

**Draft Minutes of the 2<sup>nd</sup> Meeting of the INTOSAI Task Force Communication Strategy  
on 15 November 2009  
Cape Town – South Africa**

**(1) Opening address and report by the Chairman**

The Chair (GS INTOSAI) welcomed the participants and stressed the importance of the Task Force. The Chair thanked Mr. Nombembe, head of SAI South Africa and host of the meeting. He also welcomed the SAI Korea as new General Secretariat of ASOSAI and thus new member of the Task Force. Moreover, the Chair thanked the SAI India for successfully hosting the ASOSAI General Secretariat for the past years and for its constant efforts to improve internal communication via the Collaboration Tool.

The agenda was adopted unanimously, followed by the report of the Chair of the Task Force, which included the following issues:

- Recalling the objectives of the INTOSAI Communication Policy as well as the TF's Terms of Reference and its work programme.
- The Chair suggested to carry on working on "the importance of SAI independence" as priority theme for 2010 and to dedicate 2011 to the priority theme "ISSAIs and INTOSAI GOVs" since a large number of ISSAIs will be adopted at the XX INCOSAI in November 2010.
- The INTOSAI General Secretariat has issued a folder on SAI independence in all five official INTOSAI languages. The folder will be sent to all members SAIs together with a CD, which includes the folder in the five languages as well as a version of the folder with graphics and without text so that each SAI may insert the text in its respective native language.
- The INTOSAI GS has published the Lima and Mexico Declaration in one booklet in all five official INTOSAI languages, which will also be sent out to all member SAIs. Both, the folder and the booklet, shall serve as a basis to disseminate the importance of independent SAIs among external stakeholders.
- The INTOSAI UN-initiative to incorporate the Lima and Mexico Declarations in international documents is well under way. It shall offer the opportunity to INTOSAI members to approach their corresponding national and international entities in a way to guarantee the Initiative's successful implementation.
- The INTOSAI GS is developing an internet-based tool for a comprehensive access to the existing ISSAI database and to the various products of the INTOSAI regions.
- The INTOSAI GS has elaborated a draft INTOSAI Communication Guideline together with a questionnaire regarding possible contributions of TF members and their needs for achieving the five communication objectives. The result of the questionnaire would form the basis for the INTOSAI Communication Plan.
- The Chair suggested to organise a series of meetings in INTOSAI's Regions to promote "independence" to strengthen SAIs.

**(2) Reports by members of the Task Force**

- The IDI reported on the IDI annual report 2008, which highlights the issues of independence and the importance of contacts with donors, ministries and parliaments. Stressing the importance of independence, the IDI reported on its capacity building activities in INTOSAI's regions. It proposed to strengthen the relations with UNDP for further promoting INTOSAI activities and repeatedly stressed the need for training.
- Mr. Faqeeh, representing the ARABOSAI at the Task Force meeting, reported that the guidelines on professional standards and capacity building have been translated into Arabic and English and are available to SAIs within the ARABOSAI.
- The SAI of India, which hosts the Collaboration Tool, agreed to re-distribute a user manual on CD with information to facilitate the use of the Collaboration Tool. The SAI Collaboration Tool agreed to prepare a presentation on how to use the CT and give this presentation at several upcoming events.
- The IJGA reported about the implementation of the priority theme "the importance of SAI independence" in the July edition of the Journal. Furthermore the Journal dedicated its complete October edition to the Independence of SAIs.
- Mr. Nombembe, Chair of AFROSAI, reported that particular trainings and meetings have taken place to improve the work and communication within the AFROSAI.

**(3) Priority Theme "Independence of SAIs"**

- The priority theme "the importance of SAI independence" shall continuously be given full attention.
- The members of the Task Force agreed to fully support the INTOSAI Initiative. Thus an INTOSAI resolution enhancing the incorporation of the Lima and Mexico Declarations in international law shall be presented to the Governing Board and be signed by all participants of the Governing Board meeting.
- "The importance of SAI independence" was adopted as priority theme for 2010 and consequently submitted to the 59<sup>th</sup> GB.
- The INTOSAI GS suggested organising a series of meetings to strengthen the independence of the external public audit function in INTOSAI regions. The series would start with a pilot meeting in Vienna including speakers from pertinent international organisations. The events could be financed through additional funds retroactively allocated to the INTOSAI budget. These funds result from assets accumulated in the past years.

The TF members discussed the suggestion and pointed out, that independence of SAIs was important, but capacity building, as well as the implementation of ISSAIs were equally important, arguing that capacity building might even be a prerequisite for an independent SAI. Therefore – and as INTOSAI funds shall be used for these activities - Regional Working Groups should be asked, whether they wished to host an event on independence, or preferred to be granted an event on capacity building or on other activities.

