

XIV th Meeting
of
the INTOSAI Standing Committee
on
IT Audit

The Kingdom of Bhutan



TENTATIVE Program of the Meeting

Date	Day	Activity	Remarks
25th April 2005 & 26th April 2005	Monday & Tuesday	Arrival of the delegates at Paro	Registration on arrival at Hotel
26th April 2005	Tuesday	Registration & Orientation	Reception in the evening
27th April 2005	Wednesday	Opening Ceremony & Meeting	
28th April 2005	Thursday	Visit to Thimphu	Riverside Lunch
29th April 2005	Friday	Meeting	Farewell Dinner
30th April 2005 & 1st May 2005	Saturday & Sunday	Depart	

Schedule for the formation & co-ordination of the agenda and other materials for the 14th Meeting

Month/Year	Activity	Responsible SAIs
December . 2004	Formation & Co-ordination of the agenda for the 14th Meeting	India & Bhutan
December . 2004	Co-ordination of the program of the seminar	Norway & Bhutan
January . 2005	Finalization of the lead & country papers and making them available on the Committee Web	<i>To be discussed</i>
February . 2005	Preparation and distribution of the materials for the Committee Meeting	India & Bhutan
March . 2005	Compiling the papers for the seminar	Bhutan

Schedule for Invitation Letters and Visa Arrangements

Month/Year	Activity	Remarks
Oct-04 - Nov-04	Book the Air Tickets by the respective SAs	Enter Paro from New Delhi, Kolkata, Bangkok, Kathmandu & Rangoon www.drukair.com.bt/
Dec-04 - Jan-05	Distribution of Registration Forms & Visa Forms	Visa will be arranged by the SAI, Bhutan for those countries not having Bhutanese Embassies. raa@druknet.bt
Jan-05 - Feb-05	Submission of Registration Forms, Visa Forms, flight schedules and other related documents to SAI, Bhutan	Other documents include the Documents required for processing the visa.
Feb-05 - Mar-05	Distribution of the invitation letters, Visa Numbers and the program of the meeting with the agenda.	The program will include the final agenda and the timetable of the meeting.