



### Index

01.	Message	
02.	2006-2009 Activity Summary	
	2.1. Strengthen the Internal Audit function inside the EDP Group and promote its modernization	
	2.2. Retake the non-SCIRF audit activities	
	2.3. Complete the SCIRF implementation process	
03.	Milestones	
04.	Organizational Structure	1
	4.1. Internal Audit Function	
	4.2. Structure Chart	1
	4.3. Human Resources	1
	4.4. Coordination and disclosure mechanisms, methodologies and tools	1
05.	Performance Indicator Synthesis	1
06.	2009 Performed Activities	1
	6.1. Internal Audit	1
	6.2. Internal Control System of Financial Reporting	2
	6.3. Other Activities/ Projects	2
07.	2010 Perspectives	2
	7.1. Internal Audit	2
	7.2. Internal Control System of Financial Reporting	2
	7.3. Other Activities	2

### Message

During the year important steps were given to consolidate the Corporate Internal Audit (IA), being our goal to share that information with the EDP Group employees and all the organizational structures that directly or indirectly interact with the IA departments.

From the developed activities, we highlight the effort on increasing the knowledge and international best practices, the procedure harmonization, the share of experiences between locations, the articulation with internal and external clients, the commitment on audit execution, the monitoring of the Internal Control System of Financial Reporting (SCIRF) and the incorporation of employees.

In line with the human resource politics followed in the last three years, another step was given with the incorporation of new specialized employees, recruited from international audit companies, rejuvenating but, simultaneously, maintaining experienced resources with high knowledge of the EDP Group. On the training area, additional resources were invested on supporting employees attending master courses and international certifications.

On the knowledge and best practices domain, was ensured the participation of all employees in professional organizations, with access to powerful data bases and the participation of Corporate IA, for the first time, in an international benchmarking.

As to procedure harmonization and share of experiences between locations concerns, in the last three years was ensured the publication of Policies and Procedures, theoretical and practical training for all SCIRF responsibility chain, working meetings between IA and mixed teams formation.

In terms of audit execution, the year was particularly good, overcoming the annual activity plan and performing a significant number of additional engagements in response to demanding and challenges

from management.

From the determination of the EDP Group in strengthening its internal control system, that includes the documentation, systematization and control execution, specifically designed in accordance to SCIRF model, during 2009 several activities were developed such as the extending the system to new locations that were include at the scope definition model as well as what concerns to the business responsibility, maintenance tasks and consolidation of the internal control system.

We acknowledge the collaboration and support given by you in the execution of our annual activity plan and we would like to express our commitment in continuously earn the confidence of your companies.

**Azucena Viñuela Hérnandez**Director of Internal Audit



### 2006-2009 Activity Summary

- 2.1. Strengthen the Internal Audit function inside the EDP Group and promote its modernization
- 2.2. Retake the non-SCIRF audit activities
- 2.3. Complete the SCIRF implementation process

### 2006-2009 Activity Summary

The three structuring axes that sustained the Corporate IA activity for the 2006-2009 period were as follows:

- Strengthen the Internal Audit function inside the EDP Group and promote its modernization;
- Retake the non-SCIRF audit activities;
- Complete the SCIRF implementation process.

# 2.1 Strengthen the Internal Audit function inside the EDP Group and promote its modernization

Under this strategic axe the following initiatives were taken:

A. Reference Milestones – Policies and Model Publication;

- Basic Internal Audit Policy, applicable to EDP Group, HCE, NGE and Energias do Brasil (outstanding to EDPR).
- $\bullet$  Relationship Model between Corporate IA and IA locations.

### B. Organizational Structure;

- Formalization of the EDP Group Internal Audit organizational structure.
- New staff admission, rejuvenating, resulting in approximately 40% rotation.
- Creation of new specialized areas: Financial Audit (2006), SCIRF implementation monitoring (2006), Information Technology Systems Audit in Portugal and Brazil (2007).
- iBPMS implementation, tool to manage SCIRF work, in Portugal.
- Creation of an Internal Audit department in EDPR, extendable to HWE.
- Implementation of an organizational structure matrix in IA Portugal, to optimize resources and promote their specialization.
- Compatibility of functional relationship objectives with the sha-

reholders structure and the defined governance model.

- Iberian resources exchange.
- Relationship Model implementation between Corporate IA and local IA departments.

