



# **EUROSAI Editorial Board**

## ***Terms of Reference (ToR)***

MEMORANDUM  
TERMS OF REFERENCE FOR THE EDITORIAL BOARD  
OF THE EUROSAI MAGAZINE

## Introduction

Since 1991 EUROSAI publishes a Magazine, containing contributions by members of the Organisation on their experiences and their ideas concerning the auditing of public resources and expenditure. It also reports on the most important activities by the Organisation and its members. Therefore, the magazine is dedicated to the advancement of public auditing procedures and techniques as well as to providing information on EUROSAI activities. The Magazine is published annually in the 5 EUROSAI official languages and is available in pdf/viewer format on the EUROSAI website (<http://www.eurosai.org/en/magazine/>). Hard copies of the English version of the Magazine are also distributed to members by demand.

The EUROSAI Secretariat has the overall responsibility for publishing the Magazine<sup>1</sup>. However, the active participation of other member SAIs is considered as a good practice and such model of cooperation is used by other INTOSAI Regional Working Groups (e.g. ASOSAI, OLACEFS) and by the INTOSAI Journal. The participation of other members could be achieved through a creation of an Editorial Board. The idea of setting up such a Board was also suggested by some members in the Magazine survey carried out by Goal Team 4 “Governance and Communication” (GT4). As a result, the subsequent report included among the recommended actions for the improvement of the EUROSAI Magazine to “*Set-up an Editorial Board to share responsibilities with the Secretariat when dealing with the EUROSAI Magazine. The composition and functions of the Editorial Board will be defined in a memo for GT4 discussion and approval. The Board could reflect,*

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<sup>1</sup> Article 9.6 of the EUROSAI Standard Procedures: “The Secretariat shall be responsible for coordinating and publishing the EUROSAI magazine and newsletter” and article 3.2 of the EUROSAI Communication Framework. “ (...) the EUROSAI Secretariat has the following responsibilities: (...) to effectively manage the production and publication of the EUROSAI Magazine”.

*among other issues, upon the length and frequency of the Magazine since some members disagree with the current ones”.*

At the 44th meeting of the EUROSAI Governing Board (GB), held in Luxembourg in June 2016, the GB acknowledged GT4’s report on the results of the survey on the Magazine and agreed on setting up an Editorial Board, chaired by the Secretariat, which, among other tasks, would be in charge of implementing the recommendations included in the survey’s report (such as the one to explore creating an online version of the magazine).

This final version was approved by the GB at the 47th meeting, held in Istanbul (Turkey), in May 2017.

## **TERMS OF REFERENCE FOR THE EDITORIAL BOARD OF THE EUROSAI MAGAZINE**

### **1. OVERVIEW**

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The EUROSAI Secretariat has the overall responsibility for publishing the Magazine and is assisted in this task by an Editorial Board, chaired by the Secretariat. With the aim of further strengthening the role of the Magazine as one of the main communication tools within EUROSAI, the Editorial Board has been entrusted with implementing the recommendations included in the survey’s report carried out by GT4 in 2016, among other functions.

The main milestones of the process of publishing the EUROSAI Magazine with the assistance of the Editorial Board can be summarized as follows:

- ✓ The EUROSAI Editorial Board discusses the latest news, trends, problems and challenges in public auditing, in order to decide whether the Magazine will have a central theme (and in that case, it selects it) or not.
- ✓ The Secretariat invites all EUROSAI members and relevant stakeholders to submit articles.

- ✓ Subsequently, the Secretariat collects all submitted articles and sends them to the Editorial Board. The Board reviews and selects articles to be published in the Magazine.
- ✓ The articles submitted by authors are written in English. Subsequently, those texts, after their revision and approval, are translated by an external company into the other four EUROSAI official languages (ES, FR, DE, RU) of the Organisation.
- ✓ In order to ensure the high quality of translations and their consistency with original texts submitted in English, the Board is assisted in the translation process, if needed, by a group of Member SAIs which provide proofreading support.

