Terms of Reference for the EUROSAI Project Group on "Reaching out to all EUROSAI Members: Visualisation of the EUROSAI Operational Plan and Encouraging Members' Participation"

1. **General provisions**

    1.1 Name of the Project Group:

    Reaching out to all EUROSAI Members: Visualisation of the EUROSAI Operational Plan and Encouraging Members' Participation.

    1.2 Background and objective of the Project Group:

    Possible ways for encouraging more participation of EUROSAI members in the Organisation's projects and initiatives was one of the main issues discussed during the 49th Governing Board meeting. The Chair of EUROSAI, holder of the Overall Governance and Culture Portfolio, is of the opinion that making the Operational Plan more visible and accessible to our members would contribute to increasing their awareness about the possible active role they can play within EUROSAI. Moreover, portfolio holders have been demanding a space in the webpage to publicise their work and include their results and outputs. Instead of each portfolio holder/Project Group (PG) leader having to design and set up their own specific webpage, it seems more convenient to offer them a framework for compiling this information, which will no doubt be more user friendly for EUROSAI members and will act as an information hub.

    The PG has two main objectives:

    ✓ On the one hand, it seeks to provide all members that are working actively in the implementation of the OP with a framework where they can share their work and results, including introductory notes, brochures, photographs, results of meetings and workshops, etc.

    ✓ On the other hand, by making all the work of our members in the scope of EUROSAI Operational Plan more widely visible and known to all EUROSAI members, it aims at reaching out to all EUROSAI Community, raising awareness on the work done by EUROSAI and encouraging members' participation in its different initiatives, projects and events.

    Therefore, the webpage will be designed to serve:

    1. To make visible the implementation of the OP in terms of Projects in a more agile and effective way, especially in terms of the process and distance covered as well as results and outputs

    2. To promote the successful marketing of the EUROSAI Projects looking for leader and/or participants

3. To give opportunity to all members attending the EUROSAI events as well as actively working in the Projects to share their works, feedbacks and impressions at all levels and at any time

For the design of the webpage, the Project Group will analyse the needs of portfolio holders and Project Group. The webpage will be in English (this will make the constant update of the same easier and more agile) and it will centralize information on:

- Projects and activities of Strategic Goal 1 Portfolio, (including WGs&TFs common activities that fall under the Strategic Goals and Project Groups as well)

- Projects and activities of Strategic Goal 2 portfolio, (including WGs&TFs common activities that fall under the Strategic Goals and Project Groups as well)

- Projects and activities of the governance portfolios and including their respective PGs

1.3 Link with EUROSAI Strategic Plan

1.3.1. Strategic Goal / portfolio to which is linked:

Overall Governance and Culture Portfolio

1.3.2. No duplication or overlaps with other activities of the EUROSAI Strategic Plan

It is important to note that the proposed webpage it is not an alternative tool to the current webpage – or even and, if applicable, future webpage-, but rather a complimentary and embeddable tool in EUROSAI's main webpage. Therefore, we expect no duplication or overlaps with the existing projects related with EUROSAI webpage, but in any case close coordination with the Secretariat will be ensured. The SAI of Latvia, holder of the Communication portfolio, will also be contacted in order to ensure good coordination.

2 Structural provisions

2.1 Lead SAI(s):

Turkish Court of Accounts (SAI of Turkey)

2.2 Contact person(s):

Berna DİNÇ (Director of EUROSAI Presidency Department): bernadinc@sayistay.gov.tr; eurosai2017@sayistay.gov.tr

2.2 Participants:

Tribunal de Cuentas (SAI of SPAIN)/ EUROSAI Secretariat, and any other interested SAIs.

3. Technical and procedural provisions

3.1 Intended Results:

To make EUROSAI activities connected to the ESP 2017-2023 more visible and known by the Organization's members, in order to reach out to all EUROSAI community and encourage active participation of its members. The project encourages EUROSAI's key players to share the outputs of their work through an agile and flexible platform.

3.2 Benefits to EUROSAI Membership:

- ✓ EUROSAI's key players (portfolio holders, PG leaders, among others) will have a platform where they will be able publicize the results of their work.
- ✓ EUROSAI whole membership will have an information hub on all the developments related to the implementation of the ESP 2017-2023, making the consultation of that information easier.
- ✓ Increased transparency within EUROSAI, more visibility of the results of EUROSAI activities and more facilities for SAIs to identify potential projects to join.

3.3 Duration & Key Milestones:

Duration: IIQ 2020

Key milestones:

- To decide the specific scope and content of the information to be included in the web page (September 2018)
- To decide format and layout of the web page with an expert company (October 2018)
- To make it public and available for all EUROSAI members (December 2018)
- To invite EUROSAI key players to contribute to it and disseminate information on it to members (January 2019)
- To update periodically and make necessary additions (till IIQ 2020)

3.4 Working Methods:

E-mail, videoconferences, in-person meetings only if and when deemed necessary

3.5 Necessary Resources:

- Financial	The amount of software and design of interface will be covered by TCA.
- Other	Human; in-kind
- Request to EUROSAI	None

3.6. Reference documents and materials:
- ✓ Portfolio Description of Overall Governance and Culture Portfolio
- ✓ Operational Plan of ESP 2017-2023

4. <u>Accountability provisions</u>

The project group will inform the Overall Governance and Culture Portfolio holder on the progress and outcomes of the project.