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MANAGEMENT & ADMINISTRATION PROGRAMMES

(For African Ministries, Public Institutions, Development Agencies & Corporate Organizations)
Building Excellence across Africa

1. EXECUTIVE SUMMARY

NC Consultants presents a comprehensive and strategic Pan-African Marketing Proposal designed to increase participation in our diverse Management & Administration training cohort.

The programme portfolio includes over 70 specialized courses that address the most urgent capacity gaps facing African economies, public institutions, and corporate organizations today—including:

- Public Sector Management
- Human Capital Development
- Governance & Leadership
- Organizational Performance
- ICT-enabled Administration
- Finance & Donor Project Management
- Real Estate & Facilities Management
- Strategic Innovation and Change Management

This proposal outlines a **targeted multi-channel strategy**, positioning NC Consultants as a **top-tier partner** in executive capacity development for African institutions.

With the annual **training calendar already prepared**, this proposal is structured to ensure maximum uptake and long-term institutional partnerships.

2. WHY AFRICAN MINISTRIES NEED THESE PROGRAMMES NOW

African governments and institutions are actively pursuing:

- Public sector modernization
- Digital transformation and e-Government adoption
- Corporate governance enhancement
- Strategic HR reforms
- Public service delivery improvement
- Gender equity and inclusive leadership
- Migration, refugee, and social protection management
- Donor-funded project accountability
- Modernized real estate and facilities management
- Sustainable economic development strategies
- Organizational restructuring and efficiency

Your programmes directly support these priorities by providing **skills, frameworks, and tools** to strengthen institutional effectiveness and accelerate national development.

3. PROGRAMME CLUSTERS ALIGNED TO AFRICAN DEVELOPMENT PRIORITIES

a. Leadership, Governance & Public Sector Transformation

- Strategic Leadership Development Forum
- Public Administration, Finance & Communication
- Best Management Practices in Public Services
- Advanced Management for Senior Government Officials
- Policy Analysis Management for Civil Servants
- Public Management Administration and e-Government
- Strategic Planning & Change Management
- Effective Problem-Solving & Decision-Making
- Managing for Development Results
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- b. Human Capital, HR & Workforce Development**
 - Managing Social & Human Capital
 - Human Resource Management
 - Advanced Human Resource Management
 - Personnel & Industrial Relations
 - Workforce Management & Development
 - Leadership Skills & Empowerment for Women Managers
 - Managing a Diverse & Inclusive Workplace
 - Managing Remote Teams
 - Setting Expectations & Assessing Performance
 - Career Brand Management
 - Managing the Training Function (Basic & Advanced)
 - Advanced Training for Gender Trainers

- c. Organizational Change, Modernization & Administrative Excellence**
 - Organizational Change Management
 - Executive Secretaries & Executive Assistants Programme
 - Management for Regional & District Administrators
 - Workplace Intercultural Competence
 - Awareness Building & Motivation
 - Corporate PR & Image Building
 - Public Relations Management
 - Marketing Management
 - Marketing Analytics: Products, Distribution & Sales
 - Innovation Management
 - Strategic Sales Management

- d. Public Finance, Procurement & Donor Project Management**
 - Public Debt Management
 - Strategic Financial Planning & Management
 - Management Control of Donor-funded Projects
 - Managing Donor-funded Projects
 - Letters of Credit Management
 - Financial Monitoring Reports for Donor Projects
 - Global Procurement & Sourcing
 - Supply Chain Management
 - Investment & Portfolio Management
 - Making Smart Investment Decisions

- e. Migration, Social Protection & Community-Focused Programmes**
 - Management of Refugees & Illegal Immigrants
 - Social Protection & Risk Management
 - Management of NGOs, CBOs, SMMEs & Community Groups
 - Rural Business Management
 - Management of Viral Diseases for Counsellors

- f. Real Estate, Facilities & Infrastructure Management**
 - Facilities & Assets Management
 - Estate Management
 - Infrastructure Management for Public Institutions
 - Modern Technologies in Real Estate Management

- g. Project Management, Monitoring & Strategic Oversight**
 - Managing Major Projects
 - Performance Benchmarking
 - Management Control & Monitoring
 - Portfolio Management & Governance

