

EAMIP PROJECT NUMBER MM01

TITLE: Development of Long Term Internal Audit Plan

RESPONSIBILITY: Project Manager: M.J. MacDonald, Director
Internal Audit Division (MMA)
Project Officer: T.A. Norris, Deputy Director
Internal Audit Division (MMA)
Project Members: B.P. Mellor, A.L. Gillette
Audit Services Bureau

PRESENT SITUATION:

The development of a long term Internal Audit Plan is being undertaken in order to comply with the Office of the Comptroller General's requirements which are contained in the publication "Standards for Internal Audit" and Treasury Board Circulars 1980-3 and 1981-6. Phase I of the Plan has been completed to date and has been provided to the Audit and Evaluation Committee for approval. The plan included the following areas of the Department: Communications and General Services Bureau, Passport Office, Immigration Program, Personnel Bureau, Office of Protocol, Financial Services Bureau, and Physical Resources Bureau. Phase II is now being carried out and will include the balance of the Department. At the present time, the Legal Affairs Bureau and the Consular Programme within this Phase, are nearing completion. The International Trade Development Branch will commence shortly.

OBJECTIVE:

The objectives of the plan are:

- . to ensure the Department's Internal Audit Policy is complied with;
- . to provide the Audit and Evaluation Committee with a listing of units and activities planned for audit in both the short and long term;
- . to ensure coordination with other internal/external groups carrying out audits/special studies within the Department; and
- . to allow management of the Department an opportunity to express their concerns and needs vis-à-vis the audit process.

GOAL:

The goal of this project is to develop a long term internal audit plan which satisfies the needs of this Department and central agencies. This undertaking also provides the opportunity to explain the audit function and process to management as well as to respond to any concerns management might have about the function. It is hoped that the plan will serve as a basis for improving the management practices and controls within this Department.

DESCRIPTION:

The long term plan will include all major activities and organizational units within the Department. The approach taken to develop the plan is to interview senior management and other responsible officers to gain a perspective and understanding of their activities and responsibilities.