

## Project Plan

### Global training facility on environmental auditing

#### Project Objective and Outcome:

According to the surveys on environmental auditing, INTOSAI WGEA members have expressed strong interest and need for training in environmental auditing. Several projects in the INTOSAI WGEA work plan for 2011-2013 are related to developing and/or distributing training materials on different environmental issues, but these are rather short term undertakings focussing on one topic specifically. Therefore, the INTOSAI WGEA has set a goal to cooperate with the SAI of India to provide training for auditors on environmental auditing on regular basis focussing on both general aspects as well as specific issues related to the field.

The objective of this project is to establish a training facility on environmental auditing holding programmes that all interested supreme audit institutions worldwide can have an opportunity to participate in. It is aimed to collect all available training materials developed for SAIs in the field of environmental auditing as well as expertise, agree on a common framework and targets for the first delivery of the comprehensive environmental auditing training course (3 - 4 weeks). This project should (as a minimum) cover all the relevant topics of existing guidelines and studies INTOSAI WGEA has developed to date.

The aim is to have the training facility with the set programme ready for delivery in 2013. The training programme should continue over INTOSAI WGEA work plan period of 2011-2013 to be conducted annually with its contents possibly changing on the basis of feedback and self-assessments.

#### Project Scope and Planned Methodology:

The expected outcome of the Project is to develop a joint environmental training course (certified, if possible): the WGEA will provide subject matter and experience; the SAI of India has offered to partner WGEA in providing infrastructure as well as support with knowledge and expertise in training on environmental auditing.

#### Training facilities

The facilities the SAI of India can offer for hosting the global training centre:

- *International Centre for Environment and Sustainable Development (iCED)* in Jaipur:
  - 2 training halls (75), 2 meeting rooms (35), 1 auditorium (175), 1 conference room;
  - Rooms for research associates, demonstration laboratory, library;
  - Hostel facility accommodating 60 persons, recreation facilities.

iCED is currently under development, according to plans will become operational in the beginning of 2013. iCED is being set up specifically for the purposes of training on

environment audit. Additionally, it is envisaged to become a centre for environment policy research and offer certification on environmental studies.

Alternative facilities offered by the SAI of India that could host the global training facility:

- *International Centre for Information Systems and Audit (iCISA)* in Noida, Delhi;
- *Regional Training Institute (RTI)* in Mumbai.

## Roles and responsibilities

### **Training programme**

The WGEA Secretariat will be responsible for coordinating the development of the overall contents of the training programme in close collaboration with the SAI of India and other interested SAIs. The programme will largely be based on the collective knowledge of the WGEA community (guides and studies, training tools and modules) as well as the long-term experience and expertise of the SAI of India in the environmental training field. In order to ensure consistency in the quality of the training, the Steering Committee is expected to provide its comments and input to the programme and approve it prior to conduction. To this end, a sub-committee of interested SC members and project leaders of previous WGEA guidelines will be formed that will contribute content as well as speakers wise.

### *Sequence of actions for devising the training programme:*

- The WGEA Secretariat and the SAI of India will discuss potential links and common content between the already developed environmental courses of the SAI of India (notably the International Training Programme on Environment Audit (ITP) conducted yearly at iCISA) and the current planned course of the WGEA. The aim is to establish boundaries: to what extent will the WGEA programme be based on the course(s) of the SAI of India (whether a completely separate course, upgraded version of ITP, an integrated, but separate version etc.) and to what extent can the resources of the SAI of India be used. Practical development process of the materials will also be discussed.
- The WGEA Secretariat will draft an overall outline of expected outcomes of the training programme (topics, targets for improving the competence of participants etc.) and send it to the SAI of India who will compose an initial outline of the training programme.
- Outline of the training programme will be completed by the WG14 meeting in Argentina, Buenos Aires, November 2011 where the SC approval will be sought for.
- According to the agreements with the SAI of India and the Project sub-committee as well as based on the comments from the SC, the Secretariat will initiate and coordinate with the SAI of India the development of training materials and seek contact with potential international speakers. The Project sub-committee members are expected to provide support.

WGEA document *Guide for Project Leaders: How to Develop INTOSAI WGEA Training Materials* will be followed in the process of compiling the materials. Practical exercises and case studies should be given a priority to enhance the learning process.

The option of setting criteria for a follow-up process to evaluate whether SAIs have made any progress after taking the course will be considered along with possibilities for distant coaching after the training.

### Participation and finance

The aim is that all SAIs worldwide would have the opportunity to participate in the training programme. Attainment of this goal lies to a great extent in the provisions of financing of the participation. Thus, the WGEA Secretariat and the SAI of India will work on setting the conditions of participation and funding arrangements (self-finance, sponsoring opportunities for SAIs with little financial capacity etc.).

### Trainers and international speakers

The training program will be delivered by trainers with suitable background and extensive experience either in environmental issues or audit or preferably both. Involving international speakers from the WGEA community as well as from external competent organizations would enrich the training programme with wider perspectives and knowledge on international developments in the field of environment and environment audit. WGEA Secretariat will seek cooperation with the SAI of India, Project sub-committee, Project Leaders of the WGEA guides, studies and training modules, wider INTOSAI community and external actors to involve international speakers to the training programme.

### Certification

The aim is to have one as a long-term objective. The WGEA Secretariat and the SAI of India will discuss and search for opportunities to establish/use an already existing international certification system as a “quality mark” for acknowledging the participants of the environmental auditing training programme. The Project sub-committee is expected to provide support in the process.

