

### 2nd MEETING OF EUROSAI GOAL TEAM 4

Lisbon, 17-18 January 2012

### SUMMARY OF AGREEMENTS (SoA)

- I. The **EUROSAI Goal Team 4 – Governance and Communication (GT4)** 2<sup>nd</sup> plenary meeting was held at Lisbon, on 17 and 18 January 2012.

On the morning of 17 January there were separate meetings for the following groups:

- Task Group in charge of the redesign of the EUROSAI website.
- Chairs of Goals 1, 2, 3 and 4, to discuss how to coordinate surveys. The SAI of Poland also joined this meeting.
- Joint meeting of Task Groups for the PMRR<sup>1</sup> and ToR<sup>2</sup> with the EUROSAI Secretariat and the Chair of Goal Team 3.

- II. The following representatives of GT4 members and invited experts attended the 2<sup>nd</sup> GT4 plenary meeting:

SAI		Representatives
Portugal	Current Presidency	Helena Abreu Lopes
		Eleonora Almeida
		Conceição Ventura
		Conceição Lopes
		Sónia Pimentel
Netherlands	Incoming Presidency	Hayo Van Der Wal
		Olga Rademakers
Poland	Outgoing Presidency	Aleksandra Kukula
		Ewa Borkowska-Domanska

<sup>1</sup> Planning, Monitoring and Reporting Requirements

<sup>2</sup> Terms of Reference

Spain	EUROSAI Secretariat	<b>Maria José De La Fuente</b>
		<b>Fernando Da Cunha Rivas</b>
France	Chair of GT1	<b>Jean-Raphael Alventosa</b>
		<b>Françoise David</b>
Germany	Chair of GT2	<b>Christine Rabenschlag</b>
		<b>Stefanie Ludes</b>
Czech Republic	Chair of GT3	<b>Sylva Mullerová</b>
		<b>Michaela Rosecká</b>
		<b>Radek Majer</b>
Denmark	Invited Expert	<b>Lisbeth Sorensen</b>
		<b>Jansennek Joergensen</b>
United Kingdom	Invited Expert	<b>Iain Johnston</b>
INTOSAI Planning Director	Invited Expert	<b>Monika González-Koss</b>

### III. Agenda

The Agenda for the meeting was adopted as follows:

<b>1. GT4 Operational Plan</b>
<b>2. Redesign of the EUROSAI website</b>
<b>3. GT4 Terms of Reference</b>
<b>4. Goal Teams Progress of Activities</b>
<b>5. PMRR &amp; funding issues</b>
<b>6. Possible common questionnaires</b>
<b>7. Other cross cutting issues: cooperation and external relations</b>
<b>8. Planning next operational activities</b>
<b>9. Any other business</b>

### IV. Agreements reached

Under each item of the approved agenda, the following agreements were reached.

<b>1. GT4 Operational Plan</b>	
a.	GT4 Operational Plan (OP) was agreed, including the tasks, deadlines and expected results described in Annex 1 to this SoA.
b.	Potential overlap of activities and tasks between GT4 and GTs 1 and 3 were discussed and solved by deleting activities, rewording them or making it clear that they should be coordinated.
c.	In what regards tasks nº 4.1.4.1. and 4.1.4.2. of GT4 OP and 3.3.1. of GT3 OP it was agreed that GT4 will make the analysis of existing cooperation and prepare documents on opportunities as well as benefits of interaction within INTOSAI, while GT3 will make proposals on how to promote new forms of cooperation or to increase the existing one. GTs will implement those forms of cooperation that fall under their responsibility and will share this information with GT4. GT4, on the basis of elements coming from all Goal Teams, will evaluate the overall interaction between EUROSAI and INTOSAI, reporting to the GB.
d.	In what concerns the <i>“EUROSAI Liaison with the INTOSAI-Donors Steering Committee”</i> (see Strategic Plan-1.1.2.), it was clarified that the official liaison is already appointed. According to their official role and to the decisions of that Committee, the liaison is made through the Secretariats of the regional organisations, and is, therefore, a responsibility of the EUROSAI Secretariat. Goal Teams have, nevertheless an important role: GT1 should gather information and prepare proposals for external funding of its activities and GT4 should analyse and prioritise proposals from all Goal Teams for submission to the GB.
e.	An activity to coordinate questionnaires issued by Goal Teams was included. From the planned surveys, one was cancelled and two were decided to be made jointly with GT3.

