

INTOSAI



Capacity Building  
Committee

# **MANUAL OF THE COOPERATIVE AUDIT CATALOGUE**

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## **INTRODUCTION**

The Capacity Building Committee - CBC is one of the four main INTOSAI committees, responsible for promoting the development of SAI's capacities, facilitating throughout the years, development initiatives in support of SAIs among the regions.

The Subcommittee on Cooperative Audits was created in 2006 under the scope of the INTOSAI Capacity Building Committee and one of its main tasks is to promote cooperative audit programs, generate guidelines and enhance processes.

Cooperative audits are a collaborative tool among SAIs aiming to conduct an audit on regional and international matters in relation to the interest of countries involved.

Aiming to have a systematized computing system with the , of environment, perform control on the In this regard, a virtual catalogue of has been designed to compile the different cooperatives audit missions carry out between two or more supreme audit institutions (SAI) along the INTOSAI Regional Organizations.

The catalogue contains relevant information such as basic information and links to the audit report, so that to provide advice to SAIs interested in conducting a cooperative audit in a near future. INTOSAI members are welcome to visit and collaborate with the catalogue by sharing their experiences and lessons learnt.

To facilitate the access to the catalogue, feel free to download and review the manuals available. In case of any questions, please contact the subcommittee at: [cooperacion@contraloria.gob.pe](mailto:cooperacion@contraloria.gob.pe).

## 1. OBJECTIVE

Managing auditing reports, resulting from INTOSAI Cooperative Audits, which are structured by Sustainable Development Goals (SDG) regional organizations and supreme audit institutions.

## 2. SCOPE

This manual covers the whole process of registering audit reports, their approval and finally their publication and availability to everyone.

## 3. USER PROFILE

- **System administrator:** registered users in the system with the capacity to approve and publish uploaded reports, register and enable new users; administer master charts of the system and preview indicators of the activity carry out in the system.
- **Registrant:** registered user in the system with the capacity to register and upload new audit reports.
- **General user:** this user can search for specific audit reports. He or she cannot register or upload a specific audit report.

## 4. GENERAL ASPECTS

1. The system has three modules: Presentation, Registration and Administration.
2. The subcommittee is responsible for the quality control of the audit reports included in the catalogue.
3. Supreme Audit Institutions are responsible for registering proper audit reports in the system.

## 5. MODULES OF THE SYSTEM

The access to the system is at the following website: <https://intosai-cooperativeaudits.org>, the menu options that will be displayed are:



MODULE		DESCRIPTION	USER
PRESENTATION	HOME	This section shows latest news, contact information and newly audit reports published.	General Public
	CATALOGUE	This section shows the cooperative audit reports published. This information has an advanced search by regional organizations, supreme audit institution, language, category and year the report was issued.	
	MAP	This section shows an interactive map that facilitates browsing and search of audit reports by country.	
REGISTRATION	LOGIN	This section allows users to log into the system using their username and password, create an account or recover their password. Once in the system the user will have access to the different modules.	Registrant  Requires authentication
	MY REPORTS	This section allows you to manage and follow up your audit reports registered in the platform.	
	MY PROFILE	This section allows you to change or modify your personal information and change your password.	

## 5.1. PRESENTATION MODULE

### 5.1.1.HOME

This section shows the latest news regarding INTOSAI cooperative audits, newly cooperative audit reports published and contact information of the subcommittee.

The screenshot displays the homepage of the INTOSAI Virtual Catalogue of Cooperative Audits. The header features the INTOSAI logo, the text 'CAPACITY BUILDING COMMITTEE SUBCOMMITTEE ON COOPERATIVE AUDITS', and the title 'VIRTUAL CATALOGUE OF COOPERATIVE AUDITS'. Navigation links include HOME, CATALOGUE, MAPS, MY REPORT, EN, and LOGOUT.

The main content area includes a large graphic with a world map and arrows pointing to the INTOSAI logo, with the text 'EXPERIENTIA MUTUA OMNIBUS PRODEST' and 'Visit our interactive map'. Below this is a section titled 'ABOUT THE SUBCOMMITTEE ON COOPERATIVE AUDITS' which describes the committee's mission and the purpose of the virtual catalogue. It mentions that the catalogue contains basic information about each audit and a link to the report, and that users can download and review manuals available on the website.

