

Internal Audit Community of Practice (IA COP)

Minutes of Executive Committee Meeting

(Consolidated Action Plan is enclosed)

Dates: June 17 and 19, 2012

Location: Budapest, Hungary

Attended by: Zamira, Stanislav, Ljerka, Maxim, Albana, Diana, Joop, Nino, Cristina, Bev, Marius, and Arman

1. Hungary membership

Considering active Hungary's valuable and substantial contribution, agreed unanimously. Also identified a need to develop a regulation for the future accessing procedures, as it was stated that there is no guide on the procedures and criteria for the countries how to become PEM PAL or IA COP member.

Action: Announce Hungarian membership during plenary (Responsibility: Ljerka, Arman)

Action: It is needed for Steering Committee to design such a guideline. (Responsibility: Marius to follow up with the SC)

2. ExCom membership and elections

During the initial ExCom meeting a set of criteria was defined for the IA COP Chair as reflected below. Considering that the members meeting those criteria are mainly the platinum members it was agreed to nominate only from platinum members available and willing to take that position. At ExCom follow up meeting, considering that only one candidate expressed interest to proceed with nomination with the condition that there will be a competitive process and there is a need for more than one nomination, it was decided to open for any other nominees as well, based on broad criteria agreed previously as follows:

1. Nominate a candidate only after you have confirmed that the person is committed **and interested** in the position.
2. The person should have been **actively** involved in prior IA COP events. For example providing presentations, leading WGs, support with organizing events, etc.
3. The person should have good **leadership** and **communication** skills
4. Nomination should only be made by gold and platinum members (they are members who have attended two events including this one).

It was also decided that both Vice-Chairs should be elected by the ExCom and there is no need for those positions to be confirmed by the plenary. The ExCom meeting confirmed their positions, and by these minutes they are recorded as officially appointed.

Finally, ExCom agreed that there is a need for guidance to be developed by the SC for the Chair election.

Action: Advise Steering Committee to establish broad guidelines for Chair election (Responsibility: Marius to follow up with SC)

The ExCom agreed to invite WG leaders to the ExCom meetings when there is a relevant topic to be discussed.

Action: Invite WG leaders to the ExCom meeting, when a relevant matter is discussed (Responsibility: Chair, VC on Operations).

3. Evaluation of Budapest event on QA and related matters

The ExCom assesses the event to be very useful and productive. Particularly, good quality and informative presentations and discussions were highlighted. The experience of Poland, Hungary, and Estonia contributed to rethink the QA model in many countries. This session was assessed as a successful start of the WG. In addition, ExCom evaluated this to be a perfectly organized event.

Meanwhile, it was noted that the leadership is new and more time will be needed to enhance learning and leadership (the leadership group has been extended with extra co-leader appointed: Mrs. Svilena Simeonova of the Bulgarian CHU). Particularly, the surveys should be used at the larger extent. Monika and Evelin are the resource members interested to work and need to be involved.

ExCom also decided that there should be more balanced representation of advance countries and resource people on the tables.

Actions:

- 1. A home work should be done by the Lvov meeting. Survey should be used. (Responsibility: Chair, VC on Content, Trajko, Ljerka, Max, Svilena).***
- 2. We need a support from resource people to work on deliverables. Monika and Evelin need to be invited to join the Lvov event (Responsibility: VC on Operations, Arman, Secretariat).***
- 3. Assign a resources person on a non-English table to be involved in the discussions to have a balanced knowledge and experience on a table (consider that Evelin, Monika, Svilena, Dorotea, all speak Russian). (Responsibility: Chair, VP on Operations, Arman, Secretariat)***
- 4. Working groups (WG), study tours (ST), and next meetings**

The next plenary confirmed to be during 19-24 April 2013 in Tbilisi, Georgia, with linked QA WG meeting. The other two WG will come together in a 3 days meeting to be organized in Tirana. It was also discussed to hold one of the next events in Bishkek.

The ExCom study tour to Ireland and Portugal was agreed to be postponed until the w/s June 10, 2013.

As it was clarified the objective for the planned ST to Bulgaria was to see how the IAUs operate in line ministries (Kyrgyzstan, Georgia, Tajikistan, Armenia, and Moldova expressed interest) will need to plan the visit coordinating with VC on Operations and Secretariat.

