

EUROPEAN COMMISSION
Employment, Social Affairs and Inclusion DG

Audit, Control
ESF II Audit

Brussels,
EMPL/H3/JP/mf

Mr Václav ŠTRASER,
Director
Audit Authority –Central
Harmonisation Unit
Ministry of Finance,
CZ - Letenská 15, 118 10, Prague 1

**Subject: European Social Fund audit mission of Operational Programme Prague
Adaptability 2007CZ052PO001**

Ref: A-Rep number [2013-1578] (to be used in every correspondence relating othis audit)

Dear Mr Štraser,

I would like to inform you that DG Employment, Social Affairs and Inclusion intends to conduct an audits of OP 2007CZ52PO001 during 27/2 -1/3/2013 and 11-15/3/2013. This audit will be carried out in the framework of Articles 14 and 72 of Council Regulation 1083/2006. It will comprise the desk review and the substantive testing of a sample of several projects under the following terms of reference:

1. OBJECTIVE OF THE AUDIT

The objective of the audit is to examine the effectiveness of the Management and Control Systems and to assess the current level of assurance which can be attributed to the systems in place and to obtain reasonable assurance that the work carried out by the Audit Authority (together with the work carried out by other audit bodies on which the Audit Authority relies) is compliant with the requirements of Council Regulation (EC) No 1083/2006, in particular Article 62.

2. SCOPE OF THE AUDIT AND PROGRAMMES CONCERNED

The audit will be conducted on the cumulative expenditure declared to the Commission up until 31/12/2012.

The projects will be selected from the files for which expenditure has been declared under the following programme: 2007CZ52PO001

3. DATES

The dates envisaged for the audits are:

Date	Topic	Bodies
27/2 – 14/3/2013	Desk review	At the MA
11/-15/32013	On the spot visits and wrap up meeting	Audit of operations

The detailed agenda will be confirmed with the respective authorities prior to the start of the audit field work.

4. REPORTING AND CONTRADICTIONARY PROCEDURE

A draft report, which will draw conclusions on the functioning of management and control systems, will be sent to you following the end of the audit field work. In case the report is not drafted in the Member State's language, a translation into Czech will be provided by the Commission. I wish to remind you that in case of discrepancy in the text between the original version and the translated version of the report, the original version is the authentic text.

The contradictory procedure will start once you have received the draft audit report in your language. There will be a two month period for transmitting your observations and comments to the audit report. After this period, the report will be deemed final. It should be noted that the Commission will not launch a contradictory procedure with each Beneficiary. It is up to the Member State to decide whether the Beneficiary's comments on findings are acceptable or not.

5. AUDIT TEAM

The audit team will be co-ordinated by Mr Jiří Polášek. He will be accompanied by other staff of Directorate General for Employment, Social Affairs and Inclusion.

I would like to inform you that the audit team may be assisted by the services of the local office of Ernst&Young working under the co-ordination and supervision of the Commission.

6. DOCUMENTS AND INFORMATION REQUIRED

In order to facilitate the preparation of the audit, I would like to ask you to prepare to the auditor in charge, first day of the desk review, the following documents, preferably in electronic format:

- national ESF implementation regulation;
- participants' eligibility criteria for each of the measures;
- Detailed information on the on-the-spot checks carried out in the framework of Article 13 of Commission Regulation 1828/2006 for the above mentioned programmes. This information should comprise at least the project number, the final beneficiary, the expenditure claim(s) checked and the date of the verification;
- List of information requested specific for projects will be provided to you by e-mail

7. INTERPRETATION FACILITIES AND TRANSPORTATION

Both interpretation and transportation of the EC auditors will be organised by the Commission. In case of unforeseen logistical difficulties, the audit co-ordinator will contact you in order to find a suitable solution.

8. PROTECTION OF PERSONAL DATA BY DG EMPLOYMENT, SOCIAL AFFAIRS AND EQUAL OPPORTUNITIES AUDIT UNITS AT THE EUROPEAN COMMISSION

All information collected for the purposes of the on-the-spot check shall be treated in accordance with the provisions of Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

This data may include information relating to an identified or identifiable natural person ("data subject") and will be accessible only to staff of the European Commission, the European Anti-Fraud Office (OLAF) and the European Court of Auditors on a need-to-know basis.

Such information could be stored in the Institution's audit filing system or other relevant electronic information systems. It will be kept as long as it is needed for the performance of the audit and its administrative and possible financial and judicial follow-up.

The data subject may, upon request, obtain the communication of his/her personal data and rectify any inaccurate or incomplete personal data. Should the data subject have any queries concerning the processing of his/her personal data, he/she shall address them to the Controller, the Head of Unit, "Shared Management [I/II]".

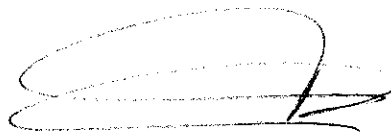
Regarding the processing of his/her personal data, the data subject has the right to appeal at any time to the European Data Protection Supervisor.

9. OTHER MATTERS

A detailed audit programme and the list of the documents to be prepared for the purpose of checking will be forwarded to you when the information requested has been received and examined. The agenda and further information will be sent to you electronically by the auditor responsible for this mission.

Should you have any queries or observations, please do not hesitate to contact the audit coordinator Jiří Polášek (e-mail: jiri.polasek@ec.europa.eu; tel. +32 229 86623).

Yours sincerely,



Mark SCHELFHOUT
Head of Unit

Copy to:

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Mr A. PINTO, REGIO J/4
Mr A. CECILIO, EMPL F/4
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