

Work Plan – Revised September 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 PSC.
3. Development of an exposure draft of the proposed Compliance Audit Guidelines for approval by the 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 PSC. Development of final Compliance Audit Guidelines for approval by the PSC.

TIME SCHEDULE

<i>Project phases</i>	<i>Activity involvement</i>	<i>Time Frame</i>
Start of the project work		
▶ First Working Group meeting to discuss the scope and other issues on the basis of a first draft Issues Paper prepared by the Working Group chair.	Working Group	30-31 March 2005
Issues Paper		
▶ Preparing a preliminary revised draft	Working Group chair	April 2005

Issues Paper on the basis of the first WG meeting discussion.

► Compiling and reviewing an overview 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.

India, Saudi Arabia, Namibia, Denmark

Distributed to WG June-July 2005.

To be presented to ASC at the meeting 5-8 September 2005, cf. Terms of Reference.

► Reviewing relevant standards and guidelines and other material on compliance audit from SAIs and other institutions, as input to an Issues Paper.

Working Group chair in cooperation with Denmark

In time for development of an Issues Paper for consideration by the ASC/PSC, see below.

If appropriate, the reviewing may continue under the First Read and Exposure Draft phases, as input to the various drafts.

► First coordination and discussion with FA Working Group and Internal Control Committee of relevant issues identified during the Issues Paper process.

Working Group chair

June-July 2005

► Development of an Issues Paper for consideration by the ASC/PSC.

Working Group. Denmark and Slovakia assist the WG chair Working Group / ASC/PSC

August 2005, in time for the **WG/ASC meeting 5-8 September 2005**. The WG/ASC meeting 5-8 September 2005

► Discussion with ASC/PSC of the significant issues identified by the WG, and confirmation of the overall approach to the Compliance Audit Guidelines.

First Read

► Preparing a draft outline of guidelines on the basis of the ASC/PSC confirmation of the overall approach.

Working Group. Denmark, Slovakia and Tunisia assist the WG chair

October-November 2005

► 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.

Working Group. Denmark, Slovakia and Tunisia assist the WG chair

April 2006

► **Working Group meeting** to discuss preliminary draft guidelines.

Spring 2006

► Further reviewing the different SAI mandates regarding compliance audit, with special emphasis on differences between the Court and Office models.

Saudi Arabia, Namibia, Denmark, India, Lithuania and Portugal (?)

Spring 2006

► If necessary, new coordination and discussion with FA Working Group and

Working Group chair

May-June 2006

Internal Control Committee on relevant issues.

▶ Development of proposed draft Compliance Audit Guidelines for a “first read” by the PSC.

▶ PSC discussion of the First Read draft.

Working Group.
Denmark, Slovakia and Tunisia assist the WG chair

August 2006, in time for the **WG/PSC meeting September 2006 (?)**

Working Group / PSC

The WG/PSC meeting September 2006 (?)

Exposure Draft

▶ Summarizing the First Read comments.
▶ Preparing preliminary exposure draft Compliance Audit Guidelines on the basis of the First Read comments.

Working Group chair
Working Group chair in cooperation with WG members

October 2006
November-December 2006

▶ If necessary, Working Group meeting to discuss preliminary exposure draft.

Working Group

January 2007

▶ Preparing final exposure draft for Working Group review.

Working Group chair in cooperation with WG members

February 2007

▶ Preparing a list of relevant terms/definitions

Ukraine, Saudi Arabia, Sweden and Morocco (?)

February 2007, with later revisions if appropriate

▶ **Working Group meeting** to finalize the exposure draft.

Working Group

February-March 2007

▶ PSC approves issuance of the exposure draft.

PSC

April-May 2007 (?)

▶ Exposure Draft (translated to all INTOSAI languages?) submitted to all INTOSAI members.

Working Group / PSC

June 2007 (?)

▶ Comments on Exposure Draft.

INTOSAI members

July-August 2007

Final Compliance Audit Guidelines

▶ Summarizing Exposure Draft comments.
▶ Preparing a revised version of Compliance Audit Guidelines. If necessary, discussion of relevant issues with PSC.

Working Group chair
Working Group chair in cooperation with WG members

July-August 2007
August 2007

▶ **Working Group meeting** to discuss and approve a revised version to be submitted to PSC.

Working Group

August 2007

▶ PSC approves the Compliance Audit Guidelines to be submitted to INTOSAI Governing Board.

PSC

August-September 2007

▶ INCOSAI Mexico

INTOSAI members

October 2007 (?)

Previous version: Work Plan Revised April 2005