Considering active hosting of ST by Croatia, ExCom supported Croatia to organize ST to Poland. This ST is also interesting for Albania, who are developing a QA system similar to the Polish system.

It was also discussed that when ST is organized two matters should be considered: language and objectives. Only one language translation should be arranged. In addition the countries to be involved in the ST should be combined if they have the same objectives.

Actions:

- 1. We need to target one WG to be combined with the plenary, and have another event for two WG (Responsibility: Chair, VP on Operations, Arman)***
- 2. One event for two WG meetings to be organized in (3/4 week of January) in Tirana. (Responsibility: Chair, VC on Content – also host, VP on Operations, Arman, Secretariat)***
- 3. Plan to organize the ExCom ST for w/s June 10, 2013 (Responsibility: Joop, Chair, VC on Content, VC on Operations).***
- 4. Requests for ST should be consolidated based on objectives and one language translation principle, and then only packed. (Responsibility: VC on Operations, Secretariat).***
- 5. All the upcoming ST should be placed on wiki for a month to seek interest from other countries. (Responsibility: VC on Operations).***
- 6. All the countries participating in the ST should come back to the IA COP with reporting their lessons learnt on the plenary, as well as prepare a success story (Responsibility: VC on Operations to follow up, Secretariat to follow up with Max to prepare a success story on Ukraine ST to Croatia).***
- 7. The study tours from several countries should accommodate max 15 people and one language. It is desirable to have minimum 3 people per country (Responsibility: VC on Operations, Secretariat).***

The Action Plan agreed at the ExCom meeting

	Action	Deadline	Responsibility
1	<i>Announce Hungarian membership during plenary.</i>	Done.	<i>Ljerka, Arman</i>
2	<i>Advise Steering Committee to establish broad guidelines for (i) new countries membership, and (ii) chair election</i>	By the next SC meeting	<i>Marius to follow up with SC</i>
3	<i>Invite WG leaders to the ExCom meeting, when a relevant matter is discussed</i>	Continuously	<i>Chair, VC on Operations</i>
4	<i>A home work should be done by the Lvov meeting. Survey should be used.</i>	October 8, 2012	<i>Chair, VC on Content, Trajko, Ljerka, Max, Svilena for Q&A; Albana, Stanislav for RA</i>
5	<i>We need a support from resource people to work on deliverables. Monika and Evelin need to be invited to join the Lvov event.</i>	October 8, 2012	<i>VC on Operations, Arman, Secretariat</i>
6	<i>Assign a resources person on a non-English table to be involved in the discussions to have a balanced knowledge and experience on a table (consider that Evelin, Monika, Svilena, Dorotea, all speak Russian)</i>	Continuously	<i>Chair, VP on Operations, Arman, Secretariat</i>
7	<i>We need to target one WG to be combined with the plenary, and have another two WG events separately.</i>	Continuously	<i>Chair, VP on Operations, Arman</i>
8	<i>One evnt for two WG meetings to be organized in (3/4 week of January) in Tirana.</i>	December 31, 2012	<i>Chair, VC on Content – also host, VP on Operations, Arman, Secretariat</i>
9	<i>Plan to organize the ExCom ST for w/s June 10, 2013.</i>	May 31, 2013	<i>Joop, Chair, VC on Content, VC on Operations</i>
10	<i>Requests for ST should be consolidated based on objectives and one language translation principle, and then only packed.</i>	Continuously	<i>VC on Operations, Secretariat</i>
11	<i>All the upcoming ST should be placed on wiki for a month to seek interest from other countries.</i>	Continuously	<i>VC on Operations</i>
12	<i>All the countries participating in the ST should come back to the</i>	Continuously	<i>VC on Operations to</i>

	<i>IA COP with reporting their lessons learnt on the plenary, as well as prepare a success story. (Max to prepare a success story on Ukraine ST to Croatia).</i>		<i>follow up</i>
13	<i>The study tours from several countries should accommodate max 15 people and one language. It is desirable to have minimum 3 people per country</i>	Continuously	<i>VC on Operations, Secretariat</i>