

Internal Audit Community of Practice (IA COP)

Minutes of Executive Committee Meeting

(the meeting was held after Quality Assurance Working Group Meeting)

Date: April 21, 2013

Location: Tbilisi, Georgia

Attended by: Stanislav, Ljerka, Maxim, Diana, Cristina, Makar, Nini, Zamira, Arman, and Elena (invited by the ExCom)

1. Organization of work, and delegation of roles and responsibilities.

The ExCom discussed the workload management after Tomislav left. It confirmed that all objectives and targets have been met by the community, praising the Chair for well managing the workload and delegation of workload.

On February 15, 2013 ExCom met via videoconference where the membership of IACOP of PEMPAL was defined (refer to the respective Minutes of the ExCom meeting). ExCom confirmed the definition.

ExCom discussed areas for improvement of events preparation. It was agreed to be selective in copying members on e-mails. Particularly, the respective leaders of the WGs will need to be copied on topics related to a particular WG while broader distribution should be avoided. Meanwhile, the events agendas and other documents ready for distribution during the event need to be sent to all the ExCom members providing 3 to 5 days response time.

The translation of e-mails into/from Russian was assessed as a good practice to follow. It was agreed that it is preferable that first the e-mail to be distributed to broader group in more than one language should be sent in the original language to Secretariat (Natasa with copy to Tamara as a backup) with a distribution list included in the body of the e-mail. Then Secretariat will arrange translation and send both English and Russian translation to all the people in the distribution list provided. That would help to avoid duplication in communication.

2. Developments in the working groups

Videoconferences and Skype conferences organized for the preparation of the WG and plenary meetings were assessed as very positive and productive. It was agreed to follow the same practice for the upcoming events. If there is no need for translation, Skype is a preferred option. Otherwise videoconferencing could be also arranged. ExCom proposed to limit the number of Skype participants to 3-4 to manage the conversations.

It was discussed that in general it is desirable that all working groups to identify and analyze the country best practices rather than only to concentrate on development of new documents. In addition, the Case Study experience needs to be frequently used by the working groups (similar to the one done in Tirana).

Regarding **Risk Assessment (RA)** WG, draft TOR for an expert involvement was prepared. Jean-Pierre declined involvement including due to time constraints, and a new expert has been involved (Richard

Maggs). He has managed to prepare a presentation and materials in the short time available by the plenary meeting. The WG leadership was satisfied with the level of inputs and turnaround provided by the new expert and will continue involving him.

The ExCom agreed to nominate Makar and Zamira as a co-leader of the WG on **RIFIX**. Thus, the current leadership of the RIFIX is the following: Sergii (leader), Diana, Makar, and Zamira. The resource people involved are Manfred, Ruslana, Stefan, and Richard Maggs (to be confirmed). The plenary should define the scope of RIFIX future activities for the leadership group to take forward.

The ExCom praised the work done under Ljerka's leadership and with Jean-Pierre's support for the preparation of the **Quality Assurance (QA)** WG meeting. In addition, the ExCom proposed to consider enhancing the work flow in the WG and Ljerka appreciated the recommendations provided. Particularly:

1. It was decided that the questionnaire for Periodic self-assessment should be completed with the expert's support.
2. The QA WG intends to prepare an Annex to the Manual, and Ljerka will prepare a final working plan together with the consultant after the ExCom meeting and presented on April 22 on the Plenary. (the key developments since the ExCom meeting are presented in Annex 1 below)

The ExCom agreed to nominate Nini and Amela as co-leader of the QA WG. Thus, the current leadership of the WG is the following: Ljerka (leader), Svilena, Maksim, Nini and Amela.