### C. Methodology and Tools;

- Internal Audit Manual publication.
- Reporting mechanisms definition.
- TeamMate implementation, tool to manage the IA engagements in Portugal, HCE and EDPR.
- Annual Activity Plan elaboration and periodical revision and adiustment.
- Report redesign and harmonization.

# D. Articulation with Group Management Bodies and with control areas:

- Annual Activity Plan definition resulting not only from the Audit Committee, Management Bodies and IA proposals, but by the needs indentified by the lines of service based on risk analysis.
- Retake the Internal Audit engagements complementary to SCIRF.
- Involvement of the audited areas on the conclusions analysis and debate resulted from the engagements, and on the recommendations action plan definition.
- Coordination and articulation between areas/ companies on the result analysis and on the action plan definition in engagements that involve several areas.
- Support in the improvement actions implementation, whenever requested.
- Expansion of the range of activity to several areas/ companies that normally are not covered by IA engagements.
- Implementation of a quality questionnaire in all concluded engagements (Portugal, HCE, NGE and EDPR).



### E. Communication;

- Constitution of an Intranet area, where policies, manuals and working documents are made available.
- Publication of articles on ON magazine and elaboration of an Annual Activity Report.
- Launch of periodical questionnaires.
- Interaction with areas.

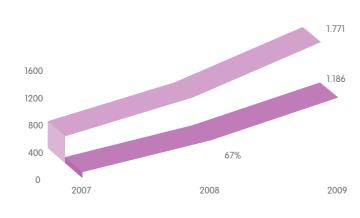
# Number of Non-SCIRF IA Engagements 101 25 8 12 8 I2 NGE 12 NGE 12 HCE Portugal 41 27 3 8 3 2005 2006 2007 2008 2009

- Periodical reporting.
- Group awareness of the IA activities, by presentations, meetings and training.

### 2.2 Retake the non-SCIRF audit activities

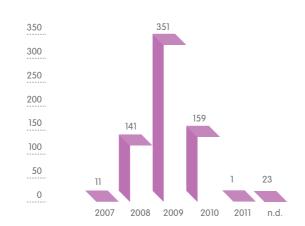
Maintaining the SCIRF implementation effort, the IA engagements were retaken in all its strands, being shown in the following charts the evolution occurred in the period.

### Number of Non-SCIRF Improvement Actions Issued/Implemented



# Number of Outstanding Improvement Actions by Issued Year 350 300 250 200 173 150 100 50 7 35 0 2006 2007 2008 2009

Number of Outstanding Improvement Actions by Estimated Year of Implementation



### 2.3 Complete the SCIRF implementation process

With the set goal to have a robust, efficient and sustainable internal control system available, the following activities were developed:

### A. Reference Milestones;

- SCIRF Responsibility Model.
- SCIRF Responsibility Model.

### B. Control design updating and improvement;

- Total review of the processes and controls design documented in the previews cycles.
- Documentation of new processes and controls.
- Extension of the scope to EDP Gás and EDPR, including EDPR Europe and EDPR US.
- Involvement and review of all operating areas with active roles in the SCIRF cycles.
- Broad debate with all involved areas.

### C. External Auditor First Review;

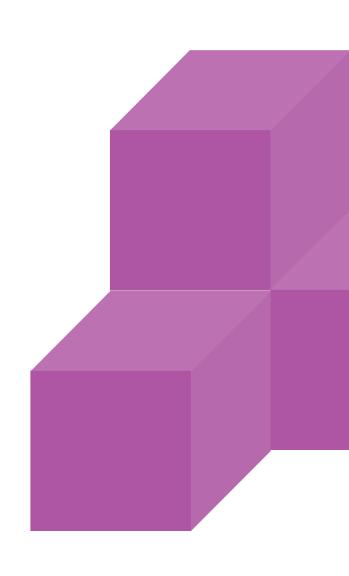
- Realization of the first complete design and control efficiency review by the External Auditor, with the exception of EDPR US, where the system was recently implemented.
- Update all documentation and improvement actions resulting from the review.

### D. Methodology and Tools;

- Development of a Group processes management tool, iBPMS, to support SCIRF.
- SCIRF implementation in Portugal.
- Coordination and integration with the processes areas of some companies.
- Implementation of a SCIRF responsibility model in all companies covered by the scope model.