- h. Technology-Enhanced Administration**
 - Computerized Records and Data Management
 - Computer-Based Records Management

- General Computer Applications for Managers
- Public Management & e-Government Systems
- Work Automation and Administrative Efficiency

4. TARGET AUDIENCE

Government & Public Sector

- Permanent Secretaries
- Directors, Deputy Directors
- HR, Finance & Planning Departments
- Local Governments & District Administrators
- Public Enterprises & Parastatals
- Migration & Refugee Departments
- Ministries of Finance, Trade, Social Development, Home Affairs, Local Government, Education, Transport, Agriculture, etc.

Development Agencies

- NGOs
- International Donor Organizations
- UN Agencies
- Civil Society Groups

Corporate Sector

- HR Managers & Admin Teams
- Marketing & PR Departments
- Real Estate Firms
- Supply Chain & Procurement Teams
- Boards & Executive Leadership Teams

5. WHY MINISTRIES & ORGANIZATIONS SHOULD CHOOSE NC CONSULTANTS

- **Africa-centered curriculum** tailored to real public sector challenges.
- **Experienced facilitators** with global exposure & regional expertise.
- **Practical and results-oriented content** with templates, tools & case studies.
- **Certification recognized regionally** and globally.
- **Flexible delivery options** – in-person, online, hybrid.
- **High value at affordable rates**, including group-nomination incentives.
- **Alignment with national HRD plans & AU Agenda 2063.**

6. EXPECTED IMPACT FOR MINISTRIES

- Improved service delivery
- Strengthened leadership pipeline
- Increased accountability and governance compliance
- Enhanced HR efficiency and employee performance
- Improved project management of donor funds
- Better decision-making and public communication
- Modernized administrative systems
- Strengthened community and social protection interventions

MANAGEMENT & ADMINISTRATION PROGRAMMES

CODE	COURSE	DURATION	JAN 2026 – JAN 2027
GM 01	Managing Social and Human Capital	5 Days	12 Jan – 23 Jan 2026 23 Feb - 06 Mar 2026 07 Sep - 18 Sep 2026 23 Nov – 04 Dec 2026 04 Jan – 15 Jan 2027
GM 02	Portfolio Management and Governance	10 Days	19 Jan – 30 Jan 2026 20 Jul – 31 Jul 2026 02 Nov – 13 Nov 2026 30 Nov – 04 Dec 2026 04 Jan – 15 Jan 2027
GM 03	Workplace Intercultural Competence	10 Days	19 Jan – 30 Jan 2026 15 Jun – 26 Jun 2026 12 Oct – 23 Oct 2026 07 Dec – 18 Dec 2026 18 Jan – 29 Jan 2027
GM 04	Managing For Development Results	10 Days	05 Jan – 16 Jan 2026 04 May – 15 May 2026 31 Aug – 11 Sep 2026 30 Nov – 11 Dec 2026 11 Jan – 22 Jan 2027
GM 05	Social Protection and Risk Management	10 Days	05 Jan – 16 Jan 2026 27 Feb - 06 Mar 2026 07 Dec – 18 Dec 2026 04 Jan – 16 Jan 2027
GM 06	Facilities And Assets Management	5 Days	05 Jan – 09 Jan 2026 27 Apr – 01 May 2026 05 Oct – 9 Oct 2026 30 Nov – 04 Dec 2026 04 Jan – 08 Jan 2027
GM 07	Modern Technologies in Managing Real Estates	10 Days	12 Jan – 23 Jan 2026 13 Jul – 27 Jul 2026 16 Nov – 27 Nov 2026 11 Jan – 22 Jan 2027
GM 08	Strategic Leadership Development Forum	10 Days	19 Jan – 30 Jan 2026 20 Jul – 31 Jul 2026 02 Nov – 13 Nov 2026 30 Nov – 04 Dec 2026 04 Jan – 15 Jan 2027
GM 09	Corporate Public Relation & Image Building	10 Days	19 Jan – 30 Jan 2026 15 Jun – 26 Jun 2026 12 Oct – 23 Oct 2026 07 Dec – 18 Dec 2026 18 Jan – 29 Jan 2027
GM 10	Executive Secretaries	10 Days	05 Jan – 16 Jan 2026 04 May – 15 May 2026 31 Aug – 11 Sep 2026 30 Nov – 11 Dec 2026 11 Jan – 22 Jan 2027
GM 11	Executive Assistants	10 Days	19 Jan – 30 Jan 2026 15 Jul – 24 Jul 2026 09 Nov – 20 Nov 2026 04 Jan -15 Jan 2027

