
EUROSAI Strategic Plan 2011-2017

Doc. GT4/7

PLANNING, MONITORING
AND REPORTING
REQUIREMENTS
(2011-2017)

24 April 2012

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I. INTRODUCTION

1. The VIII EUROSAI Congress approved the *EUROSAI Strategic Plan for the period 2011-2017 (SP)*, establishing four Goal Teams (GT) to implement it.
2. Goal Team 4 (GT4) concerns Governance and Communication and, according to the SP, its first key activity (4.1.1. of SP) is to agree on planning and reporting requirements and contents to provide a sound basis for the other activities.
3. In this view, the present document establishes the requirements for *planning, monitoring and reporting* of EUROSAI GT's activities/projects.

II. GENERAL PROVISIONS

4. The provisions included in this document are in line with the *EUROSAI Strategic Plan for the period 2011-2017 (SP)* and the *General Procedures for EUROSAI Goal Teams*, namely where they refer to "*Operational Plan*" and "*Reporting*".
5. Every document that, under these requirements, should be either circulated to GT or submitted to Governing Board (GB) must be clearly identified (see Annex I), providing, at least, the:
 - (a) Title
 - (b) Date of submission
 - (c) The version's date
 - (d) The identification as a draft when that is the case
 - (e) Planning or reporting period
 - (f) Date of approval by the GT
 - (g) Identification of the responsible for submitting the document (namely the GT chair) and of each GT members, including invited experts.

III. PLANNING: STRATEGIC PLAN

6. According to the SP, its implementation should be subject to a global mid-term review towards the end of the first Congress period in 2014. Based on this evaluation, the Congress may decide to update the SP for the second period and to reassess and reallocate the resources. For this purpose, actions will be launched in time to consult the GB at its meeting one year before the aforementioned Congress.
7. The SP covers the years 2011-2017. Procedures to prepare the new SP will be initiated with the aim of presenting the GB with a preliminary proposal at its meeting one year before the Congress.

IV. PLANNING: OPERATIONAL PLANS

Content

8. Each GT is required to develop an Operational Plan (OP), detailing their respective strategic goal and implementation strategies, by describing tasks, priorities, working methods, responsibilities, timetables, expected results and, eventually, funding needs.
9. To enhance coherence and harmonisation and facilitate follow-up and reporting, the GTs' OP are presented according to the "*EUROSAI Goal Teams' Operational Plan Framework*", attached as Annex II of this document, which includes guidance to complete it.
10. To facilitate analysis and presentation and to make it easier to identify cross-cutting issues, each GT OP is headed by an executive summary, highlighting its most important tasks and why they are important for the key activities of the strategic goal and identifying cross-cutting issues, such as funding needed or training involved.

Planning period

11. Operational Plans cover the whole period of the implementation of the EUROSAI Strategic Plan (2011-2017), and, so, tasks should be scheduled for 6 years.
12. Operational Plans are subject to annual review. The annual planning period for this purpose is the one that goes in between GB annual meetings.
13. Consequently, for the first OP, details of tasks, such as timetable, are expected only for those being performed until July 2013 (one year after GB approval). Nevertheless, estimated results and outcomes should be specified for each year until 2014 and globally, when estimated to be reached within the period of 2015-2017.
14. The annual update of the GTs' OP should include the timetable of tasks for the subsequent year. This update may also add new tasks or change tasks, priorities, deadlines or responsible.

Responsible

15. As stated in provisions 2.3.2 and 4 of *General Procedures for EUROSAI Goal Teams*, the OP indicates the SAI or Task Group (TG) responsible for each specific task, considering that, to ensure active participation and achievement of goals, each GT member should be assigned to a task.
16. GT may set up task groups and task leaders, responsible for the several strategies, projects or tasks included in the Strategic and Operational Plans.
17. Experts are invited according to tasks to which they can contribute to and, thus, should also be assigned to tasks included in the OP.

