



INTOSAI



Performance Audit
Subcommittee

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Terms of Reference

Mandate

The Performance Audit Subcommittee (PAS) is a subcommittee of INTOSAI's Professional Standards Committee (PSC) whose terms of reference can be found here: www.psc-intosai.org. PAS has the mandate to:

- Develop and maintain standards and guidance for performance auditing in accordance with the strategic development plan for the INTOSAI Framework of Professional Pronouncements (SDP)¹.
- Actively promote INTOSAI standards and guidance for performance auditing as set out in INTOSAI's Framework of Professional Pronouncements (IFPP).
- Identify needs among Supreme Audit Institutions (SAIs) for additional guidance and other material to support performance auditing.
- Share knowledge and experience of developments in public sector policy and financial management and assess the impact on performance auditing theory and practice.
- Share knowledge and experience of developments in performance auditing theory and practice.

The operation of the PAS is set out in a triennial work plan, linked to the INCOSAI cycle. The work plan sets the operational objectives of the subcommittee.

Structure

The subcommittee is made up of a chair, secretariat, members and temporary working groups as required.

Role of the PAS chair

PAS is a voluntary organisation made up of member SAIs and observers and is led by a SAI taking on the role of chair. The PAS chair must be a member of INTOSAI and is responsible for leading the work of PAS and the overall management of its activities. A SAI will be appointed as chair after a call for expression of interests from PSC and approval by the INTOSAI Governing Board. Generally, the role of PAS chair is by rotation among the members of the subcommittee for a three year term with the possibility of renewal. The PAS chair may resign during the term of the chairship after notifying the PSC. Responsibilities of the chair include:

- conducting the work of the subcommittee in accordance with these terms of reference, the *Handbook for INTOSAI Committees*, the due process for INTOSAI professional standards, and any other relevant INTOSAI rules and procedures
- leading the work of the subcommittee in accordance with its work plan and ensuring quality in its output
- reporting regularly to PSC on the progress of PAS activities and representing the subcommittee at PSC Steering Committee meetings

¹ Strategic development plan for the INTOSAI Framework of Professional Pronouncements' (SDP) refers to a general strategy and working plan for the development of the framework towards a clear, consistent and adequate set of professional pronouncements. Decisions on the organisation of the planning process and the content of the plan shall be taken by the PSC Steering Committee with the consent of the chairs of the Capacity Building Committee and Knowledge Sharing Committee and shall be based on proposals elaborated by the Forum for INTOSAI Professional Pronouncements

- facilitating internal and external communication
- proposing PAS projects for inclusion in the SDP, and participating in the strategic development process as required
- bringing IFPP documents to the Forum for INTOSAI Professional Pronouncements (FIPP) for approval, in line with due process
- bringing non-IFPP documents relevant to the work of the PAS to PSC for approval.

Role of the PAS Secretariat

The role of the PAS secretariat is to support the PAS chair in performing the functions of the role to ensure the effective operation of the subcommittee. The secretariat is provided by the SAI of the PAS chair.

Role of PAS Members

PAS members are expected to participate actively in activities and the work of the subcommittee including the development and maintenance of performance audit standards and supporting their implementation, consistent with their experience and expertise. As PAS is intended to be broadly representative of the SAI community, it means that all members are expected to engage actively in PAS business and decisions including

- providing feedback and/or comments when requested
- participating in PAS projects
- contributing to tasks in line with the PAS work plan
- voting on matters as required
- attending the annual meetings and other meetings as required.

Members of PAS should be willing to engage in the sharing of knowledge and experience to support other INTOSAI committees and working bodies, as well as individual SAIs in the development and enhancement of performance audit practices. PAS members should inform the PAS chair of their involvement in other committees and subcommittees of PSC to enable effective knowledge-sharing and utilisation of resources.

Temporary ad-hoc working groups

PAS may decide to establish temporary ad-hoc groups of members to work on individual projects or to help support the PAS chair in exercising its responsibilities and undertaking work in line with the approved work plan. They will usually exist for short periods covering time-limited matters or until an agreed outcome has been reached. When the need arises the chair may approach specific members or issue a request for volunteers. The number of members required will be at the discretion of the chair depending on the circumstances that gives rise to the need for the group. When group members are established the group will agree on how the group will conduct its work.

