

Dear [Supervisor's Name]:

I kindly request your approval of my attendance at the 2019 CIPMM Agile and Innovative Procurement Symposium, December 5, 2019 in Ottawa, Ontario. I believe that what *I learn at this Symposium will bring back dividends to our department far exceeding the cost of the Symposium attendance.*

The CIPMM Agile and Innovative Procurement Symposium brings together Procurement practitioners from across the federal government to learn, share knowledge and experiences, public sector tools and practices to learn and will expose me to new, innovative ideas in federal procurement.

The Symposium Program will include:

- First-hand accounts of experiences of federal departments successfully using Agile Procurement;
- Presentations by leading experts on methods used in the private sector that can be used to support public sector innovation;
- A Table exercise to identify constraints and risks associated with Agile Procurement and find ways to address and mitigate them;
- A Plenary with a Justice Department Legal Advisor to discuss Agile and Innovative Procurement;
- A debate amongst Senior Departmental Executives about leveraging leadership capacity to mitigate risks, and decrease constraints to favour the emergence of Agile and Innovative Procurement;
- An Interactive Discussion on the creation of a Community of Practice and an opportunity to shape the way forward;
- Opportunities to network with peers and senior management;
- Opportunities to exchange information and innovative ideas; and
- **[Add anything that may be relevant to your department or a specific project you are currently working on].**

On September 15, 2017 the Comptroller General of Canada, the government-wide functional lead for Procurement and Materiel Management, determined that CIPMM workshops are to be considered training! This means that departments no longer need to request conference and event approval to send delegates to the CIPMM workshop. Departments simply need to follow their regular training approval processes. For more information on this decision, please refer to the Guide: <http://intranet.canada.ca/pol/doc-eng.aspx?id=32553> You can also find the table indicating the Comptroller General's decision in the following link:

http://www.gcpedia.gc.ca/wiki/Financial_Management_Policy_Suite/Conference_versus_training

I am happy to share with you the Symposium [agenda](#) (available on the CIPMM website).

In conclusion, I believe that the knowledge and professional contacts that I would gain at the CIPMM Agile and Innovative Procurement Symposium would be invaluable to our department, and contribute to my personal success in this field.

Thank you for your support.

Sincerely,

[Your Name]