

*INTERNATIONAL ASSOCIATION OF
TREASURY SERVICES*

*EXECUTIVE BOARD MEETING
Paris – 23 June 2017
Preparatory document*



Participants

Board members:

President: Mr. Henri LOUNDOU, Congo

Vice-president: Mr. Jamal ALSAHLI, Kuwait

Vice-president: Mr. Daouda SEMBENE, Senegal

Administrators:

Mr. Bruno PARENT, France

Mr. Nouredine BENSOUDA, Morocco

Dr. Jozsef DANCZO, Hungary

Mr. Pierre-Jean FENO, Madagascar

Guests:

Mr. Mohamed Lemine OULD DHEHBY, Mauritania

Mr. Hong Ha NGUYEN, Vietnam (represented by Ms. DANG Thi Thuy)

Secretariat-general:

Mr. Didier CORNILLET, Secretary-general

Ms Christelle VOLPI, Advisor

External Auditor:

Mr. Laurent ROUSSEAU

Agenda:

1 – Financial situation

- 1.1 Financial situation as of 31/12/2016
- 1.2 Financial situation of the association as of 30/04/2017

2 – Preparation of the new General Assembly

- 2.1 Partial renewal of the executive Board
- 2.2 Applications for hosting future actions

3 - Organisation of the 2017 thematic seminar

- 3.1 Choice of a topic
- 3.2 Date and location of the seminar
- 3.3 Financial arrangements

4 – Preparation of the 2017 annual symposium

- 4.1 Choice of a topic
- 4.2 Date and location of the symposium
- 4.3 Organisational details

5 – Statutory issues

- 5.1 Enlargement of the Executive Board and creation of a position of Deputy Secretary-General
- 5.2 External auditor

6 – Various issues

- 6.1 Communication
- 6.2 Strengthening AIST

1- Financial situation

1.1 Financial situation of the association at the closure of the financial year 2016

A. Financial result (budget implementation) as of 31/12/2016

The following table presents the balance sheet (profits and losses account) on 31 December 2016, date of closure of the financial year.

AIST financial result			
Financial year from 1st January 2016 to 31 December 2016			
Expenditure		Profits	
Purchase of studies and service provision	€ 1 380,00	Subscriptions	€ 68 231,98
Annual symposium costs	€ 10 545,86	Other exceptional profits	€ 398,69
Thematic seminar costs	€ 28 977,21		
Banking services	€ 524,25		
Common management costs	€ 3 846,75		
System losses	€ 1,73	Currency change profits	€ 0,01
Result	€ 23 354,88		
Total	€ 68 630,68	Total	€ 68 630,68

Surplus of cashed profits (€ 68 630,68) over costs paid during the financial year (€ 45 275,80) enables to yield a profit of € 23 354,88.

B. Budget implementation

1. Cashed and recorded profits

a) Subscription profits

For the year 2016, the total amount of the expected subscriptions was € 73 500, which should be subtracted subscriptions of Chad (€ 2 000) and Djibouti (€ 2 500), countries suspended until their situation is sorted out (in accordance with Resolution #. 3 of the General Assembly of Kuwait City of 16 November 2016).

As a result, the total amount of expected 2016 subscriptions is € 69,000 (€ 73,500.00 - € 2,000.00 - € 2,500.00).

The 2016 contributions were called to member countries on 29 December 2015 with a payment deadline of 31 March 2016.

In accounting, the proceeds of the subscriptions received from 1 January 2016 to 31 December 2016 amounted to € 68,231.98. A distinction should be made between the subscriptions for the financial year, those related to the payment of previous subscriptions and those paid in advance.

- **Subscriptions for previous financial years paid in 2016** **€ 2 500,00**
 - Payment in 2016 of the subscription for Ukraine; € 2 500,00
- **Subscriptions paid in advance in 2016 for future financial years** **€ 7 024,49**
 - Payment of the 2017 subscription for the Union of Comoros (subscription amounts to € 2 000,00, the country has paid € 1524,49 in advance) € 1 524,49
 - Payment of the 2017 subscription for Madagascar € 1 500,00
 - Payment of the 2017 subscription for Hungary € 4 000,00

As a result, the 2016 subscriptions received during the financial year 2016 amounted to € 58,707.49 (€68,231.98 - € 2,500.00 - € 7,024.49).