The detailed terms of reference of the Editorial Board and its modus operandi is stated below.

## 2. ROLE AND FUNCTIONS

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In general the EUROSAI Editorial Board should ensure that the Magazine's content is of a high quality and that it reflects the diversity of the organisation. The Editorial Board will be in charge of implementing the recommendations derived from the survey carried out in 2016 for the improvement and promotion of the EUROSAI Magazine and will have the following main functions:

- a) Develop editorial policies to guide the content, scope, purpose and style of the Magazine.
- b) Determine and execute new ideas for magazine themes, content, articles, and subject matter.
- c) Select topics for the monographic editions of the Magazine.
- d) Select relevant officials and colleagues to be interviewed and recruit authors for the magazine.
- e) Define criteria for articles to be submitted to the Magazine.
- f) Review, evaluate and select submitted articles (substance, quality, relevance) for publication.
- g) Ensure the quality of translation into the five EUROSAI official languages (EN, ES, DE, FR, RU).

- h) Improve the layout and design of the magazine to make it visually more attractive, seeking for professional advice if appropriate
- i) Explore the possibility of creating a totally online version of the Magazine, with a searchable database.
- j) Design and implement a communication campaign informing on the EUROSAI Magazine among members, sharing good practice on how to promote the Magazine within SAs.

Additionally the Editorial Board members should work actively to:

- k) Identify suitable reviewers (when appropriate) and/or participate as reviewers
- l) Promote the journal extensively within their own institutions and externally, during EUROSAI and INTOSAI events.
- m) Regularly revise as necessary its Terms of Reference.

In the execution of these tasks, the elected members of the Editorial Board must work closely with the EUROSAI Secretariat to ensure that the magazine meets deadlines, so that it is received by members in a timely way. In this regard, it will be the Secretariat who will decide on the applicable deadlines within the editorial process, prior consultation with the Editorial Board.

Any decisions beyond the role (scope) identified above must be referred to the Governing Board, such as, for example, a change in the languages of the Magazine or the discontinuation of the printed edition or of the Magazine itself.

### 3. MEMBERSHIP

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The Editorial Board is composed of five members:

- ✓ 1 representative of the Secretariat, who chairs the Editorial Board
- ✓ 4 elected members

The role of the Chair of the Editorial Board is to organise and coordinate the work of the Board.

The EUROSAI Editorial Board may be assisted by a group of member SAs, which provide a proofreading support. The existence of the support may not be necessary, when the Editorial Board members can provide proofreading within

their organisations in all EUROSAI languages. Otherwise, the number of SAs in this group may have up to four Members<sup>2</sup> (when specific language skills are not available within the Editorial Board).

#### 4. APPOINTMENT

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At the proposal of the Secretariat, the elected members of the Editorial Board will be selected by the Governing Board. Elected members of the Editorial Board should be selected taking into account those SAs with specific strong points in the area of communication, graphic design departments and other skills of relevance for the EUROSAI Magazine.

Only the representative of the Secretariat will be a permanent member of the Board to ensure continuity of Board's operations and safeguard its role in the coordination of EUROSAI's publications, as defined by EUROSAI regulations.

Members of the Editorial Board are non-paid.

#### 5. DECISION MAKING

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The Editorial Board shall take its decisions by a majority of votes cast. Each of its members shall dispose of one vote and its Chairman (the Secretariat) has the casting vote.

#### 6. FREQUENCY OF MEETINGS

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The Editorial Board meets electronically and as required to fulfil its terms of Reference.

#### 7. AMENDMENT OF THE EDITORIAL BOARD TERMS OF REFERENCE

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Any amendment of these Terms of Reference shall be submitted to the EUROSAI Governing Board for endorsement.

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<sup>2</sup> The proofreading for Spanish is ensured by the EUROSAI Secretariat.

