

Transport of food to famine relief camps

Date & time:	January 6 20X0 2:00 p.m.	Place:	Meeting room 3
Participants:	F Higson – Logistics Director J Mulonja (Country Area Director –Congo) I Khan (Auditor) J Smith (Auditor)		
Purpose of meeting:	To agree the scope of the audit to be carried out in February (attached)		

Topics

- Introductions.
- Why the audit is being done, what processes it will cover and what it will deliver.
- Background to the processes being audited – what are the major risks and controls?
- The audit work plan.
- Comments about the proposed scope – including any special considerations.
- Information available to assist the audit – including risk registers, process maps, budgets and organization charts.
- Key contacts for the audit.
- Timescale of the audit.
- Next steps.

J Smith

5 November 20XX