- **2016 contributions paid in advance in prior years and recorded in these years** € 4 500,00
 - Payment in 2015 of the 2016 subscription for Ivory Coast € 2 500,00
 - Payment in 2015 of € 2,624.99 by the Union of the Comoros, of which € 2,000.00 for the 2016 contribution and € 624.99 for the 2017 contribution. € 2 000,00

The total of the 2016 contributions paid in advance therefore amounts to € 4,500.

Thus, the total of 2016 contributions paid on 31 December 2016 is € 63,207.49 (€ 58,707.49 + € 4 500,00) and, for this year, 3 countries owe € 5 500,00. The difference corresponds to bank charges amounting to € 292.51 (€ 69,000.00 - € 63,207.49 - € 5,500).

After monthly reminders, a final recall was made on 28 December 2016 for countries that had not yet paid their 2016 dues.

On 31 December 2016, subscription arrears (prior to 2016) establish as following by year:

Country	2 007	2 008	2 009	2 010	2 011	2 012	2013	2 014	2 015	Total
1					1 500	3 000	2 500	2 500	2 500	12 000
2							1 500	1 500	1 500	4 500
3				1 500	1 500		1 425,56			4 425,56
4	1 500	1 500	1 500	1 500	1 500	2 625	2 000	2 000	2 000	16 125
Subtotal	1 500	1 500	1 500	3 000	4 500	5 625	7 426	6 000	6 000	37 050,56

The total of unpaid subscriptions on 31 December 2016 therefore amounts to € 42 550,56 (€ 37 050,56 + € 5 500).

b) Other revenue and exceptional profits

The total of exceptional profits amounts to € 398,69.

An amount of € 47,09 has been transferred by CREDAF on an CDC account of AIST, for the regularisation of CREDAF-AIST common spending for 2015.

The saving account « livret A » n° 65015406490 with Crédit Agricole has yielded interests for a total amount of € 351, 60.

2. Paid and recorded expenses

The main spending paid in 2016 are divided as following:

▪ <i>Purchase of studies and services supply</i>	€ 1 380,00
- Deposit paid for the creation of the AIST website and its logo	€ 1 380,00
▪ <i>Annual symposium costs</i>	€ 10 545,86
• Costs related to the 10th annual symposium which was held in Kuwait (14-16 November 2016).	€ 6 115,00
□ Travel costs (round flight Paris-Kuwait City) for the Secretary-general preparatory mission (March 2016) to the annual symposium;	
□ Travel costs (round flight Paris-Kuwait City) for the 10th annual symposium (Secretary-general, Advisor and External auditor);	
□ Taxi costs for Secretary-general.	
• Costs related to the 9th annual symposium held from 16 to 18 November in Dakar (Senegal):	€ 4 430,86
□ French-English translation works ;	
□ Audio transcripts.	
▪ <i>Costs related to the thematic seminar held on 11-12 July 2016 in Port-au-Prince (Haiti)</i>	€ 28 977,21
• Costs related to the preparatory mission (18-20 April 2016 in Paris, France), including accommodation costs for the two speakers ;	€ 453,45
• Purchase of flight ticket (round flight Paris-Port-au-Prince) for Secretary-General	€ 1 990,04
• Residential facility of the seminar (accommodation costs of the delegates and Secretariat general, catering costs, rent and equipment for working rooms, banking services costs) ;	€ 17 474,10
• French-English interpreting costs and technical services	€ 9 059,62
▪ <i>Banking services charges</i>	€ 524,25
• Banking services charges by Caisse des Dépôts, holder of a current account for the association (bank account management fees, credit card fees, currency change fees, account maintenance fees...).	€ 524,25
▪ <i>Various common management costs</i>	€ 3 846,75
• AIST website and subscription to the professional online mail box with « Orange »;	€ 71,28
• Purchase of bottles of water and plastic cups for the Executive Board meeting on 18 July 2016 ;	€ 6,10
• Payment of the share of common expenses spending of Secretariat-general	€ 3 769,37

3. Assets and financial situation

The following table presents the assets and financial situation as of 31 December 2016:

	Situation as of 31/12/2015	Situation as of 31/12/2016
ASSETS		
1- Liquid assets		
CDC* Bank Account	€ 28 754,74	€ 22 902,34
CA** Current account	€ 2 761,33	€ 16 005,83
Cash	€ 128,76	€ 239,94
2- Savings account		
Account Livret A – CA**	€ 44 693,03	€ 60 544,63
Total	€ 76 337,86	€ 99 692,74
LIABILITIES		
1- Retained earnings		
Credit balance	€ 68 503,34	€ 76 337,86
2- Result of the financial year		
Result	€ 7 834,52	€ 23 354,88
Total	€ 76 337,86	€ 99 692,74

* CDC : Caisse des Dépôts

** CA : Crédit Agricole

1.2 Intermediate financial situation as of 30/04/2017

A. Financial result (budget implementation) as of 30/04/2017

The following table presents the balance sheet (profit and losses account) on 30 April 2017.