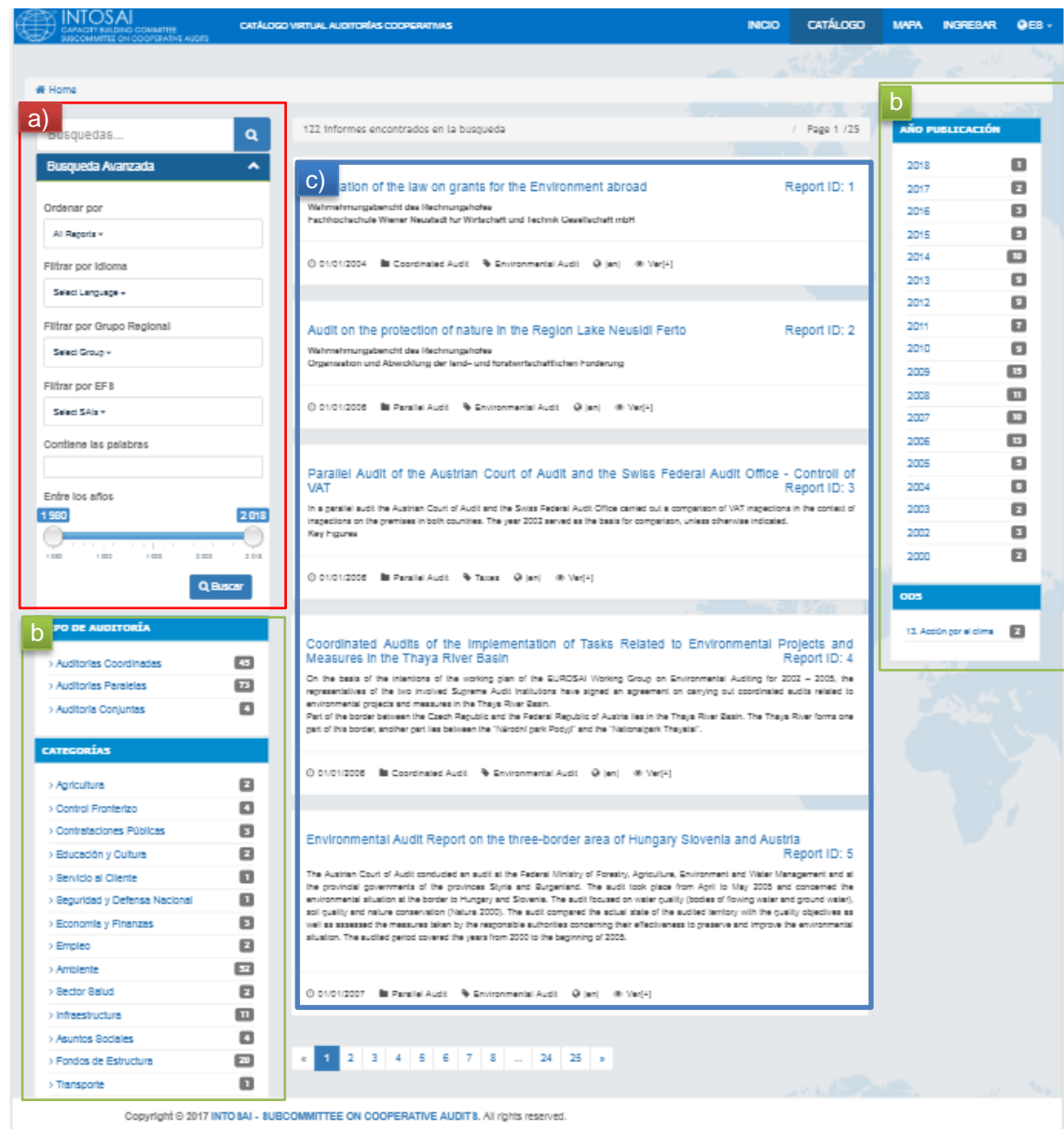
On the right side, there is a 'Lasts News' section with a snippet about a survey revealing interest among Supreme Audit Institutions (SAIs) to conduct cooperative audits. Below this is a 'VISIT OUR INTERACTIVE MAP' section with a brief description.

The 'Contact us' section provides contact information for Lizbeth Corcuera Rodriguez, including an email address (cooperacion@contraloria.gob.pe) and a phone number (+511) 330-3000 (ext) 1265, located in Lima-Perú. It also displays statistics: 62 Visitors, 102 Visits, 122 Reports, and 0 Downloads, along with a 'Download Manual' button.