<b>2. Redesign of the EUROSAI website</b>	
a.	GT4 congratulated the task group for the revision already made in the current website.
b.	GT4 agreed to proceed with the redesign of the website and to define a Content Management System (CMS). A proposal on them will be presented to the next GB meeting .
c.	In what regards the new EUROSAI website mock up presented by the task group, the plenary agreed with the proposals, although remarks were made that there should be a high level and visible section for horizontal subjects such as ISSAIs, training, questionnaires or guidance, which the auditors could accede without the need of entering the GTs, WGs or TFs pages.
d.	GT4 agreed that, following the proposal of the task group, Goal Teams will use their own pages in the new EUROSAI website, being responsible for the content and update of those pages. WGs and TFs will keep their own websites, which will be accessible by links included in the EUROSAI site.

e.	The EUROSAT Secretariat, as the host and manager of the website, will deal with the procedures for the procurement of the implementation and support of the new website.
f.	The 3 <sup>rd</sup> meeting of GT4 will approve a final mock up of the new EUROSAT website to be submitted to the next GB.
g.	GT4 discussed the possible options to fund the new website. On its 3 <sup>rd</sup> meeting, GT4 must approve a proposal on this to be submitted to the GB. Such a proposal will be circulated before the GT4 meeting.
h.	GT4 discussed the possibility of developing a collaboration platform. There was no unanimous agreement about this step. It was agreed that the task group should prepare a business case about advantages, risks and costs of introducing collaboration tools, for the consideration of the next GB. The Netherlands Court of Audit will prepare this case.

<b>3. GT4 Terms of Reference</b>	
a.	GT4 ToR were approved as proposed by the task group, with some slight amendments, the most important of which are mentioned below.
b.	About membership (item 2.2. of ToR), GT4 considered that, although it should be possible for Chairs of Goal Teams to delegate their role in GT4 to another member of their team, that should be occasional and Chairs should consider the liaison function of GT4, the importance of continuity of knowledge and the need to commit the teams.
c.	GT4 decided that the minutes of GT4 meetings should be replaced by summaries of agreements (SoA), circulated to participants within 4 weeks after each meeting, adopted by written procedure and published in the EUROSAT website.
d.	The wording of the ToR should not mention particular provisions (e.g. financial) that could be replaced in the near future but should rather refer generally to them.
e.	The Annex 2 to the ToR should have a common part, applicable to all Goal Teams, comprising items 1 to 5, and a specific part for each Goal Team. This specific part (item 6) should include each GT related documents, referring only to those relevant for their scope of activity.
f.	GT4 ToR are attached as Annex 2 to this SoA.

<b>4. Goal Teams' Progress of Activities</b>	
a.	Each Goal Team Chair mentioned the set up of their teams, the first tasks accomplished and the next steps of their work.
b.	The Chair of GT3 submitted a request for EUROSAT funding of a seminar to be hosted

	by the Czech SAI in 2012 on “ <i>Application of Software Tools in Audits</i> ”. GT4 mentioned that this seminar should be organised in liaison and co-operation with the EUROSAT IT Working Group. The Czech SAI informed that they have already contacted the EUROSAT IT WG in this matter.
c.	As for the funding, GT4 decided to consider requests globally in the next meeting. For that, Chairs of GTs are invited to forward requests for funding before the meeting. Until new financial rules are approved, these requests will be analysed by GT4 against the criteria approved in the ETC <sup>3</sup> framework.