AIST <i>Financial result</i>			
from 1st January 2017 to 30 April 2017			
Expenditure		Profits	
Purchase of studies and service supplies	€ 2 376,00	Profit from subscriptions	€ 32 976,63
Annual symposium costs	€ 1 710,00		
Thematic seminar costs	€ 662,78		
Travels, missions and receptions	€ 1 139,36		
Banking services	€ 336,11		
Common management costs	€ 29,76		
Result	€ 26 722,62		
Total	€ 32 976,63	Total	€ 32 976,63

The surplus of cashed profits (€ 32 976,63) over costs paid during the period (€ 6 254,01) enables to yield an intermediate result with an earning margin of **€ 26 722,62**.

1. Cashed and recorded profits

1.1 Profit from subscriptions

For the year 2017, the total amount of subscriptions theoretically due is € 73,500, from which should be subtracted the subscriptions from Djibouti (€ 2,500) and Chad (€ 2,000) until the regularisation of their situation (in accordance with Resolution #. 3 of the General Assembly of Kuwait City of 16 November 2016).

As a result, the total amount of expected 2017 contributions is € 69,000 (€ 73,500.00 - € 2,000.00 - € 2,500.00).

The 2017 contributions were called to member countries on 18 October 2016 with a payment deadline on 31 March 2017.

In accounting, the profits from contributions paid from 1st January 2017 to 30 April 2017 amounts to € 32 976.63, in which should be distinguished the subscriptions for the financial year and those relating to the payment of previous subscriptions and those paid in advance.

- | | |
|---|-------------------|
| ▪ <i>Subscriptions from prior financial years paid in 2017 L</i> | € 2 498,50 |
| • Payment in 2017 of the 2016 subscription for Cameroon | € 2 498,50 |
| ▪ <i>Subscriptions paid in advance in 2017 for future financial years</i> | None |

As a result, the 2017 contributions received during the financial year 2017 amount to € 30,478.13 (€ 32,976.63 - € 2,498.50).

- | | |
|---|--------------------|
| ▪ <i>2017 contributions paid in advance in prior years and recorded during these years</i> | € 10 000,00 |
| • Payment in 2015 of the 2017 subscription for Ivory Coast | € 2 500,00 |
| • Payment in 2016 of the 2017 subscription for Hungary | € 4 000,00 |
| • Payment in 2016 of the 2017 subscription for Madagascar. | € 1 500,00 |
| • Payment in 2016 and previous years of the 2017 subscription for the Union of Comoros (this member has a credit note of € 2 024,46 on 30/04/2017, corresponding to payment exceeds from 2012 to 2015). | € 2 000,00 |

The total of the 2017 subscriptions paid in advance therefore amounts to € 10,000.00.

Thus, the amount of 2017 subscriptions paid on 30 April 2017 is € 40,478.13 (€ 30,478.13 + € 10 000,00) for an expected total of € 69 000,00. As a result, 12 countries still owe € 28,500 for the 2017 subscriptions. The difference of € 21.87 (€ 69,000.00 - € 40,478.13 - € 28,500) corresponds to bank charges.

After monthly reminders, a final recall was made on 11 May 2017 for those countries that had not yet paid their 2017 subscriptions.

As at 30 April 2016, arrears of subscriptions prior to 2017 are as follows, per year, with the two countries (Djibouti and Chad) being suspended until their situation is sorted out (in accordance with Resolution # 3 taken at the Kuwait City General Assembly of 16 November 2016) are not shown in the table:

Country	2 010	2 011	2013	2 014	2 015	2 016	Total
1			1 500	1 500	1 500	1 500	6 000
2	1 500	1 500	1 426			1 500	5 926
Subtotal	1 500	1 500	2 926	1 500	1 500	3 000	11 926

Total unpaid contributions as of 30 April 2017 therefore amounted to € 11,926.00 (excluding suspended countries).

