

## **XI<sup>th</sup> Annual Symposium**

**Brazzaville – CONGO – 16 - 18 October 2017**

**« Payroll (and pensions) management : integrated or non- integrated management system, internal controls ? »**

### **Provisional program**

#### **Sunday 15 October 2017**

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7 : 30 PM – 9 : 00 PM : **Welcoming cocktail**

#### **Monday 16 October 2017**

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##### **Morning**

8 : 30 AM : **Welcoming and registration**

9 : 00 AM – 9 : 30 AM : **Opening ceremony of the Symposium**

- Speech given by the President of the AIST
- Speech given by the Secretary-General of the AIST
- Speech given by the Minister of Finance or his representative

9 : 30 AM – 10 : 00 AM : **Coffee break**

10 : 00 AM – 12 : 30 PM : Roundtable : The modernisation of payroll (reorganisation of IT-systems and working methods)

12 : 30 AM – 2 : 00 PM : **Lunch**

##### **Afternoon**

2 :00 PM – 3 : 30 PM : Roundtable : the role of the public accountant in the payment of salaries and pensions ; prerequisites to put in place internal controls

3 : 30 PM – 3 : 50 PM : **Coffee break**

3 : 50 PM – 5 : 00 PM : Round table (continuation)

## **Tuesday 17 October 2017**

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### **Morning**

9 : 00 AM – 10 : 40 AM : Workshops

**Workshop 1** : Internal controls and drawing up risk mapping

**Workshop 2** : Existing device to be set up between the payroll and pension service and the public accountant in charge of payment in order to secure the procedures

10 : 40 AM – 11 : 00 AM : **Coffee break**

11 : 00 AM – 12 : 40 PM : Workshops (continuation)

12 : 40 PM – 2 : 00 PM : **Lunch**

### **Afternoon**

2 : 00 PM – 3 : 00 PM : Preparation for the general synthesis (only for rapporteurs)

3 : 00 PM – 3 : 40 PM : Presentation of the synthesis

3 : 40 PM – 4 : 00 PM : **Coffee break**

4 : 00 PM – 4 : 30 PM : **Closing of the Symposium**

- Speech given by the Secretary-General of the AIST
- Speech given by the President of the AIST
- Speech given by the Minister of Finance or his representative

**Gala dinner**

## **Wednesday 18 October 2017**

9 : 00 AM – 11 : 00 AM : **General Assembly (for the head of delegation or his collaborator)**