Working Groups and Task Forces

18. EUROSAI Working Groups (WG), Task Forces (TF) and Committees (CMT) represent significant achievements in the field of *Knowledge Sharing* within EUROSAI, contributing to Goal 3 of the EUROSAI SP. As such, GT3's OP should refer to the main planned contributions of WG, TF and CMT for the several implementation strategies of Goal 3.

Funding of planned activities

19. When planning activities, GT should consider how to fund them, using SAls' own means as much as possible.
20. To make it possible to link the EUROSAI budget for GT to their planned activities, GT should flag the years when the development of specific tasks will need funds from EUROSAI.
21. The funding of an activity or task by the EUROSAI budget must then be requested and the applications will be collected, prioritised and assessed according to the procedures and criteria described in the financial provisions approved by EUROSAI, considering in principle the team budget ceiling, as provisionally defined in the EUROSAI budget.
22. Whenever GT consider that EUROSAI activities could be externally funded, that should be mentioned in the OP executive summary as a cross cutting issue.

Procedures

23. Each GT should agree its OP within nine months after the establishment of the team.
24. The GT chair is responsible for drafting the OP for discussion by the team. For this purpose, all members, invited experts and/or task groups send to the GT chair proposals of tasks to be included in the OP.
25. When agreed within the team, the draft of OP is circulated to GT4, for this team to ensure that cross-cutting issues are considered, including balance, coherence and compliance with the SP.
26. GT 1, 2 and 3 will consider the comments from GT4 when drafting the final version of their OP.
27. After each GT has agreed on its OP, the GT chair sends it to the Secretariat for distribution among GB members.
28. GTs' OP are presented to GB for approval and, subsequently, published in the EUROSAI website.
29. When agreed within the team, the draft of OP annual updates is circulated to GT4, for this team to ensure that cross-cutting issues are considered, including balance, coherence and compliance with the SP.
30. GTs 1, 2 and 3 will consider the comments from GT4 when drafting the final version of their OP annual updates.
31. OP annual updates are reported to the GB.

32. GT and TG may detail and agree the scheduling for the development of each task using internal working plans.

V. MONITORING

33. Monitoring the implementation of the SP is a responsibility of GT4, mainly through the activities 4.1.3., 4.1.6. and 4.2.1. of the SP.
34. This monitoring will be ensured by:
- (a) GT chairs' participation in GT4;
 - (b) Permanent liaison between chairs;
 - (c) Exchange of information between GT;
 - (d) Participation of GT4 representatives in other GT meetings, when relevant;
 - (e) Oral reporting by GT chairs in GT4 meetings on the progress of activities of their teams;
 - (f) GT presenting to GT4 in advance their draft reports to GB;
 - (g) A GT4 annual progress report to the GB on the status of the overall strategy.
35. In the aforementioned oral reporting made to GT4, GT chairs will inform on the current status of each teams' work:
- (a) Pointing out the main tasks performed under each strategy;
 - (b) Highlighting differences in performance towards the operational plan (tasks out of schedule or changes in tasks)
 - (c) Identifying those issues that require coordination with other GT or discussion/decision by GT4.

VI. ANNUAL REPORTING

Who and what to report

36. Each GT chair reports annually to the GB on the work accomplished by the team to achieve the respective strategic goal.
37. WG and TF report directly to the GB regarding their own mandates.
38. Anyhow, since the activities of WG, TF and CMT in the field of *Knowledge Sharing* contribute significantly to Goal 3 of EUROSAI SP, those activities will be an important part of GT3's overall report of achievements and progress towards Goal 3. WG, TF and CMT chairs should therefore copy their draft reports in advance to the GT3 chair.
39. GT4 reports annually to the GB on the status of the overall strategy and on cross-cutting issues, identifying and addressing gaps, overlaps or systemic issues impacting effective delivery of the SP.
40. For this overall report, GT4 should consider all the activities of EUROSAI that are relevant to achieve SP goals, even if they are performed outside the GTs' scope.

