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GOSPEL

Deliverable WP1 – Bray Meeting Minutes

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Amendment history

Version	Revision	Date	Pages	Author	Modification
1	0	28.09.2012	all	Jl	Creation
1	1	1.10.2012	all	LV	Review

Distribution list

GOSPEL Partners
Project Officer
External Reviewers

Quality System References

ISO 9001 compliant planning and review processes are applied.

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1. Introduction

1.1 Objective

The objective of the meeting minutes is to summarise the results from the meeting and to outline the next steps of the project.

1.2 Purpose of the Deliverable

The purpose of this deliverable is to document all findings of the meeting and to create a common understanding of the results of the meeting.

1.3 Scope of the Deliverable

The deliverable contains

- Meeting topics (agenda) and conclusions
- Criteria for actual deliverable reviews
- Current issues for Project Planning and Quality Management

The deliverable does not cover:

- The work products designed
- Deliverable review documents

1.4 Target Audience

The target audience of this deliverable is the project partnership and the project officer from the Hungarian national agency.

1.5 Acronyms and Definitions Used

Acronym	Description
ECQA	European Certification and Qualification Association
GOSPEL	Business Process Modelling for Governance SPICE & Internal Financial Control
ISO	International Standardisation Organisation
IFCA	Internal Financial Control Assessor
MONTIFIC	Multilingual ONtology for Internal Financial Control
SPICE	System/Service Process Improvement and Capability Determination (ISO/IEC 15504 Process Assessment)

1.6 References

Ref.	Title / Identifier / Version / Author	Date
[1]	GOSPEL Proposal	24.02.2010
[2]	Contract No. 10/0242-L/4001 (in Hungarian, with Work Plan in English)	01.12.2010

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2. Meeting Minutes

2.1 Summary of the Bray Project Meeting

21-22. September 2012

Venue

The Royal Hotel Bray
Main Street, Bray,
Co. Wicklow, Ireland

organised by ISCN Ltd.

Agenda and conclusions

Day 1 - 21 September 2012 - Friday: Overview of project workplan, contract modification and budgeting issues

WP3: Case studies – most important issues – it was also a key issue discussed at the monitoring visit in June 2012.

Problem:

Due to the economic downturn and regulatory changes from project start, the limited and decreasing financial resources for VET participation by SMEs and even by the big multinational companies led to re-focusing the target audience potentially using the project results. The lack of direct interest and the involvement of the originally planned customers of the baseline outsourcing business activities (Memolux's payroll service clients) urged to seek new potential target audience and to arrange their involvement in the testing process by restructuring case study scenarios.

Solution:

Project partners already identified these issues as potential risk to project success during the Erlangen project meeting in June 2011. However the Implementation Report approved by the project meeting in Budapest kept the decision open due to additional efforts for opening new test cases within the service portfolios of each project partner, like: MethodPark's sales process, BBS' VET training management, ISCN's job-role committee management, Gemma's investment project management. Finally the negotiation with the Hungarian state holding company for establishing test cases of implementing enterprise governance framework for state-owned companies achieved agreed status (first trial case at Hungaroring Zrt) by end of June 2012.

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Parallel to the negotiation process with the Hungarian state holding company, Memolux and ISCN prepared the Evaluation Report of the implemented payroll service processes whether they are applicable as providing the baseline for the 5 compliance management scenarios. The scope of the evaluation changed from simple documenting capability assessment results of payroll service processes (as planned originally) to documenting the applicability of the compliance management scenarios for implementing the Trusted Business model in supporting ownership controls (as key issue for state-owned enterprises) for improving enterprise governance capability.

During the BPM workshop of the EuroSPI 2012 conference (in June, Vienna), the applicability of these compliance management scenarios were presented to the professional BPM and SPICE experts, and the positive feedback pushed the WP3 activities into the right track. Based on the Evaluation Report the project partners completed the Case Study Handbook material.

For managing these changes the Workplan was updated and the 3 months prolongation of the project duration (as suggested by the Leonardo Agency during the monitoring visit) was implemented through the contract modification by 31 July 2012.

The Evaluation Report and the Case Study Handbook were reviewed and approved during this project meeting. However the partners decided to keep WP3 activities open for receiving even more feedback and provide update during the A52 Trial Workplace Trainings activities.

WP4: Dissemination

Partners overviewed the past and coming dissemination activities, and found them very useful as sources of external assessment of the project outcomes, and for keeping cooperation with professional associations alive (e.g. IIA, ECQA or ISACA).

Recent successful events:

- EuroSPI 2012, Vienna, Austria, 25-27 June 2012
- IIA Hungary International Conference – Budapest, Hungary, 19-21 September 2012

Coming event:

- ECQA Annual Conference, Krems, Austria, 11-12 October 2012

WP5: Trial trainings – validation of training materials – evidence based exam procedure

We plan to involve wide range of professional experts into the trial training process by using e-learning and traditional contact modules. As differentiating the target audience into 2 main groups: “middle management + audit” and “executive management + board members”. Middle

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management+audit audience will be involved into the e-learning trials (as they have more robust technical and methodological background due to former IFCA workshops and trainings), and workshops will be offered for executive managers and board members (mainly focusing on ownership controls over state-owned enterprises).

Evidence based exam procedure will be discussed within ECQA board meeting during the ECQA annual conference in October (Krems). Exam portal has been already configured by ISCN for such testing methods.

WP6: Closing conference

in Hungarian language – on 23 November 2012 – hopefully with more than 100 people (joint event with Hungarian Economic Association and AMCHAM). Promotion of free trial trainings till end of the project.

International closing conference will be organized in February 2013.

Budgeting issues:

The grant agreement and budget modification signed by both BBS and the Leonardo Office. The partner agreements are also signed by BBs and the partners, therefore the budget framework and the responsibilities are clear for all partners for the final phase of the project. Preparation for the final reporting was discussed – financial tables, supplementary documentation, deadlines and effort plans for the last 6 months of the project.

Day 2 - 22 September 2012 – Saturday: Deliverable reviews

Approval of the following deliverables:

- Updated Workplan
- Test-case Evaluation Report
- Governance Capability Assessment Case Study Handbook
- Dissemination Materials

Technical overview on systems involved (ISCN office):

- Stages
- Capability Adviser
- ECQA Exam Portal
- E-learning Portal (training.ia-manager.org)
- Dissemination portals (www.governancecapability.com, trusted.hu)

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Next meeting

Next project meeting is planned in February 2013 – connecting to the final conference. Date will be fixed later.

2.2 Participants of the meeting

- Richard Messnarz – I.S.C.N. Ltd
- Bernhard Sechser – Method Park Software AG
- Oliver Hammrich – Method Park Software AG
- Miklós Földi – GEMMA Rendszerház Ltd
- János Ivanyos – project co-ordinator – Memolux Ltd
- Éva Sándor-Kriszt – rector – Budapest Business School
- József Roóz – rector emeritus – Budapest Business School
- László Varga – project manager – Budapest Business School