1.2 Paid and recorded costs

Main expenses paid in 2017 are divided as follows:

▪ <i>Annual expenses of the symposium</i>	€ 1 710,00
• Transcript and audio recording expenses in the frame of the 9 th annual symposium which was held in Kuwait (14-16 November 2016).	€ 1 710,00
▪ <i>Thematic seminar expenses f (10 and 11 July 2017) in Algiers (Algérie)</i>	€ 662,78
• Purchase of flight ticket (round flight Paris-Algiers) for Secretary-General and advisor.	€ 662,78
▪ <i>Purchase of studies and services supply</i>	€ 2 376,00
• Work on the AIST website	€ 2 376,00
▪ <i>Travel, missions and reception costs</i>	€ 1 139,36
• Business lunch costs (invitation of the General Director of Congo on 18/01/2017) ;	€ 58,70
• SG participation to CIST (Gabon, 27-28 March 2017) – Taxi + catering	€ 206,90
• Mission to Morocco – 10 April 2017 (Meeting with the Treasurer general of the Kingdom within the frame of the AIST statutes modification) – Accommodation, travel and taxi;	€ 744,26
• Various tips;	€ 25,00
• Reimbursement of train ticket for External auditor – 2016 Executive Board meeting	€ 104,50
▪	€ 336,11
▪ <i>Banking services costs</i>	
• Bank charges charged by Caisse des Dépôts, which holds a current account of the association (bank account management fees, credit card charges, currency change fees, account maintenance fees...);	€ 108,15
• Bank charges charged by Crédit Agricole, holder of a current account of the association (received bank transfers fees)	€ 91,96
• Subscription for credit card n°1711001777788 (Crédit Agricole)	€ 136,00
▪ <i>Various common management costs</i>	€ 29,76
• Hosting costs for the AIST website and subscription to the professional online mailbox with « Orange »	€ 29,76

B. AIST intermediate balance sheet

The following table presents the assets and financial situation as of 30 April 2017.

	Situation as of 31/12/2016	Situation as of 30/04/2017
ASSETS		
1- Liquid assets		
Current account CDC*	€ 22 902,34	€ 28 566,35
Current account CA**	€ 16 005,83	€ 37 139,44
Cash	€ 239,94	€ 219,94
2- Saving account		
Account Livret A – CA**	€ 60 544,63	€ 60 544,63
Total	€ 99 692,74	€ 126 470,36
LIABILITIES		
1- Retained earnings		
Credit balance	\$ 76 337,86	€ 99 692,74
2- Deferred debit		
Balance		€ 55,00
3- Result of the financial year		
Result	€ 22 354,88	€ 26 722,62
Total	€ 99 692,74	€ 126 470,36

* CDC : Caisse des Dépôts

** CA : Crédit Agricole

2 - Preparation of the General Assembly

2.1 Partial renewal of the Executive Board

In accordance with the AIST statutes adopted in Hammamet (Tunisia) in 2012, a partial renewal of the Executive Board will be carried out at the General Assembly to be held in the Congo.

The Presidency and the two Vice-Presidents are designated by the statutes: the Presidency is entrusted to the organizing country of the symposium of the year, while the Vice-Presidencies are allocated to the countries that organised the N-1 and N-2 symposium. Thus, the AIST Presidency will be hosted by the country organising the 2018 Symposium (Mauritania), the vice-presidencies being entrusted to the organising countries of the 2016 (Kuwait) and 2017 (Congo) symposia.

Morocco and France have the status of permanent members and are therefore rightfully administrators. Accordingly, two positions of administrators are voted upon by the General Assembly, to which should be added two additional positions available.

Indeed, in order to make the diversity of the Association more visible and allow for greater representativeness, the members of the General Assembly of Kuwait (2016) adopted Resolution #. 14 in favor of the enlargement of the Executive Board from **4 to 6 administrators**. They also approved the creation of a position of Deputy Secretary-General (DG), which will be held by Morocco for a first four-year term, renewable after approval by the General Assembly (see §5 Statutory matters).

As a result, four administrators' positions are available. Applications will be submitted to the General Assembly for approval. Any member country may apply, insofar as membership is accompanied by all the rights and obligations provided for in the statutes.

It is proposed to send a call for candidates to the positions of administrators before the General Assembly meeting to enable interested countries to submit their application for voting.

Togo has already applied to be administrator.

