



**Draft Agenda for the 3rd Risk Assessment Workshop  
Tirana, 28-30 January 2013**



**Topic: Risk Assessment Methodology in Annual Planning for Internal Auditors**

***Objectives of the workshop:***

- ✚ to discuss a second draft of a "Template on Risk Assessment activities during Strategic and Annual Planning phases of Internal Audit", which will have to give guidance on how to use the Risk Assessment when auditors plan their annual activities by describing the process of Risk Assessment, what the risk is, what are the most frequently risk categories, what are the risk criteria, and what is the risk scoring;
- ✚ to lead participants of the workshop step-by-step through the development of an individual risk assessment methodology that can be executed in their own organization by means of practical, case-based work sessions;
- ✚ to provide participants with practical insights relating to contemporary good practices of risk assessment activities, which will allow them to apply risk assessment activities at their organization.

***Expected result of the Risk Assessment workshop:***

- Participants of the workshop understand the Risk Assessment process as described in the "Template on Risk Assessment activities during Strategic and Annual Planning phases of Internal Audit", and how it can be used when internal auditors plan their annual auditing activities;
- A for suggestions of participants amended second draft of the "Template on Risk Assessment activities during Strategic and Annual Planning phases of Internal Audit" is approved by participants of the workshop.
- Next steps for finalizing the draft "Template on Risk Assessment activities during Strategic and Annual Planning phases of Internal Audit" are defined

<i>Sunday, January 27, 2013</i>				
<i>Time</i>	<i>Activity</i>	<i>Objectives and comments</i>	<i>Format and logistics</i>	<i>Lead</i>
<i>16:30</i>	<i>Pre- preparation Meeting for the RA Workshop</i>	Get prepared for the Workshop. Division of roles and responsibilities during workshop. The meeting will be attended by members of WG and experts. Other members of ExCom are welcome to participate and give their support	Meeting Room Abret - Tirana International Hotel	WG Leaders- Albana, Gregory and Edit CEF
<i>19.30</i>	<i>Welcome Dinner in Tirana International Hotel</i>			

<i>Day 1: Monday, January 28, 2013</i>				
<i>Time</i>	<i>Activity</i>	<i>Objectives and comments</i>	<i>Format and logistics</i>	<i>Lead</i>
<i>8:30 – 9:00</i>	<i>Registration and distribution of materials</i>			CEF representatives
<i>9:00 – 9.30</i>	<i>Official Welcome and Introduction to the agenda and logistics</i> <ul style="list-style-type: none"> <li>▪ Welcome of host country</li> <li>▪ Objectives of workshop</li> <li>▪ Logistics of the workshop</li> <li>▪ Review of the agenda</li> </ul>	Welcome speeches : <ul style="list-style-type: none"> <li>• Mr. Dorian Teliti, General Secretary of Ministry of Finance</li> <li>• Joop Vrolijk, SIGMA</li> <li>• Diana Grosu -Axenti,</li> <li>• Arman Vatyan</li> <li>• Albana Gjinopulli</li> </ul>		Arman Vatyan Diana Grosu -Axenti CEF Co- leaders of WG
<i>9.30 – 10.00</i>	Risk Assessment according to the Theory: IIA Standards,	Recapitulation of professional standards and rules regarding Risk Assessment with focus on how it should be developed and applied in practice and on the importance of the process for audit activity.	Presentation by Manfred van Kesteren,	SIGMA/ Academy of Ministry of Finance, Netherlands
<i>10:00- 10.30</i>	Where are we? What have we done until now, Why and What will be the expected result.	To present a general view and the status of RA process.	Presentation on progress made with drafting Template for RA prepared until now, Albana Gjinopulli and Joop Vrolijk	Joop Vrolijk Albana Gjinopulli
<i>10:30 – 10:45</i>	Questions and Answers			Joop Vrolijk Members of the WG
<i>10:45-11:00</i>	<i>Coffee Break</i>			

<b>11:00- 11:45</b>	Risk Assessment in Practice: European Court of Audit,	To introduce how Risk Assessment is carried out by European Court of Audit in practice	Presentation by Arjen Lok	Arjen Lok, European Court of Audit
<b>11:45- 12.30</b>	Questions and Answers			Arjen Lok
<b>12:30 – 13.30 Lunch</b>				
<b>13:30 – 14:00</b>	Introduction of Case Study by Arjen Lok and Joop Vrolijk	Explain the Case Study to be discussed during the workshop. Give instructions how to work and explain the expectations of Part 1 of the Case study	Sitting in 5 groups/ tables Selection of group leaders Establish clear objectives for each group	Arjen Lok/ Joop Vrolijk Albana Gjinopulli Cristina Scutelnic
<b>14:00 – 15:00</b>	<b><i>Work on Case Study (Part 1) in groups</i></b>	To work and share experiences between participants. Give possible solutions how the case should be solved.	Within groups participants can bring together their experiences, interests, practices and challenges according to the issue to be solved.	Working Group Leaders Consultants to support groups where needed
<b>15:00 – 15:15</b>	<b><i>Coffee Break</i></b>			
<b>15:15 – 16:00</b>	<b><i>Reporting back from Group Work</i></b>	Give presentations about each Group's Work, solutions proposed by each group		5 Working Groups and leaders
<b>16:00- 16:15</b>	<b><i>Defining solution for Part 1 of Case study, by Arjen Lok and Joop Vrolijk</i></b>	Inform participants about the solution	Explanation of solution	Arjen Lok Joop Vrolijk
<b>16:15      <i>Wrap-up of first day by Grigor Aramyan and Joop Vrolijk</i></b>				
<b>19:30      <i>Dinner at the Seaside City of Durres.</i></b>				
<b><i>Bus will depart from hotel at 18:30</i></b>				

