

Dear colleagues!

I would like to say on behalf of Mr. S.V.Stepashin, Chairman of the Accounts Chamber of the Russian Federation and President of the EUROSAI that it is a great honor for us to host 13-th meeting of the Committee and 4-th working seminar on performance auditing in Moscow in 2004.

1. We would like to propose to hold this event from April 19 to April 24, 2004, namely:

- April, 19, Monday - day of arrival;
- April, 20-21, Tuesday – working seminar;
- April, 22-23, Thursday - Friday – Committee meeting ;
- April, 24, Saturday - departure of delegations.

In case there are other proposals we are open to discuss and coordinate them.

2. Organizational questions:

- We would suggest for accommodation of our guests “The President Hotel” and “The Gold Ring Hotel” which are conveniently located in the center of Moscow.
- The conference hall of the Accounts Chamber of the Russian Federation which is equipped with all advanced necessary equipment, including the equipment for synchronous translation into 5 languages will be a good place to hold the seminar and the Committee meeting.
- Cultural program will be organized for the delegates and accompanying persons.

3. Thematic part.

As we understand, the program of the Committee meeting and the seminar will be formed according by the Indian side while the Norwegian side is the coordinator of the seminar with participation of Accounts Chamber of the Russian Federation and the hosting side.

From the Russian side Mrs. Petrenko the head of the division on development and introduction of information technologies, is included in working group on preparation and execution of the seminar.

4. The schedule of preparation of the seminar and the Committee meeting.

We would suggest for your consideration the following tentative schedule of preparation of the seminar and the Committee meeting:

- September 2003 - the coordination of sub-themes of the seminar at the current Committee meeting and SAIs responsible for the preparation of lead reports.
- December 2003 - formation and the coordination of the agenda of the 13-th Committee meeting. Responsible – SAIs of India and Russia.
- December 2003 - presentation of national reports on the sub-themes of the seminar to the SAIs, responsible for preparation of the lead reports, and to the SAIs of India, Norway and Russia.
- February 2004 - preparation and distribution of the lead reports on the sub-themes (SAIs responsible for the preparation of the lead reports).
- April, 2004 - preparation of collections of papers on sub-themes. Responsible – the SAI of Russia.
- March, 2004 - the coordination of the program of the seminar. Responsible – the SAIs of India, Norway and Russia.
- March - preparation and distribution of materials for the Committee meeting. Responsible – the SAIs of India and Russia.
- March – distribution of materials of Committee meeting to the Committee members. Responsible – the SAIs of India and Russia.
- March - preparation of the draft of recommendations of the seminar. Responsible – the SAI of Norway.

5. The schedule and the order of invitations distribution and visa formalities.

- February, 2004 – distribution by Accounts Chamber of the Russian Federation of invitations and registration forms to the SAIs - participants of the Committee meeting and the seminar.
- February - first half of March, 2004 - direction to the Russian side of registration forms of delegations and copies of passports of members' delegation for visa proceedings.
- March, 2004 - distribution by the SAI of Russia of personal invitations, formation of the arrival-departure schedule.

We hope for close cooperation and interaction with our colleagues during the process of preparation and realization of these important international events.