Reporting Framework for Goal Teams

41. To enhance coherence and facilitate follow-up and global analysis, the GTs' annual reports are presented according to the *"EUROSAI Goal Teams Reporting Framework"*, attached as Annex III of this document, which includes guidance to complete it.
42. The reporting period covers the time between GB meetings.
43. Each GT report is headed by an executive summary, highlighting the most important results achieved during the reporting period, relevant differences in performance related to the planned tasks and expected outcomes, if any, their causes and effects and the actions and/or decisions proposed.
44. The report will compare the tasks performed by the GT in the reporting period with those included in the OP for the same period.
45. Furthermore, the report will assess the results and outcomes achieved so far against the performance measures set in the SP for each key activity/project.
46. The assessment of the status of each key activity/project will consider accumulated results from former years.
47. Besides identifying cross-cutting issues affecting delivery (e.g. lack of funding, communication or coordination deficiencies, training gaps) GT shall provide cross-cutting information as included in part III of the reporting framework. This information is meant to facilitate GT4 overall analysis and may be simplified or deleted in the final report to the GB.
48. Each GTs' oral presentation to the GB shall focus on the information contained in the *"Executive Summary"* and on the *"Progress"* part of the report.

GT4 Overall Progress Report

49. The GT4 report on the progress of the overall strategy will mainly assess the global performance of EUROSAI bodies in achieving the four strategic goals of EUROSAI and will be presented according to the framework set in Annex IV and to the guidance there included.
50. The performance will be assessed against the outcomes and performance measures set in the SP.
51. The report shall also identify the main systemic issues impacting effective delivery of the SP and the possible actions to address them.
52. Furthermore, it will include a global evaluation of funding, training, cooperation, communication and sustainability issues.

Procedures

53. GT 1, 2 and 3 send their draft annual reports to GT4 chair no later than 7 weeks before the GB meeting.
54. WG, TF and CMT send their draft annual reports to GT3 chair no later than 8 weeks before the GB meeting.

55. All GT, WG, CMT and TF send their final reports to the GB, via the EUROSAI Secretariat, no later than 3 weeks before the GB meeting.

VII. REPORTING TO THE EUROSAI CONGRESS

56. When presented to the EUROSAI Congress, GT's reports will refer to a reporting period of the 3 previous years in the case of the first Congress to be held during the strategic period and of the full SP implementation period (6 years) in the case of the second Congress.

57. When reporting to Congress, GT shall follow Annex III, parts I (Executive Summary) and II.b (Progress).

58. When reporting to Congress, GT4 will also follow Annex IV.

59. Procedures for reporting to Congress are the same as for reporting to the GB.

60. WG, TF and CMT report directly to the Congress regarding their own mandates.

VIII. PRESENTATION AND DISCUSSION OF REPORTS

61. In the GB meetings, the chair of GT4 will present the overall progress report and the report of its own team. The chairs of GT 1, 2 and 3 and the chairs of WG, TF and CMT will present their individual progress reports.

62. Under the scheduled agenda item, GT, WG, TF and CMT report to the general plenary session of the Congress, following the same order as for the GB.

63. Following the discussion of the reports, both the GB and the Congress may propose or decide actions to be taken.

64. GT, WG, TF and CMT should aim to have their products, documents and proposals ready for consideration and endorsement by the members of EUROSAI at Congresses.

IX. PUBLICATION OF REPORTS

65. Ensuring that documents, such as reports, are available to European SAIs and their community in the best possible format is a key priority for EUROSAI. SAI are therefore welcome to translate the documents produced under these requirements at least into one of the EUROSAI official languages besides English.

66. The documents produced under these requirements shall be published on the EUROSAI Website.

X. FINAL PROVISIONS

67. Templates included as annexes may be adapted if necessary.

68. GT4 will envisage, in collaboration with EUROSAI Secretariat, the future development of a web-based reporting system. Entering data into this system would not exempt a GT, WG, TF or CMT from the requirements of this guideline.

