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# logo_for_noew.jpgPEM PAL Internal Audit Community of Practice

# Quality Assurance (QA) Working Group meeting

# (28th IA COP meeting)

# Montenegro, March 4-5, 2014

# Objectives:

* Finalizing and approving the template on periodic internal assessment
* Learning from Croatia how the CHU performs its external assessment
* Developing a PEMPAL approach to external assessment by the CHU
* Unveil some challenging plans for the future

# Expected outputs:

* Agreed structure of template on “Periodic Internal Assessment”
* Elaborated first draft of the content of the template on the External assessment by CHU
* Elaborated first draft of the content of the template on “Quality review of CHU”

# Workshop Outcomes:

* Apply the International Professional Practices Framework and International Standards for the Professional Practice of Internal Auditing (Standards) on Quality Assurance
* Develop a solid understanding of the Quality Assurance of an internal audit activity

# Pre – meeting preparation

1. Standards related to Quality Assurance to be posted on wiki for the QA Workshop
2. The preface of the template on ‘Periodic Internal Assessment’
3. Template on ‘Periodic Internal Assessment’ to be posted on wiki for the QA Workshop

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|  Day 1: Tuesday, March 4th, 2014 |
| **Time** | **Activity** | **Objectives and comments** |
| 13:45 – 14:00 | **Registration and distribution of materials** |
| 14:00 – 14:30 | Official welcomeOverview of what has been achieved Overview of objectives and agenda for this meeting  | Welcome speechesLogistic of the workshop Review of the agendaClarifying the objective of the QA WG workshop and building up on the previous work done – ensuring continuity of the process |
| 14:30 – 15:45 | Review and approve template on periodic internal assessment  | Introduction to the methodology |
| 15:45 – 16:00 | Coffee Break |
| 16:00 -17:00 | Country presentation on external assessment by CHU (Croatia) Questions and discussion on Croatian example | To highlight the key elements |
| **Time** | **Activity** | **Objectives and comments** |
| 17:00 – 18:00 | How to use the Croatian example as a basis to develop a scoring system on PEM PAL External assessment done by the CHU | Starting debate |

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| Day 2: Wednesday, March 5th, 2014 |
| 9:00 -9:30 | Discuss and develop template model on external assessment by CHU  | Lay out the planStarting work on the respective sectionsPresent intermediary results |
| 9:30 – 10:00 | Discuss and develop template model on external assessment by CHU  | Continue work on the respective sectionsPresent intermediary results |
| 10:00 -10:45 | Discuss and develop template model on external assessment by CHU  | Continue work on the respective sectionsPresent intermediary results |

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| 10:45- 11:00 | Coffee Break |
| 11:00 - 11:45 | Discuss and develop template model on external assessment by CHU  | Continue work on the respective sectionsPresent intermediary results |
| 11:45 – 12:30 | Discuss and develop template model on external assessment by CHU  | Continue work on the respective sectionsPresent intermediary results |
| 12.30-13:15  | Lunch |

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| **Time** | **Activity** | **Objectives and comments** |
| 13.15 – 14:45 | Discuss and develop template model on quality review of CHU  | Lay out the planStarting work on the respective sections |
| 14:45 – 15:00 | Coffee Break |  |
| 15:00 – 16:00 | Unveil ideas for the future Overview of next stepsIssue of certificates and closure |  |

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| 16:00 – 20:00 | Social program: Bus trip to the Bay of Kotor (Boka Kotorska) |  |
| 20:00 – 22:00 | Dinner in Restaurant “Jadran” in Budva |  |