At the bottom, there is a 'LASTS REPORTS' section showing three PDF report thumbnails.

## 5.1.2.CATALOGUE

The system contains a search section. You can go to this section at: <http://intosai-cooperativeaudits.org/catalog/search> or by clicking on “CATALOGUE” on the menu.



**INTOSAI**  
CAPACITY BUILDING COMMITTEE  
SUBCOMMITTEE ON COOPERATIVE AUDITS

CATÁLOGO VIRTUAL AUDITORÍAS COOPERATIVAS

INICIO CATÁLOGO MAPA INGRESAR ES

Home

**a)** Busquedas...  
Busqueda Avanzada  
Ordenar por: All Reports  
Filtrar por idioma: Select Language  
Filtrar por Grupo Regional: Select Group  
Filtrar por EF: Select SA  
Contiene las palabras:  
Entre los años: 1 580 - 2 018  
Buscar

122 Informes encontrados en la búsqueda / Page 1 / 25

**c)** Audit on the law on grants for the Environment abroad  
Report ID: 1  
Wahrmehungsbericht des Rechnungshofes  
Fachhochschule Wiener Neustadt für Wirtschaft und Technik Gesellschaft mbH  
01/01/2004 Coordinated Audit Environmental Audit (en) Ver[+]

Audit on the protection of nature in the Region Lake Neusidl Perto  
Report ID: 2  
Wahrmehungsbericht des Rechnungshofes  
Organisation und Abwicklung der land- und forstwirtschaftlichen forderung  
01/01/2006 Parallel Audit Environmental Audit (en) Ver[+]

Parallel Audit of the Austrian Court of Audit and the Swiss Federal Audit Office - Controlli of VAT  
Report ID: 3  
In a parallel audit the Austrian Court of Audit and the Swiss Federal Audit Office carried out a comparison of VAT inspections in the context of inspections on the premises in both countries. The year 2002 served as the basis for comparison, unless otherwise indicated.  
Key figures  
01/01/2006 Parallel Audit Taxes (en) Ver[+]

Coordinated Audits of the Implementation of Tasks Related to Environmental Projects and Measures in the Thaya River Basin  
Report ID: 4  
On the basis of the intentions of the working plan of the EUROSAI Working Group on Environmental Auditing for 2002 – 2005, the representatives of the two involved Supreme Audit Institutions have signed an agreement on carrying out coordinated audits related to environmental projects and measures in the Thaya River Basin.  
Part of the border between the Czech Republic and the Federal Republic of Austria lies in the Thaya River Basin. The Thaya River forms one part of this border, another part lies between the "Nationalpark Podyjí" and the "Nationalpark Thayatal".  
01/01/2006 Coordinated Audit Environmental Audit (en) Ver[+]

Environmental Audit Report on the three-border area of Hungary Slovenia and Austria  
Report ID: 5  
The Austrian Court of Audit conducted an audit at the Federal Ministry of Forestry, Agriculture, Environment and Water Management and at the provincial governments of the provinces Styria and Burgenland. The audit took place from April to May 2005 and concerned the environmental situation at the border to Hungary and Slovenia. The audit focused on water quality (bodies of flowing water and ground water), soil quality and nature conservation (Nature 2000). The audit compared the actual state of the audited territory with the quality objectives as well as assessed the measures taken by the responsible authorities concerning their effectiveness to preserve and improve the environmental situation. The audited period covered the years from 2000 to the beginning of 2005.  
01/01/2007 Parallel Audit Environmental Audit (en) Ver[+]

**b)** AÑO PUBLICACIÓN  
2018 1  
2017 2  
2016 3  
2015 5  
2014 10  
2013 9  
2012 9  
2011 7  
2010 9  
2009 15  
2008 11  
2007 10  
2006 13  
2005 5  
2004 8  
2003 2  
2002 3  
2000 2  
ODS  
13. Acción por el clima 2

**b)** PO DE AUDITORÍA  
> Auditorías Coordinadas 43  
> Auditorías Paralelas 73  
> Auditorías Conjuntas 4  
CATEGORÍAS  
> Agricultura 2  
> Control Fronterizo 4  
> Contrataciones Públicas 3  
> Educación y Cultura 2  
> Servicio al Cliente 1  
> Seguridad y Defensa Nacional 1  
> Economía y Finanzas 3  
> Empleo 2  
> Ambiente 32  
> Sector Salud 2  
> Infraestructura 11  
> Asuntos Sociales 4  
> Fondos de Estructura 28  
> Transporte 1

