

ACTIVITY	SUB-ACTIVITY	General Instructions for Implementation in the IAS (to be considered only if no specific instruction for Directorate A exists)	Instruction for Implementation in Directorate A
<b>1. Administration</b>			
	1.1 Meetings (SMM, Staff, Unit Meeting, APM)		
	1.2 CDR (staff)	CDR (Career Development Review) : self-assessment, discussion with reporting officer, etc	Appraisal process: self-assessment, discussion with reporting officer, etc
	1.3 Competition Correction		
	1.4 General Administration (incl. handover)	To be used for work performed that can not be directly related to any of the other activities (maximum 9%) Handover file, knowledge transfer to successor or other colleagues, etc.	
<b>2. Management</b>			
	2.1 AMS/GRC Support	Mainly to be used by QA Cell	Mainly to be used by Dir. A QA Cell for direct support to users (help desk, etc.)
	2.2 AMS/GRC Development	Mainly to be used by QA Cell	
	2.3 AMP	Contribution to unit AMP or IAS overall AMP	Contribution to unit or IAS annual management plan, including IAS risk assessment
	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	Contribution to IAS annual activity report AAR
	2.10 CDR (notateur) & Staff Management	CDR: discussion with jobholder, etc. on the management side	Staff related issues and appraisal CDR(: discussion with jobholder, etc.) on the management side
	2.11 IAC – Human Resources	Interview for a new head of IAC	
<b>3. Communication &amp; Reporting</b>			
	3.1 Correspondents	Update of permanent files	Tasks as listed in note ref. Ares(2011)1115931 by Director not applicable in IAS.A
	3.2 IAC Bi-annual Report		
	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	Drafting of presentations, preparatory meetings, preparation of briefings for items to be discussed at Audit Committees' 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	Mainly to be used by QA Cell
	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	

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<b>4. Personal Development</b>			
	4.1 AMS Training - GRC		Training in the use of the audit management system (GRC, IssueTrack)
	4.2 IT Training		
	4.3 Language Training		Training in the interest of the Commission or DG. Does not cover the language training in the personal interest.
	4.4 Participation at Conferences (incl. Auditors' Forum)		
	4.5 Soft Skills Training	e.g. team buildings	
	4.6 Technical Audit Skills Training	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	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)
	4.7 Other Training	To be used for all other trainings, including self study of IAS methodology and working practice for new joiners	
<b>5. Absence</b>			
	5.1 Annual Leave		
	5.2 Official Holidays		
	5.3 Special Leave		
	5.4 Flexitime Recuperation		
	5.5 Maternity / Parental Leave		
	5.6 Part-Time / Credit Temps		
	5.7 Sick Leave		
<b>6. Other</b>			
	6.1 Consulting Services	Participation in recruitment panels	
	6.2 Contribution internal control & audit reports Commissioner		incl. briefing to Commissioner
	6.3 Professional Development	To be used when providing training activities for the development of auditors community	To be used when providing training activities for the development of auditors community (course owners, co-trainers, etc.)
	6.4 IRM / LISO	To be used mainly by unit B1 and the IRM.	
	6.5 Travel Time	To be used mainly by unit B5	From the start of the journey in Brussels/work place to arrival in the work place/return to Brussels (as defined in MIPS)
	6.6 IAC - Other	Relations with IACs other than Auditnet / Correspondent / IAC bi-annual report	not applicable in IAS.A