



- The existing pro-formas for EAs and PPEs on the DETI intranet site should be reviewed by DETI Analytical Services Unit to determine whether there are any areas where amendments/improvements would be required e.g. to facilitate non specialists in completing the documentation while still adhering to guidance contained in NIGEAE and the application of appropriate and proportionate effort.
5. I would ask that you study the results of the Test Drilling exercise and take forward any recommendations that relate to your business areas. Accountability and Casework Branch will monitor implementation of the recommendations.
  6. A summary of the output of this year's exercise has been provided to the Departmental Accounting Officer, the Departmental Audit Committee, and DFP Supply.
  7. I would like to take this opportunity to thank you and your staff for their co-operation and assistance throughout the course of this year's Test Drilling exercise.



**JILL HAWTHORNE**