In addition, the three outgoing members (Senegal, as Vice-President, Madagascar and Hungary as administrators) may apply if they wish to be re-appointed, as the members of the Board are re-eligible.

It is recalled that the statutes of AIST provide that the composition of the Executive Board will "as far as possible reflect the geographical diversity of the members of the Association".

2.2 Applications for hosting future events

In order to anticipate and prepare the activities, the Secretary-General called on the countries to apply for the next AIST events in order to make the prospects of future work more readable on the one hand, and to mitigate the possible failure of a candidate country on the other hand.

Consequently, the General Assembly unanimously adopted the following symposiums and general assemblies, as well as seminars, in accordance with the following program:

2.2.1 Symposiums

- ✓ **2017:** Republic of the Congo (decision of 18 November 2015 in Senegal)
- ✓ **2018:** Mauritania (decision of 16 November 2016 in Kuwait)

2.2.2 Seminars

- ✓ **2017:** Algeria (decision of 18 November 2015 in Senegal)
- ✓ **2018:** Vietnam (decision of 18 November 2015 in Senegal)
- ✓ **2019:** Hungary (decision of 18 November 2015 in Senegal)

Togo expressed its wish to apply for the organisation of a seminar or symposium in 2019 or 2020 (position to be confirmed).

It is recalled that candidate countries must be up to date with their contributions.

In addition, the strengthening of the structure by an DSG offers the opportunity to organize an additional event, bringing to three the number of potential annual events.

During a mission to Morocco of the Secretary-General on 11 April 2017 (see §5 Statutory matters), the Treasurer General of the Kingdom proposed that a second thematic seminar be held each year in Morocco as an additional contribution to the AIST activities, bringing the number of events organized by AIST to three.

The General Treasury would organise it, under the supervision of the Secretary-General, and would cover part of the related costs, in particular logistics. The sessions would be held at its premises. Delegates' accommodation would be provided at a hotel near the General Treasury, on the usual financial terms.

This third event could be put in place by 2018 (period and theme to be defined).

This proposal is submitted to the members of the Bureau. In case of agreement, it must be validated by the General Assembly of Congo.

2.3 Theme choice

In order to anticipate the program of activities for 2018, a call for themes was sent to members on 7 April 2017. Several proposals for themes were collected:

- ✓ International accounting standards: which information for decision makers?
- ✓ Which tools to improve decentralisation?
- ✓ Dematerialisation/digitalisation of work in Treasury services
- ✓ Use of information technology for the development and computerisation of Treasury services (governance of information systems) ;
- ✓ The role of Treasury in control of public investments
- ✓ Authorizing-accounting relationships: what is the evolution?

Among these proposals, it is proposed to select the following themes:

2.3.1 Symposiums

- **The application of accounting standards: definition and challenges of modern public accounting.**

This theme will enable a reflection on the subjects of asset accounting, the definition of an accounting framework, the accounting quality and internal control as well as the accountability to lead to their certification.

- **Which tools to improve decentralisation?**

This theme will enable a reflection of the subjects of local resources and local budgets.

2.3.2 Seminars

The following themes have been selected:

- The application of information technology for the development and computerisation of Treasury services (governance of information systems).;
- Dematerialisation/digitalisation of work in Treasury services

3 - Organisation of the 2017 thematic seminar

Since a decision of the General Assembly held in Hammamet in 2012, a second action, open only to AIST members, is organized in the form of a thematic seminar.

3.1 Theme choice

This two-day seminar focuses on "How to optimize Cash management?". The theme was proposed at the Executive Bureau meeting of 18 July 2016 and adopted by the General Assembly of Kuwait.

The seminar alternates between plenary sessions and workshops. These cover:

- Cash committees;
- The Single Cash Account;
- Active liquidity management;
- Improved recovery.

Two experts, Mr. Honoré YANDOUMA (Congo) and Mr. Thierry MOUGIN (France), as well as Mr. Ali BISSAAD, Researcher at the National School of Taxes in Algiers, agreed to design and animate this seminar and these workshops.

3.2 Date and location of the seminar

Algiers is hosting the seminar on 10-11 July 2017.

3.3 Financial arrangements

In accordance with Resolution #8 voted at the General Assembly in Hammamet, AIST will be responsible for the accommodation and catering of two delegates participating in this event for each member country that is up to date with its contributions.

