Dear colleagues,

The Supreme Audit Office of the Czech Republic circulated on April 2015 a presidential letter where we informed you about the existence of the database of audits conducted by the EUROSAI members in various fields and invited you to contribute to this database.

The database of audit reports was launched in March 2015 and first examples of audits have already been uploaded there. The aim of the database is to gather in one place as many audits conducted within the EUROSAI community as possible.

We are pleased to inform you that necessary modifications on the EUROSAI website were completed during last weeks and the database is now ready to be filled in through an electronic template.

Our common interest, together with the EUROSAI Secretariat which provided the technical support, was to create an electronic template as much user friendly as possible.

When filling in the template, please keep in mind these basic rules:

- Introduce into the database those audits whose results have been published since the beginning of 2014;
- Complete the template individually for each audit;
- Some fields of the template are mandatory.

The process is very simple. You can find the electronic template on the EUROSAI website: http://www.eurosai.org/en/databases/audits/. Following the obligatory registration (and after choosing your own password) you can fill in the template. You will also find there the instructions on how to fill in each field.

The information you introduce in the template will be subsequently checked by the GT3 team for formal correctness and will be published on the EUROSAI website. Please note that this process takes some time, so the uploaded information will not be displayed immediately.

If the audit report is already placed in any other EUROSAI database – e.g., the audit database of the EUROSAI Working Group on Environmental Auditing or the EUROSAI Working Group on Information Technologies, you do not have to upload the information on such an audit again. We would just kindly ask you to inform us about it via e-mail at: EUROSAI.GT3@nku.cz. You should indicate the title of the audit report, the year of publication, and in which database it is placed. The GT3 will arrange the connection between databases via the cross-references in order to avoid the duplication of information.

If you have any problems or questions on how to fill in the template, please contact us via e-mail at: EUROSAI.GT3@nku.cz. In case of technical problems with the template, please contact directly the EUROSAI Secretariat at: eurosai@tcu.es.

We would like to thank you in advance for your cooperation and effort which will contribute to the completion of a common database of audits carried out by the members of the EUROSAI community.