024. The Timisoara, Romania hackathon is held on 19-20 June.

*Read more here ->* [*LINK*](https://web-eur.cvent.com/event/a6901936-c1f2-41d9-97bb-6ea9e7099f7a/websitePage%3A98d2c321-cc3a-4900-be82-3d07a6c09979?locale=en-US&tm=nJmfv1CB80drBqf9FZ5HyJAi-FbsKtAKSyvml2_4jqg)

# Number of employees to be trained. *[this section will be informed by the package preferred]*

It is proposed that *[insert number as a choice of 1 or 2]* key representatives of procurement leadership and *[insert number as a choice of 4, 8 or 12]* of the extended procurement team & other relevant stakeholders should attend.

The difference between these two categories is that the key representatives will be expected to be present at the in-person hackathon in Timisoara, Romania. The other category of participants will have access to the digital sessions only.

# Hours necessary for each employee to complete the program.

*Hours for each key representative*

* 3 - 5 hours of digital sessions per week across 5 weeks => about 25 hours
* 16 hours across two days in the 6th week to attend the hackathon
* 1 - 2 hours of digital sessions in the weeks post-hackathon (optional group check-in sessions)
* Approximately *[add estimated time for hackathon travel to Timisoara, depending on country of origin]* travel time.

*Hours for each of the employees making up the extended team & relevant stakeholders (which have access to the digital sessions only)*

* 3 - 5 hours of digital sessions per week across 5 weeks => about 25 hours

# Program subject matter experts.

The list of subject matter experts is pending the upcoming Registration window. Currently the list is being curated based on market feedback during Expression of Interest stage.

*Read more here ->* [*LINK*](https://web-eur.cvent.com/event/a6901936-c1f2-41d9-97bb-6ea9e7099f7a/websitePage%3A5d7dd0fa-4e72-4f72-aaa7-1ac4c5bfb8ab?locale=en-US&tm=nJmfv1CB80drBqf9FZ5HyJAi-FbsKtAKSyvml2_4jqg) *and* [*LINK*](https://web-eur.cvent.com/event/a6901936-c1f2-41d9-97bb-6ea9e7099f7a/websitePage%3A9458e837-8edb-4539-9c52-4aaf6e7b5d89?locale=en-US&tm=nJmfv1CB80drBqf9FZ5HyJAi-FbsKtAKSyvml2_4jqg)

# Objectives of the program which we will benefit from.

Foster a culture of innovation and learning.

Empower our multidisciplinary teams to build essential skills.

Create opportunities for social interaction, networking, and sharing experiences.

Challenge the status quo and cultivate a fresh & unique approach to procurement.

Leverage existing tacit knowledge, enhanced by contemporary voices, to generate actionable plans tailored to our organisation's needs.

Elevate our organisation's profile by affiliating with a reputable academic institution in Eastern Europe.

Contribute to the growth of procurement's image among younger generations and inspire the next generation of leaders; this will be achieved by the organisers continuous efforts enabled by revenue from this program to promote this discipline by sponsored initiatives in the academic environment and by digital commercial marketing campaigns. *Read more here ->* [*LINK*](https://web-eur.cvent.com/event/a6901936-c1f2-41d9-97bb-6ea9e7099f7a/websitePage%3A491000a5-9f71-40b7-90ad-fdea7b64d4b5?locale=en-US&tm=nJmfv1CB80drBqf9FZ5HyJAi-FbsKtAKSyvml2_4jqg)

Our organisation will directly benefit from increased availability of procurement talent in the market as a result of such initiatives.

# Cost. *[delete as applicable]*

EUR *[insert price of chosen package]* (excluding VAT) – registering for the program.

Package 1: €2,500

* 1 key representative for the hackathon.
* Extended team's access to digital activities (up to 4 persons).

Package 2: €3,900

* 2 key representatives for the hackathon.
* Extended team access to digital activities (up to 8 persons).

Package 3: €4,900

* 2 key representatives for the hackathon.
* Extended team's access to digital activities (up to 12 persons).

EUR *[insert price of accommodation and subsistence for hackathon attendance in Timisoara as an approximately EUR 300 multiplied by the number of key representatives travelling]* - 3 nights’ accommodation and subsistence in Timisoara, Romania (reference price is EUR 75 per night for a single occupancy room at Ibis Hotel in Timisoara and EUR 75 for subsistence considering that several meals will be provided either as breakfast included at the hotel or hackathon snacks, lunch and closing dinner).

Payment methods are set at registration. It includes the option to pay by secure online payment processing platform Stripe, 100% in advance. Payment method by invoice also available.

# Percentage of cost of L&D program compared to average yearly salaries of employees to benefit.

*[insert percentage calculated depending on the cost of the preferred package and number of employees to be registered in the program]* %

# Organiser.

The company behind this concept is RESKIND, a sustainable procurement advisory business led by two seasoned procurement professionals. RESKIND is established in Romania in 2019, and serves clients globally, across sectors. Adriana Mutiu and Stephen Ashcroft are subject matter experts on procurement. Various topics and perspectives of the three themes will be explored with the valuable input of a faculty of specialists with relevant experiences and confident voices.

[www.reskind.com](http://www.reskind.com)

*Read more here ->* [*LINK*](http://www.reskind.com)