It is also recalled that the General Assembly of Dakar unanimously approved, in Resolution # 4, the commitment by member countries to bear the costs of the nights spent by their delegates canceled after the deadline fixed by the hotel and charged to the Association ("no-show").

4 - Preparation of the 2017 annual symposium

4.1- Theme choice

The theme of the symposium: "Payroll (and pensions) management: integrated or non-integrated IT management system, internal controls?" was proposed at the Executive Board meeting on 18 July 2016 and validated by the members of the Kuwait General Assembly on 18 November 2016.

4.2- Date and location of the symposium

The application of the Congo was validated unanimously by the General Assembly of Dakar (2015). The Secretary-General undertook a preparatory mission to the Congo from 14 to 17 February 2017, on the sidelines of a seminar organized by the CREDAF in Brazzaville.

In accordance with the decision taken by the General Assembly in Dakar, the symposium was advanced by one month and, in agreement with the President of AIST, will be held from Monday 16 to Wednesday 18 October 2017. During the mission, several meetings were held with Mr. Henri LOUNDOU, General Manager of Public Accounting, Service and Portfolio Revenue, the Organising Committee and hotel managers. During these meetings, we examined all the actions to be carried out before the symposium, based on a proposal for specifications drawn up by the General Secretariat, and on the other hand, our needs.

The 11th international symposium of AIST will be held in the city of Brazzaville, well served by international flights. The choice of accommodation was based on the Radisson Blu hotel, which best meets the requirements (logistics, technical and financial) for an optimal organisation of the event.

4.3- Organisational arrangements

Such as the symposium in Senegal, the General Assembly will take place after the symposium, on **Wednesday 18 October 2017** (morning). The General Assembly in the last session follows a formal logic in the transmission of the presidency, not explicitly included in the statutes, which allows the outgoing President to chair over the event until the new President takes office at the end of the General Assembly. This avoids having "two presidents" in the facts, even though it is traditionally the outgoing President who is present during the colloquium as an organiser.

5 – Statutory matters

The General Assembly of Kuwait, unanimously, voted in favor of:

- the creation of a position of Deputy Secretary-General (SSG), whose first position of Deputy Secretary-General will be entrusted to Morocco;
- the extension of the Executive Board to six administrators (instead of four).

On 11 April 2017, the Secretary-General carried out a mission to Morocco to meet with the Treasurer General of the Kingdom and his close collaborators in order to examine the modalities for the implementation of a DSG position. It is proposed to amend the Articles of Association according to the terms agreed upon at the end of this mission.

In addition, in the context of the revision of the statutes concerning the positions of Secretary-General and Deputy Secretary-General, it is proposed to formalise the External Auditor's mission and term of office, clarifying that he or she is designated for six fiscal years, in accordance with the regulations in force. It also requires the appointment of an alternate External auditor when the incumbent is a natural person, under the same conditions as the incumbent (Sapin law).

These modifications are subject to the opinion of the members of the Executive Board. In case of agreement, the text will be submitted for validation to the General Assembly.

5.1 Enlargement of the Executive Board and creation of a Deputy SecretaryGeneral position

The revised statutes provide for the enlargement of the Executive Board (amendment of Article 13 of Title 4, Section 3 "The Executive Board") and the practical implementation of the decision (place of residence, functions and division of tasks between Secretary-General and Deputy Secretary-General, terms of office, terms of renewal, etc.). The amendments relate to Articles 15, 17, 18 and 19 of Title 4, Section 5 "The General Secretariat". The proposed amendments are attached as **annex 1** (highlighted in yellow).

It is proposed that these provisions be effective on 1 January 2018.

By e-mail of June 1st, Morocco proposes the candidature of Mr. Abdessamad KASIMI, Head of the Division of Internal Control, as Deputy Secretary-General of AIST. His CV is attached to this report (**annex 2**).

5.2 External auditor

It is proposed to add Articles 22 (External Auditor) and 23 (Alternate External Auditor) in "Title 5: Financial resources, budget and accounts", relating to the statutory auditors and alternate auditors (see appendix 1).

6 – Various issues

6.1 Communication

The website www.aistresor.org is an important vector for internal and external communication of the Association and the contributions of AIST members are strongly called to support the site. The site has been renovated to better meet modern communication standards (approved by the Kuwait GA).

