



Internal Audit
Community of
Practice

INFO
LETTER



PEMPAL Internal Audit Community of Practice (IACOP)

Internal Control and Audit in Practice Working Groups meetings

February 27-March 2, 2018

Location: Brussels, Belgium
Thon Hotel Brussels City Centre

Dear PEMPAL participants!

On behalf of the PEMPAL IACOP Executive Committee, the Federal Public Service (FPS) Policy and Support (BOSA), and PEMPAL Secretariat, we are happy to welcome you in Brussels, Belgium! We would like to make your visit to Brussels as pleasant as possible.

This info letter contains information about transport, accommodation and logistics of the event and some useful information about the country and organization 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 BELGIUM

Belgium, with its 11,4 million inhabitants, lies in northwest Europe and is bordered by the Netherlands, France, Germany and the Grand Duchy of Luxembourg. Distance is of course a relative term, as Paris, London and Amsterdam are a two-hour train ride from the capital, Brussels.

Belgium is a federal state made up of three Communities and three Regions. The main federal institutions are the federal government and the federal parliament. The Communities and Regions also have their own legislative and executive authority.

Belgium has always been an open economy. According to a recent Swiss study (KOF Index of Globalisation) Belgium is the most globalised country in the world based on economic, social and political criteria.

Belgium has a temperate maritime climate influenced by the North Sea and Atlantic Ocean, with cool summers and moderate wet winters. The average temperature in February is about 3.5 °C (38.5 °F). Sunshine is rare and the rains are frequent with possible snow fall.

BRIEF INFORMATION ABOUT BRUSSELS

Brussels, the capital city of Belgium and of Europe, is home to the main institutions of the European Union (EU), to the North Atlantic Treaty Organisation (NATO) and to over two thousand multinationals. Despite its European and international dimension and despite all the different languages spoken on the corner of every street, Brussels is still inspired by a very "village-like" spirit. Of course, it's well known for its Grand-Place, its Atomium, its Manneken-Pis, its huge varieties of beers, its waffles and its chocolates...

More information:

<https://visit.brussels/en>

USEFUL INFORMATION

Official languages: French, Dutch and German

Official Currency: EURO (EUR)

Local time: CET

More information:

https://www.belgium.be/sites/default/files/downloads/belgium_at_a_glance.pdf

<http://www.uniquelyphenomenal.be/>

AT THE AIRPORT

Depending on the time of your arrival, PEMPAL Secretariat has arranged the car transfer for you from the Brussels Airports to Thon Hotel Brussels City Centre and back. The transport costs will be covered by PEMPAL.



Upon arrival to an Airport please look for the taxi drivers with the PEMPAL logo in hands.

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 Airport an advance call is recommended in case of a delayed arrival.

WHERE WILL YOU STAY?

The PEMPAL Secretariat has made reservation for you at the **Thon Hotel Brussels City Centre**, situated in the city centre.

The hotel accommodation in a single room (with all meals included, and free WI-FI) will be paid by PEMPAL (self-payers will cover their respective costs) 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 costs of telephone calls, minibar and other personal expenses of the participant have to be paid by the participant on the spot in EUR (or using your credit card). Extra overnight stays before or after the event (if permitted by visa regulations), must be booked and paid directly by the participant. The self-payers, who already paid for flight ticket, are expected to cover the hotel accommodation costs as well.

Hotel view and contact details:



Thon Hotel Brussels City Centre

Avenue du Boulevard 17, 1210
Brussels
Tel. +32 2 205 15 11

MEETING INFORMATION

All activities will take place at the Thon Hotel Brussels City Centre.

You are kindly invited for a **welcome reception** that will be held in the Hotel in the **Cap Nord** restaurant on the ground floor (-1 street level), on **February 26, 2018 at 19.30**.

The workshop will be delivered according to the **Agenda** which is attached to this letter.

The meeting will start on **February 27, 2018. Registration** will start **at 8.30** and take place in front of the **room Oslo I** – it is near the back entrance (Rue des Croisades), and the meeting will start **at 9.00**.

Please note that you will also receive a name tag, which you are kindly asked to wear throughout the meeting.

GROUP PHOTO

The group photo session is scheduled for **February 27, 2018** before the lunch. Through the meetings more pictures will be also taken and posted on PEMPAL's website following the meeting.

WHEN YOU GET HUNGRY

Coffee breaks & lunches:

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

The **lunch** will be served during **all 4 meeting days** at the hotel restaurant - **Cap Nord** restaurant on the ground floor (-1 street level), as per the timing established in the Agenda.

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

HOSTING ORGANIZATION

THE FEDERAL PUBLIC SERVICE OF POLICY AND SUPPORT (BOSA)(

The Federal Public Service (FPS) Policy and Support was set up on 1 March 2017. The FPS assists the government and supports the federal organizations in various areas: IT, HR, organizational control and integrity policy, budget, accounting and public procurement contracts. For some other areas, such as budget and accounting, the FPS has an oversight role.

The FPS Policy and Support is the result of the integration of the agencies of the FPS Personnel and Organization, of the FPS Budget and Management Control, of Fedict and of Empreva into one entity. The project should be seen in the general context of the 'redesign' of the federal government which was started by the government in its agreement of 9 October 2014.

The ministers in charge of the FPS Policy and Support are the Minister for the Budget, the Minister for the Digital Agenda, and the Minister for Civil Service Affairs.

More information:

<https://bosa.belgium.be/en/about-fps-policy-and-support>

INVITATION - SOCIAL PROGRAM

The FPS Policy and Support has the pleasure to invite you to some events to provide you with the opportunity to network whilst discovering our beautiful city of Brussels:

26th of February (19.00 – 20.00): Welcome reception at the hotel

27th of February (18.00 – 22.00):	Guided walking tour through the old city center with some local beer tasting (diner pause at 19.30 organised by PEMPAL)
28th of February (19.00 – 22.00):	Guided bus tour to discover the outskirts of Brussels (the Atomium, Brussels Expo, the European District, the Cinquantenaire,...) (Registration mandatory)
1st of March (19.30 – 22.00):	Official dinner in the city center Restaurant 'Belga Queen'

ADDITIONAL INFORMATION

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

Ms. Kristina Zaituna

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Mob: +7 964 51 888 54

We are looking forward to welcoming you in Brussels!