

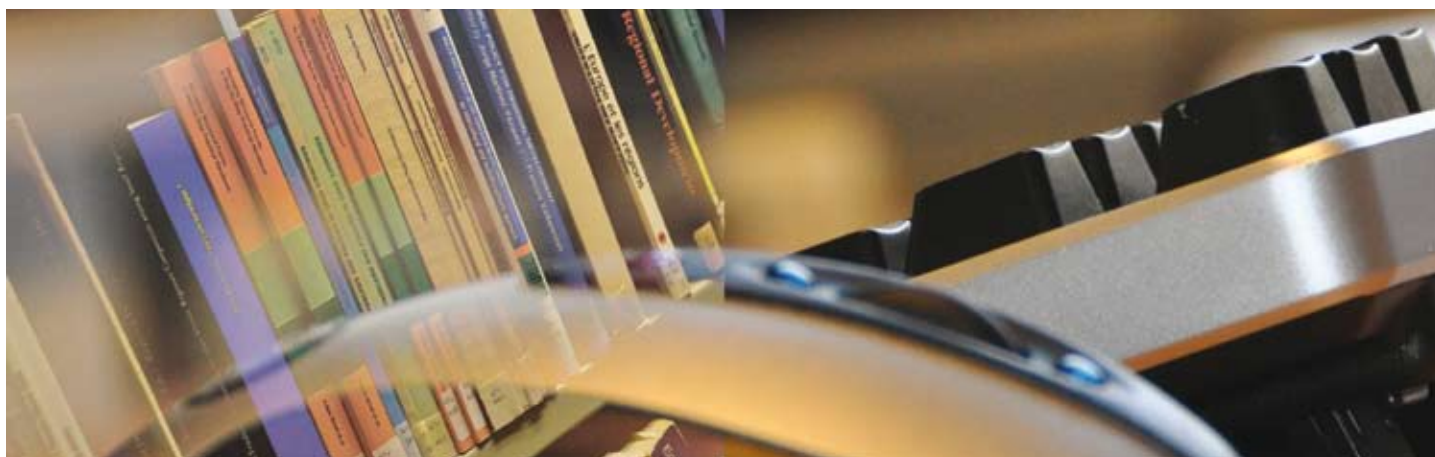
Internal Audit: Principles, Procedures and Practice

Warsaw (PL), 22-23 April 2010



European Institute of Public Administration
European Centre for Public Financial Management

Seminar venue
Zielna Conference Centre
Zielna Street 37
00-108 Warsaw, Poland



Introduction

Objectives

The purpose of the seminar/workshop is to give participants an understanding of the professional internal audit standards and the practical aspects that play a role when auditing institutions within the public finance sector. The unique feature of this seminar is that it covers the experiences of internal audit professionals from both the public and private sector. The participants will be actively involved, solving practical problems and discussing the issues raised in the seminar. They will be encouraged to share their views and professional experiences with each other. The objective of the seminar is threefold:

- (1) to discuss the role of internal auditing in the public sector;
- (2) to explore new trends and developments in risk management;
- (3) to allow participants to share their knowledge and professional experience with respect to internal audit practices in the public sector within the context of the EU integration process.

Target Group

This seminar/workshop is intended for internal audit officers and managers in the public sector from the EU Member States, Candidate Countries and beyond.

Description

The two-day seminar will consist of lectures, workshops and discussions. At the end of the event there will be a short session where all remaining issues and questions may be addressed and answered. The participants will receive guidance on how to keep their knowledge and skills in the relevant area up to date.

Method

The seminar/workshop will be practical in nature, interactive and focused on problem-solving. To help the participants to share their experiences and learn from one another, each lecture will include a short Q&A session during which they can raise issues of particular interest to them. They will also have the opportunity to share their views about the seminar topics, both with the speakers and with each other.

The participants will be invited to take an active part in discussions throughout the programme.

The language for the seminar will be English.

Programme

THURSDAY, 22 APRIL 2009

- 09.00 – 09.30 **REGISTRATION**
- 09.30 – 09.45 **Welcome**
Sławomir Żalobka (PL) – Director, EIPA-ECPFM
- 09.45 – 11.15 **Introduction to Internal Audit in the Context of EU Integration and Public Governance**
- Rationale for internal audit
 - Internal Audit Process (planning, fieldwork, reporting)
 - Quality Assurance (who audits the auditor?)
 - Emerging roles for Internal Audit – shift in paradigm
- Konrad Knedler (PL) CIA, CGAP – Director, Internal Audit Unit, Polish Agency for Enterprise Development*
- 11.15 – 11.30 Coffee break
- 11.30 – 13.00 **Risk Management and Audit process**
- Management and control systems: risk-based approach (COSO model)
 - Assurance Map and Assurance concepts
 - Role of Internal Audit in the Risk Management process
- Konrad Knedler (PL) CIA, CGAP – Director, Internal Audit Unit, Polish Agency for Enterprise Development*
- 13.00 – 14.00 Lunch
- 14.00 – 15.15 **Planning and Conducting Internal Audit Engagement in the Context of Performance Budgeting**
- IA Unit role in a Management System
 - IA Annual Planning based on risk analysis - integration of IA and Quality Management Audit Planning
 - Risk analysis on assignment level
 - Budgeting and Performance Measurement of IA according to Task Based Budgeting rules
- Dr Krzysztof Pakoński (PL) CIA – General Auditor (Internal Audit), Consultant on Local Government Finance and Management at the City of Krakow; former Deputy Mayor in Krakow*
- 15.15 – 15.30 Coffee break
- 15.30 – 17.00 **Workshop on Planning and Conducting Internal Audit Engagements and Risk Management**
Facilitated by Dr Krzysztof Pakoński (PL) and Manfred van Kesteren (NL)
- 17.00 – 18.00 Reception

