



## OFFICE FACILITIES

We kindly ask you to foresee the following facilities arrangements for the audit team:

### 1. General

- Inform the security officer about our visit and provide the IAS with guidelines if any.
- Provide a locked office with a telephone connection.
- Provide a list of staff with phone numbers, departments, and units.
- Ensure access to local accounting system, HR management system, Missions management application, etc.
- Provide basic office equipment and – material like files, paper, pens, stapler, etc.

### 2. Informatics

- 1 PC with Intranet access.
- Internet connections for auditors' portable PCs (WIFI or other).
- Printer: information about the printer should be provided before the fieldwork starts, to enable the auditors to install it on their portable PCs.
- Further individual questions should be discussed with the IAS IT Service desk: [xxx@ec.europa.eu](mailto:xxx@ec.europa.eu) (Tel N°: 00.32.2.297.77.77).