

RFO “Change on Borders”
Coaching Seminar for all Auditors of the first level control
Wednesday, 2 February 2005, 10.00 h – approx. 15.00 h
Room 444
Ministerium für Wirtschaft und Arbeit des Landes Nordrhein-Westfalen
Horionplatz 1
40213 Düsseldorf, Germany

Agenda – Draft

1. Opening
2. General introduction concerning the Auditing Process
 - Responsibility of the Lead Partners’ Auditors
 - Responsibility of the Main Partners’ Auditors
 - Liability of the auditors
 - Audit report
3. Questionnaire concerning the Auditors
 - Independence and qualification
 - Data protection
4. Communication between the Main Partner and its Auditor
 - Time frame for the audit
 - Receipt of relevant documents
5. Audit of the Sub-Projects
6. Further questions
 - Monitoring the project progress
 - Handling of material misstatements
 - Use of flat rates for calculating staff costs
 - Expenses for Financial transactions

A lunch break is planned.

During the meeting the members of the RFO-Coordination Unit will be available for any questions concerning the RFO.

