

**REGIONAL TRAINING COURSE FOR AUDITORS UNDER THE IMO MEMBER STATE AUDIT SCHEME (IMSAS), FOR THE EASTERN EUROPEAN REGION, CONSTANȚA, ROMANIA\***

**TO 22 MARCH 2024 PROVISIONAL PROGRAMME Day One – Wednesday 20 March 2024**

Time	Activity	Presenter
0830-0900	Registration	
0900-0915	Opening Remarks	GD
0915-0930	IMSAS - Introduction and background, IMO Mandatory Instruments	GD
0935-1100	Group discussions on the lessons learned from the e-Learning course and recap of the Framework and Procedures (Sections 1 to 11) and appendices	HH
1100-1130	Coffee Break	
1130-1300	Group discussions on the lessons learned from the e-Learning course and recap of the III Code (Parts 1 to 4)	FJ
1300-1400	Lunch Break	
1400-1445	Practical work - Access to GISIS MSA test module: General overview and use of GISIS	GD
1445-1515	Review of the non-exhaustive list of obligations,	GD
1515-1530	Coffee Break	
1530-1630	Gather pre-audit information, preparation of aide-memoire and audit questions	HH
1635-1730	Workshop #1: Planning and Procedures (Sections 1 to 5) - develop an audit timetable	All
1735 - 1745	Evening exercise 1: Prepare your job description, develop a checklist and/or aide memoire and audit questions for Day 2. (Assignments to be provided by lecturers)	

\* Participants would be requested to successfully complete the IMSAS auditors e-learning course in the Learning Management System (LMS) before attending the three-day in-person course. A Certificate of Course Completion will be granted only to participants who successfully complete the above e-learning course and actively participate in the on-site segment of the training course.

**Day Two – Thursday 21 March 2024**

Time	Activity	Presenter
0830-0930	Debriefing on Evening Exercise 1	All
0930-1030	IMSAS Auditor's Manual	FJ
1035-1115	III Code Implementation Guidance - Focus on delegation of authority (RO Code), marine safety investigations (CI Code) and provisions "Left to the Satisfaction of the Administration"	HH
1115-1130	Coffee break	
1130-1300	Group Exercise 1 - Mock-audits	All
1300-1400	Lunch Break	
1400-1530	Group Exercise 2 - Mock-audits	All
1530-1545	Coffee break	
1545-1645	MSA Module in GISIS – use of the module and drafting of audit reports, FDs/OBs and selection technical provisions and audit standard	GD
1650-1700	Brief for the evening exercise 2: Develop and draft: <ul style="list-style-type: none"> <li>- Forms A (findings/observations)</li> <li>- Forms B (Corrective action plan/CAP)</li> </ul>	All
	Evening exercise 2: Develop Forms A and Forms B for Day 3	

**Day Three – Friday 22 March 2024**

Time	Activity	Presenter
0900-1100	Presentation of findings/observations (Forms A) per mock audits (4 presentations for 30 min each)	All

1100-1115	Coffee break	
1115-1215	Presentation of CAP (Forms B) per mock audits (4 presentations for 15 min each)	All
1215-1230	Discussions and summary	All
1230-1300	Closing remarks	All

HH : Hemming Hindborg (Lead consultant)

FJ : Fredrik Waldemar Jonsson (Consultant) GD

: George Demetriades (IMO Official)

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