The members agreed to submit a suggestion to the 59<sup>th</sup> GB to organize a symposium on the importance of independent SAIs and other priority themes in Vienna (probably by the end of May 2010). It was also decided that the INTOSAI GS should submit a working or project plan for the suggested event to the Finance & Administration Committee and subsequently to the Governing Board for achieving consensus on using the INTOSAI funds most efficiently.

#### **(4) INTOSAI Communication Guideline**

The Chair presented the draft of the INTOSAI Communication Guideline to improve communication within INTOSAI, as well as between INTOSAI and external institutions.

- TF members were asked to send comments on the guideline as well as thoughts on the strengths and weaknesses of INTOSAI (SWOT-analysis) to the INTOSAI GS by 15<sup>th</sup> January 2010.
- INTOSAI GS shall then include the comments in the guideline by the end of January 2010 and shall translate the guideline into the five official INTOSAI languages in order to send it out to all INTOSAI members for comments/amendments (deadline end of March 2010).
- Comments of INTOSAI members will be included into the draft for finalizing the guideline at the 3<sup>rd</sup> meeting of the TF scheduled for the end of May 2010.
- The Guideline shall be approved at the 4<sup>th</sup> meeting of the TF - preceding the 60<sup>th</sup> Governing Board Meeting - for submission to the XX.INCOSAI in November 2010.

#### **(5) Questionnaire - needs of the regions - contributions**

The Chair presented a questionnaire, which includes questions about the needs of the regions and the use of communication tools to reach the five communication objectives:

- The questionnaire will be sent out together with the minutes of the 2<sup>nd</sup> TF meeting.
- The members of the TF are asked to fill out the questionnaire and return it to the INTOSAI GS by 15<sup>th</sup> of January 2010.
- The results from the questionnaire shall serve as a basis for the communication plan.

#### **(6) Presentation of the INTOSAI communication tool by the Director of Strategic Planning (DStP)**

The DStP presented the INTOSAI communication model, which includes roles and responsibilities of internal and external communication, internal and external communication tools as well as target groups. The model, which was presented with an example is a useful tool to be used in the process of elaborating a communication plan. ~~points out strengths and weaknesses and evaluates the implementation of a communication plan.~~ The model was approved and it was decided to make use of it, when preparing the communication plan. ~~include the results from the questionnaire in this model.~~

#### **(7) Executive summaries - Presentation of the Database**

The access to products of INTOSAI and its entities should be easy, both internally and externally. Therefore a database with executive summaries of all INTOSAI standards, guidelines and products from the INTOSAI regions will be implemented on the INTOSAI website with a link to the ISSAI website and to the respective regional websites for complete and detailed information. This database shall not be competing with, but complementary to the existing ISSAI website.

- The GS presented the database with the executive summaries. The TF members accepted the structure of the database.
- The Chair asked to provide missing executive summaries to the INTOSAI GS so that all summaries of existing ISSAIs can be implemented into the database.

- The database shall be approved at the XX. INCOSAI and shall be operational in INTOSAI's five official languages by January 2011.

#### **(8) Timetable**

The timetable with minor changes was presented and adopted. Please find the adopted version of the timetable attached.

The 3rd TF meeting will take place in Vienna – most probably end of May 2010.

The 4th TF meeting will take place prior to the 60<sup>th</sup> Governing Board Meeting / XX. INCOSAI in November 2010, in Johannesburg – South Africa.

#### **(9) Summary and Conclusions**

The Chair summarised the discussions and results of the 2<sup>nd</sup> meeting of the Task Force, which were to be reported to the 59<sup>th</sup> Governing Board Meeting.

Accordingly, the Governing Board was requested:

- to adopt the INTOSAI Initiative and Resolution;
- to acknowledge the adapted timetable of the TF Communications Strategy;
- to approve "the importance of SAI independence as presented by the Lima and Mexico Declarations" as INTOSAI's theme for 2010;
- to approve "ISSAIs and INTOSAI GOVs" as priority theme for 2011;
- to take the suggestion regarding the organisation of a pilot conference in 2010 on SAI independence, capacity building etc..

The Chair (INTOSAI GS) thanked all participants for their contributions and cooperation in the meeting.

Participants:

Chair: General Secretariat

Members: AFROSAI, GS – SAI Libya  
 ARABOSAI (represented by SAI Morocco and SAI Saudi Arabia)  
 ASOSAI, GS – SAI Korea  
 Collaboration Tool - SAI India  
 IDI – SAI Norway  
 IJGA  
 DStP

Observers: SAI South Africa, host of the meeting

Goal Chairs: SAI Denmark, SAI Morocco, SAI Saudi Arabia