

## Course B1 - Conducting an audit - Programme distribution

Day	Title of the session
Monday	Welcome address Initial assessment Role of FVO missions Introduction: organization of audit system at national / regional level
Tuesday	Overview of EU legislation and supporting guidelines Definitions and general guidance Overview of the Organisation of Internal Audit Systems Types of audit Sequence of audit activities Preparing audit activities - audit plan Preparing audit activities - other arrangements (I)
Wednesday	Introduction Preparing audit activities - other arrangements (II) Conducting the audit: activities Conducting the audit: opening meeting Conducting the audit: carry-out the audit Conducting the audit: tools and techniques Conducting the audit: on site interviews Conducting the audit: closing meeting
Thursday	Introduction Conducting the audit: closing meeting Preparation and distribution of the audit report (I) Preparation and distribution of the audit report (II) Audit conclusions and recommendations Follow-up of an audit (I) Follow-up of an audit (II)
Friday	Introduction Findings and conclusions Summary of topics covered by the training session I Summary of topics covered by the training session (II) Final assessment Close up