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CODE	COURSE	DURATION	JAN 2026 – JAN 2027
GM 12	Management of Refugees & Illegal Immigrants	10 Days	05 Jan – 16 Jan 2026 22 Jun – 03 Jul 2026 05 Oct – 16 Oct 2026 30 Nov – 04 Dec 2026 11 Jan – 22 Jan 2027
GM 13	Management for Regional & District Administrators	10 Days	19 Jan – 30 Jan 2026 11 May–22 May 2026 02 Nov – 13 Nov 2026 28 Dec – 8 Jan 2027
GM 14	Awareness Building and Motivation	10 Days	05 Jan – 16 Jan 2026 27 Apr – 08 May 2026 10 Aug – 21 Aug 2026 07 Dec – 18 Dec 2026 04 Jan – 15 Jan 2027
GM 15	Workforce Management and Development	10 Days	12 Jan – 23 Jan 2026 13 Jul – 27 Jul 2026 16 Nov – 27 Nov 2026 11 Jan – 22 Jan 2027
GM 16	Training on Performance Benchmarking	10 Days	05 Jan – 16 Jan 2026 13 Jul – 24 Jul 2026 09 Nov – 20 Nov 2026 04 Jan – 15 Jan 2027
GM 17	Letters of Credit Management	5 Days	26 Jan - 30 Jan 2026 20 Apr – 24 Apr 2026 09 Nov – 13 Nov 2026 07 Dec – 11 Dec 2026 04 Jan – 08 Jan 2027
GM 18	Organizational Change Management	5 Days	05 Jan – 09 Jan 2026 16 Mar – 20 Mar 2026 12 Oct – 16 Oct 2026 07 Dec – 11 Dec 2026 11 Jan – 15 Jan 2027
GM 19	Human Resource Management	10 Days	12 Jan – 23 Jan 2026 02 Mar - 13 Mar 2026 30 Nov – 11 Dec 2026 28 Dec – 08 Jan 2027
GM 20	Personnel & Human Resource Management	10 Days	12 Jan – 23 Jan 2026 02 Mar - 13 Mar 2026 30 Nov – 11 Dec 2026 28 Dec – 08 Jan 2027
GM 21	Corporate Restructuring Management	10 Days	19 Jan – 30 Jan 2026 15 Jun – 26 Jun 2026 02 Nov – 13 Nov 2026 07 Dec – 18 Dec 2026 11 Jan – 22 Jan 2027
GM 22	Strategic Planning and change Management	10 Days	19 Jan – 30 Jan 2026 08 Jun – 19 Jun 2026 05 Oct – 16 Oct 2026 23 Nov – 04 Dec 2026 28 Dec – 08 Jan 2027
GM 23	Public Relations Management	10 Days	05 Jan – 16 Jan 2026 04 May – 15 May 2026 16 Nov – 27 Nov 2026 04 Jan – 16 Jan 2026
GM 24	Marketing Management	10 Days	12 Jan – 23 Jan 2026 27 Apr - 08 May 2026 24 Aug - 04 Sep 2026 30 Nov – 11 Dec 2026 04 Jan – 15 Jan 2027