### E. Action Implementation for the Resolution of Non-Conformities;

- Involvement of areas on the implementation of action plans for non-conformities resolution, identified in the control evaluation.
- Monitoring and periodical reporting.
- Communication and awareness.





**03**Milestones



## Milestones

2009	MILESTONES
January	SCIRF data migration to iBPMS
Julioury	SCIRE data migration to idents
February	IA staff training for the use of iBPMS Approval of the Internal Control System of Financial Reporting Manual by Minute 8/2009/CAE of 20-Feb.
March	Theoretical and practical training for all SCIRF responsible, in Portugal, on the Internal Control System IA staff training for the use of TeamMate
April	Start of the use of TeamMate, IA engagement management tool
May	International adjudication contest launch for the SCIRF second phase review
June	Production entry of iBPMS Internal Control System Module Internal Audit and Internal Control workshop given to Empresa de Distribuição de Electricidade de Luanda SICRF e:learning course Intranet publication
July	
August	
September	IA Activity Report publication IA Iberian Meeting
October	Internal Audit and Internal Control workshop given to Empresa de Electricidade de Moçambique
November	Internal Audit and Internal Control workshop given to Empresa Nacional de Electricidade de Angola
December	SCIRF second phase review adjudication IA presentation to EDP Group macro-structure



### Organizational Structure

- 4.1. Internal Audit Function
- 4.2. Structure Chart
- 4.3. Human Resources
- 4.4. Coordination and disclosure mechanisms, methodologies and tools

## Organizational Structure

### 4.1 Internal Audit Function

The Group structure natural evolution, dimension and activities boosted some IA organizational adjustments, presented in the last Group Organization Manual published in 2009.

The following changes were considered:

- Potentiate the mechanisms that ensure the independence between SCIRF monitoring, development, maintenance and evolution processes;
- $\bullet \ \ \text{Integration of SCIRF} \ assessment \ with \ \text{Financial Audit rationality};$
- Internal Audit constitution and empowerment in EDP R;
- Inclusion and empowerment of EDP branch in Spain;
- Incorporate the changes occurred in IA structure in NGE and EDP Brasil.

This way, the basic activities from each area were adjusted, which are summarized as follows:

Financial Audit – its function is to review and evaluate the control systems that ensure the financial information reliability and integrity, prepared, used and released by the Group.

Operational and Compliance Audit – its function is to review the control system that ensure law and normative compliance, as well as policies, procedures and internal normative, and assets integrity and safeguard.

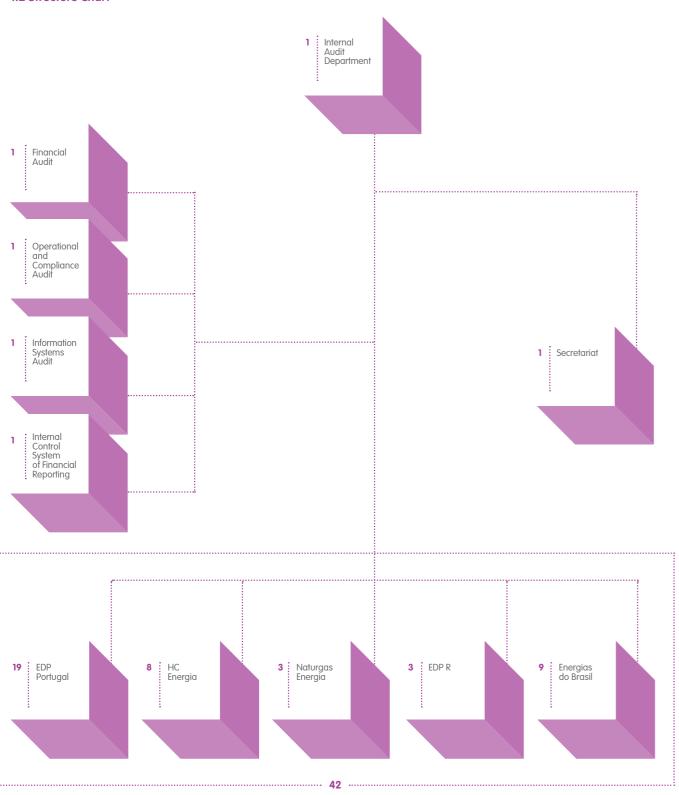
Information Systems Audit – its function is to review the control systems that ensure the information systems reliability and integrity.

