

Due Process for the development of ISSAIs and INTOSAI GOVs

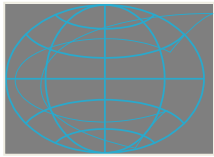
The following identifies the due process of developing ISSAIs (International Standards of Supreme Audit Institutions) and INTOSAI GOVs (INTOSAI Guidance for Good Governance).

The due process describes the basic requirements to PSC subcommittees and steering committees. The working procedures established individually by the subcommittees should support the due process, as does the practical guidance on posting of ISSAIs and INTOSAI GOVs on www.issai.org which is appended to this document.

The purpose of this paper is to facilitate the work performed by the subcommittees; Having uniform, established work and approval processes in place serve to clarify the roles, duties and responsibilities of the subcommittees and subcommittee chairs.

The purpose of the due process is threefold:

- To ensure transparency in the work performed by the subcommittees; Transparency is achieved mainly through subcommittee meetings, public exposure, consideration of comments received to exposure drafts of ISSAIs and INTOSAI GOVs, and making all Terms of reference, working procedures and meeting material available to the public.
- To ensure accountability; The PSC subcommittees are accountable to INTOSAI and its members through the PSC, and subcommittee chairs are committed to ensure that work progresses as planned. Prior to formal approval of ISSAIs and INTOSAI GOVs, guidelines are subject to a review process within the relevant steering committee, the INTOSAI Governing Board, and the INTOSAI membership.
- To ensure consistency and high quality; Consistent, high quality is achieved by ensuring that the subcommittees have appropriate membership, experts and support with the relevant experience and expertise. Furthermore, all guidelines developed by the subcommittees are subjected to the same consultative process (by relevant peers and experts, the INTOSAI membership, other stakeholders) and level of scrutiny leading to their approval (by the PSC, the Governing Board, and INCOSAI.)



Due Process

Appointment of subcommittee members

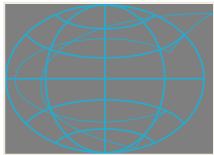
- The subcommittee chair is responsible for the appointment of members for the subcommittee. Appointments should reflect not only the requirements to develop high quality standards and guidelines, while taking into consideration the diversity of the INTOSAI membership, but also the PSC's ambition to increase the level of knowledge-sharing among Supreme Audit Institutions.
- Broad participation ensures input from different audit environments and cultures which again contributes to increase the credibility and quality of the guidelines.

Meetings

- The subcommittee members meet as often as required to discuss the development of the ISSAIs or INTOSAI GOVs and related operational matters.
- Meeting dates are published on the respective subcommittee's website, in relevant reports issued by the subcommittee and in the INTOSAI Journal. Members of the INTOSAI community and other stakeholders are welcome to attend PSC subcommittee meetings upon request to the subcommittee chair and the host of the meeting.
- Agendas and meeting papers are published on the subcommittee's website before each meeting and the related draft minutes after the meeting in order to keep the SAI community updated on progress made.
- Terms of reference, working procedures, etc. applying to the individual PSC subcommittee should be made public on the respective subcommittee's website.

Project Planning

- The work of PSC subcommittees is based on a three-year work plan with yearly milestones, which is approved by the INTOSAI Professional Standards Steering Committee and by the INTOSAI Congress. The plan is updated regularly and as a minimum once a year. The PSC Chair must be informed without hesitation of significant changes being made to the work plan, i.e. new subject of ISSAI/INTOSAI GOV, revised timeframe, etc.
- If a PSC subcommittee wishes to develop a new ISSAI or INTOSAI GOV it carries out an initial assessment to determine the categories of auditing or other tasks that will be covered by the document and the differences among SAIs that must be accommodated and to ensure consistency with existing ISSAIs and INTOSAI GOVs (potential overlaps, use of terminology



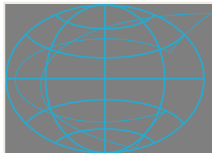
etc.). In the initial assessment it is examined to what extent it will be possible to build on guidance from one or more other standard setting bodies (IFAC, IIA or other international, regional or national) and to what extent the subcommittee will need to develop supplementary guidance in order to meet the needs and concerns of the INTOSAI community.

Development of ISSAIs and INTOSAI GOVs

- ISSAIs and INTOSAI GOVs are developed by the relevant subcommittee.
- Each subcommittee is responsible for ensuring that appropriate quality processes are in place to ensure the quality of the ISSAIs and INTOSAI GOVs
- Draft ISSAIs and INTOSAI GOVs are approved by the PSC Steering Committee (with the exception of exposure drafts of a purely technical character) and are subsequently exposed for public comment. The comment period is normally 90 days. The exposure drafts are posted on www.issai.org, inviting comments in general and indicating specific areas on which comments are particularly sought. (See separate document for details on posting of ISSAIs and INTOSAI GOVs on the official ISSAI website.) On the basis of the membership list provided by the INTOSAI General Secretariat, all INTOSAI members and other relevant stakeholders are notified of the exposure periods. This notification may be supplemented by an announcement in the INTOSAI Journal.

Public Exposure and Consideration of Comments

- Comments on an exposure draft should be made available to the public. Comments are collected by the relevant subcommittee and are subsequently posted on www.issai.org when the exposure period has expired. Comments are accepted in the five official INTOSAI languages.
- Comments on an exposure draft are analyzed by the subcommittee to determine the effect on the draft before finalizing the ISSAI or INTOSAI GOV. The subcommittee deliberates significant matters raised in the comments, as well as the technical accuracy, wording and consistency of the ISSAI or INTOSAI GOV.
- Before the ISSAI or INTOSAI GOV is approved for translation into the five official INTOSAI languages, the subcommittee assesses whether there have been substantial changes to the exposure draft that may warrant re-exposure.



Approval Process

- Approval of ISSAIs and INTOSAI GOVs follows the process stipulated in the INTOSAI statutes and include the following steps:
 - Optional presentation of preliminary drafts of guidelines to the Steering Committee and Governing Board when the PSC subcommittee finds it useful.
 - Exposure drafts are approved by the Steering Committee in compliance with the PSC Terms of Reference, item 18: “Draft outputs from the Subcommittees should be presented to the Steering Committee for approval with the exception of draft outputs of a purely technical character.”
 - The INTOSAI membership and others are invited to comment on the exposure draft.
 - Subcommittee approval for translation
 - Subcommittee approval of the translated ISSAI or INTOSAI GOV.
 - Approval of endorsement versions of the guideline by the PSC Steering Committee and the INTOSAI Governing Board, confirming that the due process has been followed in the development of the respective ISSAIs or INTOSAI GOVs.
 - Endorsement by the INTOSAI Congress every third year.

Oversight

- The PSC subcommittees report on an annual basis to the PSC Steering Committee. In addition, the PSC Chair is continuously being updated about developments within the subcommittee.
- The PSC Chair reports on an annual basis to the INTOSAI Governing Board in this regard.

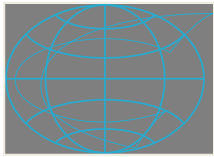


Figure 1: Approval process:

Development and Approval Process for ISSAIs and INTOSAI GOVs
(average development time frame of three years)