1 2 3 4 5 6 7 8 ... 24 25

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### a) Advanced search

**Advanced Search**

**Sort by**  
All Reports ▼

**Filter by Language**  
Select Language ▼


**Filter by Regional Group**  
Select Group ▼

**Filter by SAIs**  
Select SAIs ▼

**Keywords**  
[Text Input]

**Date of Audit**  
2 000 [Slider] 2 018  
2 000 2 005 2 009 2 014 2 018

**Search**

For an advanced search, click on , on the left side of the catalogue section to display the section.

Advanced search allows you to filter the results by language, regional organization, supreme audit institution, keywords.

Every criterion accepts multiple choices, for example:

**Filter by Regional Group**

Select Group ▼

- ☐ OLACEFS
- ☐ AFROSAI
- ☐ ARABOSAI
- ☐ ASOSAI
- ☐ PASAI
- ☐ CAROSAI
- ☐ EUROSAI

### b) Selector

CATEGORIES	
> Agriculture	2
> Border control	4
> Public procurement	3
> Culture and education	2
> Customs services	1
> Defense and national security	1
> Economy and finance	3
> Employment	2
> Environmental Audit	52
> Health	2
> Infrastructure	11
> Social affairs	4
> Structural funds	20
> Transportation	1

The selector shows the number of report, according to the cooperative audit topic. Additionally, you can browse by the three types of cooperative audit, as stated in the ISSAI 5800: *“Guide for Cooperative Audits”*. The selector shows the number of cooperative audit reports, by category and it is also possible to filter by topic.



This selector shows the number of cooperative audit reports published in a particular year. Cooperative audit reports can be displayed by clicking on the year.

AÑO PUBLICACIÓN	
2018	1
2017	2
2016	3
2015	2
2014	9
2013	6
2012	7

### c) Audit Report view

The screenshot displays the INTOSAI Virtual Catalog Cooperative Audits interface. The top navigation bar includes the INTOSAI logo, the title 'VIRTUAL CATALOG COOPERATIVE AUDITS', and links for HOME, CATALOG, LOGIN, and a language selector (EN). The breadcrumb trail shows: Home / Audit Report / Evaluation of the law on grants for the Environment abroad.

The main content area is titled 'Evaluation of the law on grants for the Environment abroad' and includes the author 'Juan Almeida Requejo', the audit type 'Coordinated Audit', the subject 'Environmental Audit', and the language 'en'. The publication date is 'Published: 001/01/2004'.

On the left sidebar, there is a search bar and a 'Search Advanced' section with filters for 'Order by' (All Reports), 'Filter by Language' (Choose Language), and 'Contains the words'. Below these are 'Year Start' and 'Year End' dropdowns. The 'TYPE OF AUDIT' section shows counts for Coordinated Audit (45), Parallel Audit (74), and Join Audit (4). The 'CATEGORIES' section is also visible.

The main report content is titled 'Wahrnehmungsbericht des Rechnungshofes' and 'Fachhochschule Wiener Neustadt für Wirtschaft und Technik Gesellschaft mbH'. It includes a 'Kurzfassung' (Summary) and a detailed description of the audit findings and conclusions. The report is dated 'Schope Audited: 01/01/2003 - 01/12/2003'.

### 5.1.3.MAP

The system contains an interactive map. You can go to this section at: <https://intosai-cooperativeaudits.org/catalog/maps> or by clicking on “MAP” on the menu.

To display the information on the cooperative audit reports filtered by country, click on the country you need to see the information. A pop-up will appear and by clicking on the [+] symbol, you'll be directed to the audit reports of the specific country.



## 5.2. REGISTRATION MODULE.

### 5.2.1.FLOWCHART FOR THE REGISTRATION OF REPORTS IN THE SYSTEM

The following shows the flowchart to register and upload cooperative audit reports in the catalogue.



### 5.2.2. ACCESS TO THE REGISTRANT MODULE

#### 5.2.2.1. REGISTER TO OBTAIN AN USERNAME AND PASSWORD

To register reports, an username and password are required. To create a new account, please go to: <http://intosai-cooperativeaudits.org/catalog/login> o click on **LOGIN** and the **Register**. Fill out all the information required, click on “register” and the system will send you an email confirming your account.

