



15th PEM PAL Internal Audit Community of Practice
Working Session of the Training and Certification Working Group on
Training Program, and Mentoring in the Certification process (April 19-20, 2012)
Sofia, Bulgaria

Mentoring in the Certification process (April 19-20, 2012) - Objectives and expected outputs

- 1. Continue developing the community as a dynamic learning partnership between its members**
- 2. To finalize the Training Program for internal auditors based on Ohrid plenary recommendations**
- 3. To design mentoring procedure for internal auditors: based on the current good practice examples from PEM-PAL countries**
- 4. To discuss and decide on further activities of the WG**

Training program finalization and Mentoring in the Certification process - Day one

Day 1: Thursday, April 19 th , 2012				
Time	Activity	Objectives and comments	Format and logistics	Lead
9:00	<p>1. Finalize the Training Program for internal auditors</p> <p>Break out work on the modules</p>	<p>Distribution of leaders and members for Modules of T&C Program</p> <p>Sub-group (table) leaders to be selected</p>	<p>Seating in 4 groups/tables (4 modules of T&C) – leaders to be selected, groups work on following chapters:</p> <ul style="list-style-type: none"> ▪ Group 1. - Module 1. Governance in the public sector and PFM legal and institutional system ▪ Group 2. – Module 2. Standards and methodology of IA ▪ Group 3. – Module 3. Objectives, risks and controls in public sector systems and processes ▪ Group 4. - Modules 4 Simulation of IA 	<p>Cristina Scutelnic Marija Matek Ljerka Crnković</p>
10:30	Coffee Break			
11:00	<p>2. Finalize the Training Program for internal auditors</p> <p>Collectively make final tuning of T&C program</p>		<p>Presentations from each groups on conclusions they made and addressing any comments of other groups</p>	<p>Leaders of the groups</p>
12:30 Lunch				

13:30	3. Importance of on- the- job training and Q/A		Presentation	SIGMA experts
14:15	4. Results of the survey in relation to the mentoring process in PEM PAL countries	To show the overview on the mentoring process within PEM PAL countries	Presentation	Cristina Scutelnic
14:20	5. Croatia experience on mentoring for internal auditors and Q/A	Share the guideline on mentoring process for internal auditors	Presentation	Marija Matek
15:00	Coffee Break			
15:30	6. Estonian experience n mentoring for internal auditors and Q/A		Presentation	Evelin Pungas
16:15	7. Work on Mentoring guideline in groups, based on Croatian example		<p>Work is based on the experience of the members and on their expectations</p> <p>Seating in groups/tables – leaders to be selected, groups work on following issues: the system practicability, roles of CHU, mentor, and mentee in mentoring program</p> <p>What is good? What should be included in the system from examples presented? What is missing?</p>	Leaders of the groups
17:00	Closing of day 1			
17.30 - 22.00	Bus city tour (1,5 - 2 hours) followed by dinner in the restaurant Veselo Selo			

Mentoring in the Certification process - Day two

Day 2: Friday, April 20 th , 2012				
Time	Activity	Objectives and comments	Format and logistics	Lead
9.00	<p>8. Reporting from groups were roles have been assigned</p> <p>9. Work on Mentoring guideline in groups based on Croatian example</p> <p>Glossary terms confirmation and development</p>	<p>To establish a glossary for the mentoring process/guideline</p>	<p>Seating in groups/tables – leaders to be selected, groups work on <u>Manner of conducting practical training</u></p> <ul style="list-style-type: none"> ▪ Group 1. <ul style="list-style-type: none"> I. Planning audit and preliminary activities II. System determining and recording ▪ Group 2. <ul style="list-style-type: none"> III. Internal Control system assessment IV. testing the application and internal control efficiency ▪ Group 3. <ul style="list-style-type: none"> V. Internal Control system assessment VI. reporting VII. Monitoring the recommendation implementation <p>What is good? What is missing? What should be included in the system from examples presented?</p> <p>Seating in groups/tables – leaders to be selected</p>	<p>Leaders of the groups</p> <p>Leaders of the groups</p>
10:30	Coffee break			

11:00	10. Continue on Mentoring guideline in groups based on Croatian example		Presentations from each groups on conclusions they made and addressing any comments of other groups	Leaders of the groups
12:00	11. Wrap up meeting Agreeing on Conclusions Further activities of the WG.	Final remarks and conclusions Proposal for further activities of the WG to be prepared for presentation and seeking endorsement by the plenary	Last output presentation on wiki	Arman Vatyan Cristina Scutelnic
12:30 Lunch				
13:30	12. ExCom Meeting	To discuss organizational matters, new activities and report back from the recent Steering Committee Meeting. Selection of a temporarily Chair of the CoP.		ExCom members
15:00	Closing			
19.00	Free afternoon or departure of participants Dinner in the hotel restaurant			