

## SELECTION PROCEDURE OF THE AEB TRAINING PROGRAMS PROVIDERS

### TERMS OF REFERENCE

Since 2009 the AEB conducts an annual selection procedure among the AEB member companies with regard to participation in the "AEB Training" program (M2M open and corporate training programs). The results of the 2018 annual member survey will be given priority during the decision making process, amongst other criteria with regard to the training programmes calendar for 2018-2019.

All member companies interested in participating in the "AEB Training" program in 2018 and 2019 are invited to submit their Selection Proposal Forms.

Who is eligible to participate in the selection procedure:

**Only the AEB member companies who have paid membership fees for 2018.**

We kindly ask you to provide information **ONLY** through the Selection Proposal Form (please, **DO NOT** send detailed proposals, full description and outlines of the courses, as well as trainers' CVs and other attachments and links at this stage. These will be requested only from shortlisted candidates and for selected courses).

Please send your SPF to Elena Khlebnikova, AEB Training Manager at: [Elena.Khlebnikova@aebrus.ru](mailto:Elena.Khlebnikova@aebrus.ru)

Deadline for company's offers submission is **26 July, 2018, 17:00.**

Please note: All SPFs sent after the deadline will NOT be considered.

## The selection process:

STEP 1: At this stage all SPFs will be reviewed and clarified. Within 4 weeks from the date of the deadline for submission of the bids, up to 30 courses<sup>1</sup> will be selected for inclusion in the 2018-2019 Open Training Calendar.

Key criteria for program selection are listed below:

1. Demand towards the course topic (based on the results of the member survey and the previous experience of the AEB and providers<sup>2</sup>);
2. Cost (based on the results of the member survey and previous AEB experiences);
3. Proposed financial conditions (discounts);
4. Feedback from the participants of previous AEB training programs (only for companies that participated in the previous AEB Training programs);
5. The company's experience in participating in the AEB Training program.

STEP 2: At this stage additional information will be requested from those companies, whose programs were selected for inclusion in the 2018 - 2019 Open Training Calendar (programs' contents, trainers' resumes, etc.).

STEP 3: At this stage, dates of the programs will be agreed upon with the selected providers.

STEP 4: At this stage the contracts with the selected companies will be signed (renewed).

**Please note:** Training courses will take place only if the minimum number of participants is registered.

All participants of the current selection will have an opportunity to participate in the selection for conducting corporate training programs.

## Contact person in the AEB:

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<sup>1</sup> This quantitative limitation is mainly conditioned by the specifics of the AEB Training program. The AEB is not a company that specializes in conducting training. The purpose of the AEB Training program is to provide the most interesting training courses, as an additional service to AEB members.

<sup>2</sup> Since the AEB strives to offer its members only courses of high quality, we kindly ask all bidders to include in the SPF only their most popular programs and the most experienced trainers.