The screenshot shows the INTOSAI Virtual Catalogue of Cooperative Audits website with the registration form open. The header includes the INTOSAI logo, 'CAPACITY BUILDING COMMITTEE SUBCOMMITTEE ON COOPERATIVE AUDITS', and navigation links: HOME, CATALOGUE, MAPS, LOGIN, and a language selector (EN). The main content area features a world map. The registration form, titled 'Create an account', includes fields for 'Email Address', 'Your Name', 'Your Last Name', 'Select gender', and 'Select SAI'. A blue 'Register' button is at the bottom. A red box highlights the 'Register' button, and a link for 'Forgot your password?' is visible.

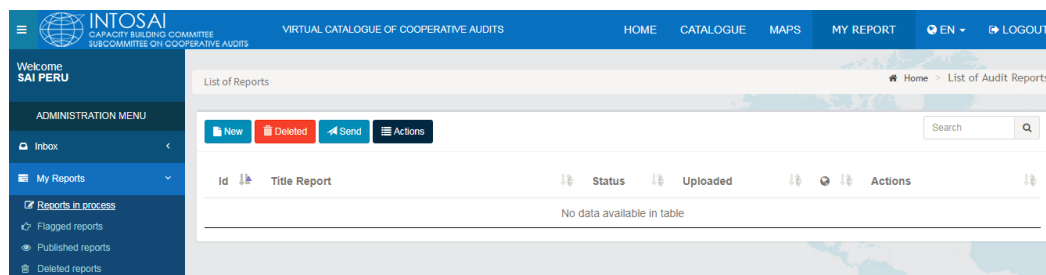
#### 5.2.2.2. RESET YOUR PASSWORD

To reset your password, click on **Forgot your password?** At the bottom of the same page <http://intosai-cooperativeaudits.org/catalog/login>. This option will send you an email with a link so that you can change your password.

Register		Forgot your password?
----------	--	-----------------------



### 5.2.3. ACCESS TO MY REPORTS



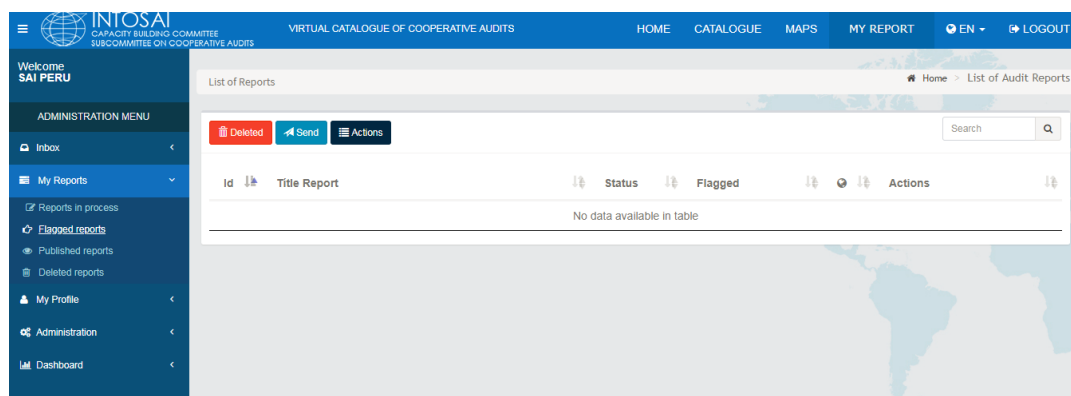
Once the user has been validated by the system, he or she is directed to **“My reports”**. This section will show the registered reports by the user and the status of each one of the reports, according to the following description:

**Table: Status of Reports**

Status	Description	Options
<u>Reports in process</u>	Shows status of reports uploaded by the user: in process or sent.	New, edit, delete, send, preview
Flagged reports	Shows reports observed by the administrator.	New, edit, delete, send, preview
Published reports	Shows reports already published by the administrator.	
Deleted reports	Shows reports deleted by the user.	Preview

### 5.2.4. REGISTRING “MY REPORT”

At the section “My reports”, users should click on the option **“Reports in process”**. In this section, he or she could add or edit cooperative audit reports that have not yet been sent for publication.



