



INFO LETTER



PEMPAL Internal Audit Community of Practice (IACOP)



Internal Audit
Community of
Practice

**Meetings of the Audit in Practice Working Group (AiP WG) and the
Internal Control Working Group (ICWG)**

March 29-31, 2016

**Location: Budapest, Hungary
Ministry of National Economy**

Dear IACOP meeting participants!

On behalf of the PEMPAL IACOP Executive Committee, the Ministry of National Economy of Hungary, and PEMPAL Secretariat, we are happy to welcome you in Budapest, Hungary! We would like to make your visit to Budapest as pleasant as possible.

This info letter contains information about transport, accommodation and logistics of the event and also some useful information about the country that hosts this event. More detailed information about activities of IACOP and PEMPAL could be found on the following web page: <http://www.pempal.org>.

**Yours,
PEMPAL Secretariat Team**

ABOUT HUNGARY

Hungary is a unitary parliamentary republic in Central Europe. It covers an area of 93,030 square kilometers (35,920 sq mi), situated in the Carpathian Basin and bordered by Slovakia to the north, Romania to the east, Serbia to the south, Croatia to the southwest, Slovenia to the west, Austria to the northwest, and Ukraine to the northeast. With about 10 million population, Hungary is a medium-sized member state of the European Union. The official language is Hungarian, which is the most widely spoken non-Indo-European language in Europe. Hungary's capital and largest metropolis is Budapest, and a significant economic hub.

Source: wikipedia.org

BRIEF INFORMATION ABOUT BUDAPEST

Budapest is an Alpha- global city, with strengths in arts, commerce, design, education, entertainment, fashion, finance, healthcare, media, services, research, and tourism. Its business district hosts the Budapest Stock Exchange and the headquarters of the largest national and international banks and companies. Budapest is a leading R&D and financial center in Central and Eastern Europe, the city has a gross metropolitan product more than \$100 billion in 2015, thereby the city is among the Top 100 GDP performing cities in the world and making it one of the largest regional economies in the European Union. It is the highest ranked Central and Eastern European city on Innovation Cities Top 100 index. Budapest attracts 4.4 million international tourists per year, making it the 25th most populous city in the world, the 6th in Europe, and is also known for its fashion, particularly the twice-yearly Budapest Fashion Week and Michelin stars restaurants.

Among Budapest's important museums and cultural institutions, the most visited art museum is the Museum of Fine Arts, as well as the Hungarian National Gallery, which is noted for one of the largest collections of all periods of European art and comprises more than 100,000 pieces. The central area of the city along the Danube River is classified as a UNESCO World Heritage Site and has many notable monuments, including the Hungarian Parliament, Buda Castle, Fisherman's Bastion, Gresham Palace, Széchenyi Chain Bridge, Matthias Church and the Liberty Statue. Further famous landmarks include Andrásy Avenue, St. Stephen's Basilica, Heroes' Square, the Great Market Hall, the Nyugati Railway Station built by the Eiffel Company of Paris in 1877 and the second-oldest metro line in the world, the Millennium Underground Railway. Budapest is home to numerous museums, galleries, libraries, sporting events and other cultural institutions, including the Hungarian National Museum, House of Terror, Franz Liszt Academy of Music, Hungarian State Opera House, National Széchenyi Library and Hungarian Academy of Sciences.

The population of Budapest is 3.3 million people.

Source: wikipedia.org

USEFUL INFORMATION

Local currency: Hungarian Forint (HUF)

Exchange rate: approximately 310 HUF/EUR; 292 HUF/USD

Local (Moscow) time: CET (UTC+1)



AT THE AIRPORT

Depending on the time of your arrival, PEMPAL Secretariat has arranged the car transfer for you from the Budapest Airport to Budapest Marriott Hotel (where the invited participants are going to stay) and back. The transport costs for IACOP members and invited resource team will be covered by PEMPAL. The PEMPAL Secretariat is available to arrange the transportation for self-payers upon their request.

Upon arrival to an Airport please look for the taxi drivers with the PEMPAL logo in hands. They will be meeting you in the exit hall.

If, by any chance you arrive at a different time than originally planned, please contact **Ms. Kristina Zaituna (+7-964-51-888-54)** to arrange transfer to the hotel. To avoid waiting at the Budapest airport an advance call is recommended in case of a delayed arrival.

WHERE WILL YOU SLEEP?

The PEMPAL Secretariat has made reservation for you at the Budapest Marriott Hotel, situated in the city center. The Budapest Marriott Hotel is located within 5 minutes walking distance from the Ministry of National Economy, where the IACOP meetings will take place.