Internal Control System of Financial Reporting – its function is to promote SCIRF monitoring, implementation and maintenance, supervise

its consistency and internal coherence and the controls made by the different responsibility levels of the organizational structure.



### **4.2 Structure Chart**



### **4.3 Human Resources**

The effective number of employees working on the Internal Audit Departments, as to the 31st December 2009, totalizes 48, which represents an increase of two employees comparatively to the previous year.

The restructuring and structure changes in the Group, occurred during the year, resulted in some adjustments, mainly in NGE and Energias do Brasil, in which there were department responsible rotations.

### Admissions:

The IA staff was reinforced with ten new employees, coming, in the Portugal case, from external audit companies, and by internal movement from other departments, in the other locations.

The following table identifies the new admissions and its location distribution:

Portugal	Patrícia Cabido, Joana Domingues and Rita Duarte
HC E	Yolanda Iglesias
NGE	Alejandro López, Ibone Ortiz and Joseba Berriatua
Energias do Brasil	Sónia Maria de Sá, Marina Lumi, and Thaís Barbosa

### Outputs:

Eight outputs were registered in the IA locations, due to retirement, internal movement to other departments/ companies and contractual termination.

Portugal	Carlos Pinto de Almeida and Elisabete Rolim
NGE	Francisco Granjo, Sérgio Santaengrácia and Joseba Berriatua
Energias do Brasil	Adalberto Cruz, Antonio Laporta and Marco Aurélio

### Training

During 2009 an increase of 1010 training hours was registered compared to the previous year, although in 2008 figures the location Brazil was not been considered.

This training hour increase is particularly relevant in the technical domain, evolving from 61 hours in 2008 to 1035 hours in 2009. This fact is mainly due to the formation related to audit and SCIRF management systems, TeamMate and iBPMS, respectively.

The performed training plan corresponds partially to the use of the Group available training solutions program, completed with external training, mainly from IAI – Internal Audit Institute, CTOC – Accounts Technicians Chamber and specialized companies.

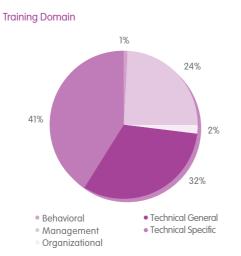
In terms of curriculum and certifications, were registered two employees attending master courses and eight employees attending the CIA course – Certified Internal Auditors.

In the table bellow a training actions summary is presented, by theme, internally and externally promoted, for Portugal, Spain and Brazil locations.



Training Domain	Training Area	Number of Actions	Number of Hours	%
Behavioral		2	30	1%
	Interpersonal Relations and Communication	2	30	
Management		21	613	24%
	People Management	3	39	
	CIA Certification	1	120	
	Accounting	1	40	
	Audit	1	80	
	Commercial/ Sales	1	3	
	Internal Control	1	16	
	Business Law	1	78	
	Finance	7	181	
	Regulation	1	12	
	Planning and Management Systems and Control	4	44	
Organizational		3	55	2%
	Ethics	1	22	
	Quality	2	33	
Technical General		16	828	32%
	Audit Risk Management	1	16	
	Prevention and Security	2	20	
	Languages	5	604	
	Information Systems	8	188	
Technical Specific		18	1035	40%
	Internal Audit	8	448	
	Finance and Accounting	1	16	
	Internal Control	1	16	
	Information Systems	3	517	
	Trading	5	38	
TOTAL	<u> </u>	60	2561	100%

For the training domains more attended in 2009, the previous year tendency maintains, being the Technical Specific (41%) and Technical General (32%) the ones that shows more training hour's volume, 1035 and 828 hours, respectively.



From the total number of actions, 45% were internally ministered and 55% externally. Applying the same metric to the total number of hours, we verify that 15% refer to internal actions and 85% to external.

	Internal		External		Total	
	Actions	Hours	Actions	Hours	Actions	Hours
Behavioral	1	14	1	16	2	30
Management	12	124	9	489	21	613
Organizational	3	55	0	0	3	55
Technical General	6	167	10	661	16	828
Technical Specific	5	34	13	1001	18	1035
TOTAL	27	394	33	2167	60	2561

The internal training was centered mainly in the Technical General (167 h) and Management (124 h), representing 74% of the total number of hours of internal training.

Which refers to external training, the 2009 training domain tendency was not an exception, with a majority on the Technical areas, with 1662 hours attended.