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CODE	COURSE	DURATION	JAN 2026 – JAN 2027
GM 25	Public Debt Management	10 Days	19 Jan – 30 Jan 2026 08 Jun – 19 Jun 2026 05 Oct – 16 Oct 2026 23 Nov – 04 Dec 2026 28 Dec – 08 Jan 2027
GM 26	Public Enterprise Restructuring & Privatization	10 Days	12 Jan – 23 Jan 2026 29 Jun – 10 Jul 2026 16 Nov–27 Nov 2026 28 Dec – 08 Jan 2027
GM 27	Privatisation Management	10 Days	05 Jan – 16 Jan 2026 06 Jul – 17 Jul 2026 02 Nov – 13 Nov 2026 11 Jan – 22 Jan 2027
GM 28	Policy Analysis Management For Civil Servants	10 Days	05 Jan – 16 Jan 2026 09 Mar – 20 Mar 2026 02 Nov – 13 Nov 2026 07 Dec – 18 Dec 2026
GM 29	Strategic Financial Planning and Management	10 Days	05 Jan – 09 Jan 2026 29 Jun – 03 Jul 2026 09 Nov – 13 Nov 2026 14 Dec – 18 Dec 2026
GM 30	Management Control and Monitoring of Donor Funded Projects	10 Days	05 Jan – 16 Jan 2026 02 Mar – 13 Mar 2026 02 Nov – 13 Nov 2026 30 Nov – 11 Dec 2026 04 Jan – 15 Jan 2027
GM 31	Management of NGOs, CBOs, SMME's, CIGs	10 Days	05 Jan – 16 Jan 2026 27 Feb - 06 Mar 2026 07 Dec – 18 Dec 2026 04 Jan – 16 Jan 2027
GM 32	Computerized Records and Data Management	10 Days	12 Jan – 23 Jan 2026 02 Mar - 13 Mar 2026 30 Nov – 11 Dec 2026 28 Dec – 08 Jan 2027
GM 33	Computer Based Records Management	10 Days	19 Jan – 30 Jan 2026 15 Jun – 26 Jun 2026 02 Nov – 13 Nov 2026 07 Dec – 18 Dec 2026 11 Jan – 22 Jan 2027
GM 34	General Computer Applications For Managers	10 Days	12 Jan – 23 Jan 2026 27 Apr - 08 May 2026 24 Aug - 04 Sep 2026 30 Nov – 11 Dec 2026 04 Jan – 15 Jan 2027
GM 35	Advanced Management Course For Senior Government Officials	10 Days	12 Jan – 23 Jan 2026 15 Jun– 26 Jun 2026 21 Sep – 02 Oct 2026 28 Dec – 08 Jan 2027
GM 36	Training on Performance Benchmarking	5 Days	26 Jan – 30 Jan 2026 16 Mar – 20 Mar 2026 09 Nov – 13 Nov 2026 14 Dec – 18 Dec 2026 04 Jan – 08 Jan 2027

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GM 37	Organizational Change Management	5 Days	05 Jan–09 Jan 2026 09 Mar–13 Mar 2026 05 Oct–09 Oct 2026 14 Dec–18 Dec 2026 11 Jan–15 Jan 2027
GM 38	Management For Regional & District Administrators	10 Days	12 Jan – 23 Jan 2026 29 Jun – 10 Jul 2026 16 Nov–27 Nov 2026 28 Dec – 08 Jan 2027
GM 39	Public Enterprise Restructuring & Privatization	10 Days	05 Jan – 16 Jan 2026 06 Jul – 17 Jul 2026 02 Nov – 13 Nov 2026 11 Jan – 22 Jan 2027
GM 40	Managing the Training Function (Advanced)	10 Days	19 Jan – 30 Jan 2026 08 Jun – 19 Jun 2026 26 Oct – 07 Nov 2026 04 Jan – 15 Jan 2027
GM 41	Rural Business Management	10 Days	12 Jan – 23 Jan 2026 15 Jun– 26 Jun 2026 21 Sep – 02 Oct 2026 28 Dec – 08 Jan 2027
GM 42	Best Management Practices in Public Services	10 Days	19 Jan – 30 Jan 2026 04 May – 15 May 2026 05 Oct – 16 Oct 2026 07 Dec – 18 Dec 2026 18 Jan – 29 Jan 2027
GM 43	Personnel & Industrial Relation Management	10 Days	05 Jan – 16 Jan 2026 02 Mar – 13 Mar 2026 02 Nov – 13 Nov 2026 30 Nov – 11 Dec 2026 04 Jan – 15 Jan 2027
GM 44	Advanced Human Resource Management	10 Days	05 Jan – 16 Jan 2026 27 Feb - 06 Mar 2026 07 Dec – 18 Dec 2026 04 Jan – 16 Jan 2027
GM 45	Advanced- Training the Gender Trainers	10 Days	12 Jan – 23 Jan 2026 02 Mar - 13 Mar 2026 30 Nov – 11 Dec 2026 28 Dec – 08 Jan 2027
GM 46	Leadership Skills, Empowerment and Effective Management Skills for Women Managers	10 Days	19 Jan – 30 Jan 2026 15 Jun – 26 Jun 2026 02 Nov – 13 Nov 2026 07 Dec – 18 Dec 2026 11 Jan – 22 Jan 2027
GM 47	Estate Management	10 Days	12 Jan – 23 Jan 2026 27 Apr - 08 May 2026 24 Aug - 04 Sep 2026 30 Nov – 11 Dec 2026 04 Jan – 15 Jan 2027
GM 48	Public Administration, Finance and Communication	10 Days	12 Jan – 23 Jan 2026 27 Apr – 08 May 2026 10 Aug – 21 Aug 2026 30 Nov – 11 Dec 2026 18 Jan – 29 Jan 2027

