

# Work Plan – Revised April 2005

## INTRODUCTION

According to the Terms of Reference agreed upon at the Auditing Standards Committee (ASC) meeting in Budapest 10 October 2004, the overall objective of the Working Group is to develop **INTOSAI guidelines for compliance audit** to be presented at the INTOSAI Congress in Mexico in 2007. The Working Group shall aim to:

- Elaborate on and clarify the term “compliance audit”,
- Provide an overview of the different mandates, etc., SAIs have regarding compliance audits,
- Give practical guidance on how compliance audit should be planned, executed and reported on.

It is stipulated that the Working Group will meet regularly during the project period. One of the annual meetings will be carried out in connection with the annual Auditing Standards Committee meetings. Work between these meetings will be carried out as the members of the Working Group best see fit. Additional meetings can take place, but the work can presumably mainly be performed by use of modern forms of communication such as e-mail, videoconferences or telephone.

The work will be organized as a project, with project phases, milestones and sub-products, and with the aim of presenting sub-products for discussion in the Auditing Standards Committee. The Working Group may involve external expertise in its discussions.

## KEY PROJECT PHASES

The development of INTOSAI Compliance Audit Guidelines can be divided into the following key phases:

1. Development of an **Issues Paper** for consideration by the ASC (or the Professional Standards Committee – PSC). Discussion of the significant issues identified by the Working Group with the ASC/PSC, and confirmation of the overall approach to the Compliance Audit Guidelines.
2. Development of proposed Compliance Audit Guidelines for a “**first read**” by the ASC/PSC.
3. Development of an **exposure draft** of the proposed Compliance Audit Guidelines for approval by the ASC/PSC, to be submitted to all INTOSAI members for comments.
4. Consideration of comments received from INTOSAI members (and possibly others) on the exposure draft, and possible discussion of the issues arising from the exposure draft process with the ASC/PSC. Development of **final Compliance Audit Guidelines** for approval by the ASC/PSC.

## TIME SCHEDULE

<i>Project phases</i>	<i>Activity involvement</i>	<i>Time Frame</i>
<b>Start of the project work</b>		
<ul style="list-style-type: none"><li>• First <b>Working Group meeting</b> to discuss the scope and other issues on the basis of a first draft Issues Paper prepared by the Working Group chair.</li></ul>	Working Group	<b>30-31 March 2005</b>
<b>Issues Paper</b>		
<ul style="list-style-type: none"><li>• Preparing a preliminary revised draft Issues Paper on the basis of the first WG meeting discussion.</li></ul>	Working Group chair	April 2005
<ul style="list-style-type: none"><li>• Compiling and reviewing an overview</li></ul>	India, Saudi Arabia,	Distributed to WG June-

of the different mandates, etc, SAIs have regarding compliance audit, with special emphasis on differences between the Court and Office models, as input to an Issues Paper.	Namibia, Denmark	July 2005.  To be presented to ASC at the meeting 5-8 September 2005, cf. Terms of Reference.
<ul style="list-style-type: none"> <li>Reviewing relevant standards and guidelines and other material on compliance audit from SAIs and other institutions, as input to an Issues Paper.</li> </ul> <p>If appropriate, the reviewing may continue under the First Read and Exposure Draft phases, as input to the various drafts.</p>	Working Group chair in cooperation with Denmark	In time for development of an Issues Paper for consideration by the ASC/PSC, see below.
<ul style="list-style-type: none"> <li>First coordination and discussion with FA Working Group and Internal Control Committee of relevant issues identified during the Issues Paper process.</li> </ul>	Working Group chair	June-July 2005
<ul style="list-style-type: none"> <li>Development of an Issues Paper for consideration by the ASC/PSC.</li> </ul>	Working Group. Denmark and Slovakia assist the WG chair	August 2005, in time for the <i>WG/ASC meeting 5-8 September 2005</i> .
<ul style="list-style-type: none"> <li>Discussion with ASC/PSC of the significant issues identified by the WG, and confirmation of the overall approach to the Compliance Audit Guidelines.</li> </ul>	Working Group / ASC/PSC	The WG/ASC meeting 5-8 September 2005
<b>First Read</b>		
<ul style="list-style-type: none"> <li>Preparing a draft outline of guidelines on the basis of the ASC/PSC confirmation of the overall approach.</li> </ul>	Working Group chair in cooperation with WG members	October-November 2005
<ul style="list-style-type: none"> <li>Development of preliminary draft guidelines on planning of compliance audit, performing the audit, reporting, etc, on the basis of Working Group e-mail consideration of the draft outline.</li> </ul>	Working Group chair in cooperation with WG members	April 2006
<ul style="list-style-type: none"> <li>Preparing a list of relevant terms/definitions</li> </ul>	Ukraine, Saudi Arabia, Sweden	May 2006, with later revisions if appropriate.
<ul style="list-style-type: none"> <li><i>Working Group meeting</i> to discuss preliminary draft guidelines.</li> </ul>		<i>May 2006</i>
<ul style="list-style-type: none"> <li>If necessary, new coordination and discussion with FA Working Group and Internal Control Committee on relevant issues.</li> </ul>	Working Group chair	May-June 2006

