Executive Committee Meeting Minutes

Date: October 28, 2011

Location: Ohrid, Macedonia

Attended by ExCom members: Tomislav, Stanislav, Ljerka, Maxim, Zamira, Albana, Diana, Joop, and Arman; as well as by Polona, Deanna, Bev, Jasenka, and Senka.

(Recommendations with responsibility assigned are in bold and italic)

1. **ExCom membership**

Maxim Timokhin was welcomed as a new member of the ExCom, replacing Sergii Chernutski. Maxim is the Head of IA CHU of Ukraine and has been actively involved in a number of previous workshops. He has been assigned new function in the COP (please see below).

As discussed during previous ExCom meeting and considering Nino Eliashvili's (CHU head, Georgia) active participation in the COP work, she will be asked to join the the ExCom , if she participates in the next workshop (to comply with requirement for promotion to platinum membership).

If Nino joins next workshop, she is endorsed by the ExCom to be promoted to platinum membership (Responsibility: ExCom). (should we not ask her first? Maybe she is not interested)

2. **Evaluation of the event and related matters**

Albana ("Critical friends") informed that everybody appreciated the event. The participants would also like to know the position/function of each of the participant. *The list of participants included in the folder should also indicate the participant current position next to their name (Responsibility: CEF).*

Translation to Albanian was discussed, however the costs and possible falling into the trap of the demand for other languages should be considered. PEMPAL has 3 official languages and it was agreed to try to follow this basis, meanwhile elaborate on possibility in general to increase the number of official languages. *Deanna will elaborate on the costs and possibility of inclusion of Albanian and will come back to ExCom (Responsibility: Deanna).*

It was also raised the challenge of balancing representation on the breakout groups (with current split between only Russian, Serbo-Croatian or English speakers). *Application form should require applicant to state their language skills (i.e. to tick the box if they could speak English, Russian or Serbo-Croatian) which will be used to establish more balanced break out groups (Responsibility: CEF to update application form, Tomislav and Arman to work on the sitting arrangements).*

There are many questions raised by participants which had been already covered during previous workshops. It was agreed how to avoid repetition. (i) *FAQ will need to be established on wiki (Responsibility: Jasenka).* *(ii) To avoid repetition include in the invitation letter that people who are*

nominated need to read background materials already produced by IA COP, such as resolutions, good practice documents, etc. (Responsibility: CEF for invitation letter, Tomislav for reference material)

It was also discussed the possibility to enhance the use of wiki making it more user friendly. Particularly, the possibility of tracing the recent uploads was considered. *Plan a training/refreshment session on wiki (for around two hours) on each of the event (Responsibility: Arman and Tomislav).*

It was also agreed that "fresh blood" is needed in the ExCom and for leading the events. Election of Maxim and Nino in ExCom, and Trajko to lead Quality Assurance working group (established during the current plenary) will help to address this matter. *Inform Trajko officially about his expected involvement in PEMPAL working group "Quality Assurance". (Responsibility ?)*

It was discussed how to enhance communication between members and ExCom. Particularly, for people not speaking English to get answers on various COP related activities (e.g. access to wiki, etc.). *Establish multi-country contact points among platinum members for other members to contact in case of queries. Each platinum member should propose list of countries they would like to cover (Responsibility: Platinum members except for Tomislav).*

3. **Working groups and next meetings**

The ExCom based on the recent member survey result agreed that 3 working groups will be operating in the next two years as follows:

(i) IA Manual will continue its operation for one more meeting (in Sofia) to finalize the good practice IA Manual Content Template and then will work on Risk Assessment (lead by Albana, and co-lead by Jasenka and Stanislav), (ii) T&C working group will continue its work (lead by Cristina, and co-lead by Maria and Tomislav), and (iii) a new group on Quality Assurance will be established first to deal with *IA reporting to CHU* (to be lead by Trajko, and co-lead by Lerka and Maxim). The ExCom appreciated the willingness and commitment of extended team of the COP to be involved and lead the working groups' activities.

