



The Director-General - Internal Auditor of the Commission

Brussels,
ARES (2009)

NOTE FOR THE ATTENTION OF
Pick from list ADD NAME, DIRECTOR, AGENCY - Pick from list
Pick from list ADD NAME, CHAIRMAN OF THE BOARD, AGENCY - Pick from list

Subject: IAS Audit on "Add title" – Final Report

Please find enclosed the IAS final report on Activity / Process in Add Agency's complete name. We would appreciate if you could ensure the dissemination of this report to all other members of the Board.

This final report takes into account the comments received from you regarding the previous draft report issued on dd/MM/yyyy.

As foreseen in the *Mutual Expectations Paper* attached to the announcement letter issued at the beginning of our audit, we would like to invite you to prepare an action plan for the implementation of the accepted recommendations within four weeks of the date of this report. Therefore, we would very much appreciate getting the above-mentioned action plan by dd/MM/yyyy (4 weeks + 2 days for IAS internal workflow), at the latest.

Finally, we would like again to thank you, together with your staff, for the kind co-operation and continuous support we received throughout our audit engagement.

Brian GRAY

Encl.: IAS Final Report
Action Plan Template

C.c.: **Pick from list Add Contact Person's Name, AGENCY - Pick from list**
Mr M. KRAFF, Director CEAD Group, ECA