#### 5.2.4.1. Add or edit cooperative audit reports

To add new cooperative audit reports, click on **New**. Likewise, to edit a report, click on **Edit**. In both cases, the system will show a 3 steps registration form:

### Step 1: Report registration

**Wizard Register Audit Report : Audit Report N°**

- Register Report
- Classify Report
- Learned Lesson

### 1. Register Report

Language Select language ▼

Title Audit Report

Register the Title Audit Report

---

Summary of the Audit Report

Fuente HTML B [Icons] [Icons]

Brief description of the audit:

- What were the main problems addressed by the audit?
- What were the main results of the audit ?

body p

Report Date 13/06/2018 Begin of Audit 13/06/2018 End of Audit 13/06/2018

Upload File (\*.pdf) max size 20Mb

Browse ...

### Description of fields on “Registration reports”

Field	Description	Elements
Language	Selects language of the cooperative audit report wording.	English Spanish French Italian German
Report title	Include the cooperative audit report title.	Text
Summary of the cooperative audit	Include a brief summary of the cooperative audit report, including main issues and results of the cooperative audit.	Campo de Tipo HTML
Date of report	Include the date a cooperative audit report was issued.	Date
Beginning of the cooperative audit	Include the date a cooperative audit began.	Date
Ending of the cooperative audit	Include the date a cooperative audit ended.	Date
Upload file	Upload a pdf file of the cooperative audit report. The file must be no larger than 20Mb.	To compress a pdf file, you can use free online compressors. <a href="http://pdfcompressor.com/es/">http://pdfcompressor.com/es/</a>
Enlace Web	If, necessary, you can include the website of your cooperative audit report.	Text

## Step 2: Report classification

This section allows you to add information such as: Type of audit, category, supreme audit institution involved in the report, sustainable development goals related to the report and keywords that may ease the search.

Wizard Register Audit Report : Audit Report N° 230

1. Register Report

2. Classify Report

3. Learned Lesson

2. Classify Report

Type of Audit

Category

International Organization of Supreme Audit Institutions (SAI)

Sustainable development goals (SDG)

Keywords Tags Audit Report

## Elements "Report classification"

Field	Description	Element
<b>Type of audit</b>	Contains the type of audit conducted.	Coordinates audits Parallel audits Joint audits
<b>Category</b>	Contains the topic addressed in the cooperative audit	Accountability Agriculture Border control Public procurement Culture and education Custom service Defense and national security Economy and finance Employment Energy Health Information technology Infrastructure Social affairs Structural funds Transportation Taxes
<b>Supreme Audit Institution</b>	Contains all supreme audit institutions (SAI)	More than one SAI can be selected as part of the audit team.
<b>Sustainable Development Goal</b>	Contains the 17 sustainable development goals.	1. No poverty. 2. No Hunger 3. Good Health 4. Quality Education 5. Gender Equality 6. Clean water and sanitation 7. Renewable Energy 8. Good Jobs and Economic Growth

Field	Description	Element
		9. Industry, innovation and Infrastructure. 10. Reduced Inequalities. 11. Sustainable Cities and Communities. 12. Responsible Consumption and production. 13. Climate Action. 14. Life Below Water. 15. Life on Land. 16. Peace and Justice Strong Institutions. 17. Partnerships For The Goals.
<b>Keywords</b>	Keyword to be included in the report search	One or more keywords can be included to ease the search.

### Step 3: Lessons Learnt

This last section enables users to include the most relevant lessons learnt during the conduction of a cooperative audit.

Wizard Register Audit Report - Audit Report Nº 230

1. Register Report

2. Classify Report

3. Learned Lesson

**3. Learned Lesson**

Title Learned Lessons

Registra el título de la Lección Aprendida

Audit Stage

Select Audit Stage

Context Lessons

Fuente HTML

Please provide a brief description of the context in which the audit was performed. (National, Regional, Local) and the topics that were addressed.  
What were the main challenges faced at the beginning, during or the end of the Audit?

Learned Lessons

Fuente HTML

Describe the main lessons learned from this Audit.

- What could have been done differently or better?
- What would you recommend to improve on future programming or similar audits?
- What errors would it eliminate if the audit were to be replicated?
- How easy is it to replicate successes in different contexts or in different countries?


