

Agenda activists

Responsible for our shared learning agenda

Given the concerns of the members of this community, what are the topics and activities we should be pursuing? How well are we doing that? What still needs to be done? Who will volunteer to take responsibility for making sure it happens? What resources are needed?

Critical friends (and Community Keepers)

Responsible for critically reflecting on the process

What feedback should we be collecting from members? What else could we be doing to make best use of our time together? Are the sessions, power-points, coffee-breaks too long/too short? Are we making best use of the wiki? Are all the voices here being heard? How well are we integrating newcomers? And how can we do all this better?

Social reporters

Responsible for creating a shared memory of the meeting

Your role is to capture and present - in an imaginative, satirical or a straightforward way - what happens at the meeting. What are the key moments and insights? Who is here and what is the relationship between them? What is really going on - tell us what is happening between the lines? You should use cameras, videos or any other tools and technology to interest us in your report.

External messengers

Responsible for crafting a communiqué for external stakeholders

What are the key messages we want to take out of this meeting? Who are the key stakeholders? How are they best reached?

Keep notes and your draft communiqué in the wiki so that people can make suggestions during the three days.



Plenary of IA COP 13th meeting

**Ohrid, Macedonia
October 25 – 29, 2011**

*You are invited to a welcome cocktail at 19:00 on Tuesday
October 25th – 5 years of PEMPAL and IA CoP*

AGENDA

Plenary objectives:

- Exchange ideas and assume leadership roles in a dynamic learning partnership
- Present and discuss working group achievements
 - IA Manual template for the public sector (Version 1.2011)
 - Training Programme for operational internal auditors in the public sector (Version 1.2011)
- Use our joint experience to advise Macedonia on the operation of internal audit in Macedonia
- Analyse current methodology and work practice of IA units annual reporting to CHU and make recommendations of good practice
- Draft and approve IA CoP plenary communiqué

Day 1: Wednesday, 26 Oct

Time	Activity
08:00	Registration
08:30	Welcome and opening <ul style="list-style-type: none"> • Minister of Finance • PEMPAL Chair's report • Report on IA reforms in IA CoP countries
09:15	Introductions <ul style="list-style-type: none"> • Community welcome • Table introductions • Country updates
10:00	Agenda and leadership groups <ul style="list-style-type: none"> • Agenda • Set up leadership groups
10:30	Coffee Break
	IA Manual
11:00	Working group update - plenary <ul style="list-style-type: none"> • Work done: Fundamentals, Planning, Execution, Reporting, Quality Improvement, People, Tools, Knowledge, Interaction with others
12:00	Lunch
13:00	Feedback and recommendations – group work <ul style="list-style-type: none"> • What is still missing? • What does not need to be here? • Future topics and next steps (voting)
14:30	Coffee Break

Leadership Groups

Participating in this community meeting is to share in the leadership of what happens. There are four leadership groups - each one taking responsibility for one aspect of the overall event:

- Agenda activists
- Critical friends
- Social reporters
- External messengers

Everyone at your table belongs to the same leadership group as you. You are invited to contribute to the success of our meeting and our community by taking up the leadership role assigned to your table.

There will be moments during the three days for you to reflect on your leadership task and to prepare to present key insights and recommendations on day 3. At the beginning of day 2 you will make some interim observations based on your emerging reflections.

Keep notes and write up your recommendations in the wiki.

(See over the page for leadership group descriptions)

Day 2: Thursday, 27 Oct

Time	Activity
08:30	Opening: highlights from leadership groups
09:00	Reports and updates <ul style="list-style-type: none"> • BCoP reports on meeting in Minsk, 2011 "Capital Budgeting" • Report from 2nd Regional Conference for Candidates and Potential Candidates (Sep 21-23, Portorož, Slovenia) on the role of financial inspection in relation to internal audit
10:00	Macedonia case clinic <ul style="list-style-type: none"> • Brief presentation and fishbowl discussion: "Role of financial inspection (legal setup, functions, roles) and relation with internal audit"
10:45	Coffee Break
11:15	Macedonia case clinic cont... <ul style="list-style-type: none"> • Summary of discussion from case presenters • Recommendations for communiqué
12:00	Leadership group reflections <ul style="list-style-type: none"> • AA: What further issues are arising? • CF: Does anything need fine-tuning? How could we improve the process of doing case clinics? • SR: Continue preparing shared memory • EM: Work on the comunique
13:00	Lunch at hotele
14:00	City tour and dinner outside of hotel <ul style="list-style-type: none"> • Bus transfer to and from hotel • City of Ohrid guided tour • Bus transfer to... • Sv. Naum Church • Dinner in the restaurant

Day 3: Friday, 28 Oct

Time	Activity
08:30	Opening <ul style="list-style-type: none"> • Review of the day • Setting the context: IA reporting to CHU
09:00	Country experiences: IA units annual reporting to CHU: <ul style="list-style-type: none"> • Latvia's experience • Reporting/assessment process of internal audit in Moldova
10:00	Coffee Break
	IA Annual Reporting
10:30	Exploring similarities and differences <ul style="list-style-type: none"> • Presentation/discussion of questionnaire results • Group work: analyze results <ul style="list-style-type: none"> ○ Similarities and differences of content and methodology? <i>OR</i> ○ Similarities and differences in transparency - Annual Report available for public or not?
12:00	Lunch
13:00	Consolidation of findings of previous session <ul style="list-style-type: none"> • Present group findings • Recommendations
14:30	Coffee break

... day 3 cont.

Time	Activity
15:00	Leadership groups prepare recommendations <ul style="list-style-type: none"> • Agenda activists: prepare themes and activities for the next steps • Critical friends: what has worked and what should be done differently next time? How well did we do in involving all perspectives? Who else should be at the table at future meetings? • Social Reporters: reportage of the meeting • External Messengers: comunique
15:30	Leadership group reports and recommendations <ul style="list-style-type: none"> • Agenda Activists - next steps • Critical friends - recommendations • Social reporters - reportage • Acceptance of comunique (or resolution) for all topics discussed in the plenary • ExCom presents policy on ExCom membership and invites interested candidates
16:00	Closing <ul style="list-style-type: none"> • Schedule for next year (workshops and plenary) • Final remarks and good bye
16:15	Close
18:00	Dinner at hotel

... day 1 cont.

Time	Activity
	T&C Programme
15:00	Working group update – plenary <ul style="list-style-type: none"> • T&C programme (syllabus for operational internal auditors – work done) Case clinic: Croatia – the challenges in practice of training and mentoring Feedback and recommendations – group work <ul style="list-style-type: none"> • What is still missing? • What does not need to be here? • Future topics and next steps (voting)
16:30	Leadership group reflections <ul style="list-style-type: none"> • Agenda activists: what are the emerging themes going forward? • Critical friends: What's working? Who's talking? What could we improve? • Social reporters: Highlights of the day • External Messengers: How will we craft this comunique? How will we get the input of the wider group?
17:00	Close
18:00	Dinner at hotel