**Tentative**

**Preparatory Training for Audit of International Labour Organization**

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

**Total -24 participants**

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| **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** |