**Tentative**

Logo

Description automatically generated**Preparatory Training for Audit of International Labour Organization**

**04-08 November 2024 (iCISA Noida)**

**Total -24 participants**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day 1: Monday (4 November)** | | | | | | | | | | | | | |
| **Session 1**  **10.30 to 11.00 (IST)** | **Session 2**  **11.30 to 12.30 (IST)** | | | | **Session 3**  **12.30 to 13.30 (IST)** | | | | | **Session 4**  **14.30 to 15.30 (IST)** | **Session 5**  **16.00 to 17.00 (IST)**  **Geneva time 12:30 to 13:30** | | |
| **Welcome remarks** | Sessions on ILO and ITC   * Understanding of ILO * Objectives, governance and structure of ILO * Understanding of ITC including its objective, governance and structure * Walkthrough database and system of the organization   **Mr. Mehul Grover & Mr. Dhruv Bhola**  **(Team members of Risk Analysis and Strategic Audit Planning Team of ILO)** | | | | | | | | | **Internal Discussion for preparation of Audit Plan** | | | |
| **Day 2: Tuesday (5 November)** | | | | | | | | | | | | | |
| **Session 1**  **10.30 to 11.30** | | | **Session 2**  **12.00 to 13:00** | | | | **Session 3**  **14.30 to 15.30 (IST)**  **09:00 to 10:00 (Abidjan)** | | | | | **Session 4**  **16.00 to 17.00 (IST)**  **11:30 to 12:30 (Geneva)** | |
| Sessions on ILO and ITC   * Risk Assessment Methodology * Risk Matrix * Focus Areas for Financial Audit * Focus Areas for Compliance Audit   **Mr. Mehul Grover & Mr. Dhruv Bhola**  **(Team members of Risk Analysis and Strategic Audit Planning Team of ILO)** | | | | | | | Familiarization session on ROAF-Abidjan and CO-Addis   * Accounts finalization SOP * Access to the IT system * Walkthrough of Accounting System – key balances, schedules, Trial Balance, General Ledgers etc.   **(Faculties from ROAF-Abidjan and CO Addis) – confirmed** | | | | | Familiarization session on ILO   * Accounts finalization SOP * Access to the IT system * Walkthrough of Accounting System – key balances, schedules, Trial Balance, General Ledgers etc.   **ILO Faculties** | |
| **Day 3: Wednesday (6 November)** | | | | | | | | | | | | | |
| **Session 1**  **10.30 to 12.30(IST)** | | | | **Session 2**  **13.30 to 14:30(IST)** | | | | **Session 3**  **14.30 to 16.00 (IST)**  **10:00 to 11:30 (Turin Italy)** | | | **Session 4**  **16.00 to 17.00 (IST)** | | |
| Familiarization session on CO-Jakarta and CO-Hanoi   * Accounts finalization SOP * Access to the IT system * Walkthrough of Accounting System – key balances, schedules, Trial Balance, General Ledgers etc.   **Mr David Clarkson, Chief ROAP**  **Ms Simrin Singh, Director CO Jakarta**  **(Faculties from CO Jakarta and CO Hanoi)** | | | | Experience sharing   * Audit of Regional Offices and Country Offices   **Mr. Atul Prakash, PD** | | | | Familiarization session on ITC   * Accounts finalization SOP * Access to the IT system * Walkthrough of Accounting System – key balances, schedules, Trial Balance, General Ledgers etc.   **Mehdi Bacha, Jesus Saenz and Alessandro Terreni**  **ITC Faculties**  **(for other ILO teams – internal discussion for preparation of audit plan)** | | | Familiarization session on RO for Asia and Pacific- Bangkok and CO-Bangkok   * Accounts finalization SOP * Access to the IT system * Walkthrough of Accounting System – key balances, schedules, Trial Balance, General Ledgers etc.   **Mr David Clarkson, Chief ROAP**  **Ms Xiaoyan Qian, Director DWT/CO Bangkok**  **(Faculties from ROAP-Bangkok and CO-Bangkok)** | | |
| **Day 4: Thursday (7 November)** | | | | | | | | | | | | | |
| **Session 1**  **10.30 to 11.30(IST)** | | | | | | **Session 2**  **12.00 to 13:00(IST)** | | | **Session 3**  **14.30 to 15.30(IST)**  **10:00 to 11:00 (Geneva)** | | | | **Session 4**  **16.00 to 17.00 (IST)** |
| Sessions of PA on Implementation of Development Cooperation Strategy (2020-25)   * Relevance of the topic for selection * Focus Areas * Risk areas identified   **Mr. Anindya Dasgupta, PD, Mr. Mehul Grover Director, Mr. Dhruv Bhola Director and Mr. Sankesh Kumar, AAO**  **(Team leader and team members of Risk Analysis and Strategic Audit Planning Team of ILO)** | | | | | | Sessions of PA on ILO’s Human Resource Management   * Overview of ILO workforce composition * Recruitment policy * Focus Areas * Risk areas identified   **Mr. Anindya Dasgupta, PD, Mr. Mehul Grover Director, Mr. Dhruv Bhola Director and Mr. Sankesh Kumar, AAO**  **(Team leader and team members of Risk Analysis and Strategic Audit Planning Team of ILO)** | | | Familiarization Session on ILO HR management  **Mr. Marc Fillieux, Chief HR/OPS**  **ILO faculty** | | | | **Internal discussion of the audit team for preparation of audit plan** |
| **Day 5: Friday (8 November)** | | | | | | | | | | | | | |
| **Session 1**  **10.30 to 11.30(IST)** | | **Session 2**  **12.00 to 13:00(IST)** | | | | | | **Session 3**  **14.30 to 15.30(IST)** | | | **Session 4**  **16.00 to 17.00 (IST)** | | |
| **Presentation of Audit Plan** | | | | | | | | Familiarization session on PA of Implementation of Development Cooperation Strategy (2020-25)  **Mr. Peter Van Rooij Director of PARTNERSHIPS**  **ILO Faculty** | | | Sessions on Knowledge Transfer,   * 1. SOP of non-DEA managed audits   2. Documentation of working papers including Key Documents   3. Logistics   **IR Division** | | |