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CODE	COURSE	DURATION	JAN 2026 – JAN 2027
GM 49	Demand Management for Marketers	5 Days	12 Jan – 16 Jan 2026 15 Jun – 19 Jun 2026 14 Sep – 18 Sep 2026 07 Dec – 11 Dec 2026
GM 50	Managing a Diverse and Inclusive Workplace	5 Days	05 Jan – 09 Jan 2026 04 May - 08 May 2026 05 Oct - 09 Oct 2026 30 Nov – 04 Dec 2026 04 Jan – 08 Jan 2027
GM 51	How to Manage a Remote Team	5 Days	12 Jan – 16 Jan 2026 16 Feb - 20 Feb 2026 09 Nov - 13 Nov 2026 14 Dec – 18 Dec 2026 11 Jan – 14 Jan 2027
GM 52	Negotiation Skills-Negotiate and Resolve Conflict	5 Days	26 Jan – 30 Jan 2026 16 Mar – 20 Mar 2026 09 Nov – 13 Nov 2026 14 Dec – 18 Dec 2026 04 Jan – 08 Jan 2027
GM 53	Setting Expectations and Assessing Performance Issues	5 Days	12 Jan – 16 Jan 2026 16 Feb – 20 Feb 2026 16 Nov – 20 Nov 2026 30 Nov – 04 Dec 2026 18 Jan – 22 Jan 2027
GM 54	Infrastructure Management for Public Institutions	10 Days	05 Jan – 16 Jan 2026 06 Jul – 17 Jul 2026 02 Nov – 13 Nov 2026 11 Jan – 22 Jan 2027
GM 55	Successful Negotiation- Essential Strategies and Skills	5 Days	26 Jan - 30 Jan 2026 20 Apr – 24 Apr 2026 09 Nov – 13 Nov 2026 07 Dec – 11 Dec 2026 04 Jan – 08 Jan 2027
GM 56	Management Control and Monitoring of Donor Funded Projects	10 Days	12 Jan – 23 Jan 2026 23 Feb - 06 Mar 2026 07 Sep - 18 Sep 2026 23 Nov – 04 Dec 2026 04 Jan – 15 Jan 2027
GM 57	Marketing Analytics-Products, Distribution and Sales	10 Days	05 Jan – 16 Jan 2026 27 Feb - 06 Mar 2026 07 Dec – 18 Dec 2026 04 Jan – 16 Jan 2027 12 Jan – 23 Jan 2026 23 Feb - 06 Mar 2026
GM 58	Innovation Management	5 Days	12 Jan – 16 Jan 2026 09 Mar - 13 Mar 2026 02 Nov - 06 Nov 2026 14 Dec – 18 Dec 2026 11 Jan – 15 Jan 2027
GM 59	Management of Viral Diseases for Professional Counsellors	10 Days	05 Jan – 16 Jan 2026 06 Jul – 17 Jul 2026 02 Nov – 13 Nov 2026 11 Jan – 22 Jan 2027
GM 60	Managing the Training Function	10 Days	19 Jan – 30 Jan 2026 08 Jun – 19 Jun 2026 26 Oct – 07 Nov 2026 04 Jan – 15 Jan 2027