<b>5. PMRR &amp; Funding issues</b>	
<b>PMRR</b>	
a.	PMRR is intended to be a common framework for planning, monitoring and reporting on the implementation of the EUROSAT Strategic Plan.
b.	The operational plan framework, already being applied by Goal Teams, will be a part of PMRR. Monitoring will be made through participation in meetings, exchange of information and oral reporting in GT4 meetings. A provision relating to minimum content of oral reporting will be included. PMRR will include all reporting provisions. ToR should be very short on this subject and refer that Goal Teams reporting is made according to PMRR
c.	Task groups and GT4 discussed how to include existing Working Groups (WGs) and Task Forces (TFs) in the EUROSAT operational planning and reporting, concluding that: <ul style="list-style-type: none"> <li>• Goal 3 (knowledge sharing) of the SP is, in a major part, achieved by the already existing WGs and TFs and, so, they have a very important role in implementing this goal;</li> <li>• Therefore, both the Operational Plan and the reports of GT3 should refer to WGs and TFs activities in the perspective of their contribution to Goal 3 implementation strategies;</li> <li>• WGs and TFs also report directly to GB and Congress on the accomplishment of their specific mandates;</li> <li>• The ToR of GT3 are, in this subject, quite specific and should refer to the role of WGs and TFs in the planning and reporting of the GT, in a compatible way with PMRR;</li> <li>• There should be a specific communication effort, informing WGs and TFs about their important role in the implementation of the SP and the benefits of this solution. Chair of GT3 will consider the adequate communication tools to use.</li> </ul>
d.	As regards reporting, GT4 should present an overall situation report to the GB and the Chairs of GTs should also report to GB on the achievement of their respective goals. To be able to prepare the overall report, GT4 needs to receive the reports of the GTs in advance to their presentation to the GB.

<sup>3</sup> ETC: former EUROSAT Training Committee.

	In GB meetings, GT4 will present first the overall report, the GTs will subsequently present their own reports and the WGs and TFs will follow the GT3 presentation.
e.	A framework for GTs first report will be circulated by the task group in February.
f.	A draft of the complete PMRR will be circulated by 5 <sup>th</sup> March. PMRR should be approved by GT4 in the next meeting.
<b>Funding issues</b>	
g.	PMRR will include a short provision on funding of activities.
h.	The EUROSAT Secretariat provided GT4 with an overview of the financial provisions currently in force. They are dispersed and not adapted to the new Strategic Plan framework. Several new issues should be considered, such as the Goal Teams role and activities and the WGs and TFs needs, the need to fund other activities than training, the criteria to be used by GTs and GT4 to analyse and prioritise requests, the procedures to follow and the external funding possibilities.
i.	GT4 agreed that a comprehensive document should be drafted, including new provisions on funding and compiling the old ones that are still valid: <i>a single set of financial rules</i> .
j.	A specific task group should be entrusted of drafting such a document. The EUROSAT Secretariat (Spain) offered to lead this task group, which will include all GTs Chairs. UK offered to give some inputs. Sweden should be invited to participate as expert, due to its specific role as leader of the GT1 task group dealing with donors' funding to capacity building projects.
k.	A 1 <sup>st</sup> draft of this document should be circulated to GT4 by 2 <sup>nd</sup> April, in order that the main issues arising from it are discussed in GT4 3 <sup>rd</sup> meeting. This meeting should provide enough time for this discussion.
l.	Meanwhile, funding requests from the EUROSAT budget should be assessed against the already existing criteria, approved under the ETC framework. Chairs of GTs are invited to foster the presentation of funding requests until the end of March, so that they are analysed by GT4 in its 3 <sup>rd</sup> meeting and submitted to the next GB.

<b>6. Possible common questionnaires</b>	
a.	GT4 considered that having a single common questionnaire is not convenient, because groups need information in different moments.
b.	Goal Teams must be strict and efficient when launching new surveys: <ul style="list-style-type: none"> <li>• They should reflect in each case on whether they actually need the survey or if they can pick up the information in another way</li> <li>• They should inform other GTs of the planned surveys</li> <li>• They should consider already existing results</li> <li>• They should always share results</li> <li>• They should try to issue only one questionnaire per year (the 1<sup>st</sup> year may be</li> </ul>

	an exception)
c.	Goal Teams should specifically be careful about surveys on training needs and offers to host seminars and training. There were recent questionnaires that provide this information (ETC, Strategic Plan Task Force) and there are partners that may have updated information (IDI, SIGMA, ...)
d.	The drafting and sending of surveys is a responsibility of the respective team(s) and the same goes with the analysis of respective results, provided that they are always shared
e.	A list of planned questionnaires, their scope and timeframe, should be kept in order to promote that they are optimized, avoiding overlaps and taking the most of it for all interested
f.	Goal Teams should consider or be invited to consider joint questionnaires with other teams whenever the subjects are related and close in time.
g.	The website should include a section to host the list of questionnaires (planned and issued) and their results, to be accessed by all groups (eventually under restricted access)
h.	GT2 planned survey may be immediately issued, but training related questions should be assessed against possible existing results.
i.	GT3 and GT4 can merge questionnaires on database of audits and good practices of SAIs and on secondments. Survey on communication expectations was given up.
j.	A task group will be responsible to coordinate surveys, updating the list, checking overlaps and adopting any other initiatives