The country new invitations for hosting next events (from Hungary, Ukraine, Georgia, and Moldova on the top of Kirgizstan and Bulgaria) were discussed. It was agreed to arrange the next plenary in Budapest (June 2011) following working groups meeting already confirmed for Sofia (April 2011). Tentatively it was discussed to arrange the subsequent plenary in Georgia and hold working group meetings in Ukraine, Kirgizstan, and Moldova in between. It was also agreed that the COP participants will benefit from the plenary in Budapest much if a one day is allocated to Hungarian Internal Audit system case study with relevant sessions to be run by the hosting country (similar to the one made in Bern, but more targeted).

i. *A formal letter to be sent to the 'bosses' of the leaders and co-leaders of the Working groups about their expected involvement in preparing the Sofia and Budapest meetings in order to support of their management (Responsibility: CEF to draft, Arman and Tomislav to review).*

ii.

iii. *The dates for the next meetings have been tentatively set as follows: IA Manual Template and T&C meetings during April 25-27 in Sofia; COP plenary for 18-20 June in Budapest; and QA working group meeting Thursday 14 June and Friday 15 June before the plenary meeting.The team leaders should start planning the events accordingly (Responsibility: respective team leaders and co-leaders, and Arman).*

iv.

v. *A formal letter to be sent to Edit about the planned upcoming plenary meeting in Budapest, so that she gets management endorsement and start making the respective arrangements (Responsibility: CEF to draft, Arman and Tomislav to review).*

vi. *Finally confirm the dates of April WGs meetings to COP members from Bulgaria about the dates of the upcoming events (Responsibility: CEF).*

4. Study tours

During previous ExCom meeting in Moldova and preceding ExCom meetings it was agreed to arrange a study tour for ExCom in countries with developed IA system. No progress has been made so far. It was discussed and proposed to consider Portugal as a country with experience in IA reforms relevant for the COP, as well as one of the more developed like Nordic countries (probably Sweden or Norway). Joop will follow up with his contacts in the respective countries and come back to the ExCom with tentative arrangements made for study tour to two countries. Maxim proposed to use his contacts in Portugal, if needed. *To follow up with the country contacts to proceed with preparation of the ExCom study tour (Responsibility: Joop).*

It was also agreed that the study tours by IA COP members in a year should not exceed 3-4 a year.

Kirgizstan is planning to request two study tours to Croatia and Bulgaria. Before confirming the Kirgiz request it was agreed to put on wiki to seek possible interest from other countries to combine those travel. Tomislav indicated that for Croatia they could invite up to 15 people which could include participants from up to 3 countries. It was also agreed to put on PEMPAL websites and wiki the requests for study tours before those are confirmed to ensure transparency, efficiency and coordination between potential applicants. *To post on wiki as well as on PEMPAL websites (if the latter is possible), the requests for study tours at least one month before approval to seek coordination and efficiency (Responsibility: Tomislav for wiki, and CEF for PEMPAL website).*

5. Other topics

- *The 5 year brochure will need to be finalized by Tomislav, and Arman will need to make a final review and arrange for professional editing* **(Responsibility: Tomislav and Arman).**
- *Diana will finalize the communiqué and share with ExCom for final comments*. This is urgent as needs to be enclosed to the "thank you" letters. **(Responsibility: Diana).**

- Grating of certificates to participants was confirmed to be important by a number of participants and ExCom members. ***CEF needs to prepare certificates in advance as already agreed previously, and avoid making those during the event*** (Responsibility: CEF).

- The current practice of sending separate invitation letters to a single Minister for each invitee should be avoided in future. ***A single invitation letter needs to be sent by CEF.*** If possible the "thank you" letters of more than one COP will need to be combined if COPs meetings conducted in parallel or consequently (within maximum one-two weeks). However, it was also indicated that "thank you" letters with communiqué are excellent communication tool with key external stakeholders (including ministers of finance), and sending separate letters for each COP could have its positive effect. That is if those letters goes beyond appreciation providing professional substance those could be also sent separately for each COP. ***A single "thank you" letter should be sent for all IA COP participants from a country (Responsibility: CEF)***.

- ***In case of Ukraine*** (CHU is in Financial Supervision service) ***the invitation and "thank you" letters should be sent on the name of the FS service and only copied to MOF (Responsibility: CEF).***

- The challenge was raised with getting visas for subsequent events. It was agreed ***to target to send out invitations and register participants 3 months before the events (Responsibility: Tomislav, Arman and CEF).***

- The recent introduction of the "25% rule" was very effective. ***CEF will need to continue consistently reflecting this requirement in the invitation letters and practice to be enforced (Responsibility: CEF).***