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| **Internal Audit:**  Sahar Hussein - Internal Audit Manager |
| **Auditee:**  XXXXXX – Procurment Manager  XXXXX – Purchasing Section Head  **Venue**: Internal Audit - Manager office  **Date**: March 07, 2023.  **Time**: 10:00 am |
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***Summary of Discussion:***

Following are the points of discussions:

* **Brief on the audit engagement:** the Internal Audit Manager gave a brief introduction about the internal audit engagement covering the timeliness and scope of work.
* **Background of Governance Process:** Procurement Manager and Purchasing Section Head briefed the attendees on the overall purchasing activities covering the following:
* Governance and administration of the purchasing Section.
* Formation of Committees.
* Purchasing Planning.
* Vendors Management.
* Purchasing and Tendering Cycle.
* Contract Administration.
* Purchasing Evaluation – Vendors.
* **Starting Date:** The field work including planning and execution and reporting shall be kicked off on First Week of March 2023 having interviews for process understanding with the key personnel.
* **Required Documents to be submitted to IA Department:** Ke**y** documents will be requested and provided to IA Department upon request**.**
* **The Way Forward**

Meetings to be continued by Audit Manager with the respective personnel, in order to further discuss and understand the tasks as incorporated in the scope of work.