<ul style="list-style-type: none"> <li>Development of proposed draft Compliance Audit Guidelines for a “first read” by the ASC/PSC.</li> </ul>	Working Group	August 2006, in time for the <b>WG/PSC meeting September 2006 (?)</b>
<ul style="list-style-type: none"> <li>ASC/PSC discussion of the First Read draft.</li> </ul>	Working Group / ASC/PSC	The WG/PSC meeting September 2006 (?)
<b>Exposure Draft</b>		
<ul style="list-style-type: none"> <li>Summarizing the First Read comments.</li> </ul>	Working Group chair	October 2006
<ul style="list-style-type: none"> <li>Preparing preliminary exposure draft Compliance Audit Guidelines on the basis of the First Read comments.</li> </ul>	Working Group chair in cooperation with WG members	November-December 2006
<ul style="list-style-type: none"> <li>If necessary, <b>Working Group meeting</b> to discuss preliminary exposure draft.</li> </ul>	Working Group	<b>January 2007</b>
<ul style="list-style-type: none"> <li>Preparing final exposure draft for Working Group review.</li> </ul>	Working Group chair in cooperation with WG members	February 2007
<ul style="list-style-type: none"> <li><b>Working Group meeting</b> to finalize the exposure draft.</li> </ul>	Working Group	<b>February-March 2007</b>
<ul style="list-style-type: none"> <li>ASC/PSC approves issuance of the exposure draft.</li> </ul>	ASC/PSC	April-May 2007 (?)
<ul style="list-style-type: none"> <li>Exposure Draft (translated to all INTOSAI languages?) submitted to all INTOSAI members.</li> </ul>	ASC/PSC	June 2007 (?)
<ul style="list-style-type: none"> <li>Comments on Exposure Draft.</li> </ul>	INTOSAI members	July-August 2007
<b>Final Compliance Audit Guidelines</b>		
<ul style="list-style-type: none"> <li>Summarizing Exposure Draft comments.</li> </ul>	Working Group chair	July-August 2007
<ul style="list-style-type: none"> <li>Preparing a revised version of Compliance Audit Guidelines. If necessary, discussion of relevant issues with ASC/PSC.</li> </ul>	Working Group chair in cooperation with WG members	August 2007
<ul style="list-style-type: none"> <li><b>Working Group meeting</b> to discuss and approve a revised version to be submitted to ASC/PSC.</li> </ul>	Working Group	<b>August 2007</b>
<ul style="list-style-type: none"> <li>ASC/PSC approves the Compliance Audit Guidelines to be submitted to INTOSAI Governing Board.</li> </ul>	ASC/PSC	August-September 2007
<ul style="list-style-type: none"> <li>INCOSAI Mexico</li> </ul>	INTOSAI members	October 2007 (?)