Save

### Elements in section “Lessons learnt”

Field	Description	Elements
<b>Lesson learnt</b>	Include a name to the lesson learnt.	Text.
<b>Cooperative audit stage</b>	Cooperative audit stage where the lesson learnt was taken.	Planning Execution or fieldwork Wording of the report Quality assurance
<b>Lesson learnt context</b>	Brief description of the cooperative audit context.	HTML

<b>Lesson learnt description</b>	Include a brief description of the lesson learnt. Take into consideration the following questions: What could have been done better? What would you recommend to improve the future schedule of similar cooperative audits?	HTML
----------------------------------	---	------

#### 5.2.4.2. Preview report.

The option  allows the preview of the report.

Evaluation of the law on grants for the Environment abroad

Juan Manuel Almeyda Requejo
Auditorías Coordinadas
Ambiente
[en]
Publicado: 001/01/2004

Resumen del Informe de Auditoría

Wahrnehmungsbericht des Rechnungshofes

**Fachhochschule Wiener Neustadt für Wirtschaft und Technik Gesellschaft mbH**

Kurzfassung

Die Fachhochschule Wiener Neustadt für Wirtschaft und Technik Gesellschaft mbH (Fachhochschule Wiener Neustadt) wurde 1994 als Trägergesellschaft der Fachhochschullehrgänge in Wiener Neustadt unter der Firmenbezeichnung Wiener Neustädter Bildungs- und Forschungsgesellschaft mbH gegründet. Seit der Aufnahme des Studienbetriebes mit 169 Studierenden in zwei Studiengängen entwickelte sich die Fachhochschule Wiener Neustadt zur größten österreichischen Fachhochschule mit über 1 600 Studierenden. Seit Herbst 2002 werden insgesamt sieben Studiengänge in Wiener Neustadt und in zwei Filialen (Wieselburg, Tulln) angeboten.

Das von der Fachhochschule Wiener Neustadt verfolgte Filialkonzept erschien dem RH grundsätzlich berechtigt. Einer Aufstockung der Studienplätze in stark nachgefragten Studiengängen sollte gegenüber der Entwicklung weiterer Studiengänge mit starker Spezialisierung der Vorrang gegeben werden.

Die Fachhochschule Wiener Neustadt verfügte über gute, auf die gesetzlichen Rahmenbedingungen und die Vorgaben der Gesellschafter abgestimmte Planungsdokumente. Die selbst gesteckten und in den Studiengangsansträgen an den Fachhochschulrat formulierten Ziele konnten erreicht werden.

Sowohl die für die bereits erfolgte Verlängerung von zwei Studiengängen erforderliche Evaluierung als auch die von der Fachhochschule Wiener Neustadt selbst regelmäßig vorgenommenen Befragungen von Studenten, Absolventen und Partnerfirmen erbrachten sehr gute Ergebnisse.

Die Finanzierung der Gesellschaft erfolgte zu mehr als 80 % aus der pauschalierten Studienplatzabgeltung des Bundes. Für technische Studiengänge waren die Normkosten zu niedrig angesetzt.

EFS participantes

1 SAI Austria


2 SAI Switzerland

Lecciones Aprendidas

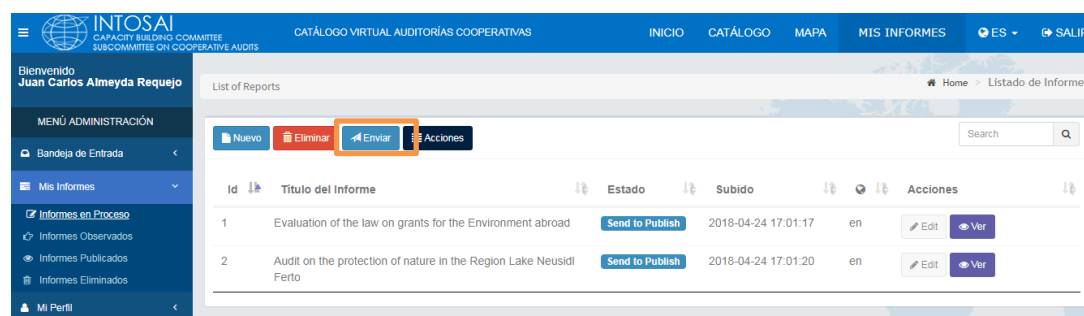
Archivos del Informe



## 5.2.5.SENT A REPORT FOR PUBLICATION.

The option  forward an email to the administrator, communicating a new cooperative audit report has been received for evaluation and further publication.

Once the report is approved, this could be previewed from the presentation module under the section **CATALOGUE**.