3. IACOP plans including Study Visits in 2014

The ExCom discussed the outline of the events planned in 2014 as follows:

- Cross COPs leadership meeting in Slovenia on July 1-4, 2013.
- Two WGs meeting in Saint Petersburg (RA and RIFIX) on September 25-28, 2013
- Combined QA WG meeting and SV to Armenia in the first week of November 2013.
- ExCom SV to UK and probably Ireland in the first week of December. Proper planning needs to be done (Richard Maggs could help).
- RA and QA WG meeting in Montenegro on February 5-8, 2014
- SV of Bulgaria, Montenegro, and probably other Balkan countries to Hungary – the dates to be agreed between Svilena, Doroteya and Edit.
- Another SV to a country with developed IA system.
- Cross CoP plenary in Moscow and WG on RIFIX on May 12-15, 2014

ExCom proposed to consider SVs with participants representing several countries to concentrate on one topic where the country could demonstrate a good practice (for example, e-monitoring in Armenia). In addition, a country day needs to be organized at a plenary or WG session. To make it effective a limited number of participants interested in the area need be involved. The approach was proposed to be followed for limited QA WG meeting in Armenia to be combined with country case presentation.

Elena indicated that the agenda of Leadership Groups meeting in Ljubljana (Bohinj) has been posted on wiki, until April 30 proposals and comments should be presented; the roles of CoPs and the format of discussions need to be defined. The key goal is to prepare for the plenary session in May 2014 (the general topic in Moscow will be budget transparency), for this the contribution of each community

needs to be determined (additionally several other topics to be considered – anthem, community attributes, etc). In addition, she informed that the COPs need to provide regular information about the performance of the Secretariat (CEF won the tender in April of 2013) based on predefined set of criteria on a monthly and more detailed on a quarterly basis. The ExCom agreed to assign the function to the Vice-Chair on Operations.

4. ExCom Chair and members elections

It was agreed to request Maksim to develop procedure for election of the members of ExCom.

It was agreed to nominate and elect or re-elect the Chair in July 2013.

Considering the expected leave of the Vice-Chair on Operations, the ExCom decided to appoint Nini as Vice-Chair, effective on the date Cristina leaves (for pregnancy). The function of the Vice-Chair on Operations remains the same, including wiki maintenance, logistics, and secretariat appraisal.

The ExCom also decided that currently there is only a need for one Vice-Chair on Operations, and the content of the work should be the responsibility of the Chair. Thus, the vacant position of the Vice-Chair on Content was abolished.

Actions:

- 1. Maksim to draft a procedure for ExCom members' election.***
- 2. Secretariat to inform about appointment of the WG co-leaders, as well as Vice-Chair on Operation after it is effective.***

5. Interaction with Joop

The issue of collaboration with Joop was raised, as there are concerns about the interaction of ExCom members and WG leaders with him. Joop's unconstructive and blame approach in interaction with the CoP was noted.

ExCom agreed that he should represent Sigma in the community and share knowledge but not dictate his personal opinion. Instead the CoP sees Sigma's role in supporting the community, specifically in involving respective experts depending on the requirements of WG leaders.

The ExCom requested Diana, Arman and Elena to communicate to Joop the above and to help to resolve the current conflict. The ExCom decided depending on the results of the conversation to consider sending an official letter from the community to Sigma.

Action:

- 1. Diana, Arman, and Elena to meet and communicate the community's concern regarding unconstructive interaction of Joop with the community.***
- 2. ExCom to decide communicating the matter with Sigma depending on the results of the discussion with Joop.***

Annex 1 Work plan of the QA WG presented after the ExCom meeting

The following is sequence of events and decisions taken after the ExCom meeting regarding QA WG activities:

- ✓ After Ex Com meeting there was very productive meeting among Ljerka, Jean-Pierre, and Arman on the future work of QA WG.
- ✓ A very detailed action plan for the QA WG future work was prepared. A decision was taken to have one WG meeting before Montenegro, in end October or beginning of November in Armenia (together with the study visit), in order to have the final document completed by the Moscow plenary.
- ✓ Ljerka sent in Tbilisi an e-mail to all QA WG leadership members that Jean Pierre would come up with a plan for our future tasks in the following two weeks, for the WG to decide to work together and to divide the tasks among them.
- ✓ On April 24 the QA WG leadership members had a meeting during the breakfast where future tasks were discussed (everybody expressed willingness to cooperate), Arman encouraged Ljerka to organize such a meeting saying it is better to talk to people than only sending e mails, and all the leadership was there. It turned out that it was an excellent proposal.
- ✓ The QA WG has now a clear plan to prepare an Annex to the manual and got endorsement from plenary.