# 4.4 Coordination and disclosure mechanisms, methodologies and tools

In line with the work developed in previous years, in terms of normalization, coordination and information share, several initiatives were carried out internally to the IA locations, for the Group and externally.

### A. Coordination Mechanisms;

- Approval and publication of the Internal Control System of Financial Reporting Manual, for usage in all Group companies included in the scope model.
- Realization of an Internal Audit Iberian meeting, which took place in the Electricity Museum.

### B. Internal Audit Function Advertising Activities;

- 2008 Activity Report publication.
- Publication of an article on ON magazine about the availability of an Internal Control System of Financial Reporting e:learning course.
- Publication of an article on ON magazine about the launch of the 2008-2009 Internal Control of Financial Reporting cycle.
- Divulgation of a video on EDP On, about the Iberian meeting co-

verage.

• Publication of the Internal Control System of Financial Reporting Manual on the Intranet audit area.

### C. Methodologies and Support Tools;

- Implementation of an Internal Audit management tool, TeamMate.
- Training to all IA staff for the use of the tool.
- Implementation of SCIRF management tool, iBPMS.
- SCIRF concepts and iBPMS tool use trainin to all SCIRF responsibility chain staff in Portugal location.
- SCIRF theoretical and practical e:learning course available to all staff which attended the training sessions, to knowledge consolidation.

### D. External Entity Interaction;

From the cooperation with Portuguese speaking countries, the following initiatives were promoted:

- Internal Audit and Internal Control workshop ministered to ENEL
- Internal Audit and Internal Control workshop ministered to EDM
- Internal Audit and Internal Control workshop ministered to ENE
- ENE three auditors team stage.
- 2009 GAIN participation Global Audit Information Network Annual Benchmarking Covers Fiscal Year The Institute of Internal Auditors.



Performance Indicator Synthesis

# Performance Indicator Synthesis

Human Resources	
Average age	39,8
Average years of professional experience	15,9
Training hours by auditor	62,0
Number of auditors by 1.000 employees	3,8
Activity	
Number of audit reports concluded	98
Concluded activities vs. planned	1,5
Number of issued recommendations (except SCIRF)	714
Number of Group Processes	106
Number of improvement actions resolved (2009 SCIRF)	969 (*)
Quality/ Effectiveness	
Satisfaction Level (Questionnaires)	4,3 (**)

(\*) HWE improvement actions included

(\*\*) Scale from 1(minimum value) to 5 (maximum value)



# 2009 Performed Activities

- 6.1. Internal Audit
- 6.2. Internal Control System of Financial Reporting
- 6.3. Other Activities/ Projects

### 2009 Performed Activities

In line with the defined strategic reorientation, during 2009 a strong increase in the performed activity was registered, specially oriented to the Internal Audit and Internal Control areas.

### **6.1 Internal Audit**

During 2009 a significant increase on the concluded audit engagements against planned stands.

According to the specific Group needs, sometimes along the year the need to perform additional engagements occur, whose priority surpasses the engagements identified in the annual activity plan.

The following table summarizes the activities performed during 2009, including the planned and not-planned engagements in the annual activity plan.

		Performed				
	2009 Planned	Plan Not-planned Total Ongoing				
OMPF	3	3		3	0	
FIF	13	10	4	14	3	
EEON	50	31	41	72	13	
SI	15	9	3	12	3	
Other (*)			33	33	6	
TOTAL	81	53	81	134	25	

Legend:

**OMPF** – Organization, methods, processes and tools selection and supporting methodologies

**FIF** – Financial Information Reliability **EEON** – Effectiveness, Operational Effi-

ciency and Normative

SI – Information Systems

(\*) Distinct activities from the audit review engagements



From the total planned and not-planned activities performed during 2009 (159 activities), 25 were outstanding.

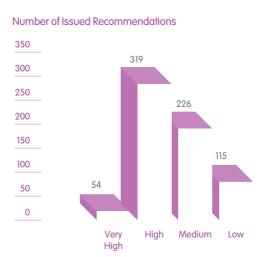
The activity execution level reached 142% compared to the plan.

As a consequence of the performed engagements, several recommendations and improvement actions were proposed, which resulted in action plans indicated by the audited companies/ areas. These action plans to implement the identified situations are mainly obtained during the emission of the report.

The following table presents a summary, by activity type and priority, of the presented recommendations.