The new identifiers allowing access to members:

- ✓ Identifier : **aistn1**
- ✓ Password : **aistresor16niv1**

The General Secretariat also has a Twitter account (@AIST_Tresor) for modern communication, to facilitate the dissemination to our members of information about the activities of the association. Countries are invited to subscribe to follow up and enrich the information they wish to disseminate within AIST.

6.2 Strengthening AIST

The Secretariat General recruited three interns throughout 2016. The financial burden (€ 7,337.62) is shared between CREDAF and AIST, according to the usual formula for common expenses. It is recalled that the method adopted consists in allocating these expenses in proportion to the total expenditure incurred by each of the organisations in respect of the financial year in question. The distribution key is 82.24% for CREDAF and 17.76% for AIST.

Their curriculum enabled them to carry out various works of synthesis, documentary research, updating of the website or translation of documents in English. The annual cost for AIST is € 1,303 (€ 7,337.62 x 17.76%), or € 108.50 per month.



ABDESSAMAD KASIMI

HEAD OF THE INTERNAL CONTROL DIVISION

TREASURER-GENERAL OF THE KINGDOM

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18 YEARS IN PUBLIC SERVICE

44 YEARS OLD, MARRIED, **3** CHILDREN

DEGREES

1997	Structural engineer Polytech Clermont-Ferrand – France.
1993	Bachelor in computer science University of Nice Sophia Antipolis – France.
1992	Bachelor in engineering physics University of Nice Sophia Antipolis – France.
1990	Baccalauréat / Maths from Ibnou Iyassamine Highschool – Taza – Morocco.

FORMATIONS

2017	« Strategic change management » (5 days), from 6 to 10 March 2017, International Center for Parliamentary Studies - London, United Kingdom.
2015	« Risk management based internal audit » (2 days), on 28 and 29 September 2015, Green Forest - Kuala Lumpur, Malaysia.
2015	English (still in progress), Business and Professional English Center - Rabat, Morocco.
2014	General Accounting (15 days), Treasury-General of the Kingdom / Rabat International University - Rabat, Morocco.
2008	Internal Audit (6 days), Treasury-General of the Kingdom - Rabat, Morocco.
2004	Management techniques (6 months), ISCAE - Rabat, Morocco.
2002	New modes of State economic intervention (1 month), Ecole Nationale d'Administration - Paris, France.
2000	Strategic Management Methods and Evaluation and Audit Techniques (5 days), Ministry of Economics and Finances - Rabat, Morocco.
1999	Development of procedure manuals (2 days), Ministry of Economics and Finances - Rabat, Morocco.
1997	Internship at the Research & Development Department at the Technical Industrial Centre of Metallic Construction (5 months) – Chevreuse Valley, Paris, France.
1997	Training session on methods of structural analysis (Chapter 5 of the Eurocode 3 standards) at the Technical Industrial Centre of Metallic Construction (5 months) – Chevreuse Valley, Paris, France.

PROFESSIONAL EXPERIENCE

POSITIONS:

Since March 2012	Head of the Internal Control Division Treasury-General of the Kingdom– Ministry of Economics and Finances
Nov. 2009 to March 2012	Head of the Internal Control and Risk Management Division Treasury-General of the Kingdom– Ministry of Economics and Finances.

June 2008 to Nov. 2009	Head of Internal Control System Management Treasury-General of the Kingdom– Ministry of Economics and Finances.
June 2006 to June 2008	Head of Management Control and Strategic Planning Treasury-General of the Kingdom– Ministry of Economics and Finances.
March 2004 to June 2006	Head of Service Quality and Network Upgrade Treasury-General of the Kingdom– Ministry of Economics and Finances.
Sept. 2001 to March 2004	Economic and Financial Reporting Service Executive Financial Studies and Forecasting Department – Ministry of Economics and Finances.
April 1999 to Sept. 2001	Programming and Planning Department Executive Financial Studies and Forecasting Department – Ministry of Economics and Finances.