<b>7. Other cross cutting issues: cooperation and external relations</b>	
a.	The EUROSAI Secretariat shared its views on how to widen internal and external cooperation of the organisation
b.	The Congress and the GB have the decision powers.
c.	The Presidency and the Secretariat have the responsibility of officially representing the organisation and of implementing the mandates decided.
d.	<p>GTs, WGs and TFs have a role in:</p> <ul style="list-style-type: none"> <li>• Proposing new cooperation activities, new areas to explore or new bodies to cooperate with</li> <li>• Developing activities to implement, at a technical level, the MoUs already signed (OLACEFS, ARABOSAI, ASOSAI, ECIIA)</li> <li>• Cooperating, at their level, with their counterparts in INTOSAI or other regional SAIs' organisations</li> <li>• Cooperating with other partners related to their scope of activity (IDI, SIGMA, Universities, ...)</li> <li>• Promoting exchange of information and experience, joint audit activities, seminars and training and expert networks</li> </ul>
e.	The already existing cooperation with external partners at the WGs and TFs level could be formalized at the highest level by signing new MoUs (e.g. environmental cooperation)

<b>8. Planning next operational activities</b>	
a.	<p>GT4 decided to establish 6 Task Groups to implement the GT4 Operational Plan:</p> <ul style="list-style-type: none"> <li>• <b>GT4/TG1:</b> <i>Planning and Reporting</i> (<u>Chair GT4</u><sup>4</sup>, Netherlands, Spain, UK, IPD<sup>5</sup>)</li> <li>• <b>GT4/TG2:</b> <i>Liaison and good practices</i> (<u>Poland</u>, France, Germany, Czech Republic)</li> <li>• <b>GT4/TG3:</b> <i>Training issues</i> (<u>Czech Republic</u>, Portugal, France, Spain)</li> <li>• <b>GT4/TG4:</b> <i>Funding issues</i> (<u>Spain</u>, Portugal, France, Germany, Czech Republic)</li> <li>• <b>GT4/TG5:</b> <i>Communication and Sustainability</i> (<u>Netherlands</u>, <u>Poland</u>, Spain)</li> <li>• <b>GT4/TG6:</b> <i>EUROSAI website</i> (<u>Spain</u>, Netherlands, Czech Republic, Portugal, Denmark, INTOSAI Secretariat)</li> </ul>
b.	The GT4 Operational Plan details which concrete tasks are assigned to these task groups.
c.	The other task groups established in the 1 <sup>st</sup> GT4 meeting (PMRR and ToR) will complete the tasks entrusted to them
d.	Due to the very specific role of the SAI of Sweden, leading the GT1 task group that deals with the external funding of capacity building projects, GT4 decided to invite this SAI to join GT4/TG4 for funding issues, as invited expert
e.	<p>GT4 agreed as the main objectives of its 3<sup>rd</sup> meeting:</p> <ul style="list-style-type: none"> <li>• To approve PMRR, website redesign, business case on collaboration platform and overall progress report, all for submission to the GB meeting (to be held in May)</li> <li>• To assess requests for funding from the EUROSAI budget for submission to the GB</li> <li>• To discuss drafts of financial rules and of the main assumptions of the EUROSAI communication policy</li> <li>• To prepare the 2012 meeting of the GB</li> </ul>
f.	Considering these objectives, GT4 approved its working plan for the period from January to June 2012, attached as Annex 3. Responsible SAIs, task groups and Goal Teams will act according with their own agreements but organising their work in order to comply with the deadlines included in this working plan.

## V. Next meeting

The 3<sup>rd</sup> meeting of GT4 will take place in April 2012, at The Hague (Netherlands), with the objectives mentioned in IV.8.e.

### Annexes to this SoA:

#### Annex 1: GT4 Operational Plan

<sup>4</sup> The underlined SAI will lead the Task Group

<sup>5</sup> INTOSAI Planning Director

**Annex 2:** GT4 Terms of Reference

**Annex 3:** GT4 Working Plan Jan-June 2012