69. The present document shall be kept under review to reflect the mandate received from the Congress, the agreements taken on EUROSAL's structure and operation and any new developments in the internal and external remit of the Organisation.
70. Any changes to the provisions hereto shall be subject to the agreement of GT, WG, TF and CMT and approval by the GB.
71. These requirements shall come into effect upon the approval by the GB.

Annex I- Layout of front and back covers of documents to be submitted or circulated under the *Planning and Monitoring Requirements*

Front Cover

(Headline with EUROSAI Logotype and Goal Team Number)

EUROSAI
Strategic Plan
2011-2017

*Title of the
document
(planning/reporting
period)*

*Version's number and
date*

Back Cover

Goal Team Chair

Country:

Goal Team Members:

(Country)

Invited Experts:

(Country)

Date of approval by Goal Team: DD-MM-YYYY

Date of submission/circularisation: DD-MM-YYYY

EUROSAI Goal Teams' Operational Plan Framework

(Guidance is attached)

Planning Period: 2011-2017

I. Executive Summary

Strategic Goal (1)

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Importance of tasks included (2)

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Cross-cutting issues (3)

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EUROSAI Goal Teams' Operational Plan Framework

II. Operational Plan

Planning Period: 2011-2017

Implementation strategy (SP):														
Key Activities/ Projects (SP)	Tasks	Priority	Working Methods	Responsible SAIs	Timetable		Estimated Results and Outcomes							
					(9)		(10)							
					From (MM/YY)	To (MM/YY)	2011	2012	2013	2014	2015- 2017			
(4)	(5)	(6)	(7)	(8)			(11)	(11)	(11)	(11)			(11)	
Project A	Task 1						√	-	-	-	-	-	-	
	Task 2						-	-	-	-	-	-	-	
	Task 3						-	√	√	√	√	√		
	...						-	√	-	-	-	-		
...														

SP= Strategic Plan

Date:

Contact person (Country/Name):

III. Guidance for completing EUROSAI Goal Teams' Operational Plan Framework

Operational Plan Section/Headline	Requirements
(1) Strategic Goal	<ul style="list-style-type: none"> Indicate strategic goal as defined in the EUROSAI Strategic Plan.
(2) Importance of tasks included	<ul style="list-style-type: none"> Highlight the most important tasks per activity and point out why they are important for the key activities of the strategic goal.
(3) Cross-cutting issues	<ul style="list-style-type: none"> The role of Goal Team 4 is to identify and address overlaps and cross-cutting issues. Examples of these issues are: funding from EUROSAI budget or external partners, support needed from GT4, other EUROSAI teams or external organisations and partners, changes or linkages needed in the EUROSAI Website, training involved. Identify where these issues arise or point out any other issues that you think GT4 should deal with.
(4) Key Activities / Projects	<ul style="list-style-type: none"> Consider the key activities/projects enlisted in the Strategic Plan (SP).
(5) Tasks / Actions	<ul style="list-style-type: none"> Activities are to be results oriented; therefore, concrete tasks should be planned and performed in order to effectively achieve the Strategic Goal and its key activities; Tasks must be defined in such a way that ensures active participation and timely decision; Tasks must be detailed as much as possible; Wherever cooperation activities with other Teams are needed, include them as separate tasks, in order that they are identified by GT4
(6) Priority	<ul style="list-style-type: none"> Tasks should be stated within each activity/project in a descending chronological order, i.e. according to their accomplishment time sequence and/or interdependence; Priority of activities/projects within each key activity should then be established by assigning for each task a numerical value, starting with 1 for the activity that should be developed before the others and so on; for those current and repeated activities, a ground level number – (0) - should be attributed.
(7) Working methods	<ul style="list-style-type: none"> Examples: <ul style="list-style-type: none"> «<i>Make proposals and circulate drafts and comments by mail and agree OP in meeting of GT</i>». «<i>Survey to assess needs</i>». «<i>Seminar targeted at auditors</i>».
(8) Responsible SAIs	<ul style="list-style-type: none"> Identify the responsible SAIs for each task: leader SAI and other members of the team that will perform the task. Include invited experts, if that is the case. Criteria for inviting them should be included in the GT meeting minutes.
(9) Timetable	<ul style="list-style-type: none"> Specify a deadline framework for each task. For the first OP, this indication should be made for tasks being performed until July 2013. For the following years an annual planning update for the subsequent year will be required.
(10) Estimated results and outcomes	<ul style="list-style-type: none"> Estimated results and outcomes correspond to the criteria specified within the SP and against which monitoring results are to be assessed; Estimated results and outcomes should be quantifiable whenever possible.
(11) EUROSAI funding	<ul style="list-style-type: none"> Whenever possible, Goal Teams are expected to deal with the funding of their activities within their own means. When funding from EUROSAI budget is strictly necessary, include a sign (√) in the respective year, always considering the Goal Team budget ceiling, as provisionally defined in the EUROSAI budget. Funding from external partners should be mentioned in the Executive Summary.