		Total			
	Very High	IUIUI			
FIF	10	52	32	16	110
EEON	27	209	164	95	495
SI	9	37	22	4	72
OT	8	21	8	0	37
TOTAL	54	319	226	115	714

From the recommendations issued in 2008 and 2009, 8% presents a very high priority.



**Number of Recommendations** Ongoing or Reopen recommendations Issued in pending as Not **Implementation** at the end of 2008 by a follow-up audit 2009 initiated Implemented not provided Ongoing EDP PORTUGAL 228 0 228 125 93 219 19 HCE 60 49 93 12 EDP Renováveis 74 40 14 38 64 4 2 156 90 107 0 139 NGE 0 EDP ESPANHA 290 4 241 194 31 296 14 EDP BRASIL 115 0 117 245 243 0 0 TOTAL 714 124 632 33 633 4 562 1351 TOTAL

The recommendations total presented can be divided in two plots: recommendations issued in 2009 and outstanding recommendations from previous years.

In summary, from de 1351 open recommendations, 88% are resolved or are ongoing.

It should be stress that the recommendations resolution time might depend on its complexity.

According to the Audit Manual, the quality of the concluded engagements is evaluated by questionnaires filled by the audited company/area.

The questionnaires results related to each audited area and made available until the end of 2009, are presented in the following table.

Activity Type	EDP P	НС	EDP R	Average
FIF	4,3	4,6	0,0	4,4
EEON	4,1	3,7	4,3	4,0
ANP/ OT	4,4	4,3	-	4,3
Average	4,3	4,2	4,3	4,3

Legend:

OMPF – Organization, methods, processes and tools selection and supporting methodologies FIF – Financial Information Relia-

bility

**EEON** – Effectiveness, Operational Efficiency and Normative **SI** – Information Systems

**OT** – Other engagements

ANP – Not-planned activities



### **6.2 Internal Control System of Financial Reporting**

Concluded the first SCIRF review in 2008, with KPMG support, the bases to strengthen the internal control system were created, which includes the documentation, systematization and control execution, specifically design in accordance to the SCIRF model, implemented by EDP Group.

Were developed during 2009 the activities inherent to the extension of the scope model to new locations, as well as what concerns to the business responsibility, maintenance tasks and consolidation of the system.

Accordingly, cross processes and controls were understood and documented, identified in all structures of the sub-group EDP Renováveis, Sub-Holding, EDPR Europe and EDPR US, and updated the processes and controls raised in previous cycles.

In the locations where the SCIRF implementation was carried out in previous years, Portugal, Spain and Brazil, the review and maintenance of the existing processes and controls was promoted, and the redesign of processes and controls over which significant organizational, structural and/or legislative changes occurred.

The new processes and controls identified in the scope model and the new controls resulting from the improvement opportunities identified in the first review cycle, occurred in 2008, were also object of documentation and implementation.

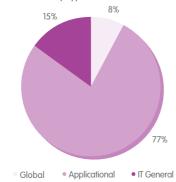
The following table presents, as at to 31st December 2009, the number of processes and group controls.

	Number of Group Processes			Numb	er of Con	trols
Evolution	Dec- 2008	Dec- 2009	Var.	Dec- 2008	Dec- 2009	Var.
Portugal	67	63	-4	1830	1726	-104
HCE	9	8	-1	675	722	47
NGE	8	6	-2	211	207	-4
EDP R	6	15	9	111	674	563
Brasil	10	14	4	342	422	80
TOTAL	100	106	6	3169	3751	582

The number of identified and documented controls, 3751, was classified in three levels, in accordance to the adopted reference frameworks. COSO and CobiT:

- Global Group environmental control level:
- IT General IT environmental control level;
- Applicational business processes and support level.

### Control Structure by Type



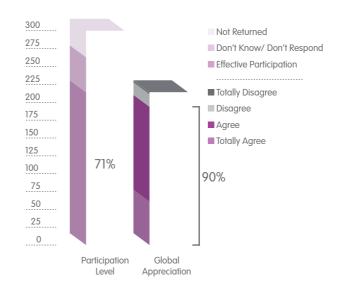
The presented table and chart shows the SCIRF dimension in EDP Group. Moreover, during 2009, an important improvement actions implementation work was developed, as a result of the review carried out in the previous cycle. This way, at the end of the year, 74% of the improvement opportunities opened in the last review was reported has concluded.