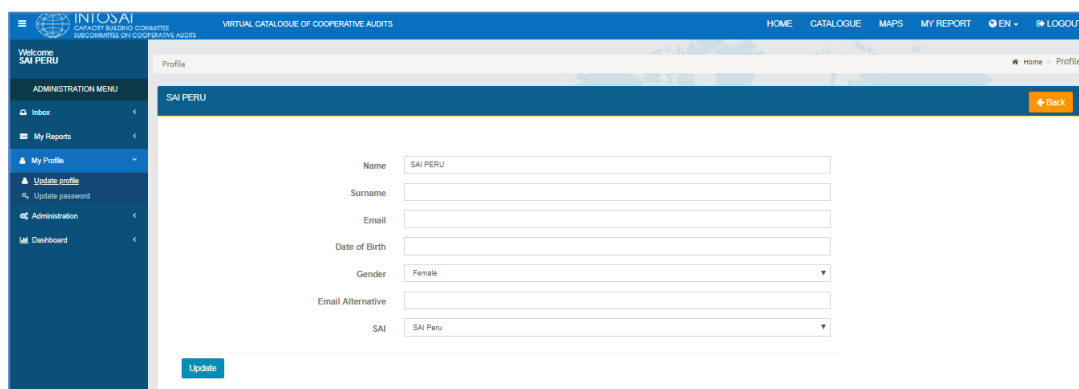


## 5.2.6. MY PROFILE

### 5.2.6.1. Updating My Profile

The section “**Update profile**”, shows user basic information such as name, last name, email, among others. Additionally, there is a drop-down list with the SAI name to be selected.

To edit click on

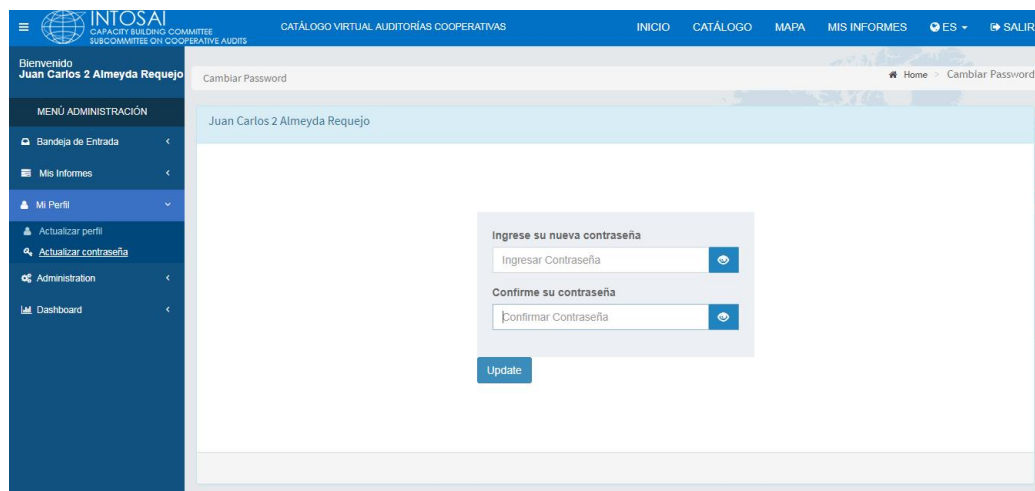


The screenshot shows the INTOSAI Virtual Catalogue of Cooperative Audits interface, specifically the 'Profile' section. The top navigation bar includes links for HOME, CATALOGUE, MAPS, MY REPORT, and LOGOUT. The left sidebar shows the user's name, SAI PERU, and a menu with options like Inbox, My Reports, My Profile, Update profile, Update password, Administration, and Dashboard. The main content area displays a form for updating the profile with fields for Name, Surname, Email, Date of Birth, Gender, Email Alternative, and SAI. The 'Update profile' button is highlighted in the top right corner.

Field	Value
Name	SAI PERU
Surname	
Email	
Date of Birth	
Gender	Female
Email Alternative	
SAI	SAI Peru

### 5.2.6.2. Update password

The section “**update password**”, allows the user to modify his or her password.



Control de Cambios			
Versión	Fecha	Descripción	Aprobado por
1.0	15/05/2017	Versión Inicial	



Visit

[www.intosai-cooperativeaudits.org](http://www.intosai-cooperativeaudits.org)