<i>Day 2: Tuesday, January 29, 2013</i>				
<i>Time</i>	<i>Activity</i>	<i>Objectives and comments</i>	<i>Format and logistics</i>	<i>Lead</i>
08:30 – 09:00	Objectives for the Second Day by Edit Nemeth  Introduction Part II Case study by Arjen Lok and Joop Vrolijk	To introduce objectives for the second day Explain the Case Study to be discussed during the workshop.  Give instructions how to work and explain the expectations of Part II of the Case study		Edit Nemeth;  Arjen Lok
09:00- 10:00	Work on Case Study (Part 2) in groups	To work and share experiences between participants. Give possible solutions how the case can be solved in practice.	Within groups participants can bring together their experiences, interests, practices and challenges according to the issue to be solved.	Working Group Leaders  Consultants, to support groups as it is needed.
10:00 – 10:30	Reporting back from Group Work	Give presentations about each Group's Work, solutions proposed by each group		5 Working Groups and leaders
10:30 – 10:45	Defining solution for Part II of Case study by Arjen Lok and Joop Vrolijk	Inform participants about possible solution	Explanation of solution	Arjen Lok  Joop Vrolijk
10:45 – 11:00	<i>Coffee Break</i>			
11:00 – 11:15	Introduction Part III Case Study by Arjen Lok and Joop Vrolijk.	Explain the Case Study to be discussed during the workshop. Give instructions how to work and explain the expectations of Part III of the Case study		Arjen Lok

11:15 – 12:00	Work on Case Study (Part 3) in groups	To work and share experiences between participants. Give possible solutions how the case can be solved in practice.	Within groups participants can bring together their experiences, interests, practices and challenges according to the issue to be solved.	Working Group Leaders Consultants to support groups if it is needed.
12:00 – 12:45	Reporting back from Group Work	Give a presentations about each Group's Work, solutions proposed by each group		5 Working Groups and leaders
<b>12:45 – 13:45</b> <i>Lunch</i>				
13:45 – 14:00	Defining solution for Part III of Case study by Arjen Lok and Joop Vrolijk	Inform participants about solution	Explanation of solution by Arjen Lok	Arjen Lok Joop Vrolijk
14:00 – 15:00	Introduction Part IV Case Study by Arjen Lok and Joop Vrolijk.	Explain the Case Study to be discussed during the workshop. Give instructions how to work and explain expectations of Part IV of the Case study		Arjen Lok
<b>15:00 – 15:15</b> <i>Coffee break</i>				
15:15 – 16:15	Work on Case Study (Part 4) in groups	To work and share experiences between participants. Give possible solutions how the case can be solved in practice.	Within groups participants can bring together their experiences, interests, practices and challenges according to the issue to be solved.	Working Group Leaders Consultants, to support groups as it is needed.
<b>16:15 – 16:30</b>	<i>Wrap-up of the Second day by Stanislav Bychkov and Joop Vrolijk</i>			

<b>16:30</b>	<i>Executive Committee meeting</i>
<b>19.00</b>	<i>Dinner at Restaurant CAON</i>

<i>Day 3: Wednesday, January 30, 2013</i>				
<i>Time</i>	<i>Activity</i>	<i>Objectives and comments</i>	<i>Format and logistics</i>	<i>Lead</i>
<i>8:30 – 8:45</i>	Objectives for the Third Day by Nini Elashvilli;	To introduce objectives for the third day and next steps to be followed.		Nini Elashvilli;
<i>8:45 – 9:30</i>	<i>Reporting back from Group Work</i>	Give a presentations about each Group’s Work, solutions proposed by each group		5 Working Groups and leaders
<i>9:30 – 10:00</i>	<i>Suggested solution of the all Case Study by Arjen Lok and Joop Vrolijk</i>  <i>Distribution of the RA Template and changes made during the workshop</i>	Inform the participants about overall case a solution	Explanation of desirable solution by Arjen Lok  Explanation of amendments made in RA Template	Arjen Lok  Albana Gjinopulli
<i>10:00 – 10.30</i>	<i>Questions and Answers</i>			
<i>10:30 – 11:00</i>	Coffee Break			
<i>11:00 – 12:00</i>	Discussion on the document prepared during workshop. Suggested changes in Draft Template to be discussed among the participants.  Consolidation of work done during three day by Working Group, Arjen Lok and Joop Vrolijk  Next steps Closure of workshop by Arman Vatyan, Diana Grosu-Axenti, Albana Gjinopulli and Joop Vrolijk			Working Group SIGMA
<i>12:00-</i>	<i>Lunch and departure</i>			