The hotel accommodation in a single room (with all meals included) for IACOP members and invited resource team will be paid by PEMPAL for the duration of the meeting as well as for the arrival and/or departure day. The hotel reservation is made in your name. In case of your late arrival please notify the organizers and/or hotel directly. The PEMPAL Secretariat also booked the hotel for self-payers following their request.

The costs of telephone calls, minibar and other personal expenses of the participant have to be paid by the participant on the spot. Extra overnight stays before or after the event (if permitted by visa regulations), have to be booked and paid directly by the participant. The self-payers, who already paid for flight ticket, are expected to cover the hotel accommodation, transportation, and dinner costs as well.

Hotel view and contact details:



Budapest Marriott Hotel

Apaczai Csere Janos u. 4.

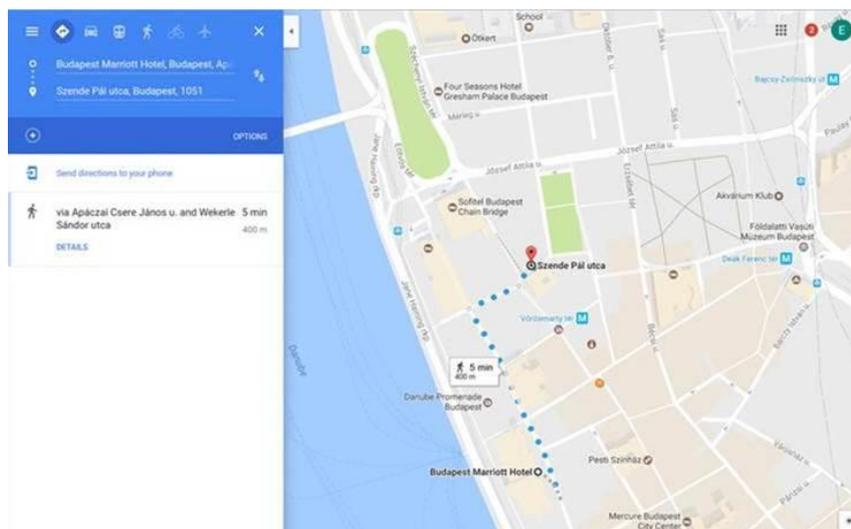
Budapest, 1052 Hungary

Phone: +36-1-486 5000



MEETING INFORMATION

All activities will take place at the **Ministry of National Economy**. It is within 5 minutes walking distance from the hotel.



You are kindly invited for a **welcome reception** that will be held in the **Lanchid** restaurant in the Budapest Marriott Hotel, on **March 28, 2017 at 20:00**.

The workshop will be delivered according to the **Agendas** which are attached to this letter.

The meetings will take place in the **Ministry**, starting on **March 29, 2017**. **Registration** and distribution of **materials** will start **at 8.45**. At **8.15** the participants will meet at the Reception in the hotel and then will accompanied to go to the Ministry. **Please take your passports with you, it is needed to get inside the Ministry building.**

You will receive the binder with meeting's relevant materials on the first day. Please note that you will also receive a name tag, which you are kindly asked to wear throughout the meeting. **The PEMPAL Secretariat will monitor attendance at the event, following the PEMPAL Operational Guidelines requirements regarding attendance of PEMPAL meeting.**¹

GROUP PHOTO

The group photo session is scheduled for **March 29, 2017** before the lunch. Through the meetings more pictures will be also taken and posted later on PEMPAL's website.

WHEN YOU GET HUNGRY

Coffee breaks & lunches:

During the meeting there will be **network breaks** with refreshments served in the front of the **Meeting room**.

All three working **days** the **lunch** will be served in the Ministry (according to Agenda), in the area next to the meeting room.

The **dinners** for **March 29** and **March 31** will be served in the Hotel.

On **March 30** according the timing in the agenda we will have a **Social Program** with excursion and dinner in the restaurant with local food and music. The self-payers are welcome to join and will need to inform the Secretariat for the payment arrangements.

Please note that any lunch or dinner arranged by self cannot be covered by PEMPAL Secretariat.

ADDITIONAL INFORMATION

If you need any additional information or assistance, please do not hesitate to contact us:

¹ The Secretariat may request a member of the COP to reimburse the PEMPAL for the travel and accommodation expenses in case of non-attendance of more than one quarter of sessions of the COP activity without an acceptable justification.

Ms. Kristina Zaituna

E-mail: kzaituna@worldbank.org

Mob: +7 964 51 888 54

We are looking forward to welcoming you in Budapest!