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GM 61	Financial Monitoring Reports for Donor Financed Projects	10 Days	12 Jan – 23 Jan 2026 15 Jun – 26 Jun 2026 21 Sep – 02 Oct 2026 28 Dec – 08 Jan 2027
GM 62	Making Smart Investment Decisions in the Global World	5 Days	05 Jan – 09 Jan 2026 27 Apr – 01 May 2026 23 Nov – 27 Nov 2026 14 Dec – 18 Dec 2026 18 Jan – 22 Jan 2027
GM 63	Managing major projects	5 Days	26 Jan – 30 Jan 2026 16 Mar – 20 Mar 2026 09 Nov – 13 Nov 2026 14 Dec – 18 Dec 2026 04 Jan – 08 Jan 2027
GM 64	Human Resources Management-HR for people Managers	5 Days	12 Jan – 16 Jan 2026 16 Feb – 20 Feb 2026 16 Nov – 20 Nov 2026 30 Nov – 04 Dec 2026 18 Jan – 22 Jan 2027
GM 65	Public Management Administration and e-Government	10 Days	12 Jan – 23 Jan 2026 06 Jul – 17 Jul 2026 26 Oct – 07 Nov 2026 04 Jan – 15 Jan 2027
GM 66	Career Brand Management	5 Days	12 Jan – 16 Jan 2026 13 Jul – 17 Jul 2026 16 Nov – 27 Nov 2026 28 Dec – 01 Jan 2027
GM 67	Supply Chain Management	10 Days	05 Jan – 16 Jan 2026 18 May – 29 May 2026 28 Sep – 09 Oct 2026 30 Nov – 11 Dec 2026 18 Jan – 29 Jan 2027
GM 68	Strategic Sales Management	5 Days	05 Jan – 09 Jan 2026 29 Jun – 03 Jul 2026 09 Nov – 13 Nov 2026 14 Dec – 18 Dec 2026 04 Jan – 08 Jan 2027
GM 69	Global Procurement and Sourcing	10 Days	05 Jan – 16 Jan 2026 08 Jun – 19 Jun 2026 05 Oct – 16 Oct 2026 24 Nov – 04 Dec 2026 18 Jan – 29 Jan 2027
GM 70	Global Procurement and Sourcing	10 Days	12 Jan – 23 Jan 2026 04 May – 15 May 2026 14 Sep – 25 Sep 2026 07 Dec – 18 Dec 2026
GM 71	Strategic Management and Innovation	5 Days	05 Jan – 09 Jan 2026 29 Jun – 03 Jul 2026 09 Nov – 13 Nov 2026 14 Dec – 18 Dec 2026 04 Jan – 08 Jan 2027
GM 72	Investment and Portfolio Management	10 Days	12 Jan – 23 Jan 2026 04 May – 15 May 2026 07 Sep - 18 Sep 2026 07 Dec – 18 Dec 2026 04 Jan – 15 Jan 2027

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CODE	COURSE	DURATION	JAN 2026 – JAN 2027
GM 73	Value Chain Management	5 Days	12 Jan - 16 Jan 2026 26 Oct - 30 Oct 2026 07 Dec - 11 Dec 2026 04 Jan - 08 Jan 2027
GM 74	Strategic Innovation: Managing Innovation Initiatives	5 Days	12 Jan - 16 Jan 2026 09 Mar - 13 Mar 2026 02 Nov - 06 Nov 2026 14 Dec - 18 Dec 2026 11 Jan - 15 Jan 2027
GM 75	From Corporate Social Responsibility to Corporate Social Innovation	5 Days	05 Jan - 09 Jan 2026 27 Apr - 1 May 2026 09 Nov - 13 Nov 2026 18 Jan - 22 Jan 2027
GM 76	Effective Problem-Solving and Decision making	5 Days	26 Jan - 30 Jan 2026 20 Apr - 24 Apr 2026 09 Nov - 13 Nov 2026 07 Dec - 11 Dec 2026 04 Jan - 08 Jan 2027