STUDIES AND MAJOR PROJECTS:

- ✦ Establishment of the internal audit function within the Treasury-General of the Kingdom. This includes the preparation of reference documents (audit manual, technical audit guides, procedures, standard documents, etc.), recruitment (internal) and human resource preparation and programming and implementation of the first missions;
- ✦ Management of the security function at the Treasury-General of the Kingdom. This includes the identification and treatment of security vulnerabilities (people, goods and information systems) and the structuring of the security function around a common framework (from 2008 to the present). The most important actions taken were:
 - Development of the general security policy and information security policy
 - Impact analysis (security) and classification of business processes and assets Information system of the General Treasury of the Kingdom;
 - Development of several audits of information systems security
- ✦ Control of the design and implementation of an internal control system based on a risk management approach that covers all Treasury-General of the Kingdom business lines (2008 to present);
- ✦ Conduct of the design study of the management and decision support system which is part of the development of management control and promotion of management dialogue at the level of the Treasury-General of the Kingdom (2007);
- ✦ Active participation in the project of integration between the Treasury-General of the Kingdom and the General Control of the Commitments of Expenditure as member of the commission in charge of the "Network of Deconcentrated Services" and member of the project monitoring committee (2006);
- ✦ Overhaul of the workload evaluation system for the network services Deconcentrated activities of the General Treasury of the Kingdom (2005);

- ✦ Conduct of an internal survey on the upgrading of the networks services Treasury-Genera of the Kingdom (2004);
- ✦ Conducting a study on domestic saving in Morocco which deals with the analysis of the evolution of its level and its structure (2003);
- ✦ Study on the upgrading of the national economy with a view to opening up European market (Morocco-EU free trade agreement and tariff dismantling) (2003)
- ✦ Secretariat of the economic and financial report (accompanying the Finance Act) prepared by the Directorate of Financial Studies and Forecasting and contribution to its elaboration (from 2002 to 2004).

LANGUAGES

	Arab	French	English
Spoken	Good mastering	Good mastering	Medium (Advanced)
Written	Good mastering	Good mastering	Medium (Advanced)

DIVERS

- ✦ Member of the jury for exams of master thesis for the grade of head engineer at the Ministry of Economy and Finances
- ✦ Member of the recruitment juries of engineers of the Ministry of Economy and Finances

SECTION IV: SECRETARIAT-GENERAL

Article 15

The Secretariat-General is composed with a Secretary-General, assisted by a Deputy Secretary-general. They are appointed by the President, on the proposal of the Executive Board. Their appointment is submitted to the General Assembly for approval at the majority of votes.

Article 16

The Secretary-General assists the President in his duties, organises and coordinates the activities of the Association, and implements, under the President's supervision, the decisions of the General Assembly and the Executive Board.

Article 17

The Secretary-General is responsible for services of the Association. He settles administrative issues and thus commits the Association within its budget.

He is appointed for a four-year term, renewable.

In case of a temporary impediment, the interim is ensured by the Deputy Secretary-General.

It may be terminated at his request or at the request of the President on the proposal of the Executive Board, after the approval of the General Assembly by a majority of votes.

Article 18

The Deputy Secretary-General holds office under the authority of the Secretary-General he assists in the performance of his duties defined in article 16. He may receive delegation of signature from the President.

He is appointed for a four-year term, renewable.

He prepares, organises and coordinates activities of the Association, under the authority of the Secretary-General, to whom he regularly reports.

In case of absence or impediment of the Secretary-General, he represents the association and ensures its functioning.

He has rightfully attends the Executive Board meetings.

The Deputy Secretary-General holds office at his usual administrative residence. In order to ensure coordination of the Secretariat-General's actions, the Secretary-General and the Deputy Secretary-General meet at least once a year at the association's head office.

It may be terminated at his request or at the request of the President on the proposal of the Executive Board, after the approval of the General Assembly by a majority of votes.

Article 19

The renewal of terms of the Secretary-General and the Deputy Secretary-General must not coincide the same year, in order to ensure continuity of the Secretariat-General.

Article 22

An external auditor will be appointed by the President on the proposal of the Executive Board. Its appointment will be subject to the approval of the General Assembly by a majority of votes.

It ensures that the annual accounts are regular and sincere and give a true and fair view of the results of the operations, the financial situation and the assets of the association at the end of the financial year.

It will also audit the fair presentation and consistency with the annual accounts of the information given in the financial report and the documents addressed to the members.

He is appointed for six financial years, his duties expiring after the General Meeting called to approve the accounts for the sixth financial year.

It may be terminated by decision of the General Assembly or by resignation. Consequently, he is responsible for presenting his report on the accounts of the previous financial year.

Article 23

An alternate external auditor is appointed under the same conditions as the incumbent. The latter is not intended to intervene except in the event of default by the incumbent.

In the event of the termination of the duties of the incumbent external auditor before the expiry of his mission (resignation ...), the alternate external auditor will automatically assume the duties of the latter for the remainder of the term of office.