

# **Internal Audit Community of Practice (IA COP)**

## **Minutes of Executive Committee Meeting**

Date: April 20, 2012

Location: Sofia, Bulgaria (after closing Risk Assessment,  
and Training and Mentoring Working Groups meetings)

Attended by ExCom members: Stanislav, Ljerka, Maxim, Albana, Diana, Joop, Nino, Critina, and Arman (also acted as facilitator)

### **1. ExCom membership and elections**

ExCom welcomed Nino Eliashvili's (IA CHU head, Georgia) as a new platinum member of the IA CoP (the respective recommendation was provided during previous ExCom meeting).

Considering significantly expanded scope of the COP activities, ExCom unanimously agreed to establish two vice-chair positions in the COP. One to be responsible for content of the events (reviewing the presentations, discussing and advising on the objectives and expected outcomes of events, other matters on substance), and another on operations covering also logistics (agenda activities, invitations, letters, visas, follow up with participants on organizational matters, maintenance of wiki). Both vice-chairs will be directed by the Chair, who will also represent the COP in the Steering Committee and will be involvement in all the activities of the COP. The vice-chair on operations will need to also closely coordinate with the Secretariat regarding organizational matters.

The ExCom also discussed the need for rotation of Chair providing opportunity for bringing new ideas and approaches to the leadership of the COP. ExCom decided to establish a term of one year for the Chair. A new chair was agreed to be elected on annual plenary meetings. No specific term was established for vice-chairs. The ExCom decided to elect temporary Chair to act before plenary in Budapest when a Chair for a full term will be elected. ExCom also decided to elect acting Vice-Chairs who will need only to be confirmed by the plenary (while the Chair needs to be elected by the plenary).

An anonymous election was then organized for electing acting Chair and two Vice-Chairs. As a result Ljerka was elected as acting Chair, Albana as acting Vice-Chair on Content, and Cristina as acting Vice-Chair on Operations. The ExCom congratulated the members elected.

***Action: Send official letters informing about election of Chair, VCs, and the new ExCom member (Responsibility: Secretariat to draft, VC on Operations and Arman to review).***

## 2. Evaluation of Sofia events and related matters

ExCom assessed the recent Risk Assessment, and Training and Mentoring Working Groups meetings as productive and successful. The participation and involvement was very active and further enhanced since previous events. A decision made previously to allocate not more than half of the sessions time for presentations was adhered to and was reconfirmed to be appropriate. A combination of several tools used (fishbowl, world café, panel discussions, etc.) during the meetings had a major positive impact on the efficiency as well as on quality of the products developed by the Working Groups. The downside was that not all participants were involved in those sessions.

ExCom discussed and agreed that the combined events should be target not to exceed 3 days and also to be organized at the end of the week to be linked to the weekend. That would help to organize travel over weekend. Considering the limitations of the logistical arrangements and time and resources invested on travel, invitations, receiving formal approval by participants for travel, other matters, it was agreed that it would be too cumbersome to run a single WG meeting only. As a result when WG meetings are combined ExCom agreed they need to target for 1.5 days each.

### **Action:**

- 1) Workshop tools have a positive impact on the participation and involvement and should be consistently used. Advance preparation should be made and existing conditions to be considered (e.g. type of the room, space available, number of participants, etc.). In addition, detailed instructions to participants on the tools to be used need to be provided in the agenda in advance. (Responsibility: Chair, VC on Operations, WG leaders, Arman, and external facilitator, if involved)***
- 2) Workshop agendas need to be heavier on the first day of the workshops and more relaxed, if possible, on the last. (Chair, VC on content, WG leaders, Arman, and external facilitator, if involved)***
- 3) The workshops should be planned to link to the end of week with participants travel back on Saturday. Friday should be targeted to be used as a full day. Secretariat to ensure that tickets are booked on Friday late evening or Saturday. (Responsibility: Secretariat, to be followed up by VC on Operations)***
- 4) If more than one event is organized (e.g. two WGs or WG linked to the plenary) then the duration of a WG meeting should be 1.5 days. Current practice of two days could be maintained if a separate WG meeting is arranged. (Responsibility: VC on Operations, WG leaders, Arman)***
- 5) In order to enhance active involvement and contribution of all WG members, potential participants of WG should be requested to describe their contribution to the upcoming meetings. If no (or not clear) responses are received those participants should not be invited to the WG meetings. WG leaders should seek those inputs well in advance of upcoming events. (Responsibility: WG leaders with co-leaders, to be followed up by VC on Operations)***

- 6) *The WG participants should be limited to two per a country. Those do not include resource people. (Responsibility: WG leaders, VC on Operations, Arman, Secretariat)*
- 7) *If not restricted by language constraint sitting one person per table from a country needs to be followed. (Responsibility: VC on Operations, WG leaders, Secretariat)*

### **3. Reporting back from Steering Committee meeting and IA COP budget**

Joop and Arman briefed the ExCom members on the key topics and decisions made on the last SC meeting, including the discussion on the action plan and budget. Arman provided an update on the IA COP Action Plan and budget. Those have been discussed and agreed.

**Action: Update the Action Plan and Budget (Responsibility: Arman).**

### **4. Working groups and next meetings**

ExCom discussed on the future activity of the Training and Certification (T&C) WG. The ExCom agreed to consult with plenary in Budapest whether there is a need to continue with T&C topic and the respective scope, or to discontinue with T&C and move to next priority topic (e.g. Inspection). The ExCom agreed to seek an endorsement from plenary on future activities of the Risk Assessment (RA) and Quality Assurance (QA) WGs. The next WG meetings were agreed to be organized in the week of October 8, 2012 in Lvov, Ukraine.

**Action:**

1. *Consult with plenary whether the T&C WG should continue its activity and clarify its scope. (Responsibility: Chair, T&C WG leader, Arman)*
2. *Plan the next WG meetings in Lvov, Ukraine in the week of October 8, 2012. (Responsibility: VCs, WG leaders, Arman, Secretariat)*

### **5. Agenda for the next Plenary and Quality Assurance WG meetings in Budapest**

The theme of the upcoming plenary was agreed. It will be *relationship between internal audit, inspection, and external audit* (agenda outline agreed is below). ExCom agreed to invite representatives from SAIs of Hungary, Ukraine, and Turkey (or Albania, if Turkey is not available), and Financial Inspection units of Moldova, Hungary, and Ukraine to make presentations. ExCom reconfirmed that the topics of the plenary should not be broad, but narrowed down to specific themes.

ExCom decided to provide guidance for participants to read before events (on the first page of the Agenda), as well as add in the *Objectives and Comments* column of the Agenda the what participants are expected to read before the session and what they are going to do during the session.

### **Outline of the Agenda for plenary**

- Reporting back from each of the three WGs on the work done and products delivered followed by break out group discussions.
- Receiving guidance from the community on the way forward with the WGs. The topics to be considered by the WGs should be put on respective flipcharts.
- “Hungarian day” – IA system, relationship of IA with External audit and inspection.
- Presentations from other countries on External audit and Inspection relationship with IA (Ukraine, Turkey/Albania, Moldova). Subsequent work of the plenary to define a good practice of relationship.
- Solicitation of the new topics from COP participants to inform the next activities of the COP (using the list from Ohrid and Bled).
- Drafting and agreeing on the Communiqué.
- Election of Chair and confirmation of VCs
- ExCom meeting (on Sunday June 16)

### ***Action:***

- 1. Prepare agenda for plenary. (Responsibility: Chair, VCs, Joop, Arman, Bev)***
- 2. Contact Turkey and other resource countries to seek their participation (Responsibility: Joop and VC on Operations)***