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: x@xx (Tel N°: 00.32.2.297.77.77).