## General Instructions for Implementation in the IAS

**(to be considered only if no specific instruction for Directorate A exists)**

### Activity: Meetings (SMM, Staff, Unit Meeting, APM)
- **1.1 Meetings (SMM, Staff, Unit Meeting, APM)**
- **1.2 CDR (staff)**
  - CDR (Career Development Review): self-assessment, discussion with reporting officer, etc.
- **1.3 Competition Correction**
- **1.4 General Administration (incl. handover)**
  - To be used for work performed that cannot be directly related to any of the other activities (maximum 9%)
  - Handover file, knowledge transfer to successor or other colleagues, etc.

### Activity: Management
- **2.1 AMS/GRC Support**
  - Mainly to be used by QA Cell
- **2.2 AMS/GRC Development**
  - Mainly to be used by QA Cell
- **2.3 AMP**
  - Contribution to unit AMP or IAS overall AMP
- **2.4 Annual Risk Assessment**
  - Contribution to annual risk assessment performed in preparation of the audit plan
- **2.5 Overall Opinion**
  - Not applicable in IAS A
- **2.6 Methodology developments**
  - Mainly to be used by QA Cell
- **2.7 Monitoring & Reporting**
  - Mainly to be used by QA Cell
- **2.8 Quality Assurance**
  - Mainly to be used by QA Cell
- **2.9 AAR – Advice & Preparation**
  - Contribution to IAS overall AAR
- **2.10 CDR (noteateur) & Staff Management**
  - CDR: discussion with jobholder, etc. on the management side
- **2.11 IAC – Human Resources**
  - Interview for a new head of IAC

### Activity: Communication & Reporting
- **3.1 Correspondents**
  - Update of permanent files
- **3.2 IAC Bi-annual Report**
  - Not applicable in IAS A
- **3.3 Inter Service Consultation**
- **3.4 Relations APC**
  - Drafting of presentations, preparatory meetings, preparation of briefings for items to be discussed at APC meetings
- **3.5 Relations Auditnet**
  - Drafting of presentations, preparatory meetings, preparation of briefings for items to be discussed at Auditnet
- **3.6 Relations ECA**
  - Drafting of presentations, preparatory meetings, preparation of briefings for items to be discussed at ECA meetings
- **3.7 Relations EP (Parliamentary questions, discharge)**
  - Mainly to be used by unit A1
- **3.8 Relations Other**
  - Mainly to be used by unit A1
- **3.9 External Communication**
  - Mainly to be used by unit A1
  - E.g. being trainer on external courses (in the interest of the Service)
- **3.10 Internal Communication**
  - Mainly to be used by unit A1
- **3.11 Organisation of conferences, workshops, seminars**
  - Mainly to be used by unit A2
- **3.12 Contribution to Internal Auditor Report (86.3)**
  - Contribution to annual internal auditor’s report
  - Preparation of individual ARIAs
- **3.13 Agencies Consolidation Report**
  - Mainly to be used by unit A2
  - Preparation of overview reports
- **3.14 Support for IAS senior management**
  - Mainly to be used by unit A1
<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>SUB-ACTIVITY</th>
<th>General Instructions for Implementation in the IAS (to be considered only if no specific instruction for Directorate A exists)</th>
<th>Instruction for Implementation in Directorate A</th>
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</thead>
<tbody>
<tr>
<td>4. Personal Development</td>
<td>4.1 AMS Training - GRC</td>
<td>Training in the use of the audit management system (GRC,IssueTrack)</td>
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<td>4.2 IT Training</td>
<td>Training in the interest of the Commission or DG. Does not cover the language training in the personal interest.</td>
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<td>4.3 Language Training</td>
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<td>4.4 Participation at Conferences (incl. Auditors' Forum)</td>
<td>e.g. team buildings</td>
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<td>4.5 Soft Skills Training</td>
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<td>4.6 Technical Audit Skills Training</td>
<td>Technical audit skills refer to non-IT related audit training such as: risk-based auditing, introduction to internal audit/internal control, training on audit sampling, etc</td>
<td>The internal audit training programme developed by the IAS and external training needed to perform audit (audit techniques, tools and knowledge of the audited area – e.g. business continuity)</td>
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<td>4.7 Other Training</td>
<td>To be used for all other trainings, including self study of IAS methodology and working practice for new joiners</td>
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<td>5. Absence</td>
<td>5.1 Annual Leave</td>
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<td>5.2 Official Holidays</td>
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<td>5.3 Special Leave</td>
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<td>5.4 Flexitime Recuperation</td>
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<td>5.5 Maternity / Parental Leave</td>
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<td>5.6 Part-Time / Credit Temps</td>
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<td>5.7 Sick Leave</td>
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<td>6. Other</td>
<td>6.1 Consulting Services</td>
<td>Participation in recruitment panels</td>
<td>incl. briefing to Commissioner</td>
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<td>6.2 Contribution internal control &amp; audit reports Commissioner</td>
<td>To be used when providing training activities for the development of auditors community</td>
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<td>6.3 Professional Development</td>
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<td>6.4 IRM / LISO</td>
<td>To be used mainly by unit B1 and the IRM.</td>
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<td>6.5 Travel Time</td>
<td>To be used mainly by unit B5</td>
<td>From the start of the journey in Brussels/work place to arrival in the work place/return to Brussels (as defined in MIPS)</td>
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<td>6.6 IAC - Other</td>
<td>Relations with IACs other than Auditnet / Correspondent / IAC bi-annual report</td>
<td>not applicable in IAS.A</td>
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