Membership

The members of the subcommittee are listed and updated as required on the PAS website www.intosaipas.org. Members should be represented by experts on performance audit. The views of all members are respected and taken into account when making decisions of the subcommittee.

Size of membership

For operational and practical reasons, PAS membership will be limited to a manageable number of members. The PAS chair decides on the optimal size of the membership of the subcommittee taking account of specific PAS needs and constraints, as well as the rules and practices of other INTOSAI working bodies and in keeping with other PSC subcommittees.

Appointment of new members

Requests for admittance to PAS are addressed in writing to the PAS chair outlining the type of audit system in place, the availability of resources to maintain PAS membership, experience in high quality performance audits and how this work could contribute to the work of the PAS subcommittee. Decisions to appoint new members is at the discretion of the PAS chair. However, where deemed necessary the PAS chair may decide to consult the members of the subcommittee. In assessing applications, the PAS chair will consider the following criteria:

- Regional distribution of the membership.
- Balance of different audit systems.
- Willingness and suitable availability of resources.
- Experience in high quality performance audits and how this can contribute to the work of the subcommittee.

Membership obligations

There is no time limit or fixed periods for PAS membership. However, as PAS is an active subcommittee it requires its members to engage voluntarily and actively participate in PAS activities. This means that all members should commit to taking an active role in the work of the subcommittee and be willing to contribute, consistent with their experience and expertise, to tasks in line with the PAS work plan and the SDP as required. The PAS chair may from time to time remind members of their membership responsibilities and obligations and can also ask from them a declaration of intent of active engagement. Where a PAS member experiences temporary challenges in meeting the requirements of PAS membership, due, for example, to a lack of resources; they should give a commitment to re-engage within a reasonable time in the future. Where the PAS chair observes little to no engagement or response from a member on a recurring basis, the PAS chair reserves the right to discontinue membership in order to allow new PAS members to join the committee. In such cases, the PAS chair may decide to consult the subcommittee.

Observers

The observers of the subcommittee are listed and updated as required on the PAS website. Observers are invited to attend the annual meeting and are encouraged to engage in discussion. Observers do not have voting rights and may not lead a working group. Depending on the purpose of the collaboration, the PAS chair can nominate or accept observers to the subcommittee and this may be done in consultation with the members.

Business of the Committee

Rules and procedures for operational activities

The business of the committee is conducted in line with the requirements set out in

- the handbook for INTOSAI Committees
- the due process procedures for INTOSAI professional standards
- PSC's 'working together' document set out in its terms of reference
- other INTOSAI rules and procedures.

Reporting

The PAS chair reports to the PSC as set out in the PSC terms of reference. PAS members participating in projects and other activities on behalf of the PAS need to report regularly to the PAS chair and secretariat on progress and developments in these projects.

Communications

The PAS chair and secretariat communicate via email, the PAS Website, video or conference calls, and other suitable forms of electronic communication. The PAS blog is available to members to facilitate knowledge sharing and the communication of performance audit related activities and good practices.

Meeting frequency

PAS meets annually and members are expected to attend. More than half of the members must be present (in person or on-line) to form a quorum. PAS annual meetings are hosted by a different SAI each year. The PAS chair welcomes initiatives by members to offer to host meetings. Alternatively, the PAS chair may approach member SAIs directly to request their willingness to host. In addition to the annual meeting, the PAS chair may call additional meetings if considered necessary for the work of the committee. Meetings can be organised on a virtual basis.

Voting

If there is a need to vote on an issue, subcommittee members are entitled to one vote each, with a maximum of one vote per SAI. If required, and in so far as possible, prior discussion of issues requiring a vote should take place before the vote is cast. Virtual voting will be considered as the need arises. All issues will be decided by a simple majority, and in the case of a tie, the PAS chair will have the casting vote.

Coverage of costs

All costs resulting from the participation of members in the PAS, including attending meetings, are borne by the members themselves. Direct meeting expenses are the responsibility of the SAI that hosts the meeting. Meeting venues should as far as possible be located to avoid unnecessary travel costs.

Language

The working language of the subcommittee is English and meetings are in English only. All PAS communications and documents are developed and circulated in English.

Revisions/Updates

The PAS chair should revise and update this document regularly and as necessary. Amendments to this document will be done in consultation with members.