The outcomes will be presented to the Steering Committee.

### Proposed Timeline and Key Milestones for the Projects:

Action	Date
Final Draft of Project Plan to WGEA Secretariat	January 2011
Receive comments from Steering Committee	January-February 2011
<b>10<sup>th</sup> Steering Committee meeting in Morocco, review and approve Project Plan</b>	March 2011
Coordination of the current Project Plan, formation of Project sub-committee, outline of the expected results of the training program drafted by the Secretariat Communication between the WGEA Secretariat and the SAI of India to establish basic principles of the training program and objectives of the Project; Formation and input from the Project sub-committee;	June-September 2011
Elaborated Project Plan and an outline of the training program ready	Early October 2011 (this should be shifted to early October as discussed in Jaipur because SAI India would need some time for

	preparation of the project plan an outline of training program)
<b>14<sup>th</sup> WGEA &amp; 11<sup>th</sup> Steering Committee, Buenos Aires, Argentina</b> Presentation of the elaborated Project Plan to the SC, discussion of the outline of the training programme. Project sub-committee side meeting.	November 2011
Development of the contents of training program, elaboration of financing schemes and terms of participation, contacting potential trainers and external speakers, initial exploration of certification opportunities	January-August 2012
<b>12<sup>th</sup> Steering Committee meeting</b> , presentation of the training program, discussion of certification possibilities and further activities	August 2012
<b>Call for participants to the 1<sup>st</sup> training program</b>	October 2012
Conduction of the first training program	March 2013
<b>15<sup>th</sup> WGEA meeting, Tallinn, Estonia</b> Overview of the first conducted training programme, discussion of follow-up activities	June 2013

Contacts (including the subgroup):

**Co-leaders:**

ESTONIA

Names of the contact persons: Kaire Kesküla, Tõnis Saar

E-mail: [kaire.keskula@riigikontroll.ee](mailto:kaire.keskula@riigikontroll.ee); [tonis.saar@riigikontroll.ee](mailto:tonis.saar@riigikontroll.ee)

Tel: +372 6400 100; +372 6400 115

INDIA

Names of the contact persons:

Ms Nameeta Prasad, Director, iCED, Jaipur

E-mail: [nameeta.prasad@gmail.com](mailto:nameeta.prasad@gmail.com), [prasadN@cag.gov.in](mailto:prasadN@cag.gov.in)

Shri Jagbans Singh, Principal Director (International Relations)

E-mail: [jagbans@gmail.com](mailto:jagbans@gmail.com), [singhJ@cag.gov.in](mailto:singhJ@cag.gov.in)

Mr Amitabh Prasad, Director (International Relations)

E-mail: [aprasadiaas@gmail.com](mailto:aprasadiaas@gmail.com)

**Sub-committee:**

FINLAND

Name of the contact person: Dr Vivi Niemenmaa

E-mail: [vivi.niemenmaa@vtv.fi](mailto:vivi.niemenmaa@vtv.fi)

INDIA

Name of the contact person: Mr Steven Elstein

E-mail: [elsteins@gao.gov](mailto:elsteins@gao.gov)

## Annex 1

A more specific action plan was composed at the meeting of the Secretariat of INTOSAI WGEA and the SAI of India in Jaipur, 12-13 July 2011:

Issue	Responsibility	Target
<b>1. Formation of sub-committee</b>		
• Send letters/e-mails to SC members and leaders of previous projects	WGEA Secretariat	July 2011
• Refining and sending the work plan to project sub-committee members	WGEA Secretariat	Mid Sept
<b>2. Preparation of presentation of project plan</b>	India	First week of October
<b>3. Presentation of Project plan to Working group</b>	India/WGEA Secretariat	Buenos Aires 10 <sup>th</sup> November , 2011)
<b>4. Outline of training programme</b>		
1. Forming of sub-committee (same)		
2. Providing guidelines for preparation of training programmes and outlines of other training programmes run by WGEA	WGEA Secretariat	July 2011
3. Preparation of structure/outline of training programme	India and sharing it with WGEA Secretariat	1 <sup>st</sup> week of September
4. Sharing of structure/outline with project sub-committee along with costs	WGEA Secretariat	End of September
5. Collection of feedback on structure/costs of training programme	India	Buenos Aires 7 <sup>th</sup> to 10 <sup>th</sup> November , 2011
6. Meeting of project sub-committee during Buenos Aires		Buenos Aires 7 <sup>th</sup> to 10 <sup>th</sup> November , 2011
7. Meeting of project sub-committee for writing the training programme		Between February to April 2012
8. Presentation of training programme and discussion to SC	India	End August 2012
<b>5. Conducting first training</b>		
1. Identify trainers and get their commitment	WGEA Secretariat /India	End September 2012
2. Send out invitation letters to SAIs for participation in training programme	WGEA Secretariat /India	Mid October 2012
3. Finalisation of trainers and registration of participants	India	Mid December 2012
4. Commencement of training programme	India with the help of WGEA Secretariat	March 2013
5. Feedback for training programme	India	End of training (March 2013)
6. Follow-up for the training program	India with the help of WGEA Secretariat	July 2013
<b>6. Activities at 15<sup>th</sup> WGEA</b>		
1. Follow-up and review of the training program	India with the help of WGEA Secretariat	June 2013
2. Discussion for continuance of training program for next program period		June 2013