



Luxembourg, 21 June 2013  
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DIRECTOR OF THE PRESIDENCY  
LIAISON OFFICER

Supreme audit institutions of EUROSAI

Dear Colleagues,

In his letter of 3 May 2013 the President of the European Court of Auditors informed the Heads of the SAIs of EUROSAI that the ECA will organise and host a EUROSAI Seminar on Auditing Ethics. This event will be held on 17-18 September 2013 at the premises of the ECA in Luxembourg.

It is our pleasure to invite representatives of your SAIs to participate in this event. Attached you will find an annotated draft agenda, the registration and hotel reservation forms and information about accommodation options. Information about local transportation to and from the venue will be provided at a later stage. Considering the broad membership of EUROSAI, we kindly ask you to note that each SAI may be represented by up to two participants.

We would like to bring to your attention some important details concerning the design and logistics of the event.

### ***Structure of the seminar***

The seminar will combine general plenary sessions with breakout sessions to discuss relevant audit experience and practical aspects of audit work. Breakout sessions will be followed by short meetings in plenary to sum up the discussions. At the end of the seminar participants will see if there is scope for further work and co-operation.

### ***A specific approach to organising breakout sessions***

Participants should be aware that breakout sessions will be organised as a series of discussions of small groups of participants. Discussions will be centred around topics such as audit mandate, scope, criteria, tools and methods, good practice and obstacles to auditing ethics-related issues.

Participants will also have the opportunity during the breakout sessions to discuss relevant matters that are of concern to the individual participating SAIs. Time will be reserved for discussing participants' concerns brought to the table during the seminar. Participants are therefore invited and encouraged to consider topics they would like to discuss and consult with colleagues (PowerPoint presentations are not envisaged for presenting these discussion topics).

### ***Who should attend?***

The seminar is intended for auditors, audit leaders and audit managers involved, or likely to be, in auditing ethics-related matters and ready to engage in discussion. The working language of the seminar will be English.

### ***A paperless meeting***

The seminar will be paperless. Documents will be made available at the password protected website of the Task Force on Audit and Ethics (details will be provided) and distributed on USB flash drives (memory sticks). Participants are advised to bring their own laptops/netbooks/tablets with USB ports. Internet access via WiFi will be available.

### ***Meals***

Lunch and coffee/tea/refreshments will be served on both days of the seminar.

### ***Accommodation***

A major conference is taking place in Luxembourg at the time of the seminar. Most hotels already are, or will be, fully booked and prices are significantly higher than average. The European Court of Auditors pre-booked hotel rooms in selected hotels located in Luxembourg City. We advise participants to reserve accommodation **no later than 19 July 2013**. Reservations should be done directly with the hotel, who will send a booking confirmation in reply. Participants should note that room reservations made after the suggested deadline cannot be guaranteed and will depend on availability. Accommodation options can be found in the attached file.

### ***Registration for the seminar***

Participants should confirm their participation by sending their registration form to the European Court of Auditors ([eca-visit@eca.europa.eu](mailto:eca-visit@eca.europa.eu)) by **26 July 2013 at the latest**.

For any further questions you might have, please do not hesitate to contact Elisabeth Franco, Head of the Liaison Office and Protocol unit (e-mail: [elisabeth.franco@eca.europa.eu](mailto:elisabeth.franco@eca.europa.eu)).

We are looking forward to welcoming the representatives of your institutions to Luxembourg.

Yours sincerely,



Geoffrey Simpson

Encl.