FRIDAY, 23 APRIL 2009

- 09.30 – 11.00 **Internal Audit Practice in the Public Sector: A Dutch Example**
- Overview of the Dutch financial control and audit structure
 - Roles and tasks of audit bodies at State level
 - Recent audit-related developments and challenges
 - Structure of financial management and audit of EU funds in the Netherlands
- Manfred van Kesteren (NL) EMIA RO – Senior Auditor at the Internal Audit Department of the Dutch Ministry of Finance*
- 11.00 – 11.15 Coffee break
- 11.15 – 12.45 **Internal Audit Practice in the Public Sector: A Dutch Example – Continued**
Manfred van Kesteren (NL)
- 12.45 – 13.00 Coffee break
- 13.00 – 13.45 **Internal Audit Practice in the Public Sector: A Dutch Example**
- Case study
- Manfred van Kesteren (NL)*
- 13.45 – 14.00 **Closing remarks and Evaluation**
- 14.00 **Lunch**
- END OF THE SEMINAR**

General Information

Programme

The programme will commence on Thursday 22 April at 09.30 and finish on Friday 23 April at 14.00.

Seminar Venue

The seminar will take place in the Zielna Conference Centre 37 Zielna Street, Warsaw, Poland

Working Language

The seminar/workshop will be conducted in English.

Fee

The participation fee is €690 and includes documentation, two lunches, one dinner and refreshments. Accommodation and travel costs are at the expense of the participants or their administration.

Please note that pre-payment of the fee is a requirement. You are kindly asked to cover the bank charges associated with the money transfer. When making a bank transfer please indicate your name and the date of the seminar. Please note that cheques will not be accepted as a method of payment. For cancellations received after the date indicated on the registration form we will have to charge an administration fee of €150 unless a replacement participant is found.

Hotel Reservations

The European Institute of Public Administration, EIPA Warsaw, will be happy to make reservations for you (at a special EIPA rate) at the Novotel Warszawa Centrum**** (<http://www.novotel.com>), 94/98 Marszałkowska Street, Warsaw, at a cost of PLN 350 (around €80), depending on the daily exchange rate; incl. breakfast, VAT and free internet connection). Please note that if you register after 3 March, hotel reservations cannot be guaranteed. The Novotel Centrum is about a 10min walk from the seminar venue. The following hotels are within 10-15min. walking distance from the seminar venue:

Hotel Metropol *** <http://www.hotelm Metropol.com.pl/>

Hotel Polonia Palace **** <http://www.poloniapalace.com/?pid=196>

Hotel Marriott ***** <http://www.marriott.com/hotels/travel/wawpl-warsaw-marriott-hotel/>

Reservations for these hotels should be made by participants themselves.

Meals

The lunches will be served at the Zielna Conference Centre and the dinner at a restaurant in the Warsaw Old Town. Should you require a special menu (e.g. vegetarian), please inform the Programme Organiser so that it can be arranged.

Registration

Kindly complete the registration form and return it before 7 April 2010 to Mr. Konrad Wiklo, Programme Organiser, European Institute of Public Administration, EIPA Warsaw, Zielna 37; 00-108 Warsaw, Poland, tel.: +48 22 570 84 06, fax: +48 22 570 84 07, e-mail: k.wiklo@eipa.eu or warsaw_secretariat@eipa.eu. You can also submit the online registration form, which can be found on EIPA's website: <http://eipa.eu/en/antenna/Warsaw/#>. Your name and address will be part of EIPA's database for our mailing purpose only. If you do not want to be included in our mailing database, please tick the box in the registration form.

Confirmation

Confirmation of registration will be forwarded to participants on receipt of the completed registration form. Please do not make any travel arrangements until you have received the confirmation.

Cancellation Policy

EIPA reserves the right to cancel the seminar up to two weeks before the starting date. EIPA accepts no responsibility for any costs incurred (travel, hotel, etc.). For EIPA's cancellation policy, please visit our website www.eipa.eu (legal notice)



Registration Form

Internal Audit: Principles, Procedures and Practice

Warsaw (PL), 22-23 April 2010

Surname: Title: M/F
First name:
Current position:
Organisation:
Department:
Work address:
Postal code & town: Country:
Tel. no: Fax no:
E-mail address:

Closing date: 7 April 2010 - Pr. no.: 1080402

This seminar will be held in English only

Payment

The participation fee includes participation in the seminar, documentation, 2 lunches, 1 dinner and beverages
Discount of 10% (Please check first the conditions at www.eipa.eu (FAQ – special discounts))

€ 690

discount

Method of payment

Bank transfer

The participants or their administration will receive an invoice for the payment of the registration fee.
Invoice address (if different from the abovementioned address):

.....

E-mail:

Credit card

American Express Card Eurocard/Mastercard Visa Card

Card no.: Expiry date: /.....

Name Card holder: (in case this differs from above)

Address Card holder: (in case this differs from above)

Postal code: Country: (in case this differs from above)

Card Validation Code: (the last three digits on the BACK of your card)

(Exempt from VAT by virtue of Article 11, para. 1 (o), subpara. 2 of the Dutch Law on VAT of 1968)

MEALS

Lunch day 1: will attend will not attend

Lunch day 2: will attend will not attend

Dinner day 1: will attend will not attend

Vegetarian: yes Fish allowed: yes no Other dietary requirements:

Please return the completed registration form before 7 April 2009 to:

Mr Konrad Wiklo

European Institute of Public Administration

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Tel.: +48 22 570 84 00

Fax: +48 22 570 84 07

E-mail: warsaw_secretariat@eipa.eu



Your name and address will be part of EIPA's database for our mailing purpose only.
Please tick if you do not want to be included in our mailing database.