The business responsibility, in Portugal and Spain, for SCIRF updating and maintenance, was accompanied, besides the unconditional IA staff support, by a broad group of instruments:

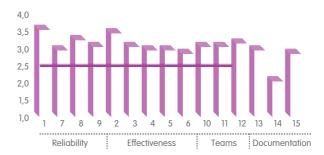
- Availability of the Internal Control System of Financial Reporting Manual:
- Implementation of a computer system to support Internal Control, iBPMS:
- Definition of SCIRF self-certification models;
- Definition of fraud questionnaires models;
- Training at all SCIRF responsibility chain levels, approximately 400 employees:
- Theoretical and practical concepts, ministered with KPMG support;
- Use of the computer system, iBPMS, with the project consultants support:
- Training knowledge consolidation by the use of an e:learning course, available on the Intranet.

During the training sessions a questionnaire was launched, to obtain the opinion of staff involved on SCIRF.

### **Questionnaire Result Summary**



### Results from the 15 Questionnaire Questions



Questions	Theme	Average Classifica- tion.
1, 7, 8 e 9	SCIRF contribution for the reliability of the financial information	3,35
2, 3, 4, 5 e 6	Effectiveness/ Adherence of SCIRF to Group needs	3,23
10, 11 e 12	Team work quality	3,22
13, 14 e 15	Support: training, material support and tools	2,74

### Analysis of the obtained results

90% of the respondents have a positive opinion (Totally Agree / Agree).

The most valued questions were:

- Q 1 A good SCIRF is important to ensure the reliability of the Financial Statements.
- Q 2 By the volume and complexity of its activities, the EDP Group need an effective SCIRF.
- Q8 The SCIRF activities and/ or the controls increase the security of daily tasks execution.
- Q 12 In case of problems with SCIRF, the Internal Control teams are available to find the best solutions.

Questions with worst classification:

- Q 14 I do not need additional training to fulfill my responsibilities in terms of Internal Control.
- Q 15 The support material (Manuals, Responsibility Model, Procedures) are sufficient for SCIRF staff.

By the result analysis, it is possible to conclude that the work developed in the SCIRF responsibility chain has produced good results in its consolidation inside the EDP Group.

### **6.3 Other Activities/ Projects**

Additionally, IA has participated and followed other Group projects:

- Convergence project in EDP Distribuição, to use iBPMS as a process and SCIRF management tool;
- EDPro project participation and corporate processes definition, Internal Audit and Internal Control;
- Collaboration in the éticaedp project.



### 2010 Perspectives

- 7.1. Internal Audit
- 7.2. Internal Control System of Financial Reporting
- 7.3. Other Activities

### 2010 Perspectives

The activity plan developed for the next year was structured around three lines of activity: Internal Audit, Internal Control System of Financial Reporting and other activities.

### 7.1 Internal Audit

- Consolidate the activity level in Portugal;
- Increase the IA engagements in EDP R and EDP Gás;
- Reinforce the harmonization of methodologies and working methods between the IA locations;
- Develop a true risk analysis and continuous improvement culture;
- Promote the use of TeamMate in Energias do Brasil;
- Launch a continuous audit pilot, supported by computer systems parameterization used by the business.

### 7.2 Internal Control System of Financial Reporting

- Promote the activities inherent to the cycle maintenance and monitoring, fomenting a true Group control culture;
- Ensure the resources needed for the evolution and maintenance of SCIRF, in all responsibility areas;
- Follow the evolution and action plans implementation;
- Identify and follow the new business risks and design controls to mitigate them:
- Support business in terms of technical and methodological nature;
- Promote the involvement of all executive line in the SCIRF maintenance tasks:
- Consolidate iBPMS operation and follow its implementation in EDP R and Energias do Brasil;
- Launch the self-certification project;
- Follow the second cycle execution of the Internal Control System, by the realization of the correspondent design and effectiveness

tests, with the objective to issue the first SCIRF certification by the external auditor.

### 7.3 Other Activities

- Review the staff profile structure;
- Follow the Group ongoing projects which are relevant to IA activity, for example the EDP Way projects;
- Reinforce the coordination with Energias do Brasil IA location;
- Maintain alive the structural pillars which support the development of the IA area;
- Foment the collaboration, share and transparency between IA and the direct and indirect clients;
- Prepare IA for its certification.

The bases to pursue, with determination, the Internal Audit and Internal Control consolidation in terms of the best international references are launched.

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