



Internal Audit Community of Practice (IA COP)

Minutes of Executive Committee Meeting

(the meeting was held after Cross-CoP meeting)

Date: JULY 3, 2013

Location: Bohinj, Slovenia

Attended by: Ljerka, Maxim, Diana, Makar, Nini, Zamira, Stas (via Skype), Arman (facilitator), and Marius (invited by the ExCom)

1) Cross-COP 2014 preparations – proposed IACOP contribution

During Cross-CoP leadership meeting in Slovenia the main topic for the next Cross-COP plenary in 2014 was identified as follows: **Budget Transparency and Accountability**. ExCom agreed to highlight during the plenary the role of internal audit and internal control in the budget cycle as an assurance of transparency and accountability. For the next Cross-Cop plenary ExCom proposed to report on achievements/progress made by all CoPs via different methods and tools including: presenting success stories, publications, survey results, as well as organize presentation on booths (caps and pens with IA COP logo to be available).

ExCom agreed on the following sub-topics for the Cross-COP plenary:

- Internal audit and internal control as an instrument to budget transparency and accountability;
- Risk Management (including risk assessment) and key performance indicators.

ExCom decided to prepare presentation on success stories and progress made during the year. The IA COP will use short movie to present in the booth and probably during the plenary.

ExCom agreed on the need to combine WG meeting and Cross CoP plenary to use recourses more efficiently. It was decided to start with RIFIX WG on May 11-12, 2014 and then to continue with Cross CoP plenary on May 13-15, 2014.

Action: Diana to request and follow up with the SC so that the WG meeting is organized before the Cross-COP plenary.

2) Review and response to feedback survey on strengthening IACOP

ExCom discussed importance of feedback and improvements for continuous development and review of status of IACoP. ExCom highlighted the role of collecting results of the previous event through survey and inputs of Agenda Activist, Critical Friends, and Value Detectives for analysis and reporting back to the COP. ExCom nominated Makar to lead group of Critical Friends and monitoring post event survey



with help of Ljerka and other ExCom members keep the “Institutional memory” and report back to IACOP members and ExCom.

Action: Makar to lead the group of Critical Friends and the process of monitoring of the post event survey with the help of Ljerka and other ExCom members and report back to the ExCom.

3) The next steps with knowledge products.

3.1 ExCom discussed next steps to disseminate knowledge products and to raise the awareness of added-value of IACoP activities. It was agreed to help countries, which are willing to distribute IA COP knowledge documents in their countries.

Action:

1. Secretariat will prepare official enquiry letter with request to indicate the demand for IA COP knowledge products and the amount of copies needed in specific language; attaching electronic version of knowledge documents and link to PEMPAL website. (Responsibility: Secretariat)

2. IACoP to use the booths and promote strongly knowledge products in the Moscow Cross-CoP Plenary. (Responsibility: Nini to coordinate)

3.2 ExCom considers finalizing Glossary based on two developed collectively by PEMPAL and by the IA COP respectively. It was decided to reconcile the two Glossaries. In case of different definitions those will need to be highlighted. Final product should be discussed on the next ExCom meeting in St. Petersburg for making a decision on further steps. ExCom enquired if Deanna could help in this process.

Action: ExCom nominated Nini to take a lead on comparing both documents, identify the differences and come back to the ExCom to make a final decision regarding the consolidated Glossary. (Responsibility: Nini to coordinate, Deanna to provide support).

4) Planning upcoming IACOP activities under Action Plan for July 2013-June 2014

The following meetings and respective actions have been confirmed for the FY 2014.

- Two WGs meeting in Saint Petersburg (RA and RIFIX) on September 25-28, 2013
 - ✓ 50 people max will be participating including resources to be invited.
 - ✓ Diana and Sergii will draft letters of interest to identify the WG participants and send to Secretariat (both Diana and Bojana) for distribution by July 12. The responses will be received by July 26. In end July organize video conference and discuss participation.
 - ✓ Diana with Sergii and Grigor with Stas to prepare Agenda of the event by July 12.
 - ✓ Extend contract with Richard Maggs for 7 days to prepare a role play on RA and participate in RIFIX (Arman).
 - ✓ Invite Robert Gielisse (Arman) PIC



- Combined QA WG meeting, SV and ExCom meeting in the first week of November 2013 to Yerevan, Armenia.
 - ✓ ExCom agreed to have in total 4 day for the 3 events: two day QA WG, two day SV and ExCom parallel to SV.
 - ✓ In QA WG will participate around 10 persons, SV - 15 persons, plus ExCom members.
 - ✓ 2-3 per country already expressed interest for SV, and other will be invited if vacancies available up to 15 people (Croatia -1, Ukraine -2, Russia- 2, Georgia-2, Hungary-2, Kyrgyzstan – 2, etc.)
 - ✓ ExCom proposed to have coordinator for study visit; Maksim and Zamira were nominated for this position. They should deal with organizational matters together with Makar minimum two months in advance.
 - ✓ According to the rules only one language was agreed to be used in SV, in particular case Russian-English translation.
 - ✓ ExCom will be meeting for two days to finalize the Glossary and discuss other matters.
- ExCom SV
 - ✓ It was agreed to visit different region with developed IA system. The agreement was to go to SAR. ExCom requested Arman and Marius to assist in establishing the contacts.
 - ✓ The SV will be for 2.5 days for 3 nights and within 45K budget approved by SC.
- 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.
 - ✓ Nini to write to Svilena and Stoja to start planning the event, including identifying other country participants up to 15 people (English/Croatian translation).
- Another SV to a country with developed IA system.
 - ✓ It was identified the potential participants from Hungary-2, Armenia-2, Croatia -2, Georgia -2, Moldova -2, Kyrgyz -2, Kazakhstan -2 to Estonia (Nini to write to Edit, Ljerka and Makar to identify a coordinator and start planning the event).
- Cross CoP plenary in Moscow and WG on RIFIX on May 11-15,2014

5) Procedure for ExCom nomination (Maksim)

ExCom discussed the draft version of procedure of ExCom regulatory document.

Action: Maksim to finalize the document based on the inputs received during the ExCom meeting. (Responsibility: Diana to follow up and seek final confirmation from ExCom members.)

6) Election of the Chair and ExCom member

Following the PEMPAL operational guidelines election of the Chair was conducted, as the current Chair was in the position for one year period. Following a confidential vote Diana was reelected as a Chair for one year period. Considering that the Vice-Chair on Operations is on maternity leave, the



ExCom confirmed appointment of Nini as Vice-Chair on Operation. Considering the leave of one ExCom member and sits available in ExCom, Edit was elected as a new member of the ExCom taking into account her strong and much valuable contribution to the IA COP.

Action: Secretariat to send respective letters to Ministers.