(Headline with EUROSAT Logotype and Goal Team Number)

EUROSAT Goal Teams' Reporting Framework

(Guidance is attached)

Reporting Period **(1)**: 201...-201...

I. Executive Summary

Strategic Goal (2)

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Main results achieved(3)

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Conclusions/Outlook(4)

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Decisions required from the GB (5)

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II. Progress Report

Reporting Period: 201...- 201...

Implementation strategy (SP):									
Key activities /projects (6)	a. TASKS				b. PROGRESS				
	Scheduled tasks for the reporting period (7)	Timetable (as planned) (8)		Delivered by (9)	Observations 1 (10)	Results and outcomes achieved (11)		Overall status of the key activity/project (12)	Observations 2 (13)
		From (MM/YY)	To (MM/YY)			In former years	In the current reporting period		
Key Activity / Project X	% Tasks executed as planned				(a)	<ul style="list-style-type: none"> • ... • ... • ... 	<ul style="list-style-type: none"> • ... • ... • ... 	  	
	Tasks only partially executed								
	...Describe task				(b)				
	Tasks not executed and requiring rescheduling								
	... Describe task				(c)				
	Other								
... Describe task				(d)					
Key Activity / Project Y	...								

SP= Strategic Plan

EUROSAI Goal Teams' Reporting Framework

III. Cross-cutting information:

Training events (14):
Surveys (15):
Funding from the EUROSAI Budget (16):
External funding (17):
Use of the EUROSAI website (18):
Interaction with INTOSAI groups (19):
Reinforcement of cooperation with other organisations or partners (20):
EUROSAI or other publications (21):
Sustainability initiatives (22):
Activities to be disseminated (23):
Suggestion of issues to be discussed with other Goal Teams (24):
Suggestions to improve the implementation of the EUROSAI Strategic Plan (25):

Date:

Contact person (Country/Name):

IV. Guidance for Completing Goal Teams' Reporting Framework

Reporting Section/Headline	Requirements
(1) Reporting Period	<ul style="list-style-type: none"> The reporting period is annual, between GB's meetings.
(2) Strategic Goal	<ul style="list-style-type: none"> Indicate strategic goal as defined in the EUROSAI Strategic Plan.
(3) Main results achieved	<ul style="list-style-type: none"> Detail major achievements during the reporting period
(4) Conclusions/Outlook	<ul style="list-style-type: none"> Where there is continuing and/or major difference towards the activities described in the operational plan or against the outcomes defined in the Strategic Plan, the GT concerned must highlight: <ul style="list-style-type: none"> The main causes and effects of those differences How the GT proposes to address this issue as an <i>outlook</i> for the coming years. Proposed actions may include changes to the OP, development of new procedures, training, etc. Which difficulties are being faced outside the GT's reach
(5) Decisions required from the GB	<ul style="list-style-type: none"> Proposals of: <ul style="list-style-type: none"> Changes in delivery, e.g. addition, cancellation or modification of activities/tasks or Issues to be solved outside the GT's scope.
(6) Key Activities / Projects	<ul style="list-style-type: none"> Include the key activities/projects as described in the Strategic Plan
(7) Scheduled tasks for the reporting period	<ul style="list-style-type: none"> Within each key activity, refer only to tasks that are ongoing or that have finished or started <i>within the reporting period</i>. Distinguish tasks performed as planned in the Operational Plan from those that are late, requiring rescheduling and falling in other situations (e.g. cancelation of activities).
(8) Timetable (as planned)	<ul style="list-style-type: none"> Refer to timetables described in the Operational Plan.
(9) Delivered by	<ul style="list-style-type: none"> Identify SAIs or task groups responsible for the delivery.
(10) Observations 1	<ul style="list-style-type: none"> (a) Indicate the % of tasks executed as planned (b) Explain why these tasks are late (c) Justify why these tasks were not executed and require rescheduling (d) Specify if tasks are to be cancelled, to be complemented by new ones, to be modified or else and why
(11) Results and outcomes achieved	<ul style="list-style-type: none"> Report, by each activity/project, all results and outcomes that have been effectively accomplished until the end of the specified reporting period (including those achieved in former years) Consider the outcomes/performance measures set in the SP for the respective key activity/project
(12) Overall status of the key activity/project	<ul style="list-style-type: none"> Assess the status of the key activity/project as a whole (consider accumulated results from former years) For that, choose and include only one of the following signals for each key activity/project: <ul style="list-style-type: none">  green = the execution of activity/project has so far produced the intended results in schedule  yellow = the execution of activity/project has not yet produced the planned results and is a bit late, but its success is not compromised

Reporting Section/Headline	Requirements
	<ul style="list-style-type: none"> –  red = the execution of the activity/project is compromised in its results and/or time
(13) Observations 2	<ul style="list-style-type: none"> • Explain yellow and red signals, highlighting reasons and solutions • Consider that cancelling tasks or introducing new ones means a review of the Operational Plan that needs to be approved by the GB • Information from “<i>Observations 2</i>” is likely to feed the Executive Summary - see (4) Outlook: “<i>Where there is a continuing and/or major difference towards the activities described in the operational plan or against the outcomes defined in the Strategic Plan, the GT concerned must inform about what they propose to do to address this issue as an outlook for the coming years</i>”. • The assessment of differences in performance against what was planned may relate to cross-cutting issues that should be flagged to GT4: lack of funding, communication or coordination deficiencies, training gaps, etc. Use this information box and the executive summary to flag these issues.
(14) Training Events	<ul style="list-style-type: none"> • Mention the training events that the Goal Team (and WGs/TFs in the case of GT3) has conducted in the reporting period, their subject and the number of participants and countries involved
(15) Surveys	<ul style="list-style-type: none"> • Mention the surveys issued by the Goal Team (including WGs/TFs in the case of GT3) in the reporting period and their subject
(16) Funding from the EUROSAI budget	<ul style="list-style-type: none"> • Indicate if your Goal Team’s activities in the reporting period have been funded by the EUROSAI budget and the respective global amount
(17) External funding	<ul style="list-style-type: none"> • Indicate if your Goal Team’s activities in the reporting period have been funded externally and the respective global amount
(18) Use of EUROSAI website	<ul style="list-style-type: none"> • Specify the information that the Goal Team has sent to be published in the EUROSAI website in the reporting period • Specify any initiatives taken by the Goal Team in the reporting period to foster the use of the EUROSAI website • Indicate benefits for the Goal Team’s responsibilities coming from the use of the website during the reporting period • Mention specific problems of your Goal Team related to the use of the website that need to be addressed
(19) Interaction with INTOSAI groups	<ul style="list-style-type: none"> • Indicate which interaction with INTOSAI groups has been established by the Goal Team during the reporting period
(20) Reinforcement of cooperation with other organisations or partners	<ul style="list-style-type: none"> • Indicate which cooperation with other organisations or partners has been established by the Goal Team during the reporting period
(21) EUROSAI or other publications	<ul style="list-style-type: none"> • Mention any articles or information related to the Goal Team that has been published in the reporting period
(22) Sustainability initiatives	<ul style="list-style-type: none"> • Indicate sustainable (environmental friendly) initiatives taken by the Goal Team during the reporting period
(23) Activities to be disseminated	<ul style="list-style-type: none"> • Specify initiatives or documents produced by the Goal Team in the reporting period that should be promoted next to SAIs, INTOSAI or others • Indicate whether the Goal Team has promoted them or intends to do it and how

Reporting Section/Headline	Requirements
(24) Suggestion of issues to be discussed with other Goal Teams	<ul style="list-style-type: none"> • Indicate, specifying, if there are any issues that the Goal Team considers should be discussed with the other teams or should be harmonized between them
(25) Suggestions to improve the implementation of the EUROSAT Strategic Plan	<ul style="list-style-type: none"> • Specify any suggestions from the Goal Team to improve the implementation of the EUROSAT Strategic Plan

(Headline with EUROSAT Logotype and Goal Team Number)

EUROSAT GT4 Overall Progress Report Framework

(Guidance is attached)

I. GT4 Overall Progress Report - Period: 201...- 201... (1)

a. Implementation of GTs Operational Plans (2)

% of tasks executed as planned	
% of tasks modified or cancelled	
Main reasons for deviations	

b. Overall status of the implementation of the SP

Strategic Goal (3)	Implementation Strategies (4)	Overall Status (5)
1- CAPACITY BUILDING Facilitate the development and the strengthening of institutional capacity of EUROSAT members	1.1.Establish conditions ensuring maximum use of available data, products and experience of others engaged in the field of capacity building	
	1.2.Establish the operational framework for facilitating capacity building development	
	1.3. Facilitate and support the development....	
	1.4....	
2- PROFESSIONAL STANDARDS Promote and facilitate.....	2.1.Raise awareness of the ISSAI and INTOSAT GOV	
	2.2....	
	2.3....	
3- KNOWLEDGE SHARING Encourage cooperation...	3.1.Enhance the use/implementation of the results of the work produced by individual SAs, EUROSAT and INTOSAT Committees and WGs as a tool for cooperation	
	3.2.Enhance ...	
	3.3.....	
	3.4.....	

4- GOVERNANCE AND COMMUNICATION Manage EUROSAL in accordance...	4.1.Ensure that EUROSAL has an organisational structure that best supports the achievement of the strategic goals	
	4.2.....	
	4.3.....	

c. Evaluation of cross-cutting issues (6)

Training	
Funding	
Cooperation	
EUROSAL website	
Publications	
Sustainability	
Dissemination of activities	
Others	

d. Conclusions/Outlook(7)

e. Decisions required from the GB (8)

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Annex to the Overall Progress Report
Overall assessment of the results achieved

Strategic Goal	Implementation Strategies	SP Outcomes and performance measures (9)	Results achieved so far (10)	
			In former years	In the current reporting period
1- CAPACITY BUILDING	1.1.	<ul style="list-style-type: none"> • The baseline to promote the use of relevant materials and information in the field of capacity building has been defined • A database of materials has been developed • Statistical data on downloading files from the database is available • The EUROSAT liaison to INTOSAI-Donor Steering Committee has been appointed • Information of EUROSAT good practices in capacity building has been forward to INTOSAI • Number of best practice examples • Feedback on examples of good practices emerging from the work of the INTOSAI CBC has been provided to EUROSAT members 		
	1.2.	<ul style="list-style-type: none"> • Priority list of capacity building needs is in place • ... • 		
	1.3.	<ul style="list-style-type: none"> • ... • ... 		
	1.4.	<ul style="list-style-type: none"> • • ... 		
2- PROFESSIONAL STANDARDS	2.1.	<ul style="list-style-type: none"> • ISSAI have been translated into the official EUROSAT languages as soon as possible after the approval of the INCOSAI • Translated ISSAI have been made available to EUROSAT members 		
	2.2.	<ul style="list-style-type: none"> • Regular ISSAI "column" in Magazine/item on website • 		
	2.3.	<ul style="list-style-type: none"> • • 		
3- KNOWLEDGE SHARING	3.1.	<ul style="list-style-type: none"> • Database of audits conducted by EUROSAT members in different fields has been established and is maintained • • Number of training events/knowledge sharing seminars 		

		<ul style="list-style-type: none"> carried out within EUROSAT 		
	3.2.	<ul style="list-style-type: none"> 		
	3.3.	<ul style="list-style-type: none"> 		
	3.4.	<ul style="list-style-type: none"> 		
4- GOVERNANCE AND COMMUNICATION	4.1.	<ul style="list-style-type: none"> Requirements on planning and reporting requirements have been defined and are complied with Agreement on GTs ToR and OP has been reached 		
	4.2.	<ul style="list-style-type: none"> 		
	4.3.	<ul style="list-style-type: none"> 		

II. Guidance for Completing GT4 Overall Progress Report

Reporting Section/Headline	Requirements
(1) Reporting Period	<ul style="list-style-type: none"> The reporting period is annual, between GB's meetings.
(2) Implementation of GTs Operational Plans	<ul style="list-style-type: none"> Based on the GTs reports, assess the overall implementation of GTs operational plans, indicating the % of adherence and deviation and the main reasons for these
(3) Strategic Goal	<ul style="list-style-type: none"> Indicate strategic goal as defined in the EUROSAT Strategic Plan.
(4) Implementation Strategies	<ul style="list-style-type: none"> Include all the implementation strategies of each strategic goal, as defined in the EUROSAT SP
(5) Overall Status	<ul style="list-style-type: none"> Assess the status of each implementation strategy as a whole (consider accumulated results from former years) For that, choose and include only one of the following signals for each implementation strategy: <ul style="list-style-type: none">  green = the execution of the strategy has so far produced the intended results in schedule  yellow = the execution of the strategy has not yet produced the planned results and is a bit late, but its success is not compromised  red = the execution of the activity/project is compromised in its results and/or time
(6) Evaluation of cross-cutting issues	<ul style="list-style-type: none"> Based on the GTs reports, evaluate the main trends in the identified or other cross-cutting issues
(7) Conclusions/Outlook	<ul style="list-style-type: none"> Indicate main trends and conclusions on the implementation of the SP Where there are major delays or differences towards the intended outcomes defined in the SP, GT 4 shall highlight: <ul style="list-style-type: none"> The main causes and effects of those differences Possible systemic issues impacting the delivery of the SP How to address them in the coming years, proposing actions or changes in the plans Issues to follow up If relevant, highlight major changes in Operational Plans
(8) Decisions required from the GB	<ul style="list-style-type: none"> Other decisions to be taken by the GB to improve the implementation of the SP
(9) SP Outcomes and performance measures	<ul style="list-style-type: none"> Describe all the outcomes and performance measures of each implementation strategy, as defined in the EUROSAT SP
(10) Results achieved so far	<ul style="list-style-type: none"> Describe the results already achieved which fulfil the intended outcomes or contribute to them, distinguishing the ones achieved in former years from those accomplished in the current reporting period. When relevant, actions that have been developed but have produced no outcomes yet can be